



## **Board of Directors**

**Wednesday, March 31, 2021 - 1:00 pm**

**The Regional District of Kootenay Boundary  
Board Room, Trail, BC**

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

**1. Call to Order**

**2. Land Acknowledgement**

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

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

**4. Draft Minutes**

- 4.a)** The draft minutes of the March 10, 2021 open Board meeting are presented.

[Board of Directors - 10 Mar 2021 - Minutes - Pdf](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors adopt the minutes of the open regular Board meeting of March 10, 2021.

**5. Consent Agenda**

The items appearing on the Consent Agenda which may present a conflict of interest for Directors and or items which the Board wishes to discuss, must be removed from the Consent Agenda and considered separately.

**5.a) Consent Agenda Highlights**

- Receipt of Item 9-Communications (Information Only)
- Receipt of Items 10:

- 10.a) Monthly Cheque Register (*no register this meeting*)
- 10.b) RDKB Committee Minutes:
  - Beavery Valley Parks and Trails - Jan. 20/21
  - Policy and Personnel - Feb. 25/21
- 10.c) Recreation Commission Minutes:
  - Electoral Area 'C'/Christina Lake Parks & Recreation Commission - Feb. 10/21
  - Grand Forks & District Recreation Commission - Feb. 11/21
- 10.d) Draft Advisory Planning Commission (APC) Minutes:
  - Area 'A' - March 2/21
  - Area 'B' - March 1/21
  - Area 'B' - March 22/21
  - Area 'C' - March 2/21
  - Area 'D' - March 2/21
  - Area 'E' - March 2/21
- 10.e) Draft Public Hearing Minutes - Bylaw 1746

**Recommendation: Corporate Vote Unweighted**

That Consent Agenda items 9 and 10 be received by general consent of the Board.

**6. Presentations at the Request of the Board**

None.

**7. Delegations**

**7.a) The Honourable Richard Cannings, MP, South Okanagan - West Kootenay**

**Re: Update on the MP's activities and request to be apprised of local issues**

**8. Applicants & Persons Attending to Speak to Agenda Items**

None.

**9. Communications (Information Only)-Consent Agenda**

- 9.a)** The letter dated March 12, 2021 from Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs, announcing the launch of two new funding programs for local governments, is presented.

***Staff note:***

- 1. The Strengthening Communities' Services Program helps local governments "address the impacts of homelessness, support people and strengthen community health and safety."
- 2. The Local Government Development Approvals Program will



"support local governments in implementing established and testing innovative approaches to improve development approvals processes."

[Safe Restart Funding Programs CAOs BoD Mar 31 21](#)

## **10. Reports-Consent Agenda**

### **10.a) Monthly Cheque Register Summary**

None.

### **10.b) RDKB Committee Minutes**

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

[Minutes - 20 Jan 2021 -BVR - BOD - Mar 31 21](#)

[Minutes - 25 Feb 2021 - P&P - BOD Mar 31 21 Pdf](#)

[Minutes - 11 Feb 2021 - EAS - BOD Mar 31 21](#)

### **10.c) Recreation Commission Minutes**

[Minutes - Electoral Area C - Parks Recreation Commission - Feb 10 21 BoD Mar 31 21](#)

[Minutes- Grand Forks District Recreation Commission - Feb 11 21 BoD Mar 31 21](#)

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

[APC Minutes-Area A-Board-March 31 2021](#)

[APC Minutes-Area B-Board-March 31 2021](#)

[APC Minutes-Area C-Board-March 31 2021](#)

[APC Minutes-Area D-Board-March 31 2021](#)

[APC Minutes-Big White-Board-March 31 2021](#)

[APC Minutes-Area B March 22- March 31 2021](#)

## **11. Board Appointments Updates-Consent Agenda**

Reports from the following appointees will be provided at the next Board meeting (April 14/21):

- 11.a)**
  - Southern Interior Development Initiative Trust (S.I.D.I.T.) - Director McGregor
  - BC 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

**12. Items Removed from the Consent Agenda for Consideration**

Discussion of items brought forward from the Consent Agenda Item 5.

**13. Unfinished Business**

**13.a) COVID-19 Verbal Updates**

**i.) COVID-19 Pandemic Emergency Operations**

**M. Stephens, Manager of Emergency Programs**

*(Director Worley, Emergency Preparedness Liaison)*

**ii.) Impacts of the RDKB Wage Continuation COVID-19 Pandemic Policy**

**M. Andison, Chief Administrative Officer**

*(Director McGregor, Finance Liaison)*

**Recommendation: Corporate Vote Unweighted**

That the verbal updates regarding the RDKB COVID-10 Pandemic Emergency Operations (EOC) and the RDKB Wage Continuation COVID-19 Pandemic Policy be received as presented to the RDKB Board of Directors on March 31, 2021.

**13.b) COVID-19: Travel Restrictions**

The email dated March 17, 2021 from T. Guerrero, Executive Director, Patient and Client Relations, Ministry of Health, responding to the Board's enquiry about local travel during spring break, is presented.

[COVID Response MoH B0D Mar 31 21](#)

**13.c) COVID-19: Communications at Big White**

**Director V. Gee, Area 'E'/West Boundary**

**13.d) Possible restructuring of Lands and Natural Resource Operations**

- Letter from Minister Nathan Cullen, Lands and Natural Resource Operations
- Email from Clara Reinhardt, President, AKBLG

[C Reinhardt email Possible Restructure BoD Mar 10 21](#)  
[Nathan Cullen Restructure FLNRORD BoD Mar 10 21](#)

**14. Communications-RDKB Corporate Communications Officer**

F. Maika, Corporate Communications Officer, will present a verbal update on the 2021 Virtual Town Hall meetings and progress on the RDKB Communications Strategy.

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

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

**15.a) Policy & Personnel Committee - February 25, 2021**  
**Bylaw Enforcement Policy (for approval)**

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

[FINAL - Policy - Bylaw Enforcement - BOD - Mar 31 21](#)  
[Staff Report - BOD - Mar 31 21](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors adopt the Bylaw Enforcement Policy as presented to, and approved by the Policy and Personnel Committee on February 25, 2021; **FURTHER**, that the Policy be distributed accordingly.

**15.b) Policy & Personnel Committee - February 25, 2021**  
**Screening Officer Policy (for review/comment)**

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

[2021-02-25 Staff Rpt Screening- - BOD - Mar 31 21](#)  
[Screening Officer Policy - FINAL - BOD - Mar 31 21](#)

**Recommendation:** That the Regional District of Kootenay Boundary Board of Directors adopt the Screening Officer Policy as presented to, and approved by the Policy and Personnel Committee on February 25, 2021; **FURTHER**, that the Policy be distributed accordingly.

**15.c) Education and Advocacy Committee - March 23, 2021**

*Director Grieve, Committee Chair/Director Morel, Committee Vice Chair*

[Education and Advocacy Committee - 23 Mar 2021 - Minutes](#)

**Recommendation: Corporate Vote Unweighted**

That staff review the RDKB's resolution on "Use of High Efficiency Electrical Appliances" and bring it back to a future Education and Advocacy Committee for discussion in preparation for submission to the UBCM for its 2021 convention.

**Recommendation: Corporate Vote Unweighted**

That staff be directed to advise Richard Cannings, MP that the Board wishes to discuss the following items when he attends the March 31, 2021 RDKB Board meeting: proposed 1% wealth tax; the state of long term care facilities; and invasive aquatic species.

**Recommendation: Corporate Vote Unweighted**

That the Board direct staff to arrange a meeting with the provincial Ministry of Finance to discuss the proposed 1% wealth tax.

**Recommendation: Corporate Vote Unweighted**

That the Board direct staff to arrange a meeting with the provincial Ministry of Health to discuss the state of long term care facilities.

**Recommendation: Corporate Vote Unweighted**

That the Board direct staff to arrange a meeting with the Ministry of Environment to discuss the issue of invasive plants and other species in our water bodies.

**Recommendation: Corporate Vote Unweighted**

That the Board direct staff to arrange a meeting with the Ministry of Education to discuss the need for increased library funding.

**Recommendation: Corporate Vote Unweighted**

That Board Directors be requested to submit issues they wish to discuss with their Members of the Legislative Assembly to staff.

**Recommendation: Corporate Vote Unweighted**

That Committee Terms of Reference be included in the agenda of the first committee meeting of each new cycle for members' information.

**Recommendation: Corporate Vote Unweighted**

That each Committee review its Terms of Reference annually.

**Recommendation: Corporate Vote Unweighted**

That Board members be encouraged to practice pronouncing the names of the Indigenous groups in the RDKB's land acknowledgement statement.

**15.d) Electoral Area Services Committee - March 11, 2021**

**Development Variance Permit - Lukkar**

[Electoral Area Services Committee - 11 Mar 2021 - Minutes - Pdf 2021-03-11 Lukkar DVP EAS](#)

**Recommendation: Stakeholder Vote (Electoral Area - Participants Only) Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approve the Development Variance Permit application submitted by Erin Lukkar, to vary Section 609.8 – Agricultural Resource 1 Zone Setbacks of the Electoral Area B/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015 to decrease the required front parcel line setback for buildings and structures principal from 7.5 m to 4.5 m – a variance of 3 m, for the construction of a single family dwelling on the property legally described as Lot 1, Plan NEP6491, Township 9A, Kootenay Land District, Except Plan 18520, Electoral Area B/ Lower Columbia-Old Glory with the following conditions:

- 1.The applicant provide a certificate of location for the existing buildings and structures; and
- 2.The applicant provide a site plan that is to scale for the proposed setback variance.

**15.e) Electoral Area Services Committee - March 11, 2021**

**Development Variance Permit - Fawley**

**Electoral Area 'C'/Christina Lake**

## **D. Patterson, Planner**

The staff report dated March 31, 2021 from D. Patterson, Planner, providing information and a recommendation on a Development Variance Permit application for the property legally described as Lot 34, Plan KAP33117, District Lot 317, Similkameen Division of Yale Land District, Electoral Area 'C'/Christina Lake, is presented.

[DRAFT-Electoral Area Services Committee - Minutes - 11 Mar 2021](#)

[Staff Report Fawley DVP Board-March 31 2021](#)

[Chase Ltr CL BoD Mar 31 21](#)

[Email Gunter BoD Mar 31 21 Redacted](#)

[002](#)

[023](#)

[033](#)

[104](#)

## **Recommendation: Stakeholder Vote (Electoral Area - Participants Only) Unweighted**

That the Regional District of Kootenay Boundary Board of Directors consider the Development Variance Permit application submitted by Gail Fawley and Gregory Fawley, for the property legally described as Lot 34, Plan KAP33117, District Lot 317, Similkameen Division of Yale Land District, Electoral Area C/ Christina Lake, with the following recommendations:

1. That the Regional Board deny the requested variance to Section 402.6 – Exterior Side Parcel Line Setback, to reduce the minimum accessory building exterior side parcel line setback from 4.5 m to 2.65 m – a variance of 1.85 m, in order allow the proposed siting of the accessory building containing the garage/storage area; and

2. That the Regional Board approve the requested variance to Section 402.6 – Front Parcel Line Setback, to reduce the minimum accessory building exterior side parcel line setback from 4.5 m to 2.75 m – a variance of 1.75 m, to allow for the electrical shed/storage space, with the following condition:

2.1. The applicants submit an approved Highway Use Permit for the setback

from the Ministry of Transportation and Infrastructure.

## **16. New Business**

**16.a) Alternative Approval Process: Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021**  
**A. Winje, Manager of Corporate Administration/Corporate Officer**

The staff report dated March 15, 2021 from A. Winje, Manager of Corporate Administration/Corporate Officer requesting Board approval to proceed to the alternative approval process to gain electoral support to borrow funds for capital costs associated with the Electoral Area 'C'/Christina Lake Local Service Fire Protection Area, is presented.

[Staff Report-CL Fire LA AAP BoD Mar 31 21](#)

[Calendar AAP CL Fire BoD Mar 31 21](#)

[CLFire AAPCalculationsReport BoD Mar 31 21](#)

[Elector Response Form CL Fire BoD Mar 31 21](#)

[CL Fire AAP Notice BoD Mar 31 21](#)

**Recommendation: Corporate Vote Unweighted**

That pursuant to Section 86(3) of the *Community Charter* the estimated number of eligible electors of the area to which the Alternate Approval Process applies for the proposed "Regional District of Kootenay Boundary Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021" being the RDKB Electoral Area 'C'/Christina Lake be established as 1604 of which 160 be established as the ten percent (10%) of the total number of eligible electors required to sign the Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Elector Response Form opposing the adoption of "Regional District of Kootenay Boundary Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021."

**Recommendation: Corporate Vote Unweighted**

That pursuant to Section 86(3) of the *Community Charter*, that the Regional District of Kootenay Boundary Board of Directors approves the individual Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Elector Response Form as attached to this staff report and presented to the RDKB Board of Directors on March 31, 2021; **FURTHER**, that this form be used in conducting the Alternate Approval Process for the "Regional District of Kootenay Boundary Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021."

### **Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves **4:30 p.m., Monday, June 28, 2021** as the deadline for the RDKB Corporate Officer's receipt of submissions of the Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Elector Response Forms for the Alternate Approval Process conducted for the "Regional District of Kootenay Boundary Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021."

#### **16.b) Association of Kootenay Boundary Local Governments (AKBLG): Call for Nominations**

The email dated March 16, 2021 from the AKBLG calling for nominations for AKBLG executive positions, is presented.

*Staff note:* nominations must be submitted by April 14, 2021.

[AKBLG Call for Nominations BoD Mar 31 21](#)

[Nomination package for AKBLG Executive BoD Mar 31 21](#)

#### **16.c) Development Variance Permit - McIntosh Electoral Area 'B'/Lower Columbia-Old Glory **L. Moore, Senior Planner** **- The Applicant, J. McIntosh, will be in attendance****

The staff report dated March 31, 2021 from L. Moore, Senior Planner, providing information and a recommendation on a Development Variance Permit application for the property legally described as Lot 2, Plan NEP2092, TWP 8A, KD, Casino, Electoral Area B/Lower Columbia-Old Glory, is presented.

[2021-03-31 McIntosh DVP Board BoD Mar 31 21](#)

### **Recommendation: Stakeholder Vote (Electoral Areas - Participants Only) Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Justin G. McIntosh, to allow for a variance to the interior parcel line setback from 4.5 m to 2.0 m – a variance of 2.5 m to construct a single detached dwelling on the property legally described as Lot 2, Plan NEP2092, TWP 8A, KD, Casino, Electoral Area B/Lower Columbia-Old Glory.

#### **16.d) Referral - Sand and Gravel Pit New Permit Application**



**Electoral Area 'D'/Rural Grand Forks  
L. Moore, Senior Planner**

The staff report dated March 31, 2021 from L. Moore, Senior Planner, regarding a referral for a Sand and Gravel Pit New Permit Application in Electoral Area 'D'/Rural Grand Forks, is presented.

[StaffReport-Talarico Board-March 31 2021](#)

**Recommendation: Stakeholder Vote (Electoral Areas - Participants Only) Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report, Ministry of Energy, Mines & Petroleum Resources – Notice of Work – Sand and Gravel Pit– Rico's Gravel, which includes the recommendations of the Electoral Area D/Rural Grand Forks Advisory Planning Commission to Front Counter BC for consideration.

**16.e) RDKB Building Inspection Report for the Year 2020  
B. Champlin, Manager of Building Inspection**

A staff report from B. Champlin, Manager of Building Inspection Services, regarding the 2020 building statistics, is presented.

[Staff Report-2020 Building Statistics-Board March 31, 2021 - Pdf](#)

**Recommendation: Corporate Vote Unweighted**

That the staff report dated March 24, 2021 from B. Champlin, Manager of Building Inspection Services, regarding the 2020 building statistics be received.

**16.f) Resolutions for the 2021 Budget and 2021-2025 Five Year Financial Plan as Adopted by RDKB Committees  
M. Forster, Executive Assistant**

A staff report dated March 25, 2021 from M. Forster, Executive Assistant, presenting the resolutions for the 2021 Budget and the 2021-2025 Five Year Financial Plan as adopted by the individual RDKB Committees for the specific RDKB services / functions, is presented.

[Staff Report - Statutory Requirements for Adoption of 2020 2024 Five Year Plan - Pdf](#)

**Recommendation:** That the staff report from Maureen Forster, Executive Assistant presenting the resolutions for the 2021 Budget /

2021-2025 Five Year Financial Plan as adopted by the individual Regional District of Kootenay Boundary Committees for the specific RDKB services / functions be received.

**16.g) Building Bylaw Contravention: 1515 Columbia Garden Road (Electoral Area 'A')**

**B. Champlin, Manager of Building Inspection Services**

The staff report dated March 8, 2021 from B. Champlin, Manager of Building Inspection Services, recommending that a Notice on Title be placed on that property located at 1515 Columbia Gardens Road, is presented.

[Whaley Attachment - Registered Letters-Photos Bod Mar 31 21](#)

**Recommendation: Corporate Vote Unweighted**

That the Board of Directors direct the Corporate Officer to register a Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*, on that property located at 1515 Columbia Gardens Road, Fruitvale, Electoral Area 'A' and legally described as Lot B District Lot 1236 Kootenay District Plan 3071.

**16.h) Building Bylaw Contravention: 1201 2nd Street, Trail, BC**  
**B. Champlin, Manager of Building Inspection Services**

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding a Building Bylaw Contravention for the property described as:

1201 2nd Street, Trail, BC

Electoral Area 'B' / Lower Columbia-Old Glory

Parcel Identifier: 012-996-165

Lot 35 District Lot 2404 Kootenay District Plan 2231

Owners: Mark and Marie Krastel

is presented.

[staff Report-Bylaw Contravention Krastel-Board-March 31, 2021 - Pdf](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors invite the owners, Mark and Marie Krastel, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property

legally described as Lot 35, District Lot 2404, Kootenay District, Plan 2231.

**16.i) Contribution Agreement: RDKB and Boundary Community Ventures Association**

[BCV BYLAWS AT INCORPORATION](#)

[BCV CONSTITUTION AT INCORPORATION](#)

[DRAFT-CONTRIBUTION AGREEMENT - RDKB and BCV Society March 25 2021](#)

**Recommendation: Corporate Vote Weighted**

That the Chair and the Corporate Officer be authorized to sign a contribution agreement between the Regional District of Kootenay Boundary and the Boundary Ventures Association for it to deliver the Boundary Food Hub project, as per the terms and conditions in the agreement.

**Recommendation: Corporate Vote Unweighted**

That the following individuals be appointed as directors to the Boundary Ventures Association:

- Vicki Gee (Electoral Area 'E'/West Boundary Director)
- Grace McGregor (Electoral Area 'C'/Christina Lake Director)
- James Chandler (General Manager of Operations/Deputy CAO)

**16.j) Grants in Aid - as of March 24, 2021:**

[Grants in Aid-Board-March 31 2021](#)

**Recommendation: Stakeholder Vote (Electoral Area - Participants Only) Weighted**

That the following grants-in-aid be approved:

- PAC Fruitvale Elementary – Garibaldi Polished Stone and Concrete Benches – Electoral Area 'A' - \$10,000
- Casino Recreation – Casino Recreation Lands Surveying Costs – Electoral Area 'B'/Lower Columbia-Old Glory - \$5,000
- Kootenay Columbia Learning Centre – Graduating Student Bursary – Electoral Area 'B'/Lower Columbia-Old Glory - \$750
- Boundary Horse Association – Riding Arena Rebuild – Electoral Area 'C'/Christina Lake - \$1,000
- Boundary Helping Hands Feline Rescue Society – Temporary Cat Shelter Liability Insurance – Electoral Area 'D'/Rural Grand Forks - \$500
- Boundary Horse Association – Riding Arena Rebuild – Electoral

- Area 'D'/Rural Grand Forks - \$1,500
- Kettle River Food Share Society – Package Insurance Policy – Electoral Area 'E'/West Boundary - \$1,689
- Midway Public Library – Area 'E' Contribution for Residents' Membership – Electoral Area 'E'/West Boundary - \$4,000
- Trails to the Boundary – Bookkeeping for 2021 – Electoral Area 'E'/West Boundary - \$2,400
- Trails to the Boundary – Riverside Centre Rental – Electoral Area 'E'/West Boundary - \$10,725

## **17. Bylaws**

### **17.a) Bylaw 1746: "Regional District of Kootenay Boundary Official Community Plan Amendment" (Electoral Area 'C'/Christina Lake)**

#### **3rd Reading and Adoption**

[PublicHearingMinutes BL1746 Signed BoD Mar 31 21](#)

[Bylaw1746 Board-March 31 2021](#)

#### **Recommendation: Stakeholder Vote (Electoral Area - Participants Only) Unweighted**

That "Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1746, 2021" be read a THIRD time.

#### **Recommendation: Stakeholder Vote (Electoral Area- Participants Only) Unweighted**

That "Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1746, 2021" be read ADOPTED; Further, that the Chair and the Corporate Officer be authorized to sign the bylaw.

### **17.b) Bylaw 1750: Board of Variance**

#### **3 Readings and Adoption**

[Bylaw 1750 Board of Variance-Board-March 31 2021](#)

#### **Recommendation: Corporate Vote Unweighted**

That "Regional District of Kootenay Boundary Board of Variance Bylaw No. 1750, 2021" be read a FIRST, SECOND and THIRD time.

#### **Recommendation: Corporate Vote Unweighted**

That "Regional District of Kootenay Boundary Board of Variance

Bylaw No. 1750, 2021" be ADOPTED; **Further**, that the Chair and the Corporate Officer be authorized to sign the bylaw.

**17.c) Bylaw 1752: "2021 - 2025 Five Year Financial Plan  
**B. Ihlen, General Manager of Finance/Chief Financial Officer"**  
**(Dir. G. McGregor, Finance Liaison)****

The staff report dated March 25, 2021 from B. Ihlen, General Manager of Finance/CFO, presenting the 2021-2025 Five Year Financial Plan, is presented.

[Staff Report - Financial Plan Bylaw 1752 March 31 2021](#)  
[Bylaw 1752-Financial Plan -2021 2025-Adopt BoD Mar 31 21 with Schedule A](#)  
[2021-2025 Budget Summary by Service](#)  
[2021-2025 Five Year Summarized - Expense Summary](#)  
[Area E - Economic Development \(079\) Summary Budget \(updated\)](#)  
[General Government \(001\) Summary Budget \(updated\)](#)

**Recommendation: Corporate Vote Weighted**

That "Regional District of Kootenay Boundary 2021 – 2025 Financial Plan Bylaw 1752, 2021" be read a FIRST, SECOND and THIRD time.

**Recommendation: Corporate Vote Weighted (2/3rds consent required)**

That "Regional District of Kootenay Boundary 2021 – 2025 Financial Plan Bylaw 1752, 2021" be ADOPTED; **FURTHER**, that the Chair and the Corporate Officer be directed to sign the bylaw.

**17.d ) Bylaw 1760: "Regional District of Kootenay Boundary Records Management**

**Bylaw No. 1760, 2021"**

**A. Winje, Manager of Corporate Administration/Corporate Officer**

***First, Second and Third Reading***

The staff report dated March 9, 2021 from A. Winje, Manager of Corporate Administration/Corporate Officer proposing "Regional District of Kootenay Boundary Records Management Bylaw No. 1760, 2021" is presented.

[Bylaw 1760 Records Management STAFF REPORT BoD Mar 31 21](#)  
[Records Management Project BoD Mar 31 21](#)  
[Bylaw 1760 Records Management BoD Mar 31 21](#)

**Recommendation: Corporate Vote Unweighted**

That "Regional District of Kootenay Boundary Records Management Bylaw No. 1760" be read a FIRST, SECOND and THIRD time.

**17.e) Bylaw 1761: "Regional District of Kootenay Boundary Officers Establishment Bylaw No. 1761, 2021"**

**A. Winje, Manager of Corporate Administration/Corporate Officer**

The staff report dated March 15, 2021 from A. Winje, Manager of Corporate Administration/Corporate Officer, recommending three readings and adoption of an updated Officers' bylaw, is presented.

[Bylaw 1761 Staff Report BoD Mar 31 21](#)

[Bylaw 1050-Officer Positions](#)

[Bylaw 1761 Officers](#)

**Recommendation: Corporate Vote Unweighted**

That "Regional District of Kootenay Boundary Officers Establishment Bylaw No. 1761, 2021" be read a FIRST, SECOND and THIRD time.

**Recommendation: Corporate Vote Unweighted**

That "Regional District of Kootenay Boundary Officers Establishment Bylaw No. 1761, 2021" be ADOPTED; FURTHER, that the Chair and the Corporate Officer be authorized to sign the bylaw.

**18. Late (Emergent) Items**

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

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

**21. Closed Meeting**

**21.a) Meeting Closed to the Public**

In the opinion of the Board - and in accordance with Section 90 of the *Community Charter* - the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting; AND FURTHER, in accordance with Section 90 of the *Community Charter*, the meeting

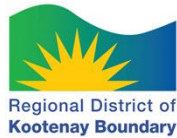
is to be closed on the basis identified in the following subsections:

(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors proceed to a closed meeting pursuant to Sec. 90 (n) of the *Community Charter*.

**22. Adjournment**



## **Board of Directors**

### **MINUTES**

Wednesday, March 10, 2021  
1 p.m.

Via ZOOM

Quorum was maintained throughout the meeting.

#### **Board Members Present:**

Director D. Langman, Chair	Village of Warfield
Director G. McGregor, Vice-Chair	Area C/Christina Lake
Director A. Grieve	Area A
Director L. Worley	Area B/Lower Columbia-Old Glory
Director D. O'Donnell	Area D/Rural Grand Forks
Director V. Gee	Area E/West Boundary Big White
Director S. Morissette	Village of Fruitvale
Director M. Walsh	Village of Montrose
Director R. Cacchioni	City of Trail
Director A. Morel	City of Rossland
Director C. Korolek	City of Grand Forks
Director B. Noll	City of Greenwood
Director R. Dunsdon	Village of Midway

#### **Staff Present:**

M. Andison, Chief Administrative Officer  
A. Winje, Manager of Corporate Administration/Corporate Officer  
J. Chandler, General Manager of Operations/Deputy CAO  
B. Ihlen, General Manager of Finance/CFO  
J. Dougall, General Manager of Environmental Services  
M. Stephens, Manager of Emergency Programs  
G. Denkovski, Manager of Infrastructure and Sustainability

#### **Delegation:**

R. Roussin, Program Coordinator and General Advisor, Kootenay and Boundary Farm Advisors



**1. Call to Order**

Chair Langman called the meeting to order at 1 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 March 10, 2021 was presented.

Moved / seconded:

- 133-21** That the agenda for the Regional District of Kootenay Boundary Board of Directors' meeting of March 10, 2021 be adopted as presented.

Carried.

**4. Minutes**

The draft minutes of the February 25, 2021 open Board meeting were presented.

Moved / seconded:

- 134-21** That the Regional District of Kootenay Boundary Board of Directors adopt the minutes of the open regular Board meeting of February 25, 2021.

Carried.

**5. Consent Agenda****a) Consent Agenda Highlights**

- Receipt of Items:
  - 10.a)-Monthly Cheque Register
  - 10.b)-RDKB Committee Minutes:
    - Boundary Services - Feb. 9/21
    - Beaver Valley Rec - Feb. 16/21
    - East End Services - Feb. 16/21

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- Education & Advocacy - Feb. 17/21
- 10.c)-Recreation Commission Minutes
- 10.d)-Draft Advisory Planning Commission (APC) Minutes
- 10.e)-Draft Public Hearing minutes - RDKB Bylaw No. 1747
- 11) Board appointments - Updates

Moved / seconded:

- 135-21** That Consent Agenda items 10 and 11 be received by general consent of the Board.

Carried.

#### **6. Presentations at the Request of the Board**

None.

#### **7. Delegations**

**a) Kootenay and Boundary Farm Advisors (KBFA)**

***Spokesperson: Rachael Roussin, Program Coordinator and General Advisor***

**Re: Overview of KBFA's activities in 2020/2021**

Ms. Roussin provided her annual update on the activities of the Kootenay and Boundary Farm Advisors, an extension and engagement program that helps producers to build relationships to improve agricultural production and efficiency. Highlights of 2020 included: an irrigation and soil management symposium; a riparian restoration field day in Grand Forks; an agricultural soils field day in Rock Creek; a soil project at Haynes' Ranch in Rock Creek; a pasture rejuvenation project; and virtual field days on field crop production. She outlined KBFA's activities and advised the Board that the association produces a bi-monthly newsletter.

Ms. Roussin then answered questions from the Board.

Ms. Roussin left the meeting at 1:23 p.m.

#### **8. Applicants & Persons Attending to Speak to Agenda Items**

No one presented.

#### **9. Communications (Information Only) - Consent Agenda**

None to present.

**10. Reports - Consent Agenda****a) Monthly Cheque Register Summary****b) RDKB Committee Minutes**

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

**c) Recreation Commission Minutes**

None to present.

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

None to present.

**e) Draft Public Hearing Minutes**

Re: RDKB Bylaw No. 1747

**11. Board Appointments Updates-Consent Agenda**

The following Directors' appointments updates were presented:

- 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

Chair Langman thanked staff for their hard work organizing, preparing and facilitating the recent Town Hall meetings. CAO Anderson reported that attendance numbers were similar to those in 2020 but that different members of the public attended. The corporate communications officer will bring a report to the Board at a future meeting on the Town Hall meetings.

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**12. Items Removed from the Consent Agenda for Consideration**

No items were brought forward from the Consent Agenda (Item 5).

**13. Unfinished Business****a) COVID-19 Verbal Updates**

The Chair welcomed Carlene Pires, the RDKB's new Emergency Programs Coordinator.

**i.) COVID-19 Pandemic Emergency Operations**  
*(Director Worley, Emergency Preparedness Liaison)*  
 M. Stephens, Manager of Emergency Programs

Manager Stephens reported that BC currently has just over 100 active cases of COVID-19. The RDKB has not received an accurate update from the Province as to numbers in this region since March 4; however, at last count, there were three active cases in the RDKB, two of which are in Trail area. Approximately 343,381 doses of the first vaccine have been administered throughout BC. The provincial vaccination policy has changed: the second dose will be delayed by four months as the first dose is 90% effective. The second dose provides 4% more efficacy. Two sites in the RDKB have been chosen for mass immunizations: the Waneta Mall and the Grand Forks Curling Club. Mobile immunization clinics will be provided for remote areas. To date, Interior Health had not requested support from the RDKB.

**ii.) Impacts of the RDKB Wage Continuation COVID-19 Pandemic Policy**  
*(Director McGregor, Finance Liaison)*  
 M. Andison, Chief Administrative Officer

CAO Andison reported that as of the end of the RDKB's last pay period, the costs associated with paid leave have dropped off. Costs have remained constant at just over \$48,000. These funds come from the COVID-19 Safe Restart Grant.

Moved / seconded:

**136-21** That the verbal updates regarding the RDKB COVID-10 Pandemic Emergency Operations (EOC) and the RDKB Wage Continuation COVID-19 Pandemic Policy be received as presented to the RDKB Board of Directors on March 10, 2021.

Carried.

**b) Take from the Table: Resolution 127-21 (February 25, 2021 regular Board meeting)**  
**COVID-19 Safe Restart Grant allocation**

The staff report from B. Ihlen, General Manager of Finance/CFO, was re-presented for consideration.

CFO Ihlen advised that her report had not been updated since it was first presented to the Board on February 25, 2021.

Moved / seconded:

- 137-21** That the Regional District of Kootenay Boundary Board of Directors approve wage continuation in the amount of \$95,000 for 2021 from the COVID-19 Safe Restart Grant allocation; **FURTHER**, that the allocation be incorporated into the 2021-2025 Five-Year Financial Plan.

Carried.

Moved / seconded:

- 138-21** That staff be directed to refer the issue of the allocation of COVID-19 Safe Restart Grant funds for VPN improvements in 2021 to a future meeting of the Board and provide a report on same.

Carried.

Moved / seconded:

- 139-21** That the Regional District of Kootenay Boundary Board of Directors approve an allocation of \$45,000 for 2021 from the COVID-19 Safe Restart Grant allocation to provide extended hours for the Grand Forks Aquatic Centre; **FURTHER**, that the allocation be incorporated into the 2021-2025 Five Year Financial Plan.

Carried.

CAO Anderson said that staff will bring options to the Board at a future meeting around the proposed health and safety advisor position.

CFO Ihlen explained that staff would like to develop a health and wellness program to help employees through the pandemic. Staff is investigating economical ways to

engage with employees. Discussion ensued about the proposed program. CAO Andison said staff would investigate how the COVID-19 Safe Restart Grant funds can be used.

Moved / seconded:

- 140-21** That the health and wellness program NOT be supported with COVID-19 Safe Restart Grant allocations.

Carried.

Moved / seconded:

- 141-21** That the Regional District of Kootenay Boundary Board of Directors approve the COVID-19 Safe Restart Grant allocation for unknown operational needs/contingency of \$60,000; **FURTHER**, that the allocations be incorporated into the 2021-2025 Five-Year Financial Plan.

Carried.

Staff will provide a report on the unallocated funds and options at a future Board meeting.

**c) Beaver Valley Parks and Trails (019) 2021-2025 Five Year Financial Plan**

*(Director G. McGregor, Finance Liaison)*

The staff report dated March 4, 2021 from Barb Ihlen, General Manager of Finance/CFO, regarding the proposed Beaver Valley Parks and Trails (019) 2021-2025 Five Year Financial Plan was presented.

Moved / seconded:

- 142-21** That the Regional District of Kootenay Boundary Board of Directors approve the Beaver Valley Parks & Trails (019) proposed 2021-2025 Five Year Financial Plan as presented to the Board of Directors on March 10, 2021 including minor changes for adjustments for year end totals; **FURTHER**, that the Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

Carried.

**d) Re: East End Transit (900) 2021-2025 Five Year Financial Plan**

The staff report dated March 4, 2021 from B. Ihlen, General Manager of Finance/CFO, regarding the proposed East End Transit (900) 2021-2025 Five Year Financial Plan, was presented.

Moved / seconded:

- 143-21** That the Regional District of Kootenay Boundary Board of Directors approve the East End Transit (900) proposed 2021-2025 Five Year Financial Plan as presented to the Board of Directors on March 10, 2021 including minor changes for adjustments for year end totals; **FURTHER**, that the Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

Carried.

**e) Area E/West Boundary Regional Parks & Trails Service (065) 2021-2025 Five Year Financial Plan**

The staff report dated March 4, 2021 from B. Ihlen, General Manager of Finance/CFO, regarding the proposed Area E/West Boundary Regional Parks & Trails Service (065) 2021-2025 Five Year Financial Plan, was presented.

Moved / seconded:

- 144-21** That the Regional District of Kootenay Boundary Board of Directors approve the Area E/West Boundary Regional Parks & Trails Service (065) proposed 2021-2025 Five Year Financial Plan as presented to the Board of Directors on March 10, 2021 including minor changes for adjustments for year end totals; **FURTHER**, that the Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

Carried.

**f) General Government/Legislative & Administrative Services (001) 2021-2025 Five Year Financial Plan**

*(Director McGregor, Finance Liaison)*

The staff report dated March 4, 2021 from B. Ihlen, General Manager of Finance/CFO, regarding the proposed General Government/Legislative & Administrative Services (001) 2021-2025 Five Year Financial Plan, was presented.

Moved / seconded:

- 145-21** That the Regional District of Kootenay Boundary Board of Directors approve the General Government/Legislative & Administrative Services (001) proposed 2021-2025 Five Year Financial Plan as presented to the Board of Directors on March 10, 2021 including minor changes for adjustments for year end totals; **FURTHER**, that the Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

Carried.

**g) Greenwood Rural Fire Service 'Final' Budget Summary 2021 - #056**

The staff report dated March 3, 2021 from J. Chandler, General Manager - Operations/CFO, providing an overview of the 2021 #056 Fire Protection-Greenwood Rural Fire Service budget, was presented.

Moved / seconded:

- 146-21** That the Regional District of Kootenay Boundary Board of Directors approve the #056 Fire Protection-Greenwood Rural Fire Service 2021-2025 Five Year Financial Plan as presented to the Board of Directors on February 10, 2021 and including minor changes for adjustments for year end totals; **FURTHER**, that the Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

Carried.

**h) 2021-2025 Five Year Financial Plan Approval**

*(Director McGregor, Finance Liaison)*

The staff report dated March 4, 2021 from B. Ihlen, General Manager of Finance/CFO presenting the proposed 2021-2025 Five Year Financial Plan, was presented.

Moved / seconded:

- 147-21** That the Regional District of Kootenay Boundary Board of Directors approve the 2021-2025 Five Year Financial Plan as presented to the Board of Directors on March 10, 2021, including minor changes for adjustments for 2020 year-end totals.

Carried.



**14. Communications - RDKB Corporate Communications Officer**

The Corporate Communications Officer will present a report to the Board at its March 31, 2021 meeting.

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

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

**a) East End Services Committee - Jan. 19/21**

The minutes of the East End Services meeting held January 19, 2021 were presented.

Moved / seconded:

- 148-21** That the Regional District of Kootenay Boundary Board of Directors appoint Director Worley, Director Cacchioni and Alternate Director Parkinson to the West Kootenay Regional Transit Committee for three-year terms commencing January 1, 2021 and expiring December 31, 2023.

Carried.

**16. New Business****a) Possible restructuring of Lands and Natural Resource Operations**

- Letter from Minister Nathan Cullen, Lands and Natural Resource Operations
- Email from Clara Reinhardt, President, AKBLG

The letter dated February 24, 2021 from Hon. Nathan Cullen, Minister of State for Lands and Natural Resource Operations, to the Association of the Kootenay and Boundary Local Governments' president, and the email dated March 3, 2021 from Clara Reinhardt, AKBLG president to the RDKB regarding the possible restructuring of the ministry, were presented.

CAO Andison explained that Mr. Cullen is requesting input on the possible restructuring as well as the mandate of the ministry. CAO Andison encouraged Directors' to submit their comments to him and stated that a staff report would be brought to a future Board meeting. It was recommended that the RDKB's recent resolution to AKBLG advocating for more local control of land-use practices be sent to Minister Cullen.

Staff was requested to put this item on the next Boundary Services Committee.

**b) Application for Gas Tax Funding- Beaver Mountain Snowmobile Association Electoral Area 'A'**

*Director A. Grieve, Area 'A'*

An application for the disbursement of Electoral Area 'A' Gas Tax funds to the Beaver Mountain Snowmobile Association was presented.

Moved / seconded:

- 149-21** That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application submitted by the Beaver Mountain Snowmobile Association and the allocation of Gas Tax funding for \$5,000 from Electoral Area A for the costs associated with the construction of a back country shelter; **FURTHER**, that the Board approves the RDKB authorized signatories to sign and enter into the agreement.

Carried.

**c) Application for Gas Tax Funding- Beaver Valley Curling Club Electoral Area 'A'**

*Director A. Grieve, Area 'A'*

An application for the disbursement of Electoral Area 'A' Gas Tax funds to the Beaver Valley Curling Club was presented.

Moved / seconded:

- 150-21** That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application submitted by the Beaver Valley Curling Club and the allocation of Gas Tax funding for \$15,000 from Electoral Area 'A' for the costs associated with kitchen upgrades; **FURTHER**, that the Board approves the RDKB authorized signatories to sign and enter into the agreement.

Carried.

**d) Solid Waste Collection Service Contract Extension - Big White - Idabel Lake**

*Director V. Gee, Electoral Area 'E'/West Boundary Director*

A staff report from Tim Dueck, Solid Waste Program Coordinator, requesting an extension to the Big White-Idabel Lake Solid Waste Collection Service Contract, was presented.

Moved / seconded:

- 151-21** That the Regional District of Kootenay Boundary Board of Directors direct staff to extend the Big White-Idabel Lake Solid Waste Collection Service Contract for a one-year period – August 1st, 2021 to July 31st, 2022 under the same terms and conditions of the current contract; **FURTHER**, that the RDKB Board of Directors authorize staff to sign required contract extension documents.

Carried.

**e) Decision-Making Process for Use of Reserves in General Administration Budget (001)**

Director Gee initiated a discussion around the necessity of having a conversation about how the Board allocates reserves.

**f) Recreation Grant: Electoral Area 'B'/Lower Columbia-Old Glory Silver City Trap Club**

An application for a Recreation Grant in the amount of \$20,000 from the Area 'B' Unallocated Grants budget for the Silver City Trap Club, was presented.

Moved / seconded:

- 152-21** That the application from the Silver City Trap Club for a Recreation Grant from Electoral Area 'B'/Lower Columbia-Old Glory in the amount of \$20,000 to assist with costs related to construction of a disabled/practice venue be approved.

Carried.

**g) Grants in Aid - as of March 4, 2021:**

Moved / seconded:

- 153-21** That the following grants-in-aid be approved:

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- 1.) Grand Forks Farmers Market – BC Farmers Market Coupon Program – Electoral Area 'C'/Christina Lake - \$1,000
- 2.) Grand Forks Farmers Market – BC Farmers Market Coupon Program – Electoral Area 'D'/Rural Grand Forks - \$5,000

Carried.

## **17. Bylaws**

### **a) Bylaw 1740:**

**"Regional District of Kootenay Boundary Electoral Area 'D'/Rural Grand Forks and City of Grand Forks Mosquito Control Service Establishment Bylaw No. 1740, 2020"**

Moved / seconded:

- 154-21** That "Regional District of Kootenay Boundary Electoral Area 'D'/Rural Grand Forks and City of Grand Forks Mosquito Control Service Establishment Bylaw No. 1740, 2020" be ADOPTED; **FURTHER**, that the Chair and the Corporate Officer be authorized to sign the bylaw.

Carried.

### **b) Bylaw 1743:**

**"Regional District of Kootenay Boundary Electoral Area 'E'/West Boundary Heritage Conservation Service Establishment Bylaw No. 1743, 2021"**

Moved / seconded:

- 155-21** That "Regional District of Kootenay Boundary Electoral Area 'E'/West Boundary Heritage Conservation Service Establishment Bylaw No. 1743, 2021" be ADOPTED; **FURTHER**, that the Chair and the Corporate Officer be authorized to sign the bylaw.

Carried.

### **c) Bylaw 1747:**

**"Regional District of Kootenay Boundary Proposed Zoning Amendment Bylaw No. 1747, 2021 (Big White)"**

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The applicant was in attendance.

Director Gee spoke to the application and indicated that she would recommend deferring the application to the Official Community Plan process.

Moved / seconded:

- 156-21** That the application in "Regional District of Kootenay Boundary Proposed Zoning Amendment Bylaw No. 1747, 2021 (Big White)" be deferred to the Official Community Plan process and that no further action be taken on "Regional District of Kootenay Boundary Proposed Zoning Amendment Bylaw No. 1747, 2021 (Big White)" at present.

Carried.

- d) Bylaw 1755:**  
**"Regional District of Kootenay Boundary Christina Lake Water Utility Regulation and Rates Bylaw No. 1755, 2021"**

Moved / seconded:

- 157-21** That "Regional District of Kootenay Boundary Christina Lake Water Utility Regulation and Rates Bylaw No. 1755, 2021" be read a First, Second and Third time.

Carried.

Moved / seconded:

- 158-21** That "Regional District of Kootenay Boundary Christina Lake Water Utility Regulation and Rates Bylaw No. 1755, 2021" be ADOPTED; **FURTHER**, that the Chair and the Corporate Officer be authorized to sign the bylaw.

Carried.

- e) Bylaw 1756:**  
**"Regional District of Kootenay Boundary Rivervale Waterworks Regulation and Rates Bylaw No. 1756, 2021"**

Moved / seconded:

- 159-21** That "Regional District of Kootenay Boundary Rivervale Waterworks Regulation and Rates Bylaw No. 1756, 2021" be read a First, Second and Third time.

Carried.

Moved / seconded:

- 160-21** That "Regional District of Kootenay Boundary Rivervale Waterworks Regulation and Rates Bylaw No. 1756, 2021" be ADOPTED; **FURTHER**, that the Chair and the Corporate Officer be authorized to sign the bylaw.

Carried.

- f) **Bylaw 1758:**  
**"Regional District of Kootenay Boundary Portion of Electoral Area C/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021"**

A staff report dated March 2, 2021 from J. Chandler, Manager of Planning & Development/Deputy CAO, presenting a loan authorization bylaw to borrow funds for the Christina Lake fire protection service, was presented.

Moved / seconded:

- 161-21** That "Regional District of Kootenay Boundary Portion of Electoral Area C/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021" be read a FIRST, SECOND and THIRD time; **FURTHER**, that the corporate officer be directed to forward the bylaw to the Inspector of Municipalities for statutory approval.

Carried.

- g) **Bylaw 1759:**  
**"Regional District of Kootenay Boundary Oasis-Rivervale Sewer Regulation and Rates Bylaw No. 1759, 2021"**

Moved / seconded:

- 162-21** That "Regional District of Kootenay Boundary Oasis-Rivervale Sewer Regulation and Rates Bylaw No. 1759, 2021" be read a First, Second and Third time.

Carried.

Moved / seconded:

- 163-21** That "Regional District of Kootenay Boundary Oasis-Rivervale Sewer Regulation and Rates Bylaw No. 1759, 2021" be ADOPTED; **FURTHER**, that the Chair and the Corporate Officer be authorized to sign the bylaw.

Carried.

**18. Late (Emergent) Items**

There were no late/emergent items.

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

There was no discussion.

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

There were no questions from the public or the media.

**21. Closed Meeting**

A closed meeting was not held.

**22. Adjournment**

Moved / seconded:

- 164-21** That the meeting adjourn at 3:03 p.m.

Carried.

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Diane Langman, Chair

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Anitra Winje, Corporate Officer

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March 12, 2021

To: Chief Administrative Officers

Re: Strengthening Communities Services Program and Local Government Development Approvals Program funding

Dear CAOs:

As you may be aware, the Province of British Columbia and the Government of Canada signed a Canada-BC Safe Restart Agreement to help B.C. communities address local challenges compounded by COVID-19. Through the Safe Restart funding, the Province is providing \$270 million in matched funding towards a \$540 million federal/provincial funding package for local governments.

As part of this agreement, two application-based funding programs launched in Spring 2021: the [Strengthening Communities' Services Program](#); and the [Local Government Development Approvals Program](#) (previously referred to as the Development Services Program). Both Programs are administered on behalf of the Province by the Union of British Columbia Municipalities (UBCM).

***Strengthening Communities' Services Program:***

Under the Strengthening Communities' Services Program, \$100 million in grants is available to help local governments and modern Treaty First Nations address the impacts of homelessness, support people and strengthen community health and safety.

Launched on Feb 18, 2021, the Program will accept applications until April 16, 2021, with approvals expected later in spring 2021.

Applicants must show their projects respond to a demonstrated need in the community and are a temporary-surge response to immediate needs. Evaluators will also be looking for demonstrated partnership and engagement with Indigenous partners, collaboration with community stakeholders, and plans to include perspectives of people with lived experience. Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible collaborative projects.

Local governments and Treaty First Nations are encouraged to learn more about the program, direct questions and submit applications for this funding through UBCM's [website](#).

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Ministry of Municipal Affairs

Local Government

Mailing Address:  
PO Box 9490 Stn Prov Govt  
Victoria BC V8W 9N7  
Phone: 250 356-6575  
Fax: 250 387-7973

Location:  
6th Floor, 800 Johnson Street  
Victoria BC V8W 1N3  
[www.gov.bc.ca/muni](http://www.gov.bc.ca/muni)

Chief Administrative Officers  
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***Local Government Development Approvals Program:***

The \$15 million Local Government Development Approvals Program is intended to support local governments in implementing established best practices and testing innovative approaches to improve development approvals processes. In addition to increasing the effectiveness and efficiency of development approvals while meeting local government planning and policy objectives, the outcomes from the Program will support non-profit housing organizations, developers, and other stakeholders to deliver the different types of housing people need across the province.

Launched on March 5, 2021, the Program will accept applications until May 7, 2021, with approvals expected in summer 2021.

Applicants are encouraged to submit proposals in a range of areas that would result in improvements to the development approvals process, including conducting internal reviews of current development processes, updating internal approvals procedures, facilitating collaboration or coordination with external partners, or improving information technology to facilitate development application processing.

Local governments and the Islands Trust are encouraged to learn more about the program, direct questions and submit applications for this funding through UBCM's [website](#).

Thank you,

Thank you again for writing.

Sincerely,

A handwritten signature in black ink, appearing to read 'T Faganello', with a stylized flourish at the end.

Tara Faganello  
Assistant Deputy Minister



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

### **Minutes Wednesday, January 20, 2021 ZOOM**

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

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

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

M. Daines, Manager of Facilities and Recreation  
M. Forster, Executive Assistant/Recording Secretary  
B. Ihlen, General Manager of Finance/Deputy CFO  
D. Dean, Manager of Planning and Development  
S. Weatherford, Atco Wood

#### **CALL TO ORDER**

The Chair called the meeting to order at 3:00 pm.

#### **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.

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

The agenda for the January 20, 2021 Beaver Valley Regional Parks and Regional Trails Committee was presented.

Moved / Seconded

That the agenda for the January 20, 2021 Beaver Valley Regional Parks and Regional Trails Committee be adopted as presented.

Carried.

#### **ADOPTION OF MINUTES**

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Beaver Valley Regional Parks and Regional Trails Committee  
January 20, 2021*

The minutes from the previous meeting will be presented at the next meeting.

### **DELEGATION**

**Scott Weatherford, Atco Woods**

**Re: BNSF Railroad – Village of Fruitvale – Replica Train Station**

S. Weatherford attended the meeting and provided the Committee with a brief history behind the idea of building a replica train station along the rail line in Fruitvale. BNSF Railroad owns the land under the rail line and Atco has a right of way to the land. The Village of Fruitvale has a lease with BNSF along the tracks. BNSF has granted permission to Atco Woods to build along the track. BNSF will allow the lease with the Village of Fruitvale to be modified to allow the building to be built. S. Weatherford is currently working with BNSF and the Village in moving the project forward.

The proposed Park Siding school relocation will be incorporated into the lease.

### **UNFINISHED BUSINESS**

There was no unfinished business for discussion.

### **NEW BUSINESS**

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

**Re: Replica Train Station - Grant Application Status**

M. Daines provided the Committee with examples of various train stations across the area.

**Director Grieve**

**Re: Discussion – Replica Train Station: Project Roles and Responsibilities**

Director Grieve spoke to the importance of drawing up agreeable project roles and responsibilities to provide direction. The Committee discussed project grant funding and the team lead.

S. Weatherford will continue to work with BNSF on ownership and will consult with an architect to review and update a previous train station design. Discussion ensued on the proposed size and shape of the building. S. Weatherford will circulate updated designs for comments from the Committee.

A meeting will be scheduled with Craig Horsland to discuss plans regarding the donation and display of artifacts.

Staff will develop Terms of Reference for the roles and responsibilities for the project participants and which will be brought back to the Committee in mid-

February for review. Discussion ensued on possible community uses of the proposed replica train station. A variety of uses were suggested by the Committee members. The Committee also discussed the potential ownership of the building and the potential role of the RDKB on the project. For the purposes of insurance and maintenance, it would fall under Beaver Valley Recreation.

Discussion ensued on a lease and/or sublease agreement. B. Ihlen and K. Tuttle will work together on the lease agreement and its legalities of ownership.

The replica train station will be called "*Beaver Siding Train Station*".

M. Daines will have a project management role overseeing the budget and construction. Director Grieve suggested approaching CBT for matching the donation from Area A.

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

There were no late (emergent) items for discussion.

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

A discussion of items for future agendas was not required.

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

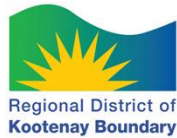
A question period for public and media was not required.

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

A closed (in camera) session was not required.

#### **ADJOURNMENT**

The meeting was adjourned at 4:02 pm.



## **Policy and Personnel Committee**

### **Minutes**

Thursday, February 25, 2021  
10 a.m.  
Via ZOOM

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

Director G. McGregor, Chair  
Director A. Grieve, Vice Chair  
Director L. Worley  
Director V. Gee  
Director S. Morissette  
Director D. Langman (joined the meeting at 10:05 a.m.)  
Director R. Dunsdon

#### **Staff Present**

M. Andison, Chief Administrative Officer  
A. Winje, Manager of Corporate Administration Corp. Officer/Recording Secretary  
T. Lenardon, Manager of Corporate Administration/Corp. Officer  
D. Dean, Manager of Planning and Development  
F. Maika, Corporate Communications Officer  
M. Forster, Executive Assistant

#### **CALL TO ORDER**

Chair McGregor called the meeting to order at 10 a.m.

#### **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.

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

The agenda for the Policy and Personnel Committee meeting on February 25, 2021 was presented.

Moved / Seconded

That the agenda for the Policy and Personnel Committee meeting on February 25, 2021 be adopted as presented.

Carried.

**ADOPTION OF MINUTES**

The minutes of the Policy and Personnel Committee meeting held on January 28, 2021 were presented.

Moved / Seconded

That the minutes of the Policy and Personnel Committee meeting held on January 28, 2021 be adopted as presented.

Carried.

**GENERAL DELEGATIONS**

There were no delegations.

**UNFINISHED BUSINESS**

**D. Dean, Manager of Planning and Development  
Re: Screening Officer Policy - Draft #2**

A staff report from Donna Dean, Manager of Planning and Development, regarding the second draft of the new Screening Officer Policy, was received.

*Manager Dean explained the amendments to the draft policy—around ticket cancellations and that the bylaw enforcement bylaw is amended from time to time.*

Moved / Seconded

That the new Screening Officer Policy as presented to the Policy and Personnel Committee on February 25, 2021 be referred to the RDKB Board of Directors for comment.

Carried.

**D. Dean, Manager of Planning and Development**  
**Re: Update to the Bylaw Enforcement Policy**

A staff report from Donna Dean, Manager of Planning and Development regarding amendments to the draft updated Bylaw Enforcement Policy made following the January 28, 2021 Policy and Personnel Committee meeting, was received. The draft Bylaw Enforcement Policy was sent to Directors for comment on February 24, 2021. Comments/questions were received from Director Dunsdon.

*Manager Dean explained that the piece regarding receipt of complaints over the phone has been removed from the policy; staff will only receive written complaints henceforth. Additionally, correspondence will be dated as it is received by the RDKB. Also, the validity of complaints will be ultimately determined by the CAO. The policy lays out when the RDKB will proceed with enforcement.*

Moved / Seconded

That the Policy and Personnel Committee (Committee) approve the Bylaw Enforcement Policy as discussed by the Committee on February 25, 2021 and FURTHER that the Policy be forwarded to the Board of Directors for approval.

Carried.

**NEW BUSINESS**

**M. Andison, Chief Administrative Officer**  
**Re: Policy Review - Board Delegation/Presentation Policy**

A staff report from Mark Andison, CAO, presenting for review the Regional District of Kootenay Boundary Board Delegation/Presentation Policy, was presented

*CAO Andison noted that with the adoption of the procedure bylaw, the policy has been updated to reflect those changes.*

Discussion ensued regarding the lack of consistency of the Manager of Corporate Administration/Corporate Officers' titles. It was expressed that policy language should be consistent. Staff was directed to change "Board and/or Committee": to "Board and Committee." The policy will also be amended to provide clarity on the Chair's ability to disallow people from presenting during a Board meeting.

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Moved / Seconded

That the Policy and Personnel Committee refer the Board Delegation/Presentation Policy back to staff to make changes as discussed by the Committee on February 25, 2021. **FURTHER**, that the Policy be referred to the Directors for comment as per the Development and Review Policy.

Carried.

**M. Andison, Chief Administrative Officer**  
**Re: Policy Review - Correspondence Policy**

A staff report from Mark Andison, CAO, introducing the Correspondence Policy to the Policy and Personnel Committee for review, was presented.

*Discussion ensued regarding the utility of the Reader File. It was recommended that the Reader File be retired and that correspondence be placed on Committee agendas. Staff will also amend the policy to change the following wording—"logged" and "log" to "recorded."*

Moved / Seconded

That the Policy and Personnel Committee approve the Correspondence Policy as discussed by the Committee on February 25, 2021; **FURTHER**, that the Policy be referred to the Directors for comment as per the Development and Review Policy.

Carried.

**M. Andison, Chief Administrative Officer**  
**Re: Policy Review - Management Hiring Policy**

A staff report from Mark Andison, CAO, introducing the Management Hiring Policy to the Policy and Personnel Committee, was received.

*CAO Andison noted one suggested modification regarding the policy's current statement that the two top candidates shall undergo a psychological profile test. Given the cost of this assessment and the likelihood that the interview panel will have chosen one top candidate, CAO feels only the top candidate should undergo the assessment. Staff were directed to place ads for management positions on the RDKB intranet. Also, it was noted that the RDKB should not have a separate policy for the hiring of a Chief Administrative Officer.*

Moved / Seconded

That the Policy and Personnel Committee refer the Management Hiring Policy to staff to make amendments as discussed by the Committee on February 25, 2021 and bring the policy back to the March meeting; **FURTHER**, that the Policy be referred to the Directors for comment as per the Development and Review Policy.

Carried.

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

There was no late/emergency items to discuss.

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

A discussion ensued regarding what other regional districts do regarding bylaw inspections and whether or not this conversation should be held at this committee. CAO Andison pointed out that building inspection is a contract issue between the RDKB and its member municipalities; therefore, this issue will be brought before the Board to discuss the contract review process at a future date.

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

No members of the public or media were present.

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

None.

#### **ADJOURNMENT**

There be no further business to discuss, the meeting adjourned at 10:43 a.m.



**Electoral Area Services Committee  
Minutes  
Thursday, February 11, 2021  
Via Zoom Online Video Conferencing**

**Committee Members Present:**

Director A. Grieve- Chair  
Director G. McGregor - Vice Chair  
Director V. Gee  
Director L. Worley  
Director D. O'Donnell

**Staff Members Present:**

M. Andison, CAO, Regional District of Kootenay Boundary  
J. Chandler, Deputy CAO / General Manager of Operations  
B. Ihlen, General Manager of Finance  
D. Dean, Manager of Planning and Development  
S. Surinak, Recording Secretary

**CALL TO ORDER**

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

**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.

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

**February 11, 2021**

A request was made to move the discussion of 003 Grant in Aid 2021-2025 Five Year Financial Plan to follow 002 Electoral Area Administration Budget; and to add a discussion item regarding VOVID-19 Restart Funds.

Moved / Seconded

That the February 11, 2021 Electoral Area Services Agenda be adopted as amended.

Carried.

**MINUTES**

**January 14, 2021**

Moved / Seconded

That the January 14, 2021 Electoral Area Services meeting minutes be adopted as presented.

Carried.

**CONSENT AGENDA**

The Consent Agenda will be presented at a future meeting.

**DELEGATIONS**

There were no delegations.

## **UNFINISHED BUSINESS**

### **002 Electoral Area Administration Budget**

The committee reviewed the budget for 002 Electoral Administration as presented and it was recommended that the \$10,000 per year to reserves for the general election to continue.

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors approve the Electoral Area Administration Budget (002) 2021-2025 Five Year Financial Plan as presented to the Electoral Area Services Committee on February 11, 2021 and including minor changes for adjustments for year end totals. **FURTHER** that the Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

Carried.

### **003 Grant in Aid-moved from New Business**

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors approve the Grant in Aid (003) 2021-2025 Five Year Financial Plan as presented to the Electoral Area Services Committee on February 11, 2021 and including minor changes for adjustments for year end totals. **FURTHER** that the Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

Carried.

### **005 Planning and Development Budget**

The Committee discussed the prospect of bringing GIS hosting in house including the short-term costs and long-term savings of doing so.

Director Worley joined the meeting at 10:32 a.m.

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors approve the Planning and Development (005) 2021-2025 Five Year Financial Plan as presented to the Electoral Area Services Committee on February 11, 2021 and including minor changes for adjustments for year end totals. **FURTHER** that the Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

Carried.

### **Bylaw Enforcement File Summary**

The Committee requested monthly updates including types of complaints.

Director Grieve suggested sending letters to long-term offenders about the new ability to ticket for offences along with the press release. Also discussed was the possibility of creating a program whereby the RDKB works with an auto-recycler(s) to encourage residents to have derelict vehicles removed from their property.

Attendance at the next meeting by the bylaw enforcement officer was discussed as well as inviting our solicitor to discuss the Board's role with regard to bylaw enforcement.

Moved / Seconded

That the Bylaw Enforcement Statistics Report be received.

Carried.

### **Bylaw Enforcement - Municipal Participation Discussion**

Donna Dean gave a verbal update on her discussions with two of the east end municipalities. The committee wishes to explore the possibility of municipal partnerships while not compromising the ability to enforce RDKB bylaws.

Moved / Seconded

That Donna Dean, Manager of Planning & Development send a letter to Montrose, Fruitvale and Warfield to solicit expressions of interest in joining the Bylaw Enforcement Service.

Carried.

**NEW BUSINESS**

**Kevin Sawyer**

**RE: Development Variance Permit**

2019 Carol Crescent, Electoral Area C/Christina Lake  
RDKB File: C-970-04396.020

Moved / Seconded

That the Development Variance Permit application submitted by Kevin Sawyer, to vary Section 402.6 – “Setbacks” of the Electoral Area C / Christina Lake Zoning Bylaw No. 1300, 2007 to decrease the required front parcel line setback for a principal building from 4.5 m to 3.2 m – a reduction of 1.3 m, for the construction of a carport attached to the garage on the property legally described as Lot 5, Plan KAP25978, District Lot 970, Similkameen Division of Yale Land District, Electoral Area C/Christina Lake be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation to approve.

Carried.

**Dean and Christine Tremaine**

**RE: Development Permit**

3473 East Lake Drive, Electoral Area C/Christina Lake  
RDKB File: C-2104-05038.000

Moved / Seconded

That the staff report regarding the Development Permit application submitted by WSA Engineering Ltd. on behalf of Christine Tremaine and Dean Tremaine to install an onsite sewerage disposal system for a single family dwelling in the Environmentally Sensitive Waterfront Development

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**Electoral Area Services meeting  
February 11, 2021**

Permit Area on the parcels legally described as Lot 13, Plan KAP6703, District Lot 2104, Similkameen Division of Yale Land District and the Northerly 30 Feet of Lot 14 Measured Along the Easterly and Westerly Boundaries Thereof by the Full Depth of Said Lot: District Lot 2104 Similkameen Division of Yale Land District Plan 6703, Electoral Area 'C'/Christina Lake, be received.

Carried.

**Andrea and Mark Ormandy**

**RE: Development Permit**

1644 West Lake Drive, Electoral Area C/Christina Lake  
RDKB File: C-317-02592.000

Moved / Seconded

That the staff report regarding the Development Permit application submitted by Mark Ormandy on behalf of Andrea Ormandy and Mark Ormandy to install an onsite sewerage disposal system for a single family dwelling in the Environmentally Sensitive Waterfront Development Permit Area on the parcel legally described as Lot 2, Plan KAP5025, District Lot 317, Similkameen Division of Yale Land District, Electoral Area 'C'/Christina Lake, be received.

Carried.

**Kevin and Sharla Blackett**

**RE: Development Permit**

460 Feathertop Way, Big White  
RDKB File: BW-4222-07500.865

Concerns were expressed regarding the siting of the parking spaces, snow storage, and the skier easement.

Moved / Seconded

That the staff report regarding the Alpine Environmentally Sensitive Landscape Reclamation Development Permit application submitted by Kevin Blackett and Sharla Blackett for the parcel legally described as Strata Lot 53, Plan KAS3134, District Lot 4222, Similkameen Division of Yale Land District, Big White, Electoral Area 'E'/West Boundary, be received.

Carried.

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**Electoral Area Services meeting  
February 11, 2021**



**Permpaul and Pamela Deol**

**RE: Development Permit**

Strata Lot 26, Feathertop Way, Big White

RDKB File: BW-4222-07500.730

Moved / Seconded

That the staff report regarding the Alpine Environmentally Sensitive Landscape Reclamation Development Permit application submitted by Pamela Deol and Permpaul Deol for the parcel legally described as Strata Lot 26, Plan KAS3134, District Lot 4222, Similkameen Division of Yale Land District, Big White, Electoral Area 'E'/West Boundary, be received.

Carried.

**Grant in Aid Report**

Moved / Seconded

That the Grant in Aid report be received.

Carried.

**LATE (EMERGENT) ITEMS**

COVID-19 Restart Funds

The Committee discussed the following matters:

- The funds allocated to regional districts compared to municipalities. Values of restart funds were presented showing that municipalities received significantly more funding per resident than the regional district.
- Guidelines regarding the use of the funds.
- Forwarding concerns directly to UBCM.

**DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

- Review the formula to determine the cost to municipalities for building inspections services.

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**Electoral Area Services meeting**

**February 11, 2021**

- Discuss possible cost sharing for bylaw enforcement.
- Determine the location of an off-site board meeting when in-person meetings are allowed.

**CLOSED (IN CAMERA) SESSION**

A closed (in camera) session was not required.

**ADJOURNMENT**

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



## Electoral Area C - Christina Lake Parks & Recreation Commission

Wednesday, February 10, 2021

8:00am

Zoom Electronic Meeting

Minutes

### Commission Members Present:

Adam Moore  
Brenda Auge  
Erica McCluney  
Joe Sioga  
Josh Strzelec  
Paul Beattie  
Tara Bobocel

### Absent:

Sandi Gniewotta

### Area Director

Grace McGregor

### Staff Present:

Paul Keys  
Melina Van Hoogevest

### Alternate Area Director

Donna Wilchynski

### Others Attending

Ben Koppin

## **1. Call to Order**

- 1.a) The Chair called the meeting to order at 8:03am.

## **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, Ktunaxa, Secwepemc Peoples as well as the Sinixt and Metis Peoples whose footsteps have also marked these lands.

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

- 3.a) The agenda for the February 10, 2021 Electoral Area C - Christina Lake Parks & Recreation Commission meeting was presented.

**05-21** Moved: Brenda Auge Seconded: Josh Strzelec

That the Agenda for the February 10, 2021 Electoral Area C - Christina Lake Parks & Recreation Commission meeting be adopted as presented.  
Carried



Lang, had also dedicated his time and energy on the development of the tennis courts. G. MacGregor also stated that the Recreation Commission wants to work with B. Koppin and agrees it should be called the Amanda Koppin Pump Track. It was also noted that the Commission is trying to balance economic growth and all recreational opportunities within the community. G. MacGregor expressed that it's important that we work together to develop a very small piece of RDKB property for all community members.

J. Sioga stated that there is a misconception that the Recreation Commission is removing the Pump Track. He stated that this is not the intent of this project and that the Recreation Commission has an opportunity to create and improve the Pump Track and share the story. J. Sioga thanked B. Koppin for all the work that has been done to date on the Pump Track.

B. Koppin stated that he didn't attend today's meeting to be oppositional and that he's open to the best solution. B. Koppin expressed that he is emotional about the development and relocation of the Pump Track and believes that the current location of the Pump Track is the right choice. When first developing the Pump Track, B. Koppin was under the understanding from previous RDKB Staff that he had the ability to expand the track in future years, but was cautioned to use less features to avoid injury. B. Koppin stated that he doesn't want to smash any plans as he believes that including more recreation opportunities in Christina Lake is beneficial.

G. MacGregor suggested that the Pump Track conversation be deferred until the next meeting. G. MacGregor asked the Recreation Commission Members to think about what B. Koppin has said and think about what is best for the community.

J. Sioga asked staff if there is a liability concern in regards to the mature coniferous trees that are currently located throughout the Pump Track. Staff indicated that the trees do not increase liability concerns and that adding additional pump track features wouldn't affect liability concerns either.

A. Moore asked if there was an opportunity to keep the track where it is as referenced in designs #1 and #4. Staff stated that those designs have located the track in an alternative location as does the newest design from Outland Design Landscape Architecture. A. Moore suggested moving the tennis courts to the south west corner and leave the Pump Track where it's currently located.

D. Wilchynski stated that economically, Pickle Ball generates more revenue into Christina Lake than the Pump Track. D. Wilchynski would like to do an impact analysis in respect to Pickle Ball in the community for a future meeting.

B. Koppin shared that Justin Darbyshire, Owner/Primary Consultant-Wandering Path Consulting, has provided a letter of support and several documents referencing the economic growth and successful development of biking and trail systems in other BC communities. That letter and supporting documents will be submitted to the Commission as "Appendices" in the March 10, 2021 Agenda. He further indicated that Justin Darbyshire would be happy to do a presentation on the potential growth for our biking community as the Pump Track is the first stage of development for new riders.

A. Moore requested that the Recreation Commission pursue a request for a design from Outland Design Landscape Architecture that does not include moving the Pump Track. J. Strzelec agreed with that request.

D. Wilchynski stated that the requirements for a sanctioned tournament requires ten courts and therefore that is why designs #1 and #4 were chosen.

Administration reported that staff met with the Architects after the December 2020 Commission Meeting that included the Recreation Commission Members, Pickle Ball Club Representatives and the Tennis Court Representative. Staff also met with RDKB's Manager of Planning and Development, Donna Dean, to discuss the possibility of developing a roundabout on Park Road. Donna has indicated that this could be a challenge and difficult to obtain with the Ministry of Transportation and Infrastructure, MOTI. Administration expressed that the Pump Track is easier to move than pickle ball courts and there was a strong consensus to have the pickle ball courts located behind the media booth, however, moving the pump track is not necessarily the best option. Administration has asked to defer the conversation to next month's meeting and will invite Fiona Barton, Architect of Outland Design Landscape Architecture, to join the meeting.

B. Koppin asked if there were any concerns for Pickle Ball play during Covid-19. Administration responded that the Provincial Government has encouraged one on one play or doubles if participants are from the same core bubble.

P. Beattie requested that staff negotiate with MOTI about acquiring the additional property on the south end of the design. Administration stated that staff was currently in contact with MOTI and was establishing a connection for local enquiries within our region.

G. MacGregor shared that although she's received a request from a local resident to hold a community meeting in regards to this project, she has stated that a community meeting will not be scheduled. G. MacGregor emphasized that Christina Lake has a good Recreation Commission for a reason and the Area Planning Committee, APC, is built the same way. It was noted that community engagement is not successful when emotions are high and the community members who are negative towards the project will come out for a public meeting which will deter the community members who are in support from coming out. G. MacGregor prefers a balanced conversation such as the one that has taken place today.

The Electoral Area C - Christina Lake Parks & Recreation Commission Members requested to defer the conversation to the following meeting scheduled on March 10, 2021 and it was;

**07-21**

Moved: Tara Bobocel

Seconded: Josh Strzelec

That The Electoral Area C - Christina Lake Parks & Recreation Commission Members defer the conversation to the following meeting scheduled for March 10, 2021.

Carried

- 5.b)** Invitation to join the Christina Lake Parks & Recreation Commission extended to Ben Koppin.

G. McGregor welcomed B. Koppin to the Electoral Area C - Christina Lake Parks and Recreation Commission and stated that his official membership date will commence on March 10, 2021.

## **6. Unfinished Business**

### **6.a) Court Development Project**

#### **i. Why Pickleball? – Staff Report**

A written Staff Report was included in the agenda package emphasizing the history of the Christina Lake courts, interesting facts in regards to Pickleball numbers and how Pickleball meets the Framework for Recreation in Canada. Within that Staff Report was the Pickleball program description that was submitted by Cassie Williams, President of the Christina Lake Pickleball Club. Staff followed up with a verbal report.

D. Wilchynski referenced the following section of the report; 5. Potential for Economic Impact. Ontario saw over \$1 million in economic impact from a tournament of 528 players. D. Wilchynski believes that Christina Lake will be able to host 300-400 players per day. In addition to game play, the Pickleball Club will be offering a package of activities/amenities available in Christina Lake for spouses/partners who don't play.

#### **ii. Concepts Presented December 2020**

Original 4 design concepts for the court development project were included in the agenda package.

#### **iii. 70% Completion Concept Presented, January 2021**

The latest design concept from Outland Architects based on feedback at the December meeting was included in the agenda package

#### **iv. Court Development Correspondence Received – Staff Report**

The following Court Development Correspondence was included in the Staff Report which was included in the agenda package; Public Feedback, Pickleball Club Feedback and Recreation Commission Feedback Summary.

## **7. Communications-Information Only**

### **7.a) Recreation Commission, Lillian Yeager**

Following the release of the 70% Concept for Court Development, Administration received a request for a contact number for the Christina Lake Recreation Commission through the RDKB website. A phone call was made to Ms. Yeager,

who requested a list of the current Christina Lake Recreation Commission members. Lillian Yeager's response was included in the agenda package. The Communication items of the Electoral Area C - Christina Lake Parks & Recreation Commission held on February 10, 2021 were presented and it was;

**08-21**

Moved: Josh Strzelec

Seconded: Joe Sioga

That the Communication items for the Electoral Area C - Christina Lake Parks & Recreation Commission meeting held on February 10, 2021 be adopted as presented.

Carried

## **8. Reports**

### **8.a) Financial Report**

i. Boundary Services Committee passed the proposed budget on February 9, 2021 and it is now going forward to the RDKB Board of Directors for ratification.

### **8.b) Project Updates**

i. Osoyoos Indian Band generating two quotes for archeological studies related to the Viewing Dock project. Quotes are expected any day now.

ii. BC Parks Area Supervisor, Jonathan Finley, has confirmed his attendance for the March 10, 2021 Electoral Area C - Christina Lake Parks and Recreation Commission meeting.

iii. Staff has reached out to MOTI in regards to the 2021 Triathlon to confirm Highway 3 access. We are currently waiting for further communication.

### **8.c) Sub Committee Report**

T. Bobocel has reported no new updates for the Community Accessibility project funding.

### **8.d) Staff Monthly Report**

i. Recreation Program Services Supervisor Report

A written Staff Report was included in the agenda package and staff followed up with a verbal report.

### **8.e) Community Events Report**

i. Hook, Line & Dinker Pickleball Tournament is being planned by the Christina Lake Pickleball Club for August 27-30.

Staff included facility schedules in the agenda package for Grand Forks and Christina Lake facilities.



The Reports of the Electoral Area C - Christina Lake Parks & Recreation Commission held on February 10, 2021 were presented and it was;

**09-21**

Moved: Brenda Auge

Seconded: Adam Moore

That the Reports for the Electoral Area C - Christina Lake Parks & Recreation Commission meeting held on February 10, 2021 be adopted as presented.

Carried

**9. New Business**

**9. a)** There were no new business to consider.

**10. Late (Emergent) Items**

**10.a)** A. Moore asked to engage the community on behalf the Electoral Area C - Christina Lake Parks & Recreation Commission through local websites such as Wildways or on social media platforms such as Facebook Community Groups.

G. MacGregor stated that the Electoral Area C - Christina Lake Parks & Recreation Commission is a government committee and therefore does not publically engage the community in the preliminary stages of development as misinformation and misinterpretation can be formed.

D. Wilchynski stated that it is not unusual for local government to work through the preliminary stages and present the end result to the community. She said that B. Koppin is the voice and conduit to deliver the new message to the community on behalf of the Electoral Area C - Christina Lake Parks & Recreation Commission.

A. Moore stated that the Recreation Commission needs to ensure that rumors are not leading opposed to truth and the committee needs to have clear direction for communication moving forward.

D. Wilchynski suggested that community members requiring further information could phone RDKB Administrative Staff directly.

B. Koppin stated that he will do his best to deliver positive communication in regards to the development of the project. He also reported that he has an architectural background and can assist in any way.

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

A discussion was not necessary.

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

There weren't any questions from the public or media.

**13. Adjournment**

**13. a)** The next scheduled meeting will be held on March 10, 2021. There being no further business to discuss, the meeting was adjourned (time: 9:44 am)

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Melina Van Hoogevest,  
Recording Secretary

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Paul Beattie  
Chairperson



**Grand Forks & District Recreation Commission**  
**Thursday, February 11, 2021**  
**8:45 AM**  
**Zoom Electronic Meeting**  
**Minutes**

**Commission Members Present:**

Bob MacLean  
 Cheryl Ahrens  
 Chris Moslin  
 Jaime Massey  
 Susan Routley

**Absent:**

**Staff Present:**

Paul Keys  
 Melina Van Hoogevest

**Others Attending:**

**1. Call to Order**

1.a) Acting Chairperson, C. Moslin, called the meeting to order at 8:51am

**2. Land Acknowledgment**

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.

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

3.a) The agenda for the February 11, 2021 Grand Forks & District Recreation Commission meeting was presented.

The agenda was amended with the addition of a Discussion of Items for Future Meetings; 12.a) Review the Christina Lake Recreation Commission model to provide guidance for the Grand Forks Recreation Commission model and it was;

**10-21** Moved: Jaime Massey      Seconded: Cheryl Ahrens

That the Agenda for the February 11, 2021 Grand Forks & District Recreation Commission meeting be adopted as amended.

Carried

**4. Draft Minutes**

- 4.a) The draft minutes of the Grand Forks & District Recreation Commission meeting held on January 14, 2021 was presented and it was;

11-21 Moved: Cheryl Ahrens                      Seconded: Susan Routley

That the draft minutes for the Grand Forks & District Recreation Commission meeting held on January 14, 2021 be adopted as presented.

Carried

**5. Election of Officers**

- 5.a) The Commission at its first meeting in each year shall elect a Chair and Vice Chair person as per attached Bylaw No. 927.

- Recreation Commission Appointment - amended January 2021 Staff Report

Acting Chairperson, C. Moslin, asked if there was a member who would like to serve as a Chairperson.

C. Ahrens respectfully declined.

B. MacLean respectfully declined.

S. Routley respectfully declined.

Acting Chairperson, C. Moslin, stated that the Grand Forks & District Recreation Commission Members will guide the Commission through a process of change during the next year and that it will be beneficial to have experienced Members present for those potential changes.

B. Mac Lean asked whether it was possible to approach Brian Noble to sit as a neutral Chairperson on the Recreation Commission.

Acting Chairperson, C. Moslin, reported that the bylaw is very clear about consecutive terms, but once a member takes a year off, the term is no longer considered consecutive. Brian could serve as a temporary Chairperson, without a vote, and then return the following year as a Chairperson with a vote. The bylaw states that a retired member is eligible to serve.

Staff will confirm with the Director of Corporate Services if it's possible to have Brian Noble sit as a neutral Chairperson on the Commission.

Acting Chairperson, C. Moslin, referenced the relationship between Director MacGregor and her Chairperson for the Electoral Area C Christina Lake Parks & Recreation Commission. Acting Chairperson, C. Moslin, asked for confirmation whether Director MacGregor appointed the members of the commission or not. Staff confirmed that Director Macgregor does not have a vote and does appoint her Electoral Area C Christina Lake Parks & Recreation Commission Members,

however she is the only elected official in that area. The Grand Forks and District Recreation Commission is accountable to the City of Grand Forks and Electoral Area D and that is why the bylaws are written differently for each Commission. J. Massey questioned why Christina Lake has their own Recreation Commission and is not included as part of the Grand Forks and District Recreation Commission.

Staff stated that the mandate in Christina Lake is to focus on community development and Grand Forks focuses more on the recreation facilities. Staff also stated that there are political boundaries between the two communities, including Electoral Area E which does not have a recreation commission.

J. Massey stated that School District 51's boundary includes Christina Lake to Big White. She also stated that it is strange that ninety percent is the same, but Christina Lake is its own entity in regards to recreation.

The Grand Forks & District Recreation Commission Members will extend an invitation to Brian Noble to sit on the Commission as a Chairperson, without a vote, pending a review of the bylaw and it was;

**12-21**

Moved: Cheryl Ahrens

Seconded: Bob MacLean

That the Grand Forks & District Recreation Commission Members extend an invitation to Brian Noble to sit on the Commission as a Chairperson, without a vote, pending a review of the bylaw.

Carried

Acting Vice Chairperson, C. Moslin, asked if there was a Member who would like to serve as Vice Chairperson.

C. Ahrens respectfully declined.

B. MacLean said he would allow his name to stand.

Acting Chairperson, C. Moslin, thanked B. Maclean and stated that he brings a lot of dedication to athletics and first hand experience about the facilities to the Commission

The Grand Forks & District Recreation Commission Members ask that B. Maclean serve as Vice Chairperson for the next year on the Grand Forks & District Recreation Commission and it was;

**13-21**

Moved: Cheryl Ahrens

Seconded: Susan Routley

That B. Maclean serve as Vice Chairperson for the next year on the Grand Forks & District Recreation Commission.

Carried

**5.b) Commission Member Appointment – Danna O'Donnell**

Staff asked the Recreation Commission to defer the Commission Member Appointment until the next Grand Forks & District Recreation Commission meeting when D. O'Donnell is in attendance and it was;

**14-21** Moved: Susan Routley                      Seconded: Jaime Massey

That the Recreation Commission defer the Commission Member Appointment until the next Grand Forks & District Recreation Commission meeting when D. O'Donnell is in attendance.

Carried

S. Routley suggested approaching different societies such as the Ski Hill Society, the Trail Society and the Biking Society and ask them if there's anyone on their committee or society that would be interested in becoming a Community Member at Large on the Grand Forks and District Recreation Commission.

Staff will approach local recreation minded societies and organizations asking if they would be interested in having a member of their organization sit as a Community Member at Large on the Grand Forks and District Recreation Commission and it was;

**15-21** Moved: Susan Routley                      Seconded: Cheryl Ahrens

That staff approach local recreation minded societies and organizations asking if they would be interested in having a member of their organization sit as a Community Member at Large on the Grand Forks and District Recreation Commission.

Carried

Acting Chairperson, C. Moslin, suggested contacting societies which have a stake in the recreation facilities such as the curling club, hockey groups, figure skaters and the Piranhas Swim Club.

S. Routley also suggested senior citizens groups and the societies for community living.

**6. Unfinished Business**

**6.a) Update - Well 1 Decommission – correspondence from City of Grand Forks**

A letter from the City of Grand Forks Utilities Manager, Rod Zieklinski, was included in the agenda package informing RDKB staff that a decision has been made to fully decommission Well #1.

Staff will inform the City of Grand Forks that RDKB has removed the funding from the budget to decommission the well.

## **7. New Business**

### **7.a) Special Needs Language and Price Review – Staff Report**

A written Staff Report was included in the agenda package and staff followed up with a verbal report.

The Grand Forks & District Aquatic Centre has several categories of admission prices for a patron who wishes to access the facility. These categories include; adult, senior, youth, child, special needs and preferred clients (those who have been approved for the Leisure Access & Inclusion Program individuals who qualify for this program receive 50% off their regular admission cost or swim lesson fee). The Community Support team within our community has expressed that the language, “Special Needs”, is considered offensive and out of date. Furthermore, it is believed that the Leisure Access and Inclusion Program in place eliminates the need for “Special Needs” pricing, and allows for individuals with a disability to be treated more as we treat everyone else. Staff reached out to Jason Zwaal, Manager of Grand Forks Sunshine Valley Community Services, to identify an appropriate language choice for the Leisure Access & Inclusion Program brochure when referencing individuals with a disability. By eliminating the “Special Needs” fee, it allows for the sign board to be taken down behind the Aquatic Centre reception desk. It also eliminates the need for individuals to have to approach the counter and self identify as “Special Needs”. Instead, they can approach as themselves, and as a person that requires assistance, if necessary.

Acting Chairperson, C. Moslin, asked staff to include potential motions into the agenda packages for the Commission Members to have the time to think about their responses in the future.

Staff recommends that the Grand Forks & District Recreation Commission support the use of inclusive language and eliminate the existing ‘special needs’ pricing at the aquatic centre and arena and those with a disability can access the Leisure Access and Inclusion Program and it was;

**16-21**

Moved: Bob MacLean

Seconded: Susan Routley

That the Grand Forks & District Recreation Commission support the use of inclusive language and eliminate the existing ‘special needs’ pricing at the aquatic centre and arena and those with a disability can access the Leisure Access and Inclusion Program.

Carried

B. MacLean asked staff how they will inform the current users who have a disability on how to access the Leisure Access and Inclusion Program.

Staff reported that there is an established relationship with the organizations who provide support to the current users with a disability. Our front line staff at the Aquatic Centre will also speak face to face with each user and ensure they have access to the new program before the discontinuation of the previous pricing category, 'special needs'.

## **8. Communications-Information Only**

- 8.a)** There was no communications for information to present.

## **9. Reports**

### **9.a) Financial Reports**

- Verbal staff report following Boundary Services Committee budget meeting on February 9, 2021.

Grand Forks and District Recreation oversees the following four budgets:

#### **Service 021- Recreation Program**

2021 Recreation Program Budget Summary included in January 14, 2021 Agenda Package- No changes.

Budget proposal was approved by Boundary Services Committee.

#### **Service 030 Grand Forks Arena**

2021 Recreation Program Budget Summary included in January 14, 2021 Agenda Package. The following changes were proposed for future maintenance projects:

- Removed \$20,000 for the decommissioning of Well #1.
- Removed \$20,000 out of the \$30,000 budget for door replacements.
- Removed \$20,000 for concrete repairs around the exterior of the building.

Budget proposal was approved by Boundary Services Committee.

#### **Service 031 Grand Forks Curling Rink**

2021 Recreation Program Budget Summary included in January 14, 2021 Agenda Package- No changes.

Budget proposal was approved by Boundary Services Committee, BSC.

#### **Service 040 Grand Forks Aquatic Centre**

2021 Recreation Program Budget Summary included in January 14, 2021 Agenda Package. The following changes were proposed with a \$50,000 increase in cost to support an additional 506 hours of operations in 2021:

- Options to open Monday-Friday at 6am.
- Increased weekend hours throughout the year.
- Open on weekends during July and August.

BSC sent a request to the RDKB Board for the Aquatic Centre to be assigned \$45,000 of Covid Relief Funding to help recover the cost of opening for additional hours. Staff will know in March whether this will be approved or not by the RDKB Board.

B. MacLean asked if the increase in cost is associated with the increase in staff to accommodate the additional hours. Staff confirmed that the additional costs are



associated with an increase in staff hours to accommodate the additional operational hours. B. MacLean stated that when he is swimming in the mornings it appears that there are more staff working than swimmers in the water. He suggested stretching those morning staff out amongst the additional hours, opposed to having so many on one shift.

Staff stated that administration staff are constantly looking at ways to improve the staffing at the pool, however lifeguard limits are largely out of our control as it is a regulated item. The aquatic Centre has additional staff scheduled in the mornings, as the Fitness Instructors are also required on shift. Currently, the Aquatic Centre requires additional administration hours due to the increase in covid protocols in regards to aquatic leadership training, swimming lessons and fitness instructional changes. Aquatic staff have indicated to the Aquatic Coordinator that they are struggling with balancing the increase of administrative duties and their regular lifeguarding duties. Staff understands that the additional staff scheduled on a shift may appear to be excessive, but with the administration load, it's necessary. Staff also stated that the Aquatic Centre is currently offering the Water Safety Instructor course due to a low number of available instructors on staff. This course is four months in duration and with the additional covid-19 protocols, the administration component of the course is significant. Through the Union negotiations this past fall, it was determined that the Aquatic Centre will go through a restructuring for 2021.

B. MacLean thanked both Staff and Acting Chairperson, C. Moslin, for the information. He stated that he learned a lot by discussing an uncomfortable subject and gave praise to Staff for a job well done.

Acting Chairperson, C. Moslin, stated that the City of Grand Forks is also going through a similar exercise where they are identifying what services have increased administration due to covid-19 and charge them to the government allocated funding for covid-19 related expenses.

Acting Chairperson, C. Moslin, shared the following document via screen share: The City of Grand Forks Budget and Requisition Summary Comparison from the RDKB Financial Information Package.

#### **9.b) Supervisor Reports**

The following Supervisor Reports for the month of January 2021 were presented:

- Aquatic Maintenance Coordinator  
Staff followed up with a verbal report on the Trichloromine Air Quality Audit that was recently done at the Aquatic Centre. Staff was happy with the outcome of that test, but will repeat the test once the pool is operating at full capacity to compare air quality. The Aquatic Centre is also in the process of replacing the sand in the main filters and is researching an alternative to sand such as an Activated Filter Media made from green glass.
- Aquatic Program Coordinator
- Arena Maintenance Chief Engineer

Staff followed up with a verbal report and stated that the newest PHO released on February 5<sup>th</sup>, 2021, that extended the current restrictions, caused the Kootenay International Junior Hockey League to cancel their season. The Grand Forks Minor Hockey Association will continue their season until March 19<sup>th</sup>, 2021. The arena will close at the end of the day on March 19<sup>th</sup>, 2021.

- Recreation Program Services Supervisor  
Staff followed up with a verbal report and stated that the Low with the Flow fitness class in Christina Lake has been a success and that instructors are confident they can adapt and bring that format into a smaller space in Grand Forks such as the Viewing Room.

The Supervisor Reports for the February 11, 2021 Grand Forks & District Recreation Commission meeting were presented and it was;

17-21      Moved: Cheryl Ahrens      Seconded: Susan Routley

That the Supervisor Reports for the February 11, 2021 Grand Forks & District Recreation Commission meeting be adopted as presented.

Carried

## **10. Round Table**

### **10.a) School District #51**

J. Massey reported that the Ministry of Education released enhanced safety measures to strengthen the Covid-19 guidelines already in place. K-12 staff and secondary school students will be required to wear a non-medical mask in schools unless at their workstation/desk, behind a barrier, and while eating and/or drinking. Elementary school students are not required to wear a mask in schools. Their mask use is based on personal or family/caregiver choice. The BCCDC has created a Health and Safety Checklist that schools and safety committees will complete to assess school safety plans with the Ministry of Education's Health and Safety Guidelines. The BCCDC has also created a School Covid-19 website, so families, staff and students are able to find information easier, and a new K-12 Health Checker, available either as an app or online.

Strategic Plan facilitators, Jane and Lisa, have prepared a public survey and are compiling a 'Dream Team'. This team will be responsible for compiling the data of the survey and developing a Vision, Mission and Values to bring back to the Trustees. Jane and Lisa are looking for a diverse group of people representing the various stakeholders and the multitude of perspectives in our district. Invitations have been sent. Dream Team members will receive an honorarium of \$250.00. The survey went out last week with a welcome video explaining the process. Dream Team meetings are scheduled for March 12, 19, April 6, 13, and 30<sup>th</sup>. In May they will meet to develop the goals, objectives, and targets based on the new Vision, Mission and Values. The two distinct pathways of focus, education and

operations, will support the overall goal of improved student success. In June the Trustees will review and approve the plan.

The Board has made the following decisions:

- Follow staff recommendations to extend suspension of community rentals for the remainder of the school year.

- Approved senior management to prepare a proposal for video surveillance equipment on the exterior of School District property.

- Passed the amended budget for the 2020/2021 School year with a total budget of \$22,576,694 which includes an operating expense increase by \$372,869 from the preliminary budget.

- Requested the investigation of the responsibility, expense and time necessary in the hiring of personnel to support communications and social media.

**10.b) Library and Arts Societies (Culture)**

C. Ahrens has reported that the new fireplace addition was provided by Friends of the Library, a small organization of people who fundraise for the Library. Friends of the Library donated a large interactive television for the front area of the library as well. It was reported that the library usage has increased considerably in 2020, including the borrowing of e-books.

**10.c) Recreation and Culture Committee of City Council**

Acting Chairperson, C. Moslin, stated that The City of Grand Forks does not have a Recreation and Culture Committee of City Council, as recorded on 10.c) of the agenda. Staff asked what the title of 10.c) should be written as and C. Moslin reported as he is a representative of City Council, it should be titled, 'City Council'. He also stated that the title, 'Recreation and Culture Committee of City Council', is referenced in the current bylaw and it will need to be addressed in future revisions.

Acting Chairperson, C. Moslin, reported that the City of Grand Forks has almost completed the budget process. The engineering for the dykes is almost complete and tendering for the projects will be posted in the near future. The City has two major projects this year: the Storm Water Works on Riverside Drive and the Trail Dyke from City Park to the Highways Bridge. Council is advocating for accessibility on the Trail Dyke which will provide access for wheelchairs and cyclists. It will also become a recreational feature of the Grand Forks.

City Council is providing the community with its own survey in regards to homelessness and housing. The survey will be available online and in paper form. There will be zoning decisions ahead for council on this issue.

The Downtown Business Association is continuing its vision for future facelifts of the downtown area focusing on a remodeling of 3<sup>rd</sup> Street and Market Ave.

Council has deferred the decision on the Community Centre for one year due to budget and Covid-19 concerns. D. O'Donnell attended the last council meeting and is committed to that for the two local governments to meet together on a regular basis.

As part of the Rogers Brooks plans, there are new trail maps and trail pamphlets being published. A few of the local trail kiosks have been updated with the new trail maps and more are coming.  
 BFISS is hosting a fund raiser, The Coldest Night of the Year, which is a virtual walk anytime up until February 20<sup>th</sup> to raise money for the homeless and those in need. Their goal is to raise \$25,000.

**10.d) Community Members at Large**  
 No reports provided.

**11. Late (Emergent) Items**

There were no late emergent items to consider.

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

**12.a)** Review the Christina Lake Recreation Commission model to provide guidance for the Grand Forks Recreation Commission Model.

Acting Chairperson, C. Moslin, stated that there have been discussions in the past about the revision of the current Grand Forks & District Recreation Commission bylaw. Recently, there has been a public ‘commotion’ with the Electoral Area C Christina Lake Parks and Recreation Commission and Director, G. MacGregor. To support her position, G. MacGregor wrote a Facebook post describing the Recreation Commissions parameters and duties in Christina Lake. Acting Chairperson, C. Moslin, shared the following document via screen share:

*Christina Lake Park and Recreation Committee by Grace McGregor*

*As far as the Park and Rec committee goes, we consider the following metrics when deciding on any recreation for the community.*

- 1. what demographic age etc. is it designed for*
- 2. Is it affordable for all*
- 3. If Fads change can the property be re designed for a better use (which actually happened with lawn bowling)*
- 4. If groups are involved, they put in the time to help others learn how to use it (pickleball club has plans to do this)*
- 5. Is there an economic benefit to the community (already has been when their tournament brought in approximately 100 visitors)*
- 6. There is very little property for us to us so we must maximize benefits*
- 7. What is the liability cost?*

*Many volunteers have been used to make things happen at this site for example the tennis club spent days helping to put down a replacement surface for the courts, communities like this do not survive without a good volunteer base and we have that.*

*The Park and Rec committee is chosen very carefully in order to have all ages and all areas of the community represented. We have done a great deal here at the Lake keeping the metrics in mind and trying to accommodate as much of the community as possible not all of what we are working on is complete.*

*Examples:*

*walking paths  
 walking bridge across Christina Creek  
 proposed viewing dock on the lake  
 walking trail around the golf course  
 walking trail from East Lake drive to Christina Lake  
 bike trails for both beginners and experienced riders  
 pickleball for all ages  
 tennis courts for all ages  
 pump track  
 children's play area  
 outdoor exercise equipment  
 sponsor exercise and swim classes  
 dog park at Swanson Road*

*sponsored memorial picnic tables at the Nature Park (some of which have been moved several times)  
 Cascade Cemetery work completed by volunteers of loved ones  
 Have some of these been put on hold because of COVID-19? Yes, they have; however, we still strive to make exercise happen at Christina Lake.  
 I am very proud and appreciative of the Park and Recreation Committee and I thank them for their dedication and their time spent to make Christina Lake a better place for all.  
 Thank you to everyone who took the time to read this  
 Grace*

*Christina Lake Recreation Commission Mandate  
 To establish a local service for Area C that provides financial aid to organizations, provides recreation services and facilities and organizations responsible for maintaining and operating community facilities.*

Acting Chairperson, C. Moslin, noted that the first difference he observed was the title of the Commission that includes the language, “Parks and Recreation”, but states that the scope is not just facilities but also includes parks and community recreation. Referencing Item 7. *The Park and Rec committee is chosen very carefully in order to have all ages and all areas of the community represented. We have done a great deal here at the Lake keeping the metrics in mind and trying to accommodate as much of the community as possible not all of what we are working on is complete*, outlining the scope which includes some facilities, but also outdoor recreation, including walking paths and trails. It was noted that the inclusion of the Cascade Cemetery is an interesting addition for a Recreation Commission. At a future meeting, Acting Chairperson, C. Moslin, would like to review the Christina Lake Recreation Commission bylaws. He would like to see the Grand Forks Recreation Commission form a Subcommittee whose purpose is to bring forward recommendations on how to revise the bylaw for the Grand Forks Recreation Commission. It was noted that Christina Lake Parks and Recreation has revised its bylaw several times since its original release, however that process would be easier with one elected official rather than two or three like Grand Forks Recreation. Acting Chairperson, C. Moslin reported that the Commission does not need Council approval for bylaw revisions because it’s a RDKB bylaw.

C. Ahrens requested a copy of the Christina Lake Recreation Commission’s and Grand Forks Recreation Commission’s bylaw for review prior to the next meeting.

Acting Chairperson, C. Moslin, stated that Grand Forks may want to reconsider the membership and composition of the Commission in a future revision.

Christina Lake Parks and Recreation identifies their Members from all areas and of all ages. He would like to reach out to make Grand Forks Recreation more inclusive.

Staff stated that there is a notable difference between the two commissions. G. MacGregor has appointed business members on the Christina Lake Commission.

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

There weren’t any questions from the public or media.

### **14. Adjournment**

The next scheduled meeting will be held on March 11, 2021. There being no further business to discuss, the meeting was adjourned (time: 10:42am).

\_\_\_\_\_  
Melina Van Hoogevest,  
Recording Secretary

\_\_\_\_\_  
Chris Moslin,  
Chairperson



**Regional District of  
Kootenay Boundary**

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

Tuesday, March 2, 2021 via tele-conference, commencing at 4:30 p.m.

**PRESENT:** Fred Buckley, Linda Green, Rob Ironmonger, Shelley Levick, Craig Stemmler, Tyleen Underwood, Travis Mashford

**RDKB DIRECTOR:** Ali Grieve

**RDKB STAFF:** Donna Dean

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**1. CALL TO ORDER**

The meeting was called to order at 4:30 PM

**2. ADOPTION OF AGENDA**

It was moved and seconded that the March 2, 2021 Electoral Area A APC agenda be adopted.

**3. ADOPTION OF MINUTES**

It was moved and seconded that the January 5, 2021 Electoral Area A APC minutes be adopted.

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Electoral Area A APC Minutes  
March 2, 2021  
Page 1 of 2

#### 4. **NEW BUSINESS**

##### **Waneta Expansion Power Corporation**

##### **RE: Development Permit**

RDKB File: A-205A-00944.000

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

Donna Dean provided the committee with the background of the property and the present status

Committee members discussed the proposal and noted that there was not a clear statement as to the grading of the site and topsoil and the type or quality of vegetation to be planted.

Concern was raised as to the future monitoring and maintenance of the project. Who will monitor and maintain the project? As this is likely going to be a long-term concern will it be covered by a charge on the property title?

There was concern expressed that the diversion of Langford Creek has not yet taken place and that the spring runoff will be happening soon. A firm time frame for the diversion was requested.

##### **Recommendation:**

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

The committee supports the concept of the application but requires clarification on the site grading/topsoil placement, vegetation type and placement. There needs to be more detail on the monitoring and maintenance of the works and a firm commitment on the diversion of Langford Creek


#### 5. **FOR INFORMATION**

**Ren Energy:** Director Grieve provided the committee with an update on the Ren Energy plant proposal. A virtual open house is being hosted by the company and the committee was urged to participate.

#### 6. **ADJOURNMENT**

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



 <p>Regional District of Kootenay Boundary</p>	<p><b>ELECTORAL AREA B/LOWER COLUMBIA-OLD GLORY</b></p> <p><b>ADVISORY PLANNING COMMISSION</b></p> <p><b>MINUTES TEMPLATE</b></p>
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Monday, March 1, 2021 via Zoom, commencing at 7:00 p.m.

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

**ABSENT:**

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

**RDKB STAFF:**

**GUESTS:**

**1. CALL TO ORDER**

The meeting was called to order at 7:03 p.m.

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

It was moved and seconded that the March 1, 2021 Electoral Area B/Lower Columbia-Old Glory APC agenda be adopted. Moved by Graham, seconded by Fern

**3. ADOPTION OF MINUTES**

It was moved and seconded that the January 4, 2021 Electoral Area B/Lower Columbia-Old Glory APC minutes be adopted. Moved by Darlene, seconded by Henk

**4. DELEGATIONS**

**5. UPDATES TO APPLICATIONS AND REFERRALS**

**6. NEW BUSINESS**

**Erin Lukkar**

**RE: Development Variance Permit**

RDKB File: B-Twp 9A-10926.100

Discussion/Observations:

Set back adjusted to 15' from 10'. Single family dwelling. Nearest neighbor quite a distance away. Across from property King George Park.

**Recommendation:**

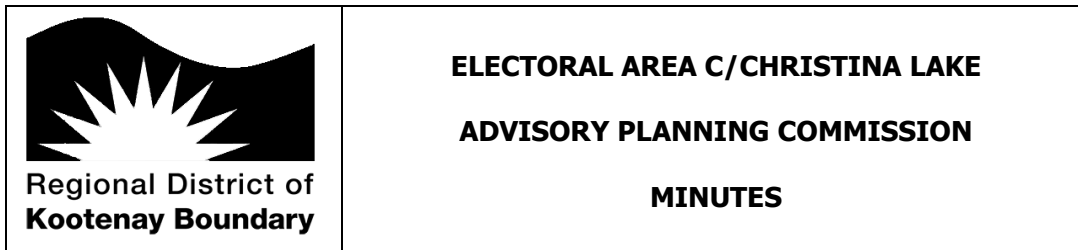
It was moved, seconded and resolved that the APC recommends to the Regional District that the application be supported.

**7. FOR INFORMATION**

**8. FOR DISCUSSION**

**9. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 7:21 p.m.  
Moved by Graham and Henk.



Tuesday, March 2, 2021 via Zoom online meeting, commencing at 7:00 p.m.

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

**ABSENT:**

**RDKB DIRECTOR:** Grace McGregor  
Alternate Director and Recording Secretary: Donna Wilchynski

**RDKB STAFF:**

**GUESTS:** Gail Fawley (Applicant) and Gunter Retterath (Neighbour to Applicant)

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**1. CALL TO ORDER**

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

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

**MOVED, SECONDED AND RESOLVED**

That the March 2, 2021 Electoral Area C/Christina Lake Advisory Planning Commission Agenda be adopted as presented.

**3. ADOPTION OF MINUTES**

**MOVED, SECONDED AND RESOLVED**

That the February 2, 2021 Electoral Area C/Christina Lake Advisory Planning Commission Meeting Minutes be adopted as presented.

**4. DELEGATIONS**

Gail Fawley (Applicant)  
Gunter Retterath (Neighbour of applicant)

**5. OLD BUSINESS & UPDATES TO APPLICATIONS AND REFERRALS****6. NEW BUSINESS****A. Greg and Gail Fawley**

RE: Development Variance Permit  
RDKB File: C-317-02595.340

**Discussion/Observations:**

Applicant Gail Fawley was asked to speak to her application, Gail stated that they:

- need the variances because the shape of their lot is a challenge (it has five sides).
- are now seeking three variances and not four, that they have revised their plan for the shed to be under 60 square meters.

The APC questioned Ms. Fawley on her intent with the travel trailers on the property, she responded that her lot would not be a "mini trailer park".

APC enquired about the existing (electrical) shed and the awareness of the applicant as it had been constructed in the setback area. The applicant stated they were aware the shed was built in contravention of the setback and that they went ahead and built it anyways as they intended to include this variance request with the other variances on their application so they could "apply for all the variances at once".

The APC questioned the need for the variances as there appeared to be room on the lot to adhere to the setback requirements. APC also questioned future use and intent as there indicates a laundry and washroom on the storage building plan. The applicant stated the laundry was because they do a lot of yard work and that they travel a lot. APC asked if the applicant had a time frame in mind to build a residence and Ms. Fawley stated they were unsure when this would happen.

APC Chair informed applicant that a neighbour had concerns about their application and wanted to speak to it tonight. APC Chair opened the floor to applicant's neighbour, Gunter Retterath.

Mr. Retterath informed that he sent a letter to the RDKB opposing the requests for variances. Mr. Retterath informed the applicants had removed 50 trees which caused flooding on July 10<sup>th</sup> of last year. Mr. Retterath wanted to know if the steel box situated on the property that has electrical going to it would be removed.

Mr. Retterath stated that he did not have a problem as long as the applicant adhered to the legal setbacks.

The APC Chair conducted a vote of members on the requested variances as follows:

- 1.) Front Parcel Line Setback Reduced to 2.75m for (existing) shed  
**Vote: 5 Support / 4 Opposed**
- 2.) Front Parcel Line Setback Reduced to 2.75m to site future house or modular home. **Vote: 1 Support / 8 Opposed**
- 3.) Rear and Exterior Side Parcel Line Setback Reduced to 1.87m and 1.83m respectively to site future accessory building (garage/studio).  
**Vote: 1 Support / 8 Opposed**

**A. Ronald and Tara Manson**

RE: MOTI Subdivision

RDKB File: C-963-04310.000

Discussion/Observations:

APC noted they did not like the "pan-handle" shaped lots, would like this brought forward for further discussion for the OCP. APC worried about erosion below. APC have grave concerns over septic and well placements as they are for each individual lot and that although the lot size, (1 Hectare), is the legal lot size requirement, placement of septic system must be correct and distance regulations adhered to to accommodate placement of the water wells for the lots.

**MOVED, SECONDED AND RESOLVED** that the APC recommend to the Regional District that the application be:

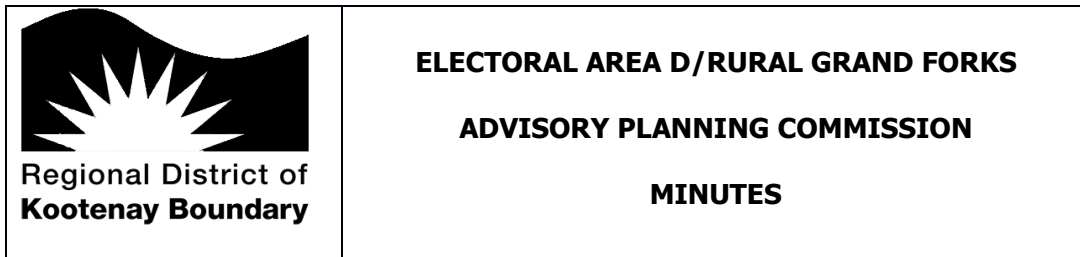
**Supported with the condition** that septic systems and wells be sited and proved prior to any development taking place.

**7. FOR INFORMATION**

**8. DISCUSSION**

**9. ADJOURNMENT**

**MOVED AND SECONDED** that the meeting be adjourned at 8:28 PM.



Tuesday, March 2, 2021 via ZOOM-conference, commencing at 7:00 p.m.

**PRESENT:** Kathy Hutton, Brian Noble, Della Mallette, Lynn Bleiler, John Thomas

**ABSENT:**

**RDKB DIRECTOR:** Danna Rozek O'Donnell

**RDKB STAFF:**

**GUESTS:**

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**1. CALL TO ORDER**

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

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

**Recommendation:** That the March 2, 2021 Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission Agenda be adopted.  
Brian Noble. John Thomas

**3. MINUTES**

**Recommendation:** That the October 6, 2020 Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission Minutes be adopted.  
Lynn Bleiler. Brian Noble

**DELEGATIONS**

Donna Dean RDKB Planner – APC overview, role of APC, Agenda Packages  
APC Minutes

Review of Legislation, APC falls under the Local Government Act

Electoral Area D\Rural Grand Forks APC Agenda Items  
March 2, 2021  
Page 1 of 3

Regional District Bylaws for each Electoral District  
APC Minutes go to the RDKB Board of Directors

Kathy Hutton – Problems with APC package pick up in December.  
Donna Deane – mail and courier have both been tried  
APC members – keep current system, courier to GF office

**6. OLD BUSINESS/UPDATES TO APPLICATIONS AND REFERRALS**

Area D and Area E Directors were not in support of the Powder Renegade application. The Province will review application and comments.

**7. NEW BUSINESS**

**Rico's Gravel Pit**

**RE: Front Counter Referral – New Permit Application**

RDKB File: D-1480-04830.000

**Discussion/Observations:**

Province has jurisdiction under the Mining Act.  
Ministry of Transportation oversees Road Infrastructure.  
Impact on surface water was not addressed.  
Neighbours should be notified and given opportunity for public engagement, regarding traffic, noise, dust, operating hours and to endorse the proposal.  
Recommend more timely public notice from the Province and the Proponent and more than one ad in the newspaper on these files.

**Recommendation:**

It was moved, Brian Noble, Lynn Bleiler seconded and resolved that the APC recommend to the Regional District that the referral be: Supported with conditions in the discussion and observations.

Electoral Area D\Rural Grand Forks APC Agenda Items  
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Discussion: APC Minutes

If APC members can't elect a Secretary would RDKB appoint a staff member to take the minutes?

Donna Deane - there are no staff available and meetings they attend can overlap so time is also an issue.

Area D Director will make recommendations for APC members (up to 14), they can be added anytime.

Brian Noble and Lynn Bleiler will continue to share the secretary role for the immediate future, alternating meetings.

**8. FOR INFORMATION**

There were no items.

**10. ADJOURNMENT**

8:04pm





**ELECTORAL AREA E/WEST BOUNDARY  
(BIG WHITE)**

**ADVISORY PLANNING COMMISSION**

**MINUTES**

Tuesday, March 2, 2021 via tele-conference and zoom, commencing at 1608.  
Minutes taken by: John LeBrun.

**PRESENT:** Peter Hutchinson, John LeBrun, Paul Sulyma and Rachelle Hawk.  
**ABSENT:** Anastasia Byrne  
**RDKB DIRECTOR:** Vicki Gee  
**RDKB STAFF:** None  
**GUESTS:** Andy Hill, Feathertop Strata.

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**1. CALL TO ORDER**

The meeting was called to order at 1608.

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

**Recommendation:** That the March 2, 2021 Electoral Area E/West Boundary (Big White) Advisory Planning Commission Agenda be adopted.

**Motion to adopt by John seconded by Paul**

**ADOPTED**

**3. ADOPTION OF MINUTES**

**Recommendation:** That the February 2<sup>nd</sup> and 9th, 2021 Electoral Area E/West Boundary (Big White) Advisory Planning Commission Minutes be adopted.

**Motion to adopt by Paul seconded by Rachelle**

**ADOPTED**

**4. DELEGATIONS. None**

**5. UPDATED APPLICATIONS AND REFERRALS**

Due to the complex nature of the Big White Master Plan referral and how it is connected to RDKB service delivery, the Board included in their motion "FURTHER that the Board of Directors request that RDKB staff be involved in an ongoing collaborative process with the developers and the government as the application is being evaluated

**6. NEW BUSINESS**

**A. Darren and Clare West**

**RE: Development Permit**

RDBK File: BW-4222-07500.905

**Discussion/Observations:**

There was nothing for discussions or observations.

**Recommendation:**

It was moved, seconded and resolved that the APC recommends to the Regional District that the Development Permit BW-4222-07500.905 be;

**Supported without comment.**


**7. FOR DISCUSSION**

Ask Planning Dept to see if there is an application process through Liquor & Cannabis Regulation Branch when a liquor store relocates

**8. FOR INFORMATION Nothing**

**9. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 1620.

 <p>Regional District of Kootenay Boundary</p>	<p><b>ELECTORAL AREA B/LOWER COLUMBIA-OLD GLORY</b></p> <p><b>ADVISORY PLANNING COMMISSION</b></p> <p><b>MINUTES TEMPLATE</b></p>
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Monday, March 22, 2021 via Zoom, commencing at 7:00 p.m.

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

**ABSENT:**

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

**RDKB STAFF:**

**GUESTS:**

**1. CALL TO ORDER**

The meeting was called to order at 7:05 p.m.

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

It was moved and seconded that the March 22, 2021 Electoral Area B/Lower Columbia-Old Glory APC agenda be adopted. Moved by Henk, Seconded by Darlene.

**3. ADOPTION OF MINUTES**

**4. DELEGATIONS**

**5. UPDATES TO APPLICATIONS AND REFERRALS**

**6. NEW BUSINESS**

**Justin McIntosh**

**RE: Development Variance Permit**

4185 Casino Road

RDKB File: B-Twp8A-10809.000

Discussion/Observations:

See no problem. New home will be a great addition to Casino. Seems neighbors have no objection.

**Recommendation:**

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

**7. FOR INFORMATION**

**8. FOR DISCUSSION**

**9. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 7:15 p.m.

**From:** [Jennifer Kuhn](#)  
**To:** [Mark Andison](#); [Anitra Winje - Corporate Officer](#)  
**Cc:** [Maureen Forster](#)  
**Subject:** FW: Ministry of Health Response - 1190715  
**Date:** Wednesday, March 17, 2021 11:02:22 AM  
**Attachments:** [Board of Directors Letter to Hon. Adrian Dix and Dr. Henry.pdf](#)

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Email received from the Ministry of Health:

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**From:** HLTH Patient and Client Relations HLTH:EX <hlth.PatientandClientRelations@gov.bc.ca>  
**Sent:** March 17, 2021 11:00 AM  
**To:** Jennifer Kuhn <jkuhn@rdkb.com>  
**Subject:** Ministry of Health Response - 1190715

1190715

Diana Langman  
 Regional District of Kootenay Boundary  
 Board Chair  
[jkuhn@rdkb.com](mailto:jkuhn@rdkb.com)

Dear Diana Langman:

Thank you for your correspondence of March 9, 2021, regarding the COVID-19 travel restrictions. I am responding on behalf of the Honourable Adrian Dix, Minister of Health, and Dr. Bonnie Henry, Provincial Health Officer.

I appreciate the time you have taken to share your concerns and request to extend current health orders until after Easter weekend. As you know, we are asking British Columbians to avoid all non-essential travel at this time, including travel into and out of BC, and between regions of the province. As such, individuals should not travel for a vacation or to visit friends or family outside of their household or core bubble. We recognize that for some, travel is essential, and this remains permitted. Essential travel includes regular travel for work or travel for things like medical appointments and hospital visits.

Regarding your concern, currently there is no public health order in place regarding requirements around travel, either interprovincial or in BC. However, it is important to note, anyone travelling from another province or territory is expected to follow the same travel and public health guidelines as everyone else in BC. Please note, the Ministry of Health is not in a position to comment on an individual's eligibility of essential travel.

With regard to your request, Provincial Health Officer orders and guidance are in reaction to the needs and trends of the pandemic and, given its fluid nature, we are unable to predict the measures that will be needed in the future. However, we appreciate the insight and perspectives you have provided. Please be assured, our priority for this pandemic continues to be ensuring BC's health system has the capacity to offer necessary care, while balancing the care needs of both patients with COVID-19 and other routine health concerns, and ensuring our essential services and activities can continue to operate safely.

It is our expectation that everyone will continue to work together to comply with all orders to

reduce the spread of COVID-19. If you have concerns about violations from event organizers or individuals in your community, it best to engage the local bylaw office as they can help follow-up on concerns and engage the Unified Command Centre, police departments, health officers, and WorkSafeBC as necessary.

There is no question that what we do today directly influences the well-being of our communities tomorrow, so let us continue to do our part to protect ourselves and each other – each day and every day.

I appreciate the opportunity to respond, and hope you find this information helpful.

Sincerely,

Thomas Guerrero  
Executive Director

***Improvement through every concern.***



Patient and Client Relations  
Corporate Issues and Client Relations  
Ministry of Health

***Warning:*** This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.

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To Dr. Bonnie Henry:

Please find attached a letter from the Regional District of Kootenay Boundary Board of Directors regarding local travel during Spring Break.

Should you have any questions please contact Mark Stephens, Manager of Emergency Programs at [em@rdkb.com](mailto:em@rdkb.com).

Thank you.

Sincerely,

**Jennifer Kuhn** | Administration Clerk / Secretary  
[jkuhn@rdkb.com](mailto:jkuhn@rdkb.com) | T: 250.368.0244



**Regional District of Kootenay Boundary**

Toll-free: 1.800.355.7352

Main: 250.368.9148

[rdkb.com](http://rdkb.com)

**Anitra Winje - Corporate Officer**

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**From:** Anitra Winje - Corporate Officer  
**Sent:** Tuesday, March 9, 2021 1:23 PM  
**To:** Anitra Winje - Corporate Officer  
**Subject:** FW: Invitation to Engage with Minister of State Nathan Cullen on Monday April 12th, 2021

**From:** Clara Reinhardt <[Clara.Reinhardt@radiumhotsprings.ca](mailto:Clara.Reinhardt@radiumhotsprings.ca)>  
**Date:** March 3, 2021 at 8:46:42 AM PST  
**To:** Rob Gay <[director.gay@rdek.bc.ca](mailto:director.gay@rdek.bc.ca)>, Diane Langman - Warfield Director <[dlangman@rdkb.com](mailto:dlangman@rdkb.com)>, Aimee Watson <[AWatson@rdck.bc.ca](mailto:AWatson@rdck.bc.ca)>  
**Cc:** Adam Casemore <[acasemore@rdck.bc.ca](mailto:acasemore@rdck.bc.ca)>, Linda Tynan <[admin@akblg.ca](mailto:admin@akblg.ca)>  
**Subject:** FW: Invitation to Engage with Minister of State Nathan Cullen on Monday April 12th, 2021

Hello RD Chairs,

See the note below and the attached invitation to speak with Minister Cullen regarding restructuring of FLNRORD. In preparation for this meeting, I am reaching out to you and your boards to provide me with some information regarding challenges you are experiencing in working within the current structure, and some ideas for how the organization could be improved. The meeting is April 12<sup>th</sup>, but I will need a few days to collate the information from everyone, so please provide your report as soon as is practical after your next board meeting.

Thanks in Advance,  
 Clara

Clara Reinhardt  
 President, AKBLG  
 250.341.8644

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**From:** LNRO Secretariat FLNR:EX <[LNROSecretariat@gov.bc.ca](mailto:LNROSecretariat@gov.bc.ca)>  
**Sent:** February 26, 2021 1:58 PM  
**To:** 'clara.reinhardt@radiumhotsprings.ca' <[clara.reinhardt@radiumhotsprings.ca](mailto:clara.reinhardt@radiumhotsprings.ca)>  
**Subject:** Invitation to Engage with Minister of State Nathan Cullen on Monday April 12th, 2021

Good afternoon Mayor Reinhardt

Please see attached an invitation to engage with Minister of State Nathan Cullen on Monday April 12th, 2021 to determine whether land use objectives that support economic activity, environmental sustainability and reconciliation with Indigenous peoples can be more effectively achieved through ministry restructuring.

Please respond by Wednesday March 3<sup>rd</sup>, 2021 if you are able to participate.

Sincerely,

Lands and Natural Resource Operations Secretariat Team







February 24, 2021

**VIA EMAIL:** clara.reinhardt@radiumhotsprings.ca

Mayor Reinhardt, President  
Association of Kootenay and Boundary Local Governments

Dear Mayor Reinhardt

In November 2020, I was honoured to be named by Premier John Horgan as the Minister of State for Lands and Natural Resource Operations. In this role, one of my top priorities is to look at restructuring options within the natural resource sector, including the development of a plan for a new Ministry for Lands and Natural Resource Operations. To support this work, a Lands and Natural Resource Operations Secretariat has been established, led by Deputy Minister Lori Halls.

Ninety-four percent of British Columbia's land base is Crown land. As you well know, land use issues have become more challenging and more complex. Ensuring we have an organizational structure that is more nimble and responsive to better meet the needs of our clients, partners, interest groups and British Columbians will mean we are ready to meet new challenges and make the most of new opportunities now and in the future.

I am interested in meeting with a wide range of organizations connected to the natural resource sector to better understand what is working well in the sector and where improvements can be made. Your perspectives and experiences will provide important considerations in the determination of whether land use objectives that support economic activity, environmental sustainability and reconciliation with Indigenous peoples can be more effectively achieved through ministry restructuring.

I am holding a series of virtual dialogues with organizations over the next few months. These sessions are limited to 5-7 individuals per session. I am inviting you, or a representative from your organization, to attend a session being held on the following date and time:

Monday April 12, 2021 - 3:15 – 4:45

If you are interested in participating, please reply to this message by Wednesday March 3, 2021 indicating whether you are able to attend this session. In addition, if you have any questions, please reach out and Secretariat staff will be in touch to provide a response. Once

Page 1 of 2

Ministry of Forests, Lands,  
Natural Resource Operations  
and Rural Development

Office of the Minister

Mailing Address:  
PO BOX 9049 Stn Prov Govt  
Victoria, BC V8W 9E2

Tel: 250-387-6240  
Fax: 250-387-1040  
Website: [www.gov.bc.ca/for](http://www.gov.bc.ca/for)

your attendance has been confirmed, you will be contacted by Secretariat staff with details of the session including background material.

I look forward to a productive discussion with your organization.

Sincerely,

A handwritten signature in black ink, reading "Nathan Cullen". The signature is written in a cursive, flowing style.

Honourable Nathan Cullen  
Minister of State for Lands and Natural Resource Operations



## Bylaw Enforcement Policy

### **Purpose:**

To provide clarity to the public and Regional District of Kootenay Boundary (RDKB) staff regarding expectations and standards for bylaw enforcement. The policies below outline how complaints are received, recorded and responded to with the objective of doing so in a consistent, transparent and reasonable manner considering available resources.

RDKB has no duty to take enforcement action with respect to every infraction of RDKB's bylaws that may occur within RDKB's jurisdiction.

RDKB has discretion whether to enforce infractions of RDKB's bylaws and to decide when and under what circumstances RDKB may enforce RDKB's bylaws and by what enforcement procedure. RDKB may consider on a case-by-case basis whether to take reasonable steps to investigate infractions in accordance with this policy and RDKB's operational guidelines.

### **Definitions:**

Bylaw Enforcement Officer means a peace officer, designated RDKB bylaw enforcement officer, other designated RDKB employees, agents, or any other person authorized by the RDKB to enforce RDKB's bylaws.

RDKB means the Regional District of Kootenay Boundary.

### **Receipt of Complaints and Confidentiality:**

1. Since the RDKB does not have the resources to regularly patrol for infractions to our regulatory bylaws, we rely on citizen complaints as a means of initiating an investigation.
2. To be considered valid, a complaint must:
  - a) be submitted in writing to the RDKB bylaw enforcement officer at [bylawenforcement@rdkb.com](mailto:bylawenforcement@rdkb.com) or delivered to 202-843 Rossland Avenue, Trail, BC V1R 4S8;
  - b) include the name, address and contact information, including an e-mail address if applicable, for the complainant;
  - c) include details regarding the date, time, location and nature of the alleged infraction; and
  - d) be submitted by a person who owns, resides upon, or otherwise has interest in property within RDKB that is impacted by the alleged infraction.
3. The confidentiality of a complainant will be protected in accordance with the following:

- a) The complainant's identity will not be disclosed to the person under investigation or any member of the public. Likewise, the response of the alleged violator will not be disclosed to the complainant, whether it is in writing or verbal. This is in recognition of the fact that many complaints take place in the context of other disputes between neighbours and that the motivation for the complaint itself could be one of retribution. Disclosure could serve to exacerbate the dispute and may even put persons at risk; and
  - b) The anonymity and confidentiality given to complainants and alleged violators under section 3(a) of this policy cannot be assured if investigation results in court proceedings. If a request is made to the RDKB for disclosure under the *Freedom of Information and Protection of Privacy Act*, the RDKB will refuse disclosure under Section 15 of the *Freedom of Information and Protection of Privacy Act*, unless consent is obtained from the persons who supplied the information and who would otherwise be assured of confidentiality under this policy and provided that the complaint has not been publicly disclosed by the complainant. However, RDKB may disclose the substance of a complaint with redactions made in accordance with the *Freedom of Information and Protection of Privacy Act*. RDKB is also subject to orders issued by a court and by the Information and Privacy Commissioner under the *Freedom of Information and Protection of Privacy Act* and RDKB may not appeal an order for disclosure of the complaint.
4. Complaints that appear to be frivolous, vexatious, scandalous and repetitive and without merit may be referred to the Chief Administrative Officer for a determination on the form and manner in which RDKB may receive such complaints and the complainant will be notified in writing on the reason for such determination.

#### **Recording Complaints:**

- 5. All complaints are assigned a file number for tracking purposes.
- 6. All complaints are acknowledged to the complainant as soon as possible after receipt.

#### **Responding to Complaints, Bylaw Enforcement Action and Considerations:**

- 7. Upon receipt of a valid complaint, the RDKB may initiate an investigation. If an infraction is suspected, and in determining priority and course of action, the RDKB may consider such matters as:
  - a) Health, safety, and security of the public;
  - b) Impact of the violation on the community;
  - c) Impact of the violation on the complainant;
  - d) Damage to the environment;
  - e) Number and duration of the infraction(s);
  - f) Scale of the infraction;
  - g) Current, short and long-term impacts caused by the infraction;
  - h) Resources available to resolve the matter;

- i) The costs associated with enforcement action;
  - j) The probability of a successful outcome;
  - k) The policy implications of the enforcement action and the potential for precedents; and
  - l) Whether enforcement may be a deterrent in future cases; and
  - m) Any other issue that the RDKB's Board of Directors considers important.
8. Section 1 of this policy does not preclude the RDKB from consideration of initiation of enforcement of its bylaws in the absence of a complaint where circumstances warrant such action. Such circumstances may include but not be limited to:
- a) health and safety considerations;
  - b) whether the infraction relates to a *Building Bylaw* requirement;
  - c) whether the infraction risks RDKB being exposed to liability;
  - d) the scale, number, duration and flagrancy of the infractions;
  - e) the short and long-term impacts caused by the infractions;
  - f) resources available to resolve the infractions; and
  - g) any other issues that RDKB's Board of Directors considers important.
9. The RDKB's primary enforcement objective is to obtain voluntary compliance.
10. If prompt voluntary compliance is not achieved, the RDKB may exercise the following enforcement options:
- a) The issuance of an Order to Comply;
  - b) The issuance of a Bylaw Notice under the *Local Government Bylaw Notice Enforcement Act*, *Local Government Act* and *Community Charter*;
  - c) Registration, if applicable, of a section 57 *Community Charter* notice against title to a property;
  - d) The remedial action process under the *Local Government Act* and *Community Charter*;
  - e) Issuance of a Municipal Ticket Information under the *Local Government Act*, *Community Charter* and *Offence Act*;
  - f) Laying of a long form information and initiation of an *Offence Act* prosecution in Provincial Court under the *Local Government Act* and *Offence Act*;
  - g) Supreme Court proceedings under Section 274 of the *Community Charter* and section 420 of the *Local Government Act*;
  - h) Any other penalty, order that may be imposed or remedy available to RDKB pursuant to the *Local Government Act*, *Community Charter*, *Offence Act* and *Local Government Bylaw Notice Enforcement Act* and any respective regulations enacted thereunder, and as amended, modified or re-enacted from time to time; and

- i) Any other remedy available at law that RDKB's Board of Directors considers appropriate.
- 11.RDKB retains discretion to commence enforcement proceedings in accordance with any or all of the criteria listed in section 7 of this policy.
- 12.RDKB may not seek a final legal remedy for all or any alleged infractions.
- 13.The bylaw enforcement officer will maintain a written record of inspections and investigation undertaken and record the disposition of all complaints received.
- 14.A response of a person that is subject to a bylaw enforcement investigation may not be disclosed to the complainant. Bylaw enforcement actions and files may not be discussed with a complainant subsequent to submission of a bylaw complaint.

**Review Schedule:**

Original Approval Date:

- October 29, 2009

Review by Policy and Personnel Committee:

- February 14, 2018;
- April 18, 2018;
- May 9, 2018; and
- November 26, 2020
- January 28, 2021
- February 25, 2021

Adopted by the Board of Directors:

- May 24, 2018
- March 31, 2021



**Date:** February 25, 2021 **File** B: Policy & Procedures  
**To:** Chair Grace McGregor and members of the Policy and Personnel Committee  
**From:** Donna Dean, Manager of Planning and Development  
**Re:** Update to the Bylaw Enforcement Policy

A staff report from Donna Dean, Manager of Planning and Development regarding amendments to the draft updated Bylaw Enforcement Policy made following the January 28, 2021 Policy and Personnel Committee meeting.

A draft revised Bylaw Enforcement Policy was presented at the January 28<sup>th</sup> Policy and Personnel Committee meeting. That draft included the option for complaints to be submitted by phone, which is a deviation from our current policy of only accepting complaints in writing. Committee members requested that the option to submit complaints by phone be removed from the policy. The attached policy reflects that request.

1.	Under procedure add dated under number 1;	It was assumed that this refers to requiring a date on the written complaint, which has been added to the attached draft
2.	Who decides, ultimately, if a complaint is valid?	If I understand correctly, the comment is referring to #4 under Receipt of Complaints and Confidentiality. If it's another reference that's required we can discuss at the meeting. The Chief Administrative Officer of the RDKB is included in #4, which replaces



		"manager responsible for determination" in an earlier version.
3.	2a under policy I thought we got rid of the phone in complaint process.	Yes, that provision has been removed. All complaints must be in writing.

### **Implications**

This version of the draft includes input received from the Policy and Personnel Committee and Board of Directors to date.

### **Advancement of Strategic Planning Goals**

Review of the Bylaw Enforcement Policy, and regular review of all policies, advances the Board of Directors strategic goal of continuing to "...focus on good management and governance."

### **Background Information Provided**

Draft revised Bylaw Enforcement Policy

### **Alternatives**

1. Forward the revised Bylaw Enforcement Policy to members of the Board of Directors for comment.
2. Defer consideration of the revised policy pending further information.

### **Recommendation**

That the Policy and Personnel Committee (Committee) approve the Bylaw Enforcement Policy as discussed by the Committee on February 25, 2021 and FURTHER that the Policy be forwarded to the Board of Directors for approval.



## Bylaw Enforcement Policy

### **Purpose:**

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  - d) be submitted by a person who owns, resides upon, or otherwise has interest in property within RDKB that is impacted by the alleged infraction.

3. The confidentiality of a complainant will be protected in accordance with the following:
  - a) The complainant's identity will not be disclosed to the person under investigation or any member of the public. Likewise, the response of the alleged violator will not be disclosed to the complainant, whether it is in writing or verbal. This is in recognition of the fact that many complaints take place in the context of other disputes between neighbours and that the motivation for the complaint itself could be one of retribution. Disclosure could serve to exacerbate the dispute and may even put persons at risk; and
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  - b) Impact of the violation on the community;
  - c) Impact of the violation on the complainant;
  - d) Damage to the environment;
  - e) Number and duration of the infraction(s);

- f) Scale of the infraction;
  - g) Current, short and long-term impacts caused by the infraction;
  - h) Resources available to resolve the matter;
  - i) The costs associated with enforcement action;
  - j) The probability of a successful outcome;
  - k) The policy implications of the enforcement action and the potential for precedents; and
  - l) Whether enforcement may be a deterrent in future cases; and
  - m) Any other issue that the RDKB's Board of Directors considers important.
8. Section 1 of this policy does not preclude the RDKB from consideration of initiation of enforcement of its bylaws in the absence of a complaint where circumstances warrant such action. Such circumstances may include but not be limited to:
- a) health and safety considerations;
  - b) whether the infraction relates to a *Building Bylaw* requirement;
  - c) whether the infraction risks RDKB being exposed to liability;
  - d) the scale, number, duration and flagrancy of the infractions;
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  - d) The remedial action process under the *Local Government Act* and *Community Charter*;
  - e) Issuance of a Municipal Ticket Information under the *Local Government Act, Community Charter* and *Offence Act*;
  - f) Laying of a long form information and initiation of an *Offence Act* prosecution in Provincial Court under the *Local Government Act* and *Offence Act*;
  - g) Supreme Court proceedings under Section 274 of the *Community Charter* and section 420 of the *Local Government Act*;

- h) Any other penalty, order that may be imposed or remedy available to RDKB pursuant to the *Local Government Act, Community Charter, Offence Act* and *Local Government Bylaw Notice Enforcement Act* and any respective regulations enacted thereunder, and as amended, modified or re-enacted from time to time; and
  - i) Any other remedy available at law that RDKB's Board of Directors considers appropriate.
11. RDKB retains discretion to commence enforcement proceedings in accordance with any or all of the criteria listed in section 7 of this policy.
  12. RDKB may not seek a final legal remedy for all or any alleged infractions.
  13. The bylaw enforcement officer will maintain a written record of inspections and investigation undertaken and record the disposition of all complaints received.
  14. A response of a person that is subject to a bylaw enforcement investigation may not be disclosed to the complainant. Bylaw enforcement actions and files may not be discussed with a complainant subsequent to submission of a bylaw complaint.

**Review Schedule:**

Original Approval Date:

- October 29, 2009

Review by Policy and Personnel Committee:

- February 14, 2018;
- April 18, 2018;
- May 9, 2018; and
- November 26, 2020
- January 28, 2021
- February 25, 2021

Adopted by the Board of Directors:

- May 24, 2018



**Date:** February 25, 2021 **File** B: Policy & Procedures  
**To:** Chair Grace McGregor and members of the Policy and Personnel Committee  
**From:** Donna Dean, Manager of Planning and Development  
**Re:** Screening Officer Policy – Draft #2

A staff report from Donna Dean, Manager of Planning and Development, regarding the second draft of the new Screening Officer Policy.

A draft Screening Officer Policy was presented at the January 28 Policy and Personnel meeting. One edit has been made to the version presented on January 28<sup>th</sup>. The following clause was added to the first sentence under purpose: "as amended from time to time".

The addition of this sentence clarifies that the Bylaw Notice Enforcement Bylaw is not static and will be amended over time to reflect changes to the regulatory bylaws that are within it.

The purpose of the policy is to provide guidance to the screening officer regarding the grounds of cancellation of a bylaw notice.

Consideration of the Screening Officer Policy advances the Board of Directors strategic goal of continuing to "...focus on good management and governance."

# Draft Screening Officer Policy

1. Forward the Screening Officer Policy the Board of Directors for comment.
2. Defer consideration of the Screening Officer policy pending further information.

**Recommendation**

That the new Screening Officer Policy as presented in the staff report to the Policy and Personnel Committee on February 25, 2021 be referred to the Board of Directors for comment.



## Screening Officer Policy

### **Purpose:**

The Regional District of Kootenay Boundary (RDKB) has passed RDKB's Bylaw Notice Enforcement Bylaw, No. 1742, 2021, (*Bylaw Notice Enforcement Bylaw*), **as amended from time to time**, designating certain bylaw contraventions that may be dealt with by Bylaw Notice.

RDKB has established the position of Screening Officer, who must review all disputed Bylaw Notices before a dispute resolution of a Bylaw Notice may be scheduled.

The Screening Officer has the power to cancel a Bylaw Notice on a ground of cancellation authorized by RDKB under section 10(2)(a)(iii) of the *Local Government Bylaw Notice Enforcement Act*.

This policy provides clarity to the public and RDKB staff regarding the grounds of cancellation of a Bylaw Notice in certain situations, RDKB resolves to authorize the Screening Officer to cancel Bylaw Notices for the grounds set out in this policy.

### **Definitions:**

"Bylaw Enforcement Officer" means those persons listed in section 10 of RDKB's *Bylaw Notice Enforcement Bylaw*.

"RDKB" means the Regional District of Kootenay Boundary.

"Screening Officer" means those persons listed in section 8 of RDKB's *Bylaw Notice Enforcement Bylaw*.

### **Policy:**

1. The Screening Officer is authorized to cancel a Bylaw Notice where he or she is satisfied that one or more of the following reasons exist and a compliance agreement is not appropriate or available:
  - a) Identity of the recipient of the Bylaw Notice cannot be proven. For example:
    - i. The Bylaw Notice was issued to the wrong person;
    - ii. The vehicle to which the bylaw contravention and Bylaw Notice relates was stolen;
  - b) There is an exception specified in the bylaw or a related enactment, or non-compliance is a result of lawful non-conformity under section 528 of



the *Local Government Act*, as established on a balance of probabilities by the property owners;

- c) It is unlikely there will be a substantial likelihood of success at adjudication of the Bylaw Notice for reasons, including that:
  - i. The Bylaw Enforcement Officer relied on incorrect information in issuing the Bylaw Notice;
  - ii. The Bylaw Notice was not completed properly;
  - iii. There is insufficient evidence to establish the bylaw contravention to which the Bylaw Notice relates; or
  - iv. The bylaw provision to which the bylaw contravention and Bylaw Notice relates is unenforceable or poorly worded;
- d) The contravention of the bylaw was necessary for the preservation of health and safety, for example:
  - i. The bylaw contravention was a result of a medical emergency; and
- e) It is not in the public interest to proceed to adjudication of the Bylaw Notice for reasons including:
  - i. The mental health of the recipient of the Bylaw Notice;
  - ii. The length and expense of a bylaw adjudication when considering the benefit to be gained by it; or
  - iii. The recipient of the Bylaw Notice is charged with a criminal offence based on the same facts that the bylaw contravention and the Bylaw Notice relates and criminal proceedings are pending or ongoing.

**Review Schedule:**

Review by Policy and Personnel Committee:

- January 28, 2021
- February 25, 2021

Adopted by the Board of Directors:

- \_\_\_\_\_, 2021



## Screening Officer Policy

### **Purpose:**

The Regional District of Kootenay Boundary (RDKB) has passed RDKB's Bylaw Notice Enforcement Bylaw, No. 1742, 2021, (*Bylaw Notice Enforcement Bylaw*), as amended from time to time, designating certain bylaw contraventions that may be dealt with by Bylaw Notice.

RDKB has established the position of Screening Officer, who must review all disputed Bylaw Notices before a dispute resolution of a Bylaw Notice may be scheduled.

The Screening Officer has the power to cancel a Bylaw Notice on a ground of cancellation authorized by RDKB under section 10(2)(a)(iii) of the *Local Government Bylaw Notice Enforcement Act*.

This policy provides clarity to the public and RDKB staff regarding the grounds of cancellation of a Bylaw Notice in certain situations, RDKB resolves to authorize the Screening Officer to cancel Bylaw Notices for the grounds set out in this policy.

### **Definitions:**

"Bylaw Enforcement Officer" means those persons listed in section 10 of RDKB's *Bylaw Notice Enforcement Bylaw*.

"RDKB" means the Regional District of Kootenay Boundary.

"Screening Officer" means those persons listed in section 8 of RDKB's *Bylaw Notice Enforcement Bylaw*.

### **Policy:**

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    - i. The Bylaw Notice was issued to the wrong person;
    - ii. The vehicle to which the bylaw contravention and Bylaw Notice relates was stolen;
  - b) There is an exception specified in the bylaw or a related enactment, or non-compliance is a result of lawful non-conformity under section 528 of the *Local Government Act*, as established on a balance of probabilities by the property owners;

- c) It is unlikely there will be a substantial likelihood of success at adjudication of the Bylaw Notice for reasons, including that:
  - i. The Bylaw Enforcement Officer relied on incorrect information in issuing the Bylaw Notice;
  - ii. The Bylaw Notice was not completed properly;
  - iii. There is insufficient evidence to establish the bylaw contravention to which the Bylaw Notice relates; or
  - iv. The bylaw provision to which the bylaw contravention and Bylaw Notice relates is unenforceable or poorly worded;
- d) The contravention of the bylaw was necessary for the preservation of health and safety, for example:
  - i. The bylaw contravention was a result of a medical emergency; and
- e) It is not in the public interest to proceed to adjudication of the Bylaw Notice for reasons including:
  - i. The mental health of the recipient of the Bylaw Notice;
  - ii. The length and expense of a bylaw adjudication when considering the benefit to be gained by it; or
  - iii. The recipient of the Bylaw Notice is charged with a criminal offence based on the same facts that the bylaw contravention and the Bylaw Notice relates and criminal proceedings are pending or ongoing.

**Review Schedule:**

Review by Policy and Personnel Committee:

- January 28, 2021
- February 25, 2021

Adopted by the Board of Directors:

- March 31, 2021



## **Education and Advocacy Committee**

### **MINUTES**

Tuesday, March 23, 2021

10:30 a.m.

ZOOM

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

Director A. Grieve, Chair

Director A. Morel, Vice Chair

Director G. McGregor

Director D. O'Donnell

Director R. Dunsdon

Director D. Langman

Area 'A'

City of Rossland

Area 'C'/Christina Lake

Area 'D'/Rural Grand Forks

Village of Midway

Village of Warfield

#### **Staff present:**

M. Andison, Chief Administrative Officer

A. Winje, Manager of Corporate Administration/Recording Secretary

#### **Guest Director:**

Director. C. Korolek

City of Grand Forks

#### **1. CALL TO ORDER**

Chair Grieve called the meeting to order at 10:30 a.m.

#### **2. LAND ACKNOWLEDGEMENT**

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

March 23, 2021

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

Moved / Seconded:

The agenda for the Regional District of Kootenay Boundary Education and Advocacy Committee meeting of March 23, 2021 is adopted with the addition of:

1. pronunciation of Indigenous names in the RDKB's land acknowledgement statement.

Carried.

**4. ADOPTION OF MINUTES**

Moved / Seconded:

The minutes of the Education and Advocacy Committee meeting held February 17, 2021 were approved.

Carried.

**5. CONSENT AGENDA**

Moved / Seconded:

The Committee received the following items:

1. The email dated March 16, 2021 from E. Kerst, Executive Director, Trail and District Chamber of Commerce, providing an overview of the Chamber's high-level advocacy work.
2. The letter dated March 17, 2021 from L. Hall, Mayor of Prince George, to the Federal Minister of Health calling on it to implement a National Overdose Action Plan, is presented.

Carried.

**6. GENERAL DELEGATIONS**

None.

**7. UNFINISHED BUSINESS****A. 2020 Resolution Referred to the UBCM Executive**

Moved / Seconded:

That the letter dated February 26, 2021 from Brian Fenkel, UBCM President, advising that the RDKB's resolution on "Use of High Efficiency Electrical Appliances" be received.

Carried.

Moved / Seconded:

That staff review the RDKB's resolution on "Use of High Efficiency Electrical Appliances" and bring it back to a future Education and Advocacy Committee for discussion in preparation for submission to the UBCM for its 2021 convention.

Carried.

**8. NEW BUSINESS****A. Support for Laid-off Hotel and Tourism Industry Workers**

Moved / Seconded:

The letter dated March 5, 2021 from Mayor Cote, City of New Westminster, requesting the BC government to support laid-off hotel and tourism industry workers, was received.

Carried.

**B. Endorsement of a National 3-digit Suicide Prevention Hotline**

Moved / Seconded:

The letter dated March 10, 2021 from Mayor J. Ross, Mayor of Belcarra, to MP Nelly Shin advising of the village's endorsement of a national 3-digit suicide prevention hotline initiative, was received.

Carried.

Moved / Seconded:

The letter dated March 10, 2021 from Mayor C. Fraser, Mayor of Spallumcheen, to MP Nelly Shin advising of the township's endorsement of a national 3-digit suicide prevention hotline initiative, was received.

Carried.

**C. Meetings with Ministers (UBCM and otherwise)**

Moved / Seconded:

That staff be directed to advise Richard Cannings, MP that the Board wishes to discuss the following items when he attends the March 31, 2021 RDKB Board meeting: proposed 1% wealth tax; the state of long term care facilities; and invasive aquatic species.

Carried.

Moved / Seconded:

That the Board direct staff to arrange a meeting with the provincial Ministry of Finance to discuss the proposed 1% wealth tax.

Carried.

Moved / Seconded:

That the Board direct staff to arrange a meeting with the provincial Ministry of Health to discuss the state of long term care facilities.

Carried.

Moved / Seconded:

That the Board direct staff to arrange a meeting with the Ministry of Environment to discuss the issue of invasive plants and other species in our water bodies.

Carried.

Moved / Seconded:

That the Board direct staff to arrange a meeting with the Ministry of Education to discuss the need for increased library funding.

Carried.

**D. Meetings with MLAs**

Discussion ensued around arranging quarterly meetings with MLAs to discuss local issues.

Moved / Seconded:

That Board Directors be requested to submit issues they wish to discuss with their MLAs to staff.

Carried.

**9. Committee Terms of Reference**

Moved / Seconded:

That review and discussion of the Committee's Terms of Reference be deferred to a future Committee meeting.

Carried.

*Committee members were encouraged to send their suggested changes to the Corporate Office and the other Committee members in advance of the meeting.*

Moved / Seconded:

That Committee Terms of Reference be included in the agenda of the first committee meeting of each new cycle for members' information.

Carried.



Moved / Seconded:

That each Committee review its Terms of Reference annually.

Carried.

**10. Next Meeting**

Moved / Seconded:

That Board members be encouraged to practice pronouncing the names of the Indigenous groups in the RDKB's land acknowledgement statement.

Carried.

**11. LATE (EMERGENT) ITEMS**

None.

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

A discussion around lobbying the Provincial government for medical and dental health coverage for elected officials (for October meeting).

**13. QUESTION PERIOD FOR PUBLIC AND MEDIA**

Guest Director Korolek had questions around Committees' Terms of Reference.

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

None.

**15. Next Meeting**

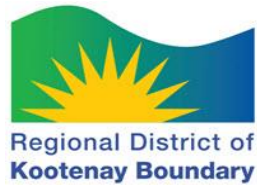
To be determined: either April or May, 2021.

**16. ADJOURNMENT**

Moved / Seconded:

That the meeting adjourn at 11:25 a.m.

Carried.



## **Electoral Area Services Committee**

Minutes  
Thursday, March 11, 2021  
Via ZOOM video conference

### **Committee members present:**

Director A. Grieve, Chair - Area A  
Director L. Worley, Area B/Columbia-Old Glory  
Director G. McGregor, Vice-Chair - Area C/Christina Lake  
Director D. O'Donnell, Area D/Rural Grand Forks  
Director V. Gee, Area E/West Boundary-Big White

### **Staff present:**

M. Andison, Chief Administrative Officer  
B. Ihlen, General Manager of Finance  
D. Dean, Manager of Planning and Development  
A. Winje, Manager of Corporate Administration  
B. Rafuse, Bylaw Enforcement Officer  
M. Forster, Executive Assistant  
M. Ciardullo, Recording Secretary

### **Public present:**

D. Goodfellow  
G. Retterath  
G. Fawley

### **CALL TO ORDER**

Chair Grieve called the meeting to order at 10:31 a.m.

### **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.

Electoral Area Services  
March 11, 2021  
Page 1 of 7

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

March 11, 2021

Moved / Seconded

That the March 11, 2021 Electoral Area Services Agenda be adopted as amended.

Carried.

Item 8B moved ahead on the agenda after Item 4 Minutes  
Item 11 'Closed Meeting' will be moved ahead after Item 8B

**MINUTES**

**February 11, 2021**

Moved / Seconded

That the February 11, 2021 Electoral Area Services meeting minutes be adopted as presented.

Carried.

**ITEMS MOVED AHEAD ON THE AGENDA**

**Greg and Gail Fawley**

**RE: Development Variance Permit**

1537 McIntyre Road, Electoral Area C/Christina Lake

RDKB File: C-317-02595.340

Moved / Seconded

That the Development Variance Permit application submitted by Gail Fawley and Gregory Fawley, for the property legally described as Lot 34, Plan KAP33117, District Lot 317, Similkameen Division of Yale Land District, Electoral Area C/Christina Lake be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with the following recommendations:

1. That the Regional Board deny the requested variance to Section 402.6 – Exterior Side Parcel Line Setback, to reduce the minimum accessory building exterior side parcel line setback from 4.5 m to 2.65 m – a variance of 1.85 m, in order allow the proposed siting of the accessory building containing the garage/storage area; and

**Electoral Area Services**

**March 11, 2021**

**Page 2 of 7**

2. That the Regional Board approve the requested variance to Section 402.6 – Front Parcel Line Setback, to reduce the minimum accessory building exterior side parcel line setback from 4.5 m to 2.75 m – a variance of 1.75 m, to allow for the electrical shed/storage space, with the following condition:
  - o 2.1. The applicants submit an approved Highway Use Permit for the setback from the Ministry of Transportation and Infrastructure.

Carried.

**CLOSED (IN CAMERA) SESSION**

*Commenced at 10:50 a.m.*  
Meeting Closed to the Public

In the opinion of the Board - and in accordance with Section 90 of the *Community Charter* - the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting; AND FURTHER, in accordance with Section 90 of the *Community Charter*, the meeting is to be closed on the basis identified in the following subsections:

- i. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Moved / Seconded

That the Electoral Area Services Committee proceed to a closed meeting pursuant to Sec. 90 (1)(i) of the *Community Charter*.

Carried.

*The EAS regular meeting reconvened at 11:20 a.m.*

**DELEGATIONS**

No delegations were in attendance.

## **UNFINISHED BUSINESS**

### **Vehicle Removal Assistance**

An update was provided by Brandy Rafuse, Bylaw Enforcement Officer, regarding her research on how we could encourage land owners to remove derelict vehicles from their property.

### **Bylaw Enforcement Potential for Municipal Partnerships**

Donna Dean, Manager of Planning and Development, gave an update on potential partnerships.

### **Bylaw Enforcement File Summary**

There were 110 active files up to February 28, 2021 which were broken down to complaint type and area.  
The Committee requested monthly summaries.

Moved / Seconded

That the Bylaw Enforcement Summary be received.

Carried.

### **Draft New Board of Variance Bylaw**

There was discussion regarding the difference between Board of Variance (BOV) applications and development variance permit applications and the challenges of recruiting members for the Boards of Variance.

Moved / Seconded

That the Board of Variance Bylaw No. 1750, 2021 be forwarded to the Regional District of Kootenay Boundary Board of Directors for consideration.

Carried.

**NEW BUSINESS**

**Erin Lukkar**

**RE: Development Variance Permit**

1115 King George Park Road, Electoral Area B/Lower Columbia-Old Glory  
RDKB File: B-Twp9A-10926.100

Moved / Seconded

That the Development Variance Permit application submitted by Erin Lukkar, to vary Section 609.8 – Agricultural Resource 1 Zone Setbacks of the Electoral Area B/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015 to decrease the required front parcel line setback for buildings and structures principal from 7.5 m to 4.5 m – a variance of 3 m, for the construction of a single family dwelling on the property legally described as Lot 1, Plan NEP6491, Township 9A, Kootenay Land District, Except Plan 18520, Electoral Area B/ Lower Columbia-Old Glory be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation to approved, with the following conditions:

1. The applicant provide a certificate of location for the existing buildings and structures; and
2. The applicant provide a site plan that is to scale for the proposed setback variance.

Carried.

**Waneta Expansion Power Corp**

**RE: Development Permit Amendment**

Hwy 22, Electoral Area A  
RDKB File: A-205A-00944.000

Moved / Seconded

That the staff report regarding the Industrial and Columbia Gardens Aquifer Development Permit application submitted by Matthew Tonner of Columbia Power Corporation, on behalf of Waneta Expansion Power Corporation for the parcels legally described as Lot 6A and Lot 7A, District Lot 205A, Kootenay Land District, Plan 800, Except Part included in Statutory Right of Way Plans 15510 and EPP60444, Electoral Area A, be received.

Carried.

**Darren and Clare West**

**RE: Development Permit**

Strata Lot 61, Electoral Area E/West Boundary-Big White  
RDKB File: BW-4222-07500.905

Moved / Seconded

That the staff report regarding the Alpine Environmentally Sensitive Landscape Reclamation Development Permit application submitted by Shauna Wizinsky of Weninger Construction & Design, on behalf of Clare West and Darren West for the parcel legally described as Strata Lot 61, Plan KAS3134, District Lot 4222, Similkameen Division of Yale Land District, Big White, Electoral Area E/West Boundary, be received.

Carried.

**Ronald and Tara Manson**

**RE: MOTI Subdivision**

3041 East Lake Drive, Electoral Area C/Christina Lake  
RDKB File: C-963-043610.000

Moved / Seconded

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed seven lot conventional subdivision, for the parcels legally described as Lot 1, Plan KAP6813, District Lot 963, Similkameen Division of Yale Land District, Except Plan 29141, located in Electoral Area C/Christina Lake be received;

And that staff communicate with the property owner that park dedication in the form of land or cash must be secured, to be determined by the Regional District, for this proposed subdivision to move forward.

Carried.

**Grant in Aid Report**

Moved / Seconded

That the Grant in Aid report be received.

Carried.

Electoral Area Services

March 11, 2021

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**LATE (EMERGENT) ITEMS**

Director Gee would like staff to ask the province to send rail trail work permit referrals to RDKB. Staff will reach out to the lands branch and follow up with letter.

Director Gee expressed a desire to rename some parks and other public spaces using Indigenous names.

**DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

There was no discussion.

**ADJOURNMENT**

There being no further business to discuss, Chair Grieve adjourned the meeting at 11:56 a.m.





Regional District of  
Kootenay Boundary

## Electoral Area Services (EAS) Committee Staff Report

<b>RE:</b>	Development Variance Permit – Lukkar (670-21V)		
<b>Date:</b>	March 11, 2021	<b>File #:</b>	B-9A-TWP-10926.100
<b>To:</b>	Chair Grieve and members of the EAS Committee		
<b>From:</b>	Danielle Patterson, Planner		

### Issue Introduction

The Regional District of Kootenay Boundary (RDKB) has received a Development Variance Permit application to reduce front parcel line setback for a building from 7.5 to 4.5 m, for a property located in Paterson (see Attachment 1 - Site Location Map).

Property Information	
<b>Owner:</b>	Erin Lukkar
<b>Location:</b>	1115 King George Park Road
<b>Electoral Area:</b>	Electoral Area B/Lower Columbia-Old Glory
<b>Legal Description:</b>	Lot 1, Plan NEP6491, Township 9A, Kootenay Land District, Except Plan 18520
<b>Area:</b>	2.75 ha (6.8 ac)
<b>Current Use:</b>	Agriculture and Residential
Land Use Bylaws	
<b>OCP Bylaw: 1470</b>	Agricultural Resource 1
<b>DP Area:</b>	NA
<b>Zoning Bylaw: 1540</b>	Agricultural Resource 1 (AGR1)
Other	
<b>ALR:</b>	Within
<b>Service Area:</b>	NA
<b>Planning Agreement Area:</b>	City of Rossland

### History / Background Information

The subject property is located across from King George Provincial Park, between King George Park Road and Highway 22 (see Attachment 2 – Subject Property Map). The subject property was created through subdivision in 1989. The subject property is somewhat triangular in shape, narrowing where King George Park Road and Highway 22 meet. The majority of the buildings on the subject property are concentrated at this narrowed portion of the property.

The surrounding land use to the north, south, and west is mostly agriculture. The subject property is located in the Agricultural Land Reserve. The land is currently farmed, with pastureland, farm outbuildings, a shop, and a single detached dwelling on the property.

### **Proposal**

The applicant is planning to build a 233.7 m<sup>2</sup> (2,516 ft<sup>2</sup>) addition to their existing 89.3 m<sup>2</sup> (961 ft<sup>2</sup>) single detached dwelling. The applicant wants to build this addition between the existing dwelling to the west and King George Park Road to the East (see Attachment 3 – Applicant Submission). The proposed site plan and area of the single detached dwelling addition would require the front parcel line setback to be less than permitted in the Zoning Bylaw.

Section 609.8 of Zoning Bylaw 1540 sets the minimum front parcel line setback for buildings at 7.5 m. Due to this, the applicant is requesting a variance to Section 609.8 to vary the permitted front parcel line setback of a building from 7.5 m to 4.5 m – a variance of 3 m to accommodate the proposed house addition.

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

At their March 1, 2021 meeting, the Electoral Area B/Lower Columbia-Old Glory APC reviewed the application and recommended it be supported.

Staff note that the applicant contacted the Planning and Development Department to adjust their requested variance on March 1, 2021. The applicant had originally requested a variance to reduce the front parcel line setback to 4 m. After the applicant spoke with the Ministry of Transportation and Infrastructure about the potential timelines of a Setback Highway Use Permit and their contractor about the feasibility of design change, the applicant decided to reduce their request to 4.5 m. Staff were able to provide the Chair of the APC with an email update with the changes prior to the meeting.

### **Implications**

The RDKB application requests a clear rationale for Development Variance Permit requests. Each Development Variance Permit application is to be reviewed based on its own merit.

The application states that the proposed addition to the house is sited in such a way as to, 1) ensure the existing infrastructure (septic field and well pump) can be utilized, 2) keep farmland intact, and 3) allow the owner to live in the existing portion of the single detached dwelling while building the addition. The applicant intends to keep their existing driveway location as is.

The applicant noted that the reduced front parcel line setback would not directly effect neighbours as the property line faces King George Provincial Park.

When considering the proposed Development Variance Permit, staff note the following:

1. Other than the requested variance, the proposal and existing development on the subject property, based on the information provided by the applicant, meet Zoning

Bylaw requirements, including parcel coverage building setbacks, parking, density, and land use.

2. Agriculture Policy 7.1 of the Area B Official Community Plan (OCP) is to *"[e]ncourage farm operators to conduct farming activities in a manner that minimizes impact on water quality, conserves soil, and where possible protects wildlife habitat."* The applicant has stated part of their siting request is based upon keeping farmland intact. Another viable option would be to reduce the size<sup>1</sup>
3. The Agriculture Land Commission (ALC) limits the gross floor area of a single detached dwelling to no more than 500 m<sup>2</sup> (5,382 ft<sup>2</sup>). The applicant has not stated if they plan to have a two storey addition. If two storeys are planned, any approval of the Development Variance Permit would be related to the setback and not the gross floor area of the single detached dwelling.
4. The distance between the proposed addition and the existing shop has not been provided by the applicant. The proximity of residences to other dwellings or structures on a property may have building standards implications as per the BC Building Code. For example, it can affect the type of insulation required or the location of type of windows used. The applicant has been informed of this and has been encouraged to connect with an RDKB Building Official to discuss any implications to the proposed build plans.
5. Due to the proximity of the existing buildings/structures and the proposed addition to the property line, staff were not able to confirm whether there is enough space on the subject property to site the addition where it is proposed based on the applicant's site plan and the RDKB's orthophotography. Building/Structure location would need to be confirmed by the applicant in the form of a Certificate of Location prior to approval of a Development Variance Permit.

### **Communications**

Notices will be sent to property owners within a 60 metre radius of the subject property, notifying them of the proposed Development Variance Permit and the opportunity to provide comment.

**Recommendation**

That the Development Variance Permit application submitted by Erin Lukkar, to vary Section 609.8 – Agricultural Resource 1 Zone Setbacks of the Electoral Area B/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015 to decrease the required front parcel line setback for buildings and structures principal from 7.5 m to 4.5 m – a variance of 3 m, for the construction of a single family dwelling on the property legally described as Lot 1, Plan NEP6491, Township 9A, Kootenay Land District, Except Plan 18520, Electoral Area B/Lower Columbia-Old Glory be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation to approved, with the following conditions:

1. The applicant provide a certificate of location for the existing buildings and structures; and
2. The applicant provide a site plan that is to scale for the proposed setback variance.

**Attachments**

1. Site Location Map
2. Subject Property Map
3. Applicant Submission

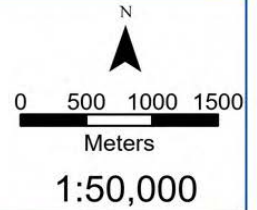


Regional District of  
Kootenay Boundary

Date: 2021-02-16

# Site Location Map

Lot 1, Plan NEP6491,  
Township 9A,  
Kootenay Land District



Subject Property  
1115 King George Park Road



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Airbus DS

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

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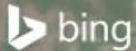
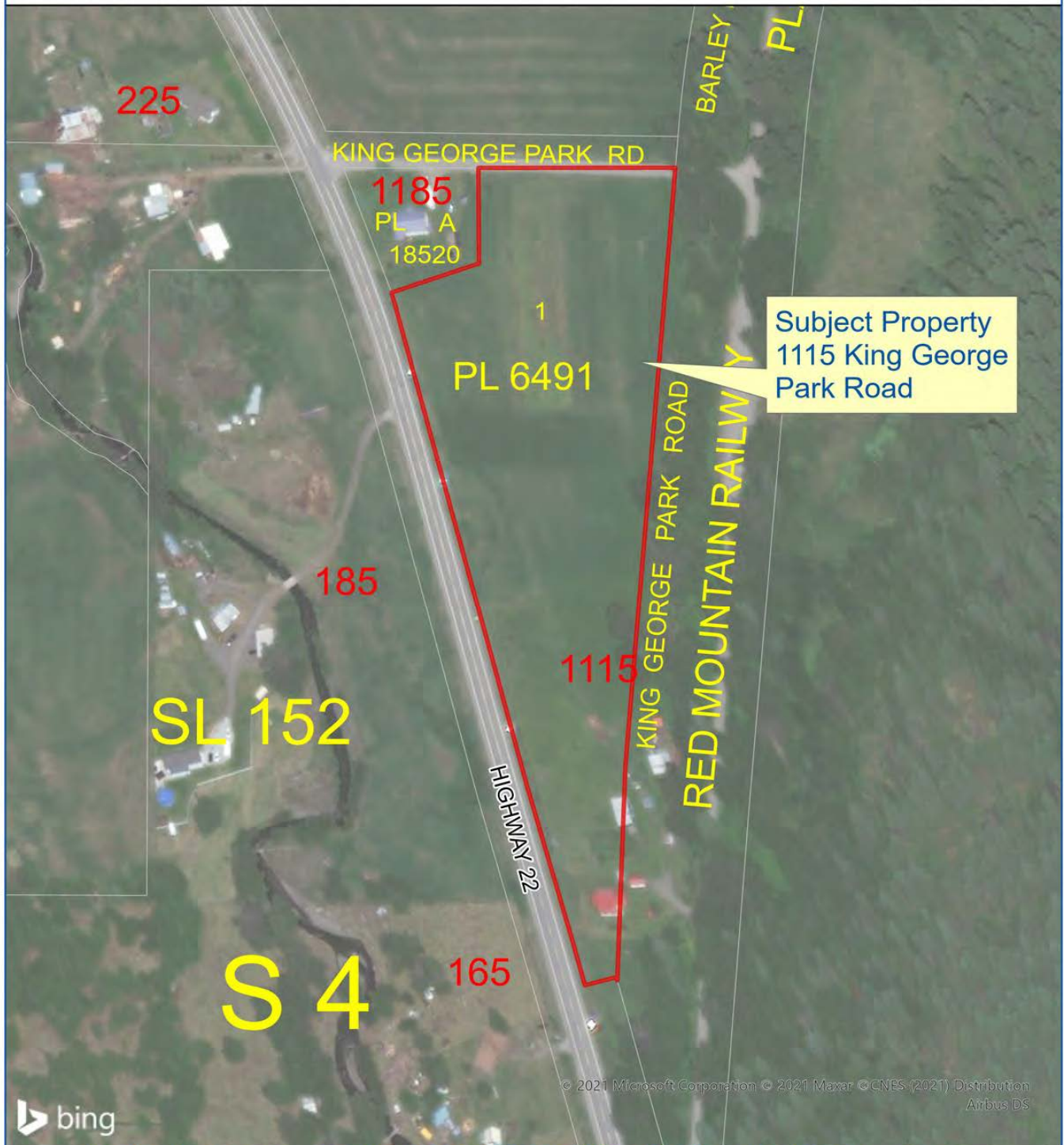
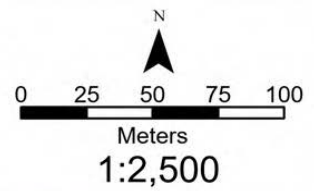


Regional District of  
Kootenay Boundary

Date: 2021-02-16

## Subject Property Map

Lot 1, Plan NEP6491,  
Township 9A,  
Kootenay Land District



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Airbus DS

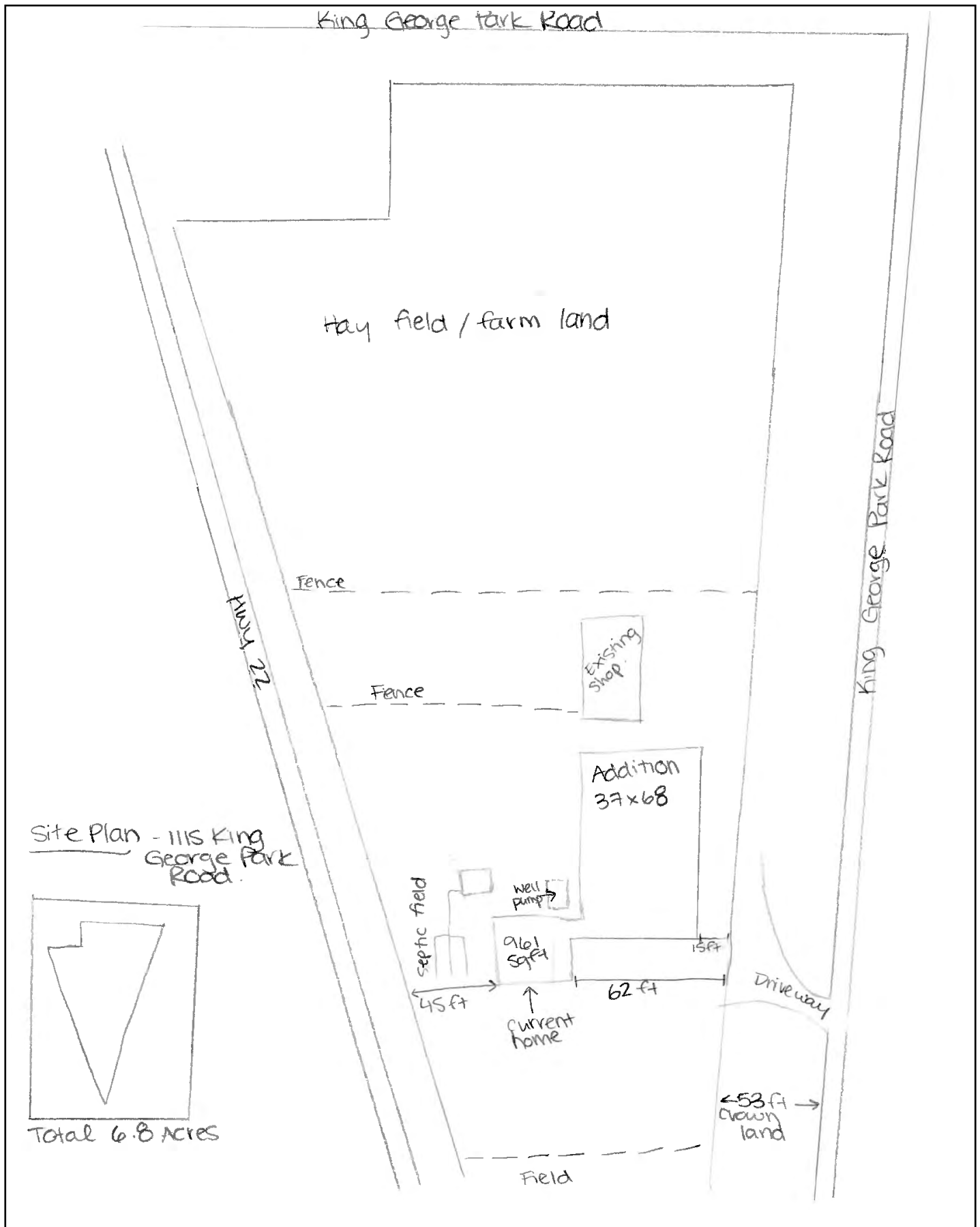
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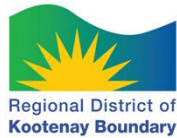
The space below is provided to describe the proposed development. Additional pages may be attached.

we are building an addition onto the current house and are requesting a variance in regards to the front parcel line setback of 7.5m. This property line is closest to King George Park Rd and away from Highway 22. We are hoping to build 10ft from the property line in order to preserve existing infrastructure - see site map in regards to well pump building. This will resolve a hardship because ~~with~~ we can use the current water system & can remain in the house during construction. This will improve the development because we can do an addition further from the main highway & ~~stay~~ preserve farmland on the property. This will have no negative impacts as there are no neighbouring properties on this property line. Current driveway will remain in place.

Request amended to 15 ft rather than 10 ft on March 1, 2021







## **Electoral Area Services Committee**

Minutes  
Thursday, March 11, 2021  
ZOOM

### **Committee members present:**

Director A. Grieve, Chair - Area A  
Director L. Worley, Area B/Columbia-Old Glory  
Director G. McGregor, Vice-Chair - Area C/Christina Lake  
Director D. O'Donnell, Area D/Rural Grand Forks  
Director V. Gee, Area E/West Boundary-Big White

### **Staff present:**

M. Andison, Chief Administrative Officer  
B. Ihlen, General Manager of Finance  
D. Dean, Manager of Planning and Development  
A. Winje, Manager of Corporate Administration  
B. Rafuse, Bylaw Enforcement Officer  
M. Forster, Executive Assistant  
M. Ciardullo, Recording Secretary

### **Public present:**

D. Goodfellow  
G. Retterath  
G. Fawley

### **CALL TO ORDER**

Chair Grieve called the meeting to order at 10:31 a.m.

### **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

March 11, 2021

Page 1 of 7

and Ktunaxa Peoples as well as the Metis Peoples whose footsteps have also marked these lands.

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

March 11, 2021

Moved / Seconded

That the March 11, 2021 Electoral Area Services Agenda be adopted as amended.

Carried.

Item 8B moved ahead on the agenda after Item 4 Minutes  
Item 11 'Closed Meeting' will be moved ahead after Item 8B

**MINUTES**

**February 11, 2021**

Moved / Seconded

That the February 11, 2021 Electoral Area Services meeting minutes be adopted as presented.

Carried.

**ITEMS MOVED AHEAD ON THE AGENDA**

**Greg and Gail Fawley**

**RE: Development Variance Permit**

1537 McIntyre Road, Electoral Area C/Christina Lake

RDKB File: C-317-02595.340

Gail Fawley was present to address the many variances on the application. There was lengthy discussion at the APC meeting and Director McGregor expressed her disappointment stating the applicants knew about the

March 11, 2021

Page 2 of 7

setbacks and that the property is large enough to accommodate their projects without asking for variances.

Moved / Seconded

That the Development Variance Permit application submitted by Gail Fawley and Gregory Fawley, for the property legally described as Lot 34, Plan KAP33117, District Lot 317, Similkameen Division of Yale Land District, Electoral Area C/ Christina Lake be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with the following recommendations:

1. That the Regional Board deny the requested variance to Section 402.6 – Exterior Side Parcel Line Setback, to reduce the minimum accessory building exterior side parcel line setback from 4.5 m to 2.65 m – a variance of 1.85 m, in order allow the proposed siting of the accessory building containing the garage/storage area; and
2. That the Regional Board approve the requested variance to Section 402.6 – Front Parcel Line Setback, to reduce the minimum accessory building exterior side parcel line setback from 4.5 m to 2.75 m – a variance of 1.75 m, to allow for the electrical shed/storage space, with the following condition:
  - o 2.1. The applicants submit an approved Highway Use Permit for the setback from the Ministry of Transportation and Infrastructure.

Carried.

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

Meeting Closed to the Public

In the opinion of the Board - and in accordance with Section 90 of the *Community Charter* - the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting; AND FURTHER, in accordance with Section 90 of the *Community Charter*, the meeting is to be closed on the basis identified in the following subsections:

- i. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

March 11, 2021

Page 3 of 7

Moved / Seconded

That the Electoral Area Services Committee proceed to a closed meeting pursuant to Sec. 90 (1)(i) of the *Community Charter*.

Carried.

**CONSENT AGENDA**

The Consent Agenda will be presented at a future meeting.

**DELEGATIONS**

**UNFINISHED BUSINESS**

**Vehicle Removal Assistance**

An update was provided to the Committee members by Brandy Rafuse, Bylaw Enforcement Officer.

**Bylaw Enforcement Potential for Municipal Partnerships**

Donna Dean, Manager of Planning and Development, stated there have been discussions with the Villages of Montrose and Fruitvale.

**Bylaw Enforcement File Summary**

There were 110 Active files up to Feb. 28th which were broken down to complaint type and area.

The Committee requested this summary be presented on a monthly basis.

Moved / Seconded

That the Bylaw Enforcement Summary be received.

Carried.

**Draft New Board of Variance Bylaw**

March 11, 2021

Page 4 of 7

There was discussion between the difference between a Board of Variance (BOV) and Board of Directors; the difficulty of obtaining members for the BOV; and the infrequency of BOV applications.

Moved / Seconded

That the Board of Variance Bylaw No. 1750, 2021 be forwarded to the Regional District of Kootenay Boundary Board of Directors for consideration.

Carried.

### **NEW BUSINESS**

**Erin Lukkar**

**RE: Development Variance Permit**

1115 King George Park Road, Electoral Area B/Lower Columbia-Old Glory  
RDKB File: B-Twp9A-10926.100

Moved / Seconded

That the Development Variance Permit application submitted by Erin Lukkar, to vary Section 609.8 – Agricultural Resource 1 Zone Setbacks of the Electoral Area B/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015 to decrease the required front parcel line setback for buildings and structures principal from 7.5 m to 4.5 m – a variance of 3 m, for the construction of a single family dwelling on the property legally described as Lot 1, Plan NEP6491, Township 9A, Kootenay Land District, Except Plan 18520, Electoral Area B/ Lower Columbia-Old Glory be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation to approved, with the following conditions:

1. The applicant provide a certificate of location for the existing buildings and structures; and
2. The applicant provide a site plan that is to scale for the proposed setback variance.

Carried.

**Waneta Expansion Power Corp**

**RE: Development Permit Amendment**

Hwy 22, Electoral Area A  
RDKB File: A-205A-00944.000

March 11, 2021

Page 5 of 7

There was discussion about the flooding that happened in this area in 2017.  
A pond was built to alleviate flooding concerns.

Moved / Seconded

That the staff report regarding the Industrial and Columbia Gardens Aquifer Development Permit application submitted by Matthew Tonner of Columbia Power Corporation, on behalf of Waneta Expansion Power Corporation for the parcels legally described as Lot 6A and Lot 7A, District Lot 205A, Kootenay Land District, Plan 800, Except Part included in Statutory Right of Way Plans 15510 and EPP60444, Electoral Area 'A', be received.

Carried.

**Darren and Clare West**

**RE: Development Permit**

Strata Lot 61, Electoral Area E/West Boundary-Big White  
RDKB File: BW-4222-07500.905

Moved / Seconded

That the staff report regarding the Alpine Environmentally Sensitive Landscape Reclamation Development Permit application submitted by Shauna Wizinsky of Weninger Construction & Design, on behalf of Clare West and Darren West for the parcel legally described as Strata Lot 61, Plan KAS3134, District Lot 4222, Similkameen Division of Yale Land District, Big White, Electoral Area 'E'/West Boundary, be received.

Carried.

**Ronald and Tara Manson**

**RE: MOTI Subdivision**

3041 East Lake Drive, Electoral Area C/Christina Lake  
RDKB File: C-963-043610.000

Moved / Seconded

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed seven lot conventional subdivision, for the parcels legally described as Lot 1, Plan KAP6813, District Lot 963, Similkameen Division of Yale Land District, Except Plan 29141, located in Electoral Area 'C'/Christina Lake be received;

March 11, 2021

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And that staff communicate with the property owner that park dedication in the form of land or cash must be secured, to be determined by the Regional District, for this proposed subdivision to move forward.

Carried.

### **Grant in Aid Report**

Moved / Seconded

That the Grant in Aid report be received.

Carried.

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

Director Gee would like staff to ask the province to send rail trail work permit referrals to RDKB. Staff will reach out to the lands branch and follow up with letter from staff to get that going.

Director Gee expressed concern about the name 'King George Park' – seems colonizing. Would like to see Indigenous names.

### **DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

### **ADJOURNMENT**

March 11, 2021

Page 7 of 7



Regional District of  
Kootenay Boundary

## Staff Report

<b>RE:</b>	Development Variance Permit – Fawley (672-21V)		
<b>Date:</b>	March 31, 2021	<b>File #:</b>	C-317-02595.340
<b>To:</b>	Chair Langman and members of the Board of Directors		
<b>From:</b>	Danielle Patterson, Planner		

### Issue Introduction

The Regional District of Kootenay Boundary (RDKB) received a Development Variance Permit application for a property located at Christina Lake (see Attachment 1 - Site Location Map).

Property Information	
<b>Owners:</b>	Gail Fawley and Gregory Fawley
<b>Agent:</b>	Gail Fawley
<b>Location:</b>	1537 McIntyre Road
<b>Electoral Area:</b>	Electoral Area C/Christina Lake
<b>Legal Description:</b>	Lot 34, Plan KAP33117, District Lot 317, Similkameen Division of Yale Land District
<b>Area:</b>	1,618 m <sup>2</sup> (0.4 ac)
<b>Current Use:</b>	Seasonal dwelling (recreational)
Land Use Bylaws	
<b>OCP Bylaw No.: 1250</b>	Residential
<b>Zoning Bylaw No.: 1300</b>	Single Family Residential 1 Zone (R1)
<b>Development Permit Area:</b>	NA
Other	
<b>Waterfront / Floodplain:</b>	NA
<b>Service Area:</b>	Christina Lake Water Utility Service

### History / Background Information

The subject property is located south of Christina Lake and north of Highway 3 at the junction of McIntyre Road and Chase Road (see Attachment 2 – Subject Property Map). In 2020 the civic address was changed from a Chase Road address to a McIntyre Road address to align with the McIntyre Road access to the subject property.

At this time there is an electrical shed (referenced in the applicant's variance request), three recreational vehicles, and two c-cans located on the subject property.

Page 1 of 4

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## Proposal

The application states the subject property owners plan to locate a single detached dwelling or modular home on the subject property and plan to build an accessory building as well (see Attachment 3 – Applicant Submission). The intent of the property owners is to build the accessory building first, and then build the dwelling. The accessory building would contain a garage, storage space, and a washroom with plans to add a studio space after their residence is built.

The electrical utility shed has already been installed on the subject property and does not conform to the setback requirements of the Zoning Bylaw.

In order to build and site the buildings and structures as proposed, the applicant is requesting two variances to the Zoning Bylaw, as follows:

- **Section 402.6 – Front Parcel Line Setbacks:** Reduce the minimum accessory building setback from 4.5 m to 2.75 m – a variance of 1.75 m, to allow for the electrical shed/storage space. The applicant stated they chose to install the shed at this location to give a clear run for their power line and to keep the shed out of the way of the location of a future dwelling.
- **Section 402.6 – Exterior Side Parcel Line:** reduce the minimum accessory building exterior side parcel line setback from 4.5 m to 2.65 m – a variance of 1.85 m, in order allow the proposed siting of the accessory building containing the garage/storage area.

The applicant has stated in their letter of rationale that they have made improvements to the site in preparation for building, including installing rock retain walls, moving of fill, and site grading. The applicant has provided the following to support their proposal:

- The subject property is an unusual shape, placing restrictions on siting of buildings;
- The property has significant sloping that limits appropriate sites for single storey buildings and structures. The applicant wants to avoid a second storey for future use as the owners age;
- The requested variances would reduce the need to remove trees and reduce impacts on site drainage; and
- The applicant believes the requests related to their garage would have minimal impact on the view or snow load on the neighbouring property at 144 Chase Road based on the vegetation and their proposed design.

## Advisory Planning Commission (APC)

At their March 2, 2021 meeting, the Electoral Area C/Christina Lake APC reviewed the application. In attendance were Gail Fawley, to speak on behalf of her application and Gunter Retterath, neighbour to applicants, to speak in opposition to the application. Please see APC meeting minutes for details.

While the APC voted on the requested variances, since the APC meeting, the applicant submitted amendments to their application. Staff have shown in bold and brackets the changes in the request as they relate to the APC vote:

1. Front parcel line setback reduced to 2.75 m for existing shed: 5 support/4 opposed;
2. Front parcel line setback reduced to 2.75 m to site future dwelling (**no longer being requested**): 1 support/8 opposed; and
3. Rear side parcel line setback reduced to 1.87 m (**no longer being requested**) and exterior side parcel line setback reduced to 1.83 m (**requested changed to 2.65 m**), to site future accessory building: 1 support/8 opposed.

### Implications

When considering the proposed Development Variance Permit, staff note the following:

1. The applicant has noted that they are aware that the neighbours at 144 Chase Road may have concerns related to the siting and size of the garage/accessory building.
2. The applicant has stated that without the requested variances, including the exterior parcel line setback it, "*may render [the] lot almost unbuildable for at least an average sized home and garage without removing a vast number of trees.*" Staff note the proposed garage is 58.8 m<sup>2</sup> (644 ft<sup>2</sup>). It may be feasible to design a garage that meets the setback and size requirements. The average area of a single detached dwelling in British Columbia, is 133 m<sup>2</sup> (1,430 ft<sup>2</sup>)<sup>1</sup>, which aligns with the size of home the owners wish to have.
3. The requested variances to reduce the front parcel line setback of the electric shed and the dwelling as well as the request to reduce the exterior side yard setback for the garage/studio would require a permit from the Ministry of Transportation and Infrastructure (MoTI). In communications with staff the applicant has stated they have applied for a permit from MoTI and will keep staff informed on the progress. The applicant provided photos to show the terrain around the electric shed.

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<sup>1</sup> Government of Canada. *Statistics Canada: Canadian Housing Statistics Program*. Available from <https://www150.statcan.gc.ca/n1/daily-quotidien/190503/dq190503b-eng.htm>. Last updated May 3, 2019.

**Recommendation**

That the Regional District of Kootenay Boundary Board of Directors consider the Development Variance Permit application submitted by Gail Fawley and Gregory Fawley, for the property legally described as Lot 34, Plan KAP33117, District Lot 317, Similkameen Division of Yale Land District, Electoral Area C/ Christina Lake, with the following recommendations:

1. That the Regional Board deny the requested variance to Section 402.6 – Exterior Side Parcel Line Setback, to reduce the minimum accessory building exterior side parcel line setback from 4.5 m to 2.65 m – a variance of 1.85 m, in order allow the proposed siting of the accessory building containing the garage/storage area; and
2. That the Regional Board approve the requested variance to Section 402.6 – Front Parcel Line Setback, to reduce the minimum accessory building exterior side parcel line setback from 4.5 m to 2.75 m – a variance of 1.75 m, to allow for the electrical shed/storage space, with the following condition:
  - 2.1. The applicants submit an approved Highway Use Permit for the setback from the Ministry of Transportation and Infrastructure.

**Attachments**

1. Site Location Map
2. Subject Property Map
3. Applicant Submission

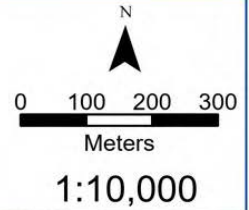


Regional District of  
Kootenay Boundary

Date: 2021-02-16

## Site Location Map

Lot 34, Plan KAP33117,  
District Lot 317,  
Similkameen Div of Yale Land District



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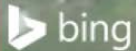
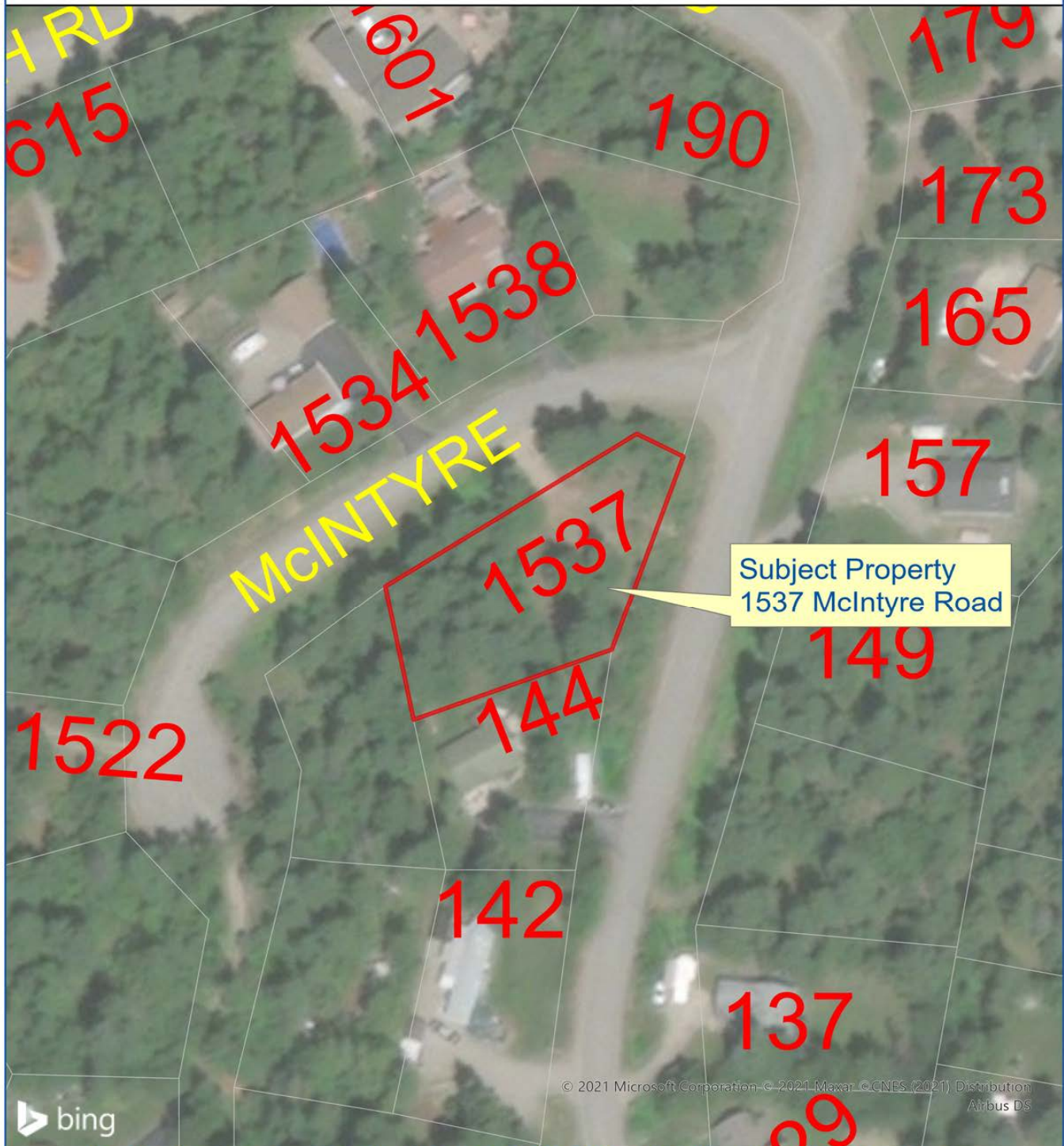
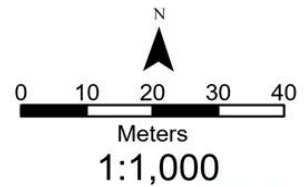


Regional District of  
Kootenay Boundary

Date: 2021-02-16

## Subject Property Map

Lot 2, Plan KAP5025,  
District Lot 317,  
Similkameen Div of Yale Land District



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January 26, 2021

Development Variance Permit Application for –

1537 McIntyre Road, Christina Lake  
Lot 34, Plan KAP 33117, DL 317, SDYD

We are requesting setback variances for our lot at 1537 McIntyre Road at Christina Lake. Due to the odd shape of this lot bordering on 3 sides by road and with the resulting required setbacks, along with the terrain which slopes from a high point at “A” (as designated on the attached site plan) towards the low point at “C”, there leaves little room to accommodate a dwelling building, garage/accessory structure, and the required septic field/system.

There are two lots that neighbor our property: 144 Chase Road and next to us – Lot 3 McIntyre Road. We have tried to leave the west area treed as this is the steeper part of the lot and also gives a buffer from both neighboring properties. We prefer not to remove any more trees in this area than required.

The area that we’d like to build in, we’ve had some re-grading done to give us a more level building area: some fill taken out of the possible house location and moved to the lower garage area, with having some rock retaining walls put in to facilitate this.

There is a 6+ ft drop from the west corner “A” to the shed, and a further 6+ ft drop to the possible house location - ‘reference point X’. From the proposed location of the garage there is a further 3+ ft drop from X. The rest of the lot gently slopes towards the lot corner C, with the front of the garage to the end of the septic field being ~6” lower. From the lot line D-C it drops down significantly to Chase Road with a good buffer of trees & shrubs in between.

1. We request variance of 1.75m at the front parcel line (Site plan line A-B) setback of 4.5m to 2.75m for the 8’x12’ shed (for electrical and storage). We have tried to locate this shed out of the way of the possible location for a dwelling and also have a clear run from the Fortis power pole to the shed. The edge of the paved road on McIntyre is in excess of 31 ft (9+ m) from Lot line A-B of which there are many trees and natural shrubs in this buffer between our lot and the road.
2. ~~We request variance of 1.75m at the front parcel line (Site plan line A-B) setback of 4.5m to 2.75m for possible location for a house (or double wide modular home). As the lot next on McIntyre is a vacant and there are no other buildings on this side of the street, we are not trying to align the orientation of the home to other existing homes. ....~~
3. ~~We request variance of the garage/accessory building size by 2.43m<sup>2</sup> from 60m<sup>2</sup> (645.83 sq ft) to 62.43m<sup>2</sup> (672 sq ft), to optimize the size of the building using standard building products (24 ft x 28 ft) in 4 ft increments.~~
4. We request variance of the parcel line setbacks of  
~~- 3.0m (neighboring 144 Chase) by 1.17m (~ 4 ft) to 1.83m (~ 6 ft) (Site plan line D-E), and~~  
~~- 4.5m (neighboring Chase Road) by 2.67m to 1.83m (~ 6 ft) (Site plan line D-C),~~  
 to build a 24’ x 28’ garage/accessory building.

**The applicants are no longer requesting a variance to the setback neighbouring 144 Chase Road. The Applicants have adjusted their exterior side parcel line setback request to 2.65 m rather than 1.83 m. The garage/storage building internal design and area has been adjusted to 23 ft by 28 ft, meeting zoning requirements.**

**The applicants  
are no longer  
requesting  
items #2 & #3**



In trying to leave room for a 1400-1500 sq ft home, and with the odd shape of the lot and required setbacks due to having road along 3 sides, there would be no room for a reasonable size garage if we need to stay within those boundaries. We prefer to have a standalone structure for the garage and to not incorporate it into the house design as it then would require an upstairs to the house to keep about the same footprint. We are getting to an age that stairs are becoming an issue, and prefer to have all the living space on one level.

The road along Chase is lower quite a bit in elevation compared to our lot, and the paved edge of the road is in excess of 47 ft away.

In speaking with our neighbors Gunter & Amy at 144 Chase Road, he expressed concerns about snow load sliding onto his fence/property. To address this, we have oriented the slope of the roof perpendicular to that property and will be using regular asphalt shingles instead of metal roofing.

Currently most the rain runoff flows towards the Chase Road lot line (Site plan D-C), with the low end of the property being nearer corner "C". For any rain coming from the garage roof, this will be directed toward this same area and with normal amounts of rain will not flow towards the neighbor's property (Site plan E-D).

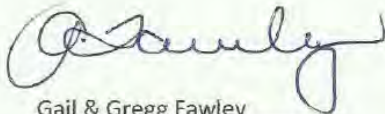
As to the view from Gunter & Amy's house, their home is oriented parallel with our common lot line (E-D) with the back facing our undeveloped area of trees. Any view from their house will not be impeded by a structure on our side of the property, no matter what setback there is.

In the area behind where our proposed garage will be built Gunter recently built a fence and a shed. He has expressed concerns about how far our garage should be away from our shared lot property line, but at the same time didn't seem too concerned on whether his fence straddled the line (it does encroach slightly into our property in places), with one section of fence actually being on crown land at one end, and his shed does not have the required setbacks.

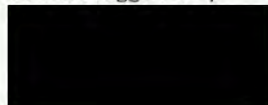
We don't believe there would be a negative impact to the neighbors if we are granted a variance for this garage. If there are other concerns that Gunter & Amy have that a smaller setback would seriously hinder the use and enjoyment of their property, we could reasonably address these. Whereas if we are not granted a variance in the building setbacks for our unusual shaped lot, it may render our lot almost unbuildable for at least an average sized home and garage without removing a vast number of trees (which then may cause other drainage problems without the retention aspects of trees and shrubs).

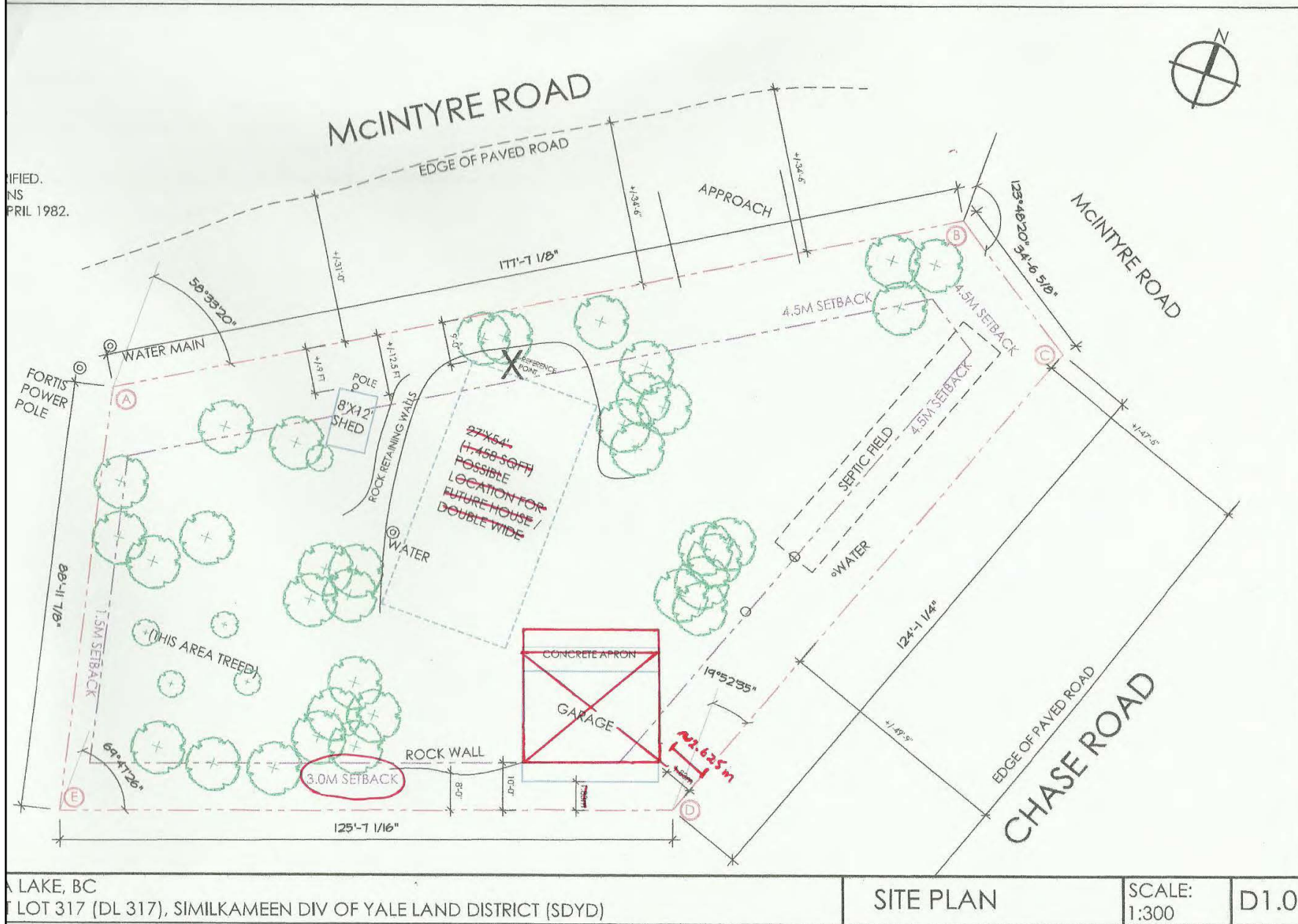
Included with this submission is a photo of the proposed garage location.

Sincerely,



Gail & Gregg Fawley







**RDKB Planner**

---

**From:** G Fawley [REDACTED]  
**Sent:** February 20, 2021 4:25 AM  
**To:** RDKB Planner  
**Subject:** Re: Pics of lot for variance request

**Categories:** NEEDS FILED

Sorry, the first photo is where we would like to build the garage. Then reference to 1, 2 and 3 photos are next.

Gail

On Fri., Feb. 19, 2021, 12:54 p.m. G Fawley, [REDACTED] wrote:  
 Danielle,

Re: RDKB File C-317-02595.340 - 1537 McIntyre Road Christina Lake.

I managed to find a few photos of our lot on McIntyre Road that might give you an idea of the 'lay of the land' for this odd shaped lot. Here is a quick explanation of each photo -

#1 Coming in on the road access off of McIntyre Road looking right:

- on the far left is our vehicle near where the septic tanks are located
- right of that area is where we'd like to build the garage (wood pile is at back of where the garage would be)
- to the right are the rock walls & shed
- the "1537" sign post is approximately on our lot line

#2 View towards the short lot line along McIntyre/Chase:

- of septic tanks and field
- access road from McIntyre on the left
- cargo container will be removed once the garage is built

#3 Looking roughly parallel with McIntyre Road

- rock walls, shed, pole - there is approx 6.5+ feet from the lower ground level from where the pic was taken to the shed ground level (and about another 6+ ft from the shed to the corner lot line ("A")).

Last photo is the one we submitted earlier with our application, showing where we'd like to locate the garage.

Hopefully this gives you a better idea of what the lot looks like. If there are any other views you'd like, let me know and I'll see if I can find a picture.

Gail Fawley

Ph: [REDACTED]

**RDKB Planner**

---

**From:** G Fawley [REDACTED]  
**Sent:** March 3, 2021 2:42 PM  
**To:** RDKB Planner  
**Subject:** Re: Revised garage plans for 1537 McIntyre Rd, Christina Lake  
**Attachments:** 1537 McIntyre Road Christina Lake garage floor plan 23x28.pdf; 1537 McIntyre Road Christina Lake Site Plan revision.pdf

Danielle,

We wish to revise our variance request as follows:

- remove the Front Parcel Line Setback variance request for the possible house/double wide location
- garage/accessory building - remove the Rear Parcel Line variance request for the setback along the lot line with the neighbor (E-D on site plan), and change the Exterior Side Parcel Line variance request for the garage setback along Chase Road (D-C on site plan) to a setback of 2.625 m from 4.5 m. Attached is a scan of the changes in the Site Plan - moving the garage 3.0 meters from the Rear Parcel Line.
- garage/accessory building - as previously stated, remove the variance request for an increase to the maximum permitted area of an accessory building, as plans have now been changed to 23' x 28' - keeping it under the 60 square meters allowable. (revised floor plan attached)

If you have any questions, please give me a call.

Gail Fawley  
 [REDACTED]

On Wed, Mar 3, 2021 at 10:45 AM RDKB Planner <[planner@rdkb.com](mailto:planner@rdkb.com)> wrote:

Many thanks Gail,

This updated plan will be in the staff report to the Electoral Area Services Committee that I am writing. Your application will be on the March 11, 2021 EASC agenda.

Regards,

Danielle

**From:** G Fawley [REDACTED]  
**Sent:** March 1, 2021 10:38 AM  
**To:** RDKB Planner <[planner@rdkb.com](mailto:planner@rdkb.com)>; Doug Arnott <[darnott@rdkb.com](mailto:darnott@rdkb.com)>









**Gunter Retterath and Eموke (Amy) Beleznai, 144 Chase Road,  
Christina Lake, BC, V0H 1E0, 250-447-9456**

**RDKB Planning Department RDKB 843 Rossland Ave. Trail, BC, V1R 4S8**

**March 9, 2021**

**Dear Planners,**

**Regarding the Application by Gail & Greg Fawley 1537 McIntyre Road,  
Christina Lake for a Development Variance Permit on Lot 34, Plan KAP  
33117, DL 317, SDYD**

**It appears that the APC meeting of March 2, 2021 resulted in recommending not to allow size and setback variances for the planned Studio-garage. The applicant was very vague in answering questions regarding why the garage first and house later.**

**Question: “When would any house actually be built”? Answer: “One or two years, maybe”? There is doubt that the applicants really want to build a house.**

**Questions about the three travel trailers and what will happen to them and the two steel containers were also answered very vaguely. “Maybe move or sell”?**

**The APC meeting confirmed what was already apparent: To make up for poor and inadequate planning, the lot owners would just apply for variances, which they did.**

**Commission members also voiced a growing concern by other neighbors about the situation having three residential travel trailers and two steel containers essentially converting a residentially zoned lot into a Trailer Park. Before any building permit is issued, please, require a new candid site plan, which, unlike the first one, actually shows the following units:**

**Two permanently installed travel trailers with full power and septic,**

**One travel trailer stored on the lot,**

**One permanently installed steel container with full power converted into a workshop,**

**One other steel container used for storage,**

**What will happen to these once the permit is issued for the Studio-Garage?**

**Even with reduced craft room size, this Studio-Garage is very much like a small house or possible secondary living quarters.**

**We believe that the applicants want to continue living in their large 5<sup>th</sup> wheel trailer and built the studio-garage to enhance value for possible future sale.**

**We almost missed the application for variances because the notice was put up on Lot 34 just days before the APC meeting March 2<sup>nd</sup>, 2021.**

**Please, keep us informed about any new developments and/or applications for 1537 McIntyre or any revised site plan.**

**We would like to get a copy of a revised true site plan showing ALL units situated on lot 34 plus the reduced legal size of the studio-garage with legal setbacks for rear and exterior parcel line.**

**We respectfully request that a building permit for the studio-garage requires the removal of the full bathroom and laundry facilities and no outside hot/cold shower as indicated on the floor plan drawing. Outside shower will only exacerbate the drainage problem.**

**We also hope that a building permit will stipulate the removal of some of the trailers and maybe one steel container?**

**Kind regards,**

**Amy & Gunter  
144 Chase Road**

**From:** [RDKB Planner](#)  
**To:** [Anitra Winje - Corporate Officer](#)  
**Subject:** Email 1 of 2 for Board of Directors  
**Date:** Wednesday, March 17, 2021 8:57:36 AM

---

Good morning Anitra,

I emailed Amy and Gunter back and they confirmed they wanted their email shared with the Board of Directors.

Regards,

Danielle

Danielle Patterson, BA, BPI | Planner  
 planner@rdkb.com

Regional District of Kootenay Boundary  
 Toll-free: 1-800-355-7352  
 Main: 250-368-9148  
 rdkb.com

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

**From:** [REDACTED]  
**Sent:** March 9, 2021 10:59 AM  
**To:** RDKB Planner <planner@rdkb.com>  
**Cc:** Maria Ciardullo <mciardullo@rdkb.com>  
**Subject:** 1537 McIntyre Road, C-Lake

Dear Planners,

Regarding the Application by Gail & Greg Fawley 1537 McIntyre Road, Christina Lake for a Development Variance Permit on Lot 34, Plan KAP 33117, DL 317, SDYD

It appears that the APC meeting of March 2, 2021 resulted in recommending not to allow size and setback variances for the planned Studio-garage. The applicant was very vague in answering questions regarding why the garage first and house later.

Question: "When would any house actually be built"? Answer: "One or two years, maybe"? There is doubt that the applicants really want to build a house.

Questions about the three travel trailers and what will happen to them and the two steel containers were also answered very vaguely. "Maybe move or sell"?

The APC meeting confirmed what was already apparent: To make up for poor and inadequate planning, the lot owners would just apply for variances, which they did.

Commission members also voiced a growing concern by other neighbors about the situation having three residential travel trailers and two steel containers essentially converting a residentially zoned lot into a Trailer Park.

Before any building permit is issued, please, require a new candid site plan, which, unlike the first one, actually shows the following units:

Two permanently installed travel trailers with full power and septic, One travel trailer stored on the lot, One permanently installed steel container with full power converted into a workshop, One other steel container used for

storage,

What will happen to these once the permit is issued for the Studio-Garage?

Even with reduced craft room size, this Studio-Garage is very much like a small house or possible secondary living quarters.

We believe that the applicants want to continue living in their large 5th wheel trailer and built the studio-garage to enhance value for possible future sale.

We almost missed the application for variances because the notice was put up on Lot 34 just days before the APC meeting March 2nd , 2021.

Please, keep us informed about any new developments and/or applications for 1537 McIntyre or any revised site plan.

We would like to get a copy of a revised true site plan showing ALL units situated on lot 34 plus the reduced legal size of the studio-garage with legal setbacks for rear and exterior parcel line.

We respectfully request that a building permit for the studio-garage requires the removal of the full bathroom and laundry facilities and no outside hot/cold shower as indicated on the floor plan drawing. Outside shower will only exacerbate the drainage problem.

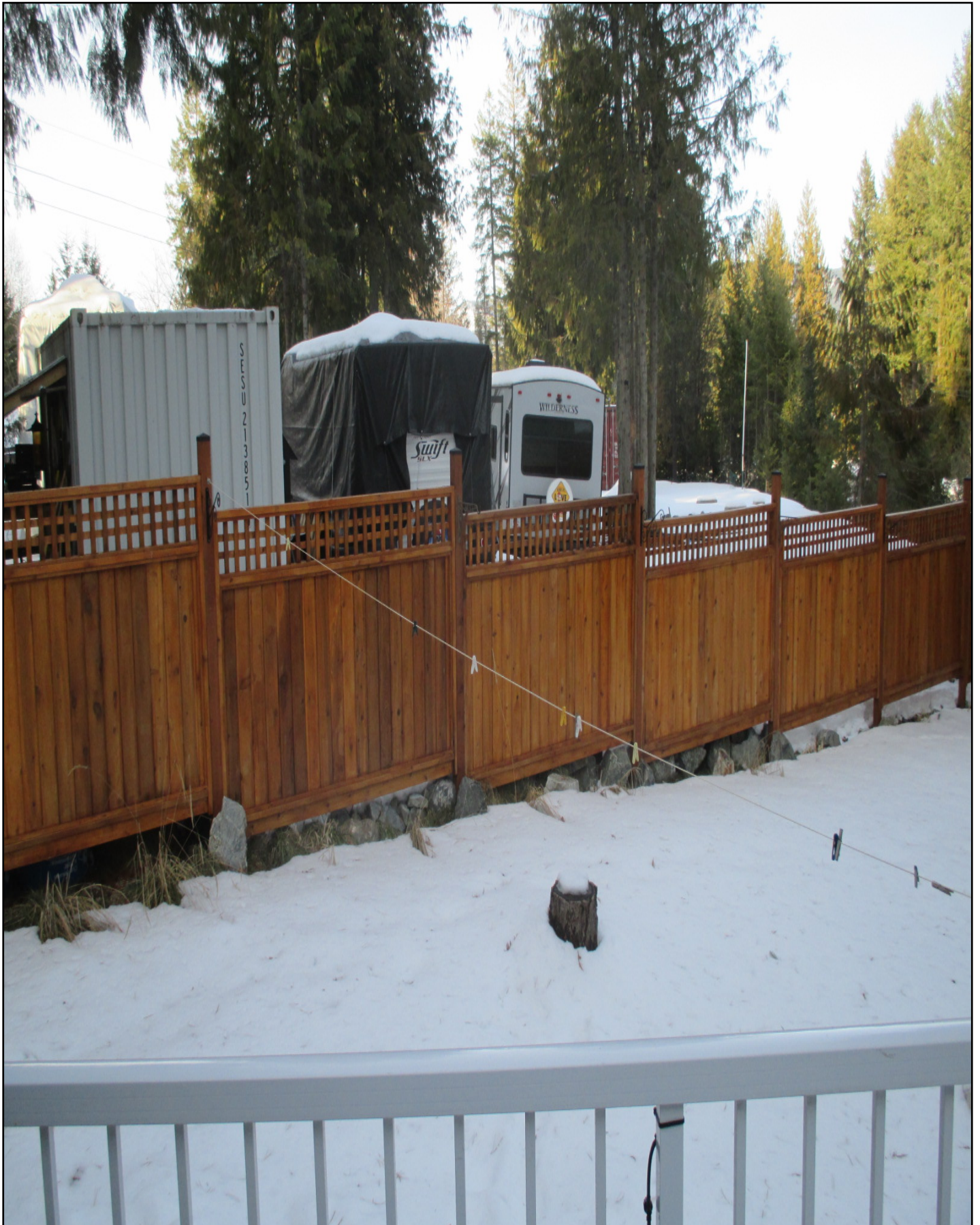
We also hope that a building permit will stipulate the removal of some of the trailers and maybe one steel container?

Attached: Letter and pictures.

Kind regards,

Amy & Gunter  
144 Chase Road



















## Staff Report

**Date:** 15 Mar 2021

**To:** Chair Langman and Board of Directors

**From:** Anitra Winje

**Re:** Alternative Approval Process: "Regional District of Kootenay Boundary  
Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area  
Loan Authorization Bylaw No. 1758, 2021"

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### Issue Introduction

The staff report from Anitra Winje, Manager of Corporate Administration/Corporate Officer, seeking Board approval to proceed to the Alternative Approval Process to gain electoral support to borrow funds for capital costs associated with the Electoral Area 'C'/Christina Lake Local Service Fire Protection Area, is presented.

### History/Background Factors

At its March 10, 2021 meeting, the Board gave "Regional District of Kootenay Boundary Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021" First, Second and Third readings.

The bylaw is currently under review by the Inspector of Municipalities and staff are waiting for notice of Statutory Approval.

### Determination of the Estimated Number of Eligible Electors for the Alternate Approval Process

Section 86(3) of the *Community Charter* requires that the RDKB Board of Directors make a fair determination of the total number of eligible electors of the area to which the AAP applies.

Part 3; *Electors and Elections*, Division 4 of the *Local Government Act* sets out the requirements with respect to eligible electors (these are the same requirements used for elections and referendums). To determine "eligible electors" the number of people eligible to be a *resident elector* or a *non-resident property elector* is determined based on those individuals who, when signing an Elector Response Form:

1. Are 18 years of age or older (at the time of signing the form)
2. Are a Canadian Citizen
3. Have resided in British Columbia for at least six months (at the time of signing the form)



4. Live or own property within RDKB Portion of Electoral Area 'C'/Christina Lake for at least 30 days
5. Live or own property in the area defined for the AAP (Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area) and
6. Are not disqualified under the *Local Government Act* or any other enactment from voting in a local election, or be otherwise disqualified by law.

The estimated number of eligible electors within the participating service area of the Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area for conducting the Alternate Approval Process is 1604 with 160 as ten percent (10%). Should more than 160 (the 10%) sign and return the Elector Response Form, the RDKB Board must withhold adoption of Bylaw 1758 unless the Board adopts a resolution to move forward with assent voting (referendum).

The estimate of the number of eligible electors was determined as follows:

The information used in the calculation is from [www.bcstats.gov.bc.ca](http://www.bcstats.gov.bc.ca) and [www.statscanada.ca](http://www.statscanada.ca) (see attached report-- Bylaw No. 1758, 2021 – Method Used to Calculate 10% for Alternative Approval Process

#### **The Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Loan Authorization Elector Response Form**

The draft Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Elector Response Form is attached to this staff report. These forms will be made available throughout the AAP process on the RDKB website [www.rdkb.com](http://www.rdkb.com), from the RDKB Manager of Corporate Administration/Corporate Officer, and at the following location:

Christina Lake Fire Hall, 1585 Swanson Road, Christina Lake, BC

#### **Timeline/Calendar**

A calendar of the AAP process is attached.

The Board is required to establish the deadline during which qualified electors are required to submit the Elector Response Form if they are opposed to the Bylaw. The time period must be at least 30 days following the day on which the second required notice is published (e.g. the deadline works out to 32 days as the day of the second required notice and the 30<sup>th</sup> day are not included in the 30-day calculation). If the deadline date falls on a Saturday or a Sunday, the following Monday becomes the deadline. In this case, the deadline date falls on Saturday, June 26, 2021, therefore **Monday, June 28, 2021 is the AAP deadline** for submission of the Elector Response Forms from those who oppose the Bylaw.

Provided the Inspector of Municipalities gives Statutory Approval to Bylaw 1758, staff recommend the following timeline as per the calendar attached to this staff report for receipt of the Elector Response Forms:

- **Friday, May 14/21:** Mail out to eligible electors in the Grand Forks Rural Fire Protection District Service Area
  - **Wednesday, May 19/21:** First Public Notice – Assent of the Electoral – Alternative Approval Process (Grand Forks Gazette, RDKB website)
  - : Public Meeting
  - **Wednesday, May 26/21:** Second Public Notice – Assent of the Electoral – Alternative Approval Process (Grand Forks Gazette, RDKB website).
  - **Thursday, May 27/21:** 30-day deadline commences
  - **Monday, June 28, 2021 4:30 pm:** Deadline for RDKB Corporate Officer's receipt of Elector Response Forms
- \*\*\* (With counting 30 clear days from the second public notice published on May 26, 2021, the deadline is actually Saturday, June 26, 2021. However, legislation allows the first business day after this date to become the deadline)

Following the deadline date of June 28, 2021, the Corporate Officer is required to certify the results of the AAP. All submissions received will be reviewed to ensure residency requirements and compliance. If greater than 160 (10%) of eligible electors sign the Electoral Response forms (indicating opposition) of adopting Bylaw 1758, the Board would have the option to proceed with assent voting (referendum). Proceeding to an assent vote would require that voting occur no later than 80 days after the deadline established for submitting the elector response forms during the AAP pursuant to Section 174(2)(b) of the *Local Government Act*.

### **Advancement of Strategic Planning Goals**

1. Environmental Stewardship/Climate Preparedness: A well-equipped fire protection service is necessary in order to combat negative effects of climate change (fires).
2. Exceptional Cost Effective and Efficient Services: The purchase of new equipment and apparatus will increase the efficiency of the department and its provision of services.
3. Respond to Demographic/Economic/Social Change: property sales are up around the region meaning that the population of the service area could increase, thus possibly putting a greater demand on the fire protection service.

### **Alternatives**

1. The Board authorizes staff to proceed to short-term borrowing through the Municipal Finance Authority, as per section 11 & 11.1 of the *Municipal Finance Authority Act*. The RDKB would be required to pay back the loan five years from the date the money is received. As at March 23, 2021 the Floating Daily Rate is 0.92000%. This is the more costly option.

## Recommendations

### Recommendation 1

That pursuant to Section 86(3) of the *Community Charter* the estimated number of eligible electors of the area to which the Alternate Approval Process applies for the proposed "Regional District of Kootenay Boundary Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021" being the RDKB Electoral Area 'C'/Christina Lake be established as **1604** of which **160** be established as the ten percent (10%) of the total number of eligible electors required to sign the Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Elector Response Form opposing the adoption of "Regional District of Kootenay Boundary Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021."

### Recommendation 2

That pursuant to Section 86(3) of the *Community Charter*, that the Regional District of Kootenay Boundary Board of Directors approves the individual Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Elector Response Form as attached to this staff report and presented to the RDKB Board of Directors on March 31, 2021; **FURTHER**, that this form be used in conducting the Alternate Approval Process for the "Regional District of Kootenay Boundary Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021."

### Recommendation 3

That the Regional District of Kootenay Boundary Board of Directors approves 4:30 p.m., Monday, June 28, 2021 as the deadline for the RDKB Corporate Officer's receipt of submissions of the Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Elector Response Forms for the Alternate Approval Process conducted for the "Regional District of Kootenay Boundary Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021."

## Attachments:

- **Elector Response Form**
- **Public Notice**
- **Calendar – AAP Process**
- **Report: Method Used to Calculate 10% for Alternative Approval Process**



# March

# 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10 RDKB Board Mtg: -staff report -LA Bylaw 1758 for 3 readings	11 Bylaw 1758 to Inspector for Stat Approval (6—8 weeks?)	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 RDKB Board Mtg: -present calendar -determination of eligible voters -notice for approval -electoral response form -deadline for submitting response			

# May

# 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12 BoD meeting: - Update on Inspector's Stat	13 Send ad to GF Gazette	14 -send mail out	15
16	17	18	19 First notice in GF Gazette	20	21	22
23	24	25	26 Second notice in GF Gazette	27 Begin 30-day deadline to submit elector response forms	28	29
30	31					

# June

# 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Deadline for Elector Response Forms (due by 4 pm)	29	30			

# July

# 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 BoD meeting -bylaw 1758 presented for <b>ADOPTION</b> -1 month quashing period begins	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### REGIONAL DISTRICT OF KOOTENAY BOUNDARY

#### Bylaw No. 1758, 2021 – Method Used to Calculate 10% for Alternative Approval Process

The purpose of this report is to show the basis for determining the total number of electors in relation to Regional District of Kootenay Boundary Portion of Electoral Area C/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021.

Section 86(3)(c) of the *Community Charter* requires the council (board) to make a fair determination of the total number of electors of the area to which the approval process applies. In addition, the board must make available to the public, on request, a report respecting the basis on which the determination was made.

The number of people eligible to be a *resident elector* or a *non-resident property elector* is determined based on those individuals who *when signing an elector response form*:

- a. Are 18 years of age or older;
- b. Are a Canadian citizen;
- c. Have lived in BC for at least six months;
- d. Have lived or owned property in the jurisdiction (e.g. municipality or electoral area) for at least 30 days;
- e. Live, or own property in the area defined for the AAP; and
- f. Are not disqualified under the *Local Government Act*, or any other enactment from voting in a local election, or be otherwise disqualified by law.

The estimated number of eligible voters ***within the area defined for the AAP*** (see Figure 1: Service Area Boundary) is based on information from various sources as indicated below, and was calculated as follows:

1	Estimated Population within the Service Area <sup>1</sup>	1368
2	Estimated number of people 18yrs of age or older in the Service Area <sup>2</sup>	1186
3	Minus the number of people estimated as not being Canadian citizens <sup>3</sup>	0
4	Minus the number of people who are estimated not to be residents of British Columbia for the past six months <sup>4</sup>	0

<sup>1</sup> The total estimated population within the Service Area boundary was derived from census dissemination area information obtained from Statistics Canada Census 2016 and was rationalized with information from the Regional District of Kootenay Boundary to calculate the estimated number of electors *within the area defined for the AAP* on 23 March 2021. The rate of growth for the Regional District of Kootenay Boundary is estimated to be 1.10% between 2016 and 2021. Therefore, the estimated population within the defined service area is calculated as: 1368.

<sup>2</sup> The number of people 18 years of age or older is based on Population Projections from the B.C. Data Catalogue's population projections application with the data exported in single year age groups. The 2016 population projections people older than 18 is calculated as 1078 and when multiplied by the growth rate is estimated to be 1186.

<sup>3</sup> A conservative assumption is that all the residents of the Service Area are Canadian Citizens (no data available).

<sup>4</sup> The number of people estimated as not being residents of British Columbia for past six months was not calculated as this data was not available.

5	Minus the number of residents who are estimated to have moved out of the jurisdiction in the past 30 days. Source: Stats BC (Kootenay Boundary Region, 2016) rationalized for 30 days. <sup>5</sup>	(-12)
6	Add the number of residents who are estimated to have moved into the jurisdiction. Source: Stats BC (Kootenay Boundary Region, 2016) rationalized for 30 days. <sup>6</sup>	9
7	Add estimated number of non-resident property electors. Source: BC Assessment Legal/ownership data was parsed to remove all entries not meeting non-resident electors criteria set out in AAP Process guidelines. <sup>7</sup>	421

Estimated total number of eligible electors in the area defined for AAP: 1604

Ten percent of the total number of eligible electors is estimated to be: 160

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<sup>5</sup> The number of residents who are estimated to have moved out of the jurisdiction in the past 30 days based on immigration/movement records obtained from the Data BC Catalogue (Migration by Development Region and Regional District; Source: Statistics Canada - Components of population change by census division) that was prepared on 23 March 2021 is estimated to be 12. Therefore, this number is being subtracted from the calculations in #2.

<sup>6</sup> The number of residents who are estimated to have moved into the jurisdiction in the past 30 days based on immigration/movement records obtained from the Data BC Catalogue (Migration by Development Region and Regional District; Source: Statistics Canada - Components of population change by census division) that was prepared on 23 March 2021 is estimated to be 9. Therefore, this number is being added to the calculations in #2.

<sup>7</sup> The number of non-resident property electors is estimated to be 421 based on information received from BC Assessment Roll that was prepared on 23 March 2021. Therefore, this number is being added to the calculation listed in #2.

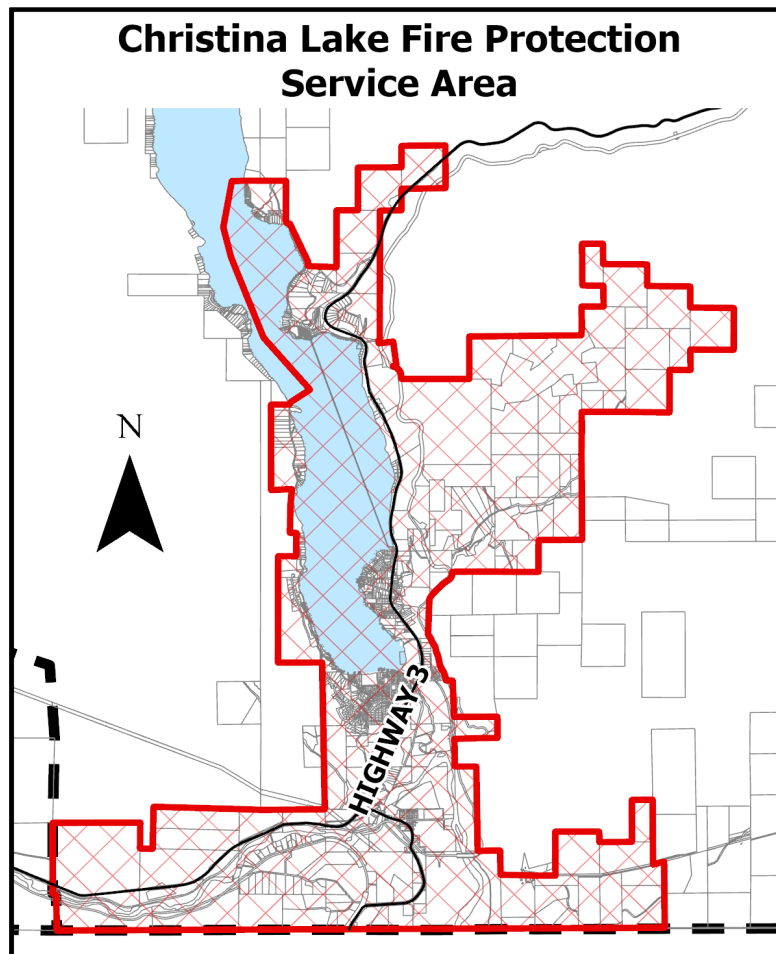


Figure 1: Portion of Electoral Area C/Christina Lake Local Service Fire Protection Area as indicated in Bylaw No. 702

**Elector Response Form: Alternative Approval Process****Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Loan Authorization**

Pursuant to Section 84(b) of the *Community Charter*, the Regional District of Kootenay Boundary is proposing to seek approval of the electors by alternative approval process in accordance with Section 86 of the *Community Charter*.

By completing this Elector Response Form I certify that:

- I am a person entitled to be registered as an elector (pursuant to the *Local Government Act*) within the service area (portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area) of the RDKB;
- I have not previously signed an Elector Response Form with respect to this Bylaw; and
- I am **OPPOSED to the adoption** of "Regional District of Kootenay Boundary Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021" which authorizes the borrowing of up to One Million Two Hundred Eighty-five Thousand Dollars (\$1,285,000.00) to be repaid over a period not exceeding 20 (twenty) years in order to finance the costs to purchase vehicles and equipment for the Portion of Electoral Area C/Christina Lake Local Service Fire Protection Area without first obtaining the assent of the electors by way of assent voting (referendum).

**The deadline for submitting this Elector Response Form is 4:30 p.m. on Monday, June 28, 2021.**

Completed forms may be submitted in person, or by mail to RDKB, 843 Rossland Avenue, Trail, BC V1R 4S8; by email to: [corporate@rdkb.com](mailto:corporate@rdkb.com); or by fax to: 250.368.3990.

The Regional District of Kootenay Boundary may proceed with the adoption of "Regional District of Kootenay Boundary Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021" unless at least 10% (160) of eligible electors sign and submit a completed copy of this Elector Response Form to the local government by the deadline: 4:30 p.m., Monday, June, 2021.

FULL NAME OF ELECTOR:

(e.g. Jamie Smith – not J. Smith)

(Please Print)

ELECTOR'S RESIDENTIAL ADDRESS:

(Full residential (Street) Address including Town/City)

SIGNATURE OF ELECTOR:

(Signature)

DATE:

To be completed (in addition to the above) if you are a Non-Resident Property Elector

I am a **non-resident property elector** who lives in another community and owns property in the Regional District of Kootenay Boundary located at:

(insert full residential (Street) address of property)

Note: Additional information regarding elector qualifications can be found on the reverse side of this form.



### INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS

In order to sign an elector response form in relation to the alternative approval process (AAP), a person must either be a resident elector or a non-resident property elector (not both) within the Regional District of Kootenay Boundary.

A resident elector is an individual who is qualified to vote in a jurisdiction by virtue of living (residing) in the jurisdiction. To sign an elector response form as a resident elector a person must:

- be 18 years of age or older; and
- be a Canadian citizen; and
- have lived in British Columbia for at least 6 months immediately before signing this elector response form; and
- be a resident within the service area (portion of Electoral Area 'C'/Christina Lake) for at least 30 days before signing this elector response form; and
- not be disqualified by any enactment from voting in an election or otherwise disqualified by law.

A non-resident property elector is an individual who does not live (does not reside) in the participating service area but is entitled to vote by virtue of owning a real property in that jurisdiction. To sign an elector response form as a non-resident property elector a person must:

- not be entitled to register as a resident elector in the service area; and
- be 18 year of age or older; and
- be a Canadian citizen; and
- have lived in British Columbia for at least 6 months immediately before signing this elector response form; and
- not be disqualified by any enactment from voting in an election or otherwise disqualified by law; and
- be the only person(s) who are registered owners of the real property, either as joint tenants or tenants in common, are individuals who are not holding the property in trust for a corporation or another trust; and
- be a registered owner of real property within the service area (portion of Electoral Area 'C'/Christina Lake) for at least 30 days before signing this elector response form.
  - If a property is owned by *more than one* individual, only *one* of them may sign an elector response form (with the written consent of the majority of the owners);
  - A person may register as a non-resident property elector in relation to *one* parcel of real property in the service area (portion of Electoral Area 'C'/Christina Lake)

**Note:** There is no Corporate Vote – No corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.

### INSTRUCTIONS

**OPPOSED** – if you are OPPOSED to the adoption of “Regional District of Kootenay Boundary Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021” you can sign and submit an Elector Response Form if you qualify as an elector of the RDKB service area. All Elector Response Forms must be received in the office of the RDKB no later than the **deadline of 4:30 p.m. on Monday, June 28, 2021**. If you are submitting your form by mail, be advised that postmarks will not be accepted as the date of submission.

**NOT OPPOSED** – if you are NOT OPPOSED you need do nothing.

A copy of the bylaw, staff report summarizing this project, and Elector Response Forms are available on our website at [www.rdkb.com](http://www.rdkb.com) and at the Christina Lake Fire Hall, 1585 Swanson Rd, Christina Lake, BC; beginning May 19, 2021.

**For further information contact:** Anitra Winje, Manager of Corporate Administration/Corporate Officer, Regional District of Kootenay Boundary, 843 Rossland Avenue, Trail, BC V1R 4S8 ; Phone: 250.368.9148 ext 225; Toll-free: 1.800.355.7352 ext. 225; Email: [corporate@rdkb.com](mailto:corporate@rdkb.com)

Note: An accurate copy of this Elector Response Form may be utilized (either single-sided or double-sided), provided that it is made of the form prior to any electors signing such form, so that only Elector Response Forms with original signatures are submitted.

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### PORTION OF AREA 'C'/CHRISTINA LAKE FIRE PROTECTION LOAN AUTHORIZATION

# NOTICE OF ALTERNATIVE APPROVAL PROCESS

**NOTICE IS HEREBY GIVEN** that pursuant to Section 269 of the *Local Government Act*, the Regional District of Kootenay Boundary is proposing to seek elector assent by alternative approval process in accordance with Section 86 of the *Community Charter*.

The question before the electors is whether they are opposed to the adoption of **"Regional District of Kootenay Boundary Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021"** (Bylaw No. 1758).

**SYNOPSIS OF BYLAW 1758** (the following synopsis of Bylaw 1758 is not intended as an interpretation of the Bylaw):

If adopted, Bylaw No. 1758 will authorize the Regional Board to borrow a sum of up to and not more than One Million Two Hundred Eighty-five Thousand Dollars (\$1,285,000.00) to purchase fire service protection vehicles and equipment for the Electoral Area 'C'/Christina Lake Local Service Fire Protection Area. Purchases include a new tender/pumper engine, a primary fire rescue engine, a command vehicle, a heater and boiler, an exhaust removal system and a self-contained breathing apparatus cascading system. The loan will be repaid over a period not to exceed 20 (twenty) years. The Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area is comprised of properties within the boundary of a portion of RDKB Electoral Area 'C'/ Christina Lake (see map below).

#### TAXPAYER IMPLICATIONS:

The Regional District of Kootenay Boundary intends to recover the full cost through a property value tax imposed in accordance with Sections 378, 387 and 388 of the *Local Government Act*.

Based on the service bylaw (Bylaw No. 702, 1992), the maximum amount of taxation that may be requisitioned in any one year for the service is \$125,000 or \$1.8688/100 of net taxable values, whichever is greater. In 2021, this resulted in a maximum taxation value of \$1,291,065.

The 2021 tax requisition is \$567,395 (\$0.82130/1000). For the loan repayment years, the requisition amount **will increase by approximately \$98,000 per year** to cover the interest and principle payment (interest - \$23,000; principal - \$75,000). This amount may change depending on the timing of the purchases and interest rate at the time of borrowing. Based on this estimate and all other expenses being equal, the corresponding amount of the requisition rate will increase from \$567,395 to \$665,396.

**The forecasted tax implication for property owners is as follows:**

Residential Property Value*	2022 (\$)	2023 (\$)	2024 (\$)	2025 (\$)
\$ 100,000	3.86	7.69	14.06	14.06
\$ 250,000	9.64	19.24	35.16	35.16
\$ 500,000	19.29	38.47	70.28	70.28
\$ 750,000	28.93	57.71	105.42	105.42
\$1,000,000	38.58	76.94	140.56	140.56

*\*based on current assessment*

**ALTERNATIVE APPROVAL PROCESS:** Under section 86 of the *Community Charter*, approval of the electors within the Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area is being obtained through the Alternative Approval Process. Therefore, eligible electors within the service area who are **opposed** to the RDKB borrowing these funds may petition against the adoption of Bylaw No. 1758 by signing and submitting an Elector Response Form.

The Board of Directors has determined that a fair estimate of the total number of eligible electors within the Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area is **1604**. Accordingly, pursuant to Section 86(1)(c) of the *Community Charter*, **160** or more electors must sign the Elector Response Form to prevent the Board from proceeding without the assent of the electors.

**ELECTOR RESPONSE FORM:** The Elector Response Form **must** be in the form approved by the Board of Directors. The form will be ready for distribution to any eligible elector as of the date the RDKB Board of Directors first publishes this Notice in the *Grand Forks Gazette* and on the RDKB website: May 19, 2021. Forms and a copies of Bylaw No. 1758 are available in person at the Christina Lake Fire Hall at 1585 Swanson Rd, Christina Lake, BC; via email at [corporate@rdkb.com](mailto:corporate@rdkb.com); via phone at 250.368.9148 ex. 225; or on the RDKB website at <https://rdkb.com/Regional-Government/Elections-and-Other-Voting>.

**WHO MAY SIGN THE ELECTOR RESPONSE FORM:** Electors, either resident or owning property within the boundaries of the Portion of Electoral Area 'C'/Christina Lake Local Service Fire Protection Area, are the only persons entitled to sign the Elector Response Form. An elector is a person who meets the requirements and qualifications defined by the *Local Government Act* as described in detail on the Elector Response Form.

**A Resident Elector must:**

- be age 18 or older;
- be a Canadian citizen;
- have been a resident of British Columbia for a tleast 6months immediately before signing the Elector Response Form;
- have been a resident of the Service Area for at least 30 days before signing the Elector Response

Form; and

- not be disqualified by any enactment from voting in an election or otherwise disqualified by law.

A **Non-Resident** Property Elector must:

- not be entitled to register as a resident elector of the Service Area;
- be age 18 or older;
- be a Canadian citizen;
- have been a resident of British Columbia for at least 6 months immediately before signing the Elector Response Form;
- have been a registered owner of real property within the Service Area for at least 30 days before signing the Elector Response Form;
- not be disqualified by any enactment from voting in an election or otherwise disqualified by law;
- be registered owners of the real property, either as joint tenants or tenants in common, and not be holding the property in trust for a corporation or another trust; and
- not be registered as a non-resident property elector in relation to any other parcel of real property within the jurisdiction.

**Note:** If there is more than one registered owner of the property (either as joint tenants or tenants in common), only one of those individuals, with the written consent of the majority of the owners, may register as a nonresident property elector.

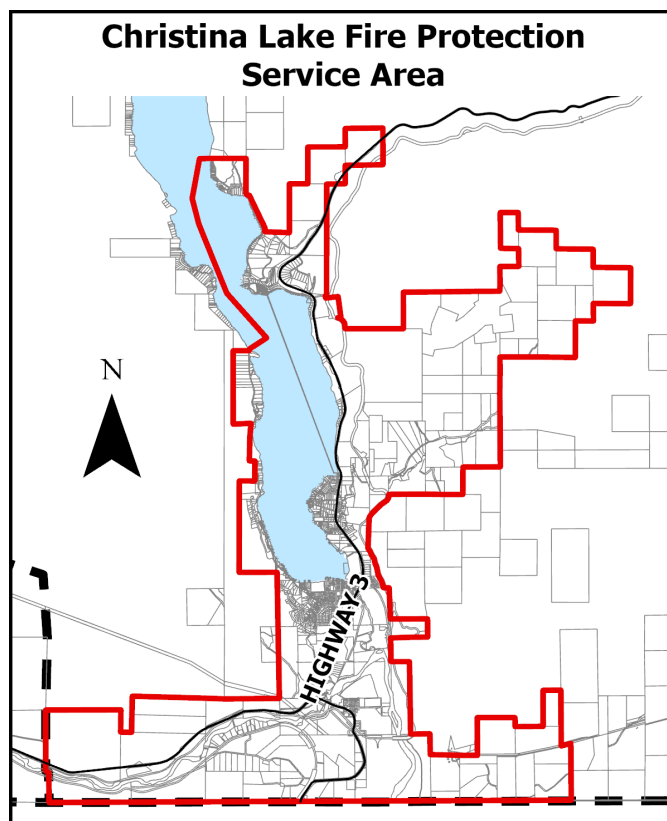
**No corporation is entitled to be registered as an elector of have a representative registered as an elector and no corporation is entitled to vote.**

**DEADLINE FOR RESPONSE:** The Elector Response Form must be received by the undersigned before **4:30 pm. on Monday, June 28, 2021**. Original forms must be delivered to the Corporate Officer by either Canada Post mail or in person (drop box) at the Trail RDKB office at 843 Rossland Ave., Trail, BC. Alternatively, forms may be emailed to [corporate@rdkb.com](mailto:corporate@rdkb.com) or faxed to 250.368.3990. The forms must be original forms signed by duly qualified electors as noted above.

If you have questions regarding this proposal or would like an Elector Response Form, please contact the undersigned. Information regarding this process can also be found at <https://rdkb.com/Regional-Government/Elections-and-Other-Voting>.

Dated at Trail, BC this      day of April, 2021.

Anitra Winje, Corporate Officer  
Regional District of Kootenay Boundary  
843 Rossland Avenue  
Trail, BC V1R 4S8  
T: 250.368.9148 ex. 225 | T/F: 1.800.355.7352  
[corporate@rdkb.com](mailto:corporate@rdkb.com)





## CALL FOR NOMINATIONS FOR AKBLG EXECUTIVE POSITIONS

**Deadline for Online Nomination Submissions is April 14, 2021** accepted by email to [nominations@akblg.ca](mailto:nominations@akblg.ca)

The Association of Kootenay & Boundary Local Governments is the collective voice for local government in the Kootenay & Boundary and includes the Village of Valemound and the Town of Golden. The membership elects Directors to the Executive during the Annual General Meeting, and the Executive is charged with ensuring the bylaw direction set by the general membership is carried forward. The Executive also provides operational and policy direction to the AKBLG between Annual General Meetings.

### CURRENT AKBLG EXECUTIVE MEMBERS

Clara Reinhardt	Mayor, Radium Hot Springs	President term ends 2021 AGM
Adam Casemore	RDCK, Director Area C	Vice President term ends 2021 AGM
Rob Gay	RDEK Chair/ Director Area C	Past President term ends 2021 AGM
Ron Popoff	Councillor City of Cranbrook	Director term ends 2022 AGM
Rob Lang	Councillor Village of Kaslo	Director term ends 2022 AGM
Cyra Yunkws	Councillor Village of Fruitvale	Director term ends 2022 AGM
Keith Page	Councillor City of Nelson	Director term ends 2022 AGM
Kevin McIsaac	Councillor City of Fernie	Director term ends 2021 AGM
Colleen Jones	Councillor City of Trail	Director term ends 2021 AGM

### NOTICE

#### AKBLG POSITIONS OPEN FOR NOMINATIONS AT THE 2021 AKBLG ANNUAL GENERAL MEETING:

President	One position for a 2-year term
Vice President	One position for a 2-year term
Directors	Two positions for a 2-year term

**NOTE: If the current President is re-elected as President for the 2021-2022 term, an additional Director position will be open in lieu of a Past President (for 2021-2022 term).**

#### QUALIFICATIONS FOR OFFICE:

- The candidate must be an elected official of an AKBLG local government member
- The candidate must be nominated by two elected officials of an AKBLG local government member.

#### NOMINATION PROCESS:

The Nomination Committee is made of three (3) AKBLG Executive Board members and is supported by the Administrative Coordinator. Inquiries to the Nominations Committee may be sent to [nominations@akblg.ca](mailto:nominations@akblg.ca). You may also contact the committee members directly if you have questions:

Rob Gay, Chair	RDEK Chair (Area C)	<a href="mailto:rob11gay@gmail.com">rob11gay@gmail.com</a>
Cyra Yunkws	Councillor, Village of Warfield	<a href="mailto:cyra.yunkws@warfield.ca">cyra.yunkws@warfield.ca</a>
Keith Page	Councillor, City of Nelson	<a href="mailto:kpage@nelson.ca">kpage@nelson.ca</a>

**Submit the following to the Nominations Committee at [nominations@akblg.ca](mailto:nominations@akblg.ca)**

- Your Name and Regional District/Municipality you are elected to;
- Name the two elected officials you have been nominated by;
- A few sentences outlining why you are interested in a position as Director for the AKBLG;
- A brief biography and high resolution photo which will be posted on the website and printed in the nomination package

The Nomination Committee strives for equal and broad representation of candidates from which members will elect to the AKBLG Executive to represent the entire AKBLG region. Nominations from the floor will continue to be accepted. The process outlined above provides for those who are interested in seeking office to be directly nominated prior to the Annual General Meeting.

**Deadline for Nomination package submission: Wednesday, April 14, 2020**

**Submit to: [nominations@akblg.ca](mailto:nominations@akblg.ca)**

**From:** [Jennifer Kuhn](#)  
**To:** [Ali Grieve \(aligrieve@telus.net\)](#); [Linda Worley - Area "B" / Lower Columbia-Old Glory Director](#); [Grace McGregor - Area "C"/Christina Lake Director](#); [Danna O'Donnell - Area "D"/Rural Grand Forks Director](#); [Vicki Gee - Area "E"/West Boundary Director](#); [Diane Langman - Warfield Director](#)  
**Cc:** [Anitra Winje - Corporate Officer](#)  
**Subject:** FW: Nomination package for AKBLG Executive  
**Date:** Tuesday, March 16, 2021 8:31:12 AM  
**Attachments:** [CALL FOR NOMINATIONs March 15 2021.pdf](#)

---

Good morning,

Please find below an invitation for nominations for AKBLG Executive Positions.

Jennifer

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**From:** AKBLG Admin Coordinator <admin@akblg.ca>  
**Sent:** March 16, 2021 8:11 AM  
**To:** Administrative Coordinator <admin@akblg.ca>  
**Subject:** Nomination package for AKBLG Executive

#### **CALL FOR NOMINATIONS FOR AKBLG EXECUTIVE POSITIONS**

On behalf of the nomination committee of the Executive Board of AKBLG, please find information regarding nominations to the Executive Board of AKBLG on the attached. Elections will be held at the AKBLG Annual General Meeting to be held on April 24, 2021 (virtual).

**Deadline for Online Nomination Submissions is April 14, 2021** accepted by email to [nominations@akblg.ca](mailto:nominations@akblg.ca).

Please do not hesitate to contact any of the committee members as listed on the attached for more information or contact the Administrative Coordinator at [admin@akblg.ca](mailto:admin@akblg.ca) or 250-551-5215.

Regards, Linda





Regional District of  
Kootenay Boundary

## Staff Report

<b>RE:</b>	Development Variance Permit – McIntosh 674-21V		
<b>Date:</b>	March 31 2021	<b>File #:</b>	B-8A-TWP-10809.000
<b>To:</b>	Chair Langman and members of the Board of Directors		
<b>From:</b>	Liz Moore, Senior Planner		

### Issue Introduction

The Regional District of Kootenay Boundary (RDKB) has received a Development Variance Permit application to reduce an interior parcel line setback for a building from 4.5 to 2.0m, for a property located in Casino (see Attachment 1 - Site Location Map).

Property Information	
<b>Owner:</b>	Justin G. McIntosh
<b>Location:</b>	4185 Casino Rd.
<b>Electoral Area:</b>	Electoral Area B/Lower Columbia-Old Glory
<b>Legal Description:</b>	Lot 2, Plan NEP2092, TWP 8A, KD
<b>Area:</b>	1.05 ha (2.6 acres)
<b>Current Use:</b>	Assessed as Residential, no dwelling unit
Land Use Bylaws	
<b>OCP Bylaw: 1470</b>	Casino Rural Residential
<b>DP Area:</b>	NA
<b>Zoning Bylaw: 1540</b>	Rural Residential 2
Other	
<b>ALR:</b>	NA
<b>Service Area:</b>	Casino Waterworks District
<b>Planning Agreement Area:</b>	City of Trail

### History / Background Information

The subject property is located on Casino Road southeast of Trail (see Attachments – Subject Property Map). The subject property was created through subdivision in 1942. The subject property is a long rectangular shape, oriented east to west. There is currently a barn located on the property.

The surrounding land use to the north, south, and west is mostly residential with a recreational area across the road. The property is within the service area of the Casino Waterworks District.

Page 1 of 3

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In 1979, a previous property owner appealed for and received a variance to the 15 foot side yard setback to be reduced to 9.5 feet from the Board of Variance. That was for the construction of a mobile home, which is no longer located on the parcel.

### **Proposal**

The applicant is planning to build a 133 m<sup>2</sup> (1,432 ft<sup>2</sup>) house on the subject property. The applicant wants to build the new house behind the existing barn, further away from Casino Rd (see Attachments – Applicant Submission). The proposed site plan and area of the single detached dwelling would require the interior parcel line setback to be less than permitted in the Zoning Bylaw.

Section 607.5 of Zoning Bylaw No. 1540 sets the minimum interior parcel line setback for buildings at 4.5 m. The applicant is requesting a variance to this setback from 4.5 m to 2.0 m – a variance of 2.5 m.

### **Implications**

The RDKB application requests a clear rationale for development variance permit requests, including a narrative that describes if the proposed variance would resolve a hardship, improve development, and cause negative impacts to neighbouring properties. Each Development Variance Permit application is to be reviewed based on its own merit.

The application states that the proposed house is sited so as to: 1) be within the allowable distance for service from Fortis; 2) provide privacy for themselves and the neighbours, who have their houses situated closer to Casino Rd; 3) allow for the applicant to drive his truck and holiday trailer past both the house and the barn without having to squeeze through; 4) avoid having to build in a location that is sloped and would require the removal of an apple tree dear to his Grandpa.

The applicant noted that the reduced interior parcel line setback would not negatively impact his neighbours. The neighbour to the north of the subject line who would be impacted the most by the variance to the interior parcel line setback, has provided a letter of support for the application (see Attachments – Applicant Submission).

Other than the requested variance, the proposal and existing development on the subject property, based on the information provided by the applicant, meet Zoning Bylaw requirements, including parcel coverage building setbacks, height, density, and land use.

The distance between the proposed house and the existing barn is shown as 10 feet north to south, but it is not clear what the distance would be between the two buildings on an east to west axis.

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

The Electoral Area B/Lower Columbia-Old Glory APC met on March 22, 2021 to review this application. At this meeting the APC recommended support for this application with the following comments:

Page 2 of 3

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*See no problem. New home will be a great addition to Casino. Seems neighbors have no objection.*

### **Recommendation**

That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Justin G. McIntosh, to allow for a variance to the interior parcel line setback from 4.5 m to 2.0 m – a variance of 2.5 m to construct a single detached dwelling on the property legally described as Lot 2, Plan NEP2092, TWP 8A, KD, Casino, Electoral Area B/Lower Columbia-Old Glory.

### **Attachments**

1. Site Location Map
2. Subject Property Map
3. Applicant Submission

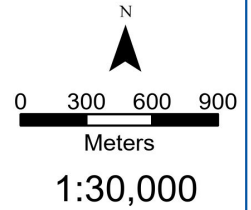


Regional District of  
Kootenay Boundary

Date: 2021-03-02

# Site Location Map

Lot 2, Plan NEP2092,  
Township 8A,  
Kootenay Land District



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

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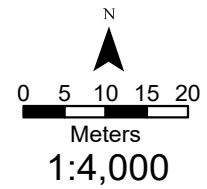


Regional District of  
Kootenay Boundary

Date: 2021-03-10

## Subject Property Map

Lot 2, Plan NEP2092,  
Township 8A,  
Kootenay Land District

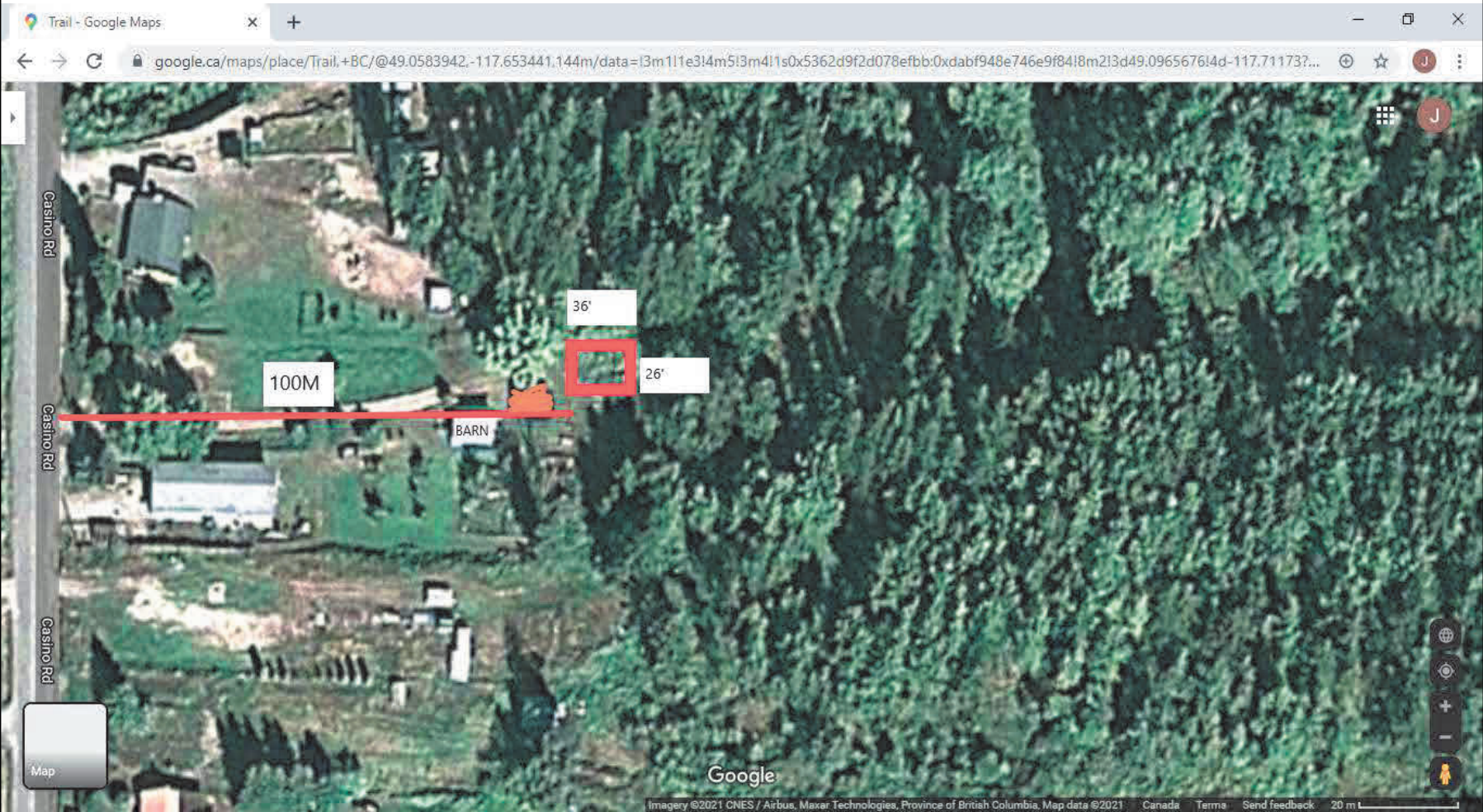


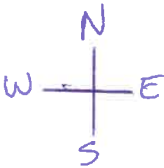
202-843 Rossland Ave, Trail BC V1R 4S8 | T: 250.368.9148 | T/F: 1.800.355.7352 | rdkb.com

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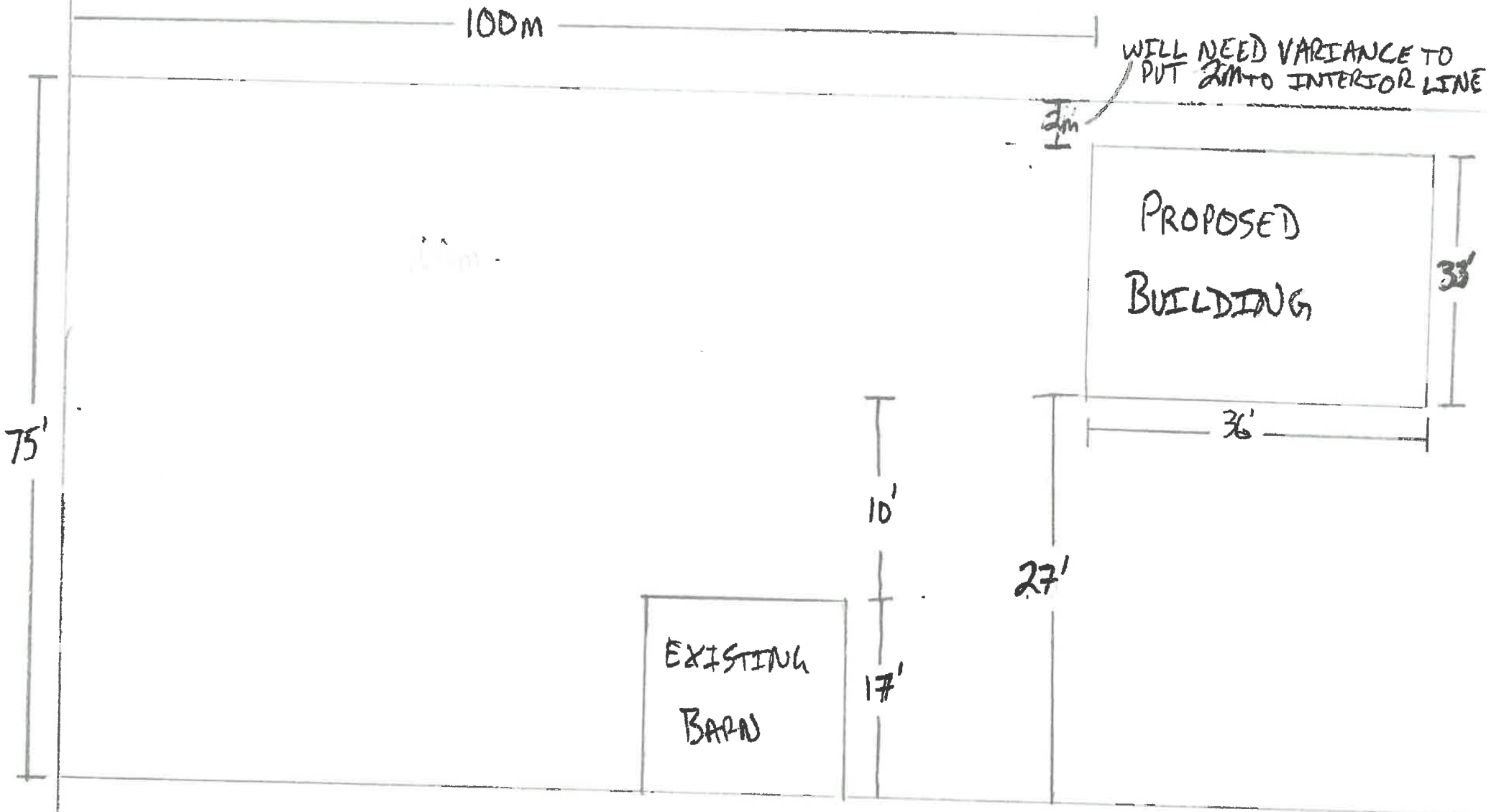


Applicant Submission





CASINO ROAD







BACK RIGHT 3D2



BACK LEFT 3D2



FRONT LEFT 3D2



FRONT RIGHT 3D2

NOTES:  
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NO.	DATE	REVISIONS
1	JULY 2020	REVISIONS AS PER JULY 16TH EMAIL
2	OCT 2020	REVISIONS AS PER SEPT 24TH EMAIL
3		
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10		

DIRKSON DESIGN SERVICES  
DESIGNERS  
PLANNERS  
PO BOX 874 STN A  
NANAI, BC  
V9R 5N2  
TEL: (250) 390-4754

DESIGNER SEAL

CONSULTANT LOGO

CONSULTANT SEAL

SCALE  
AS NOTED  
DRAWN  
RON  
CHECKED  
DATE  
JUNE 9 2020

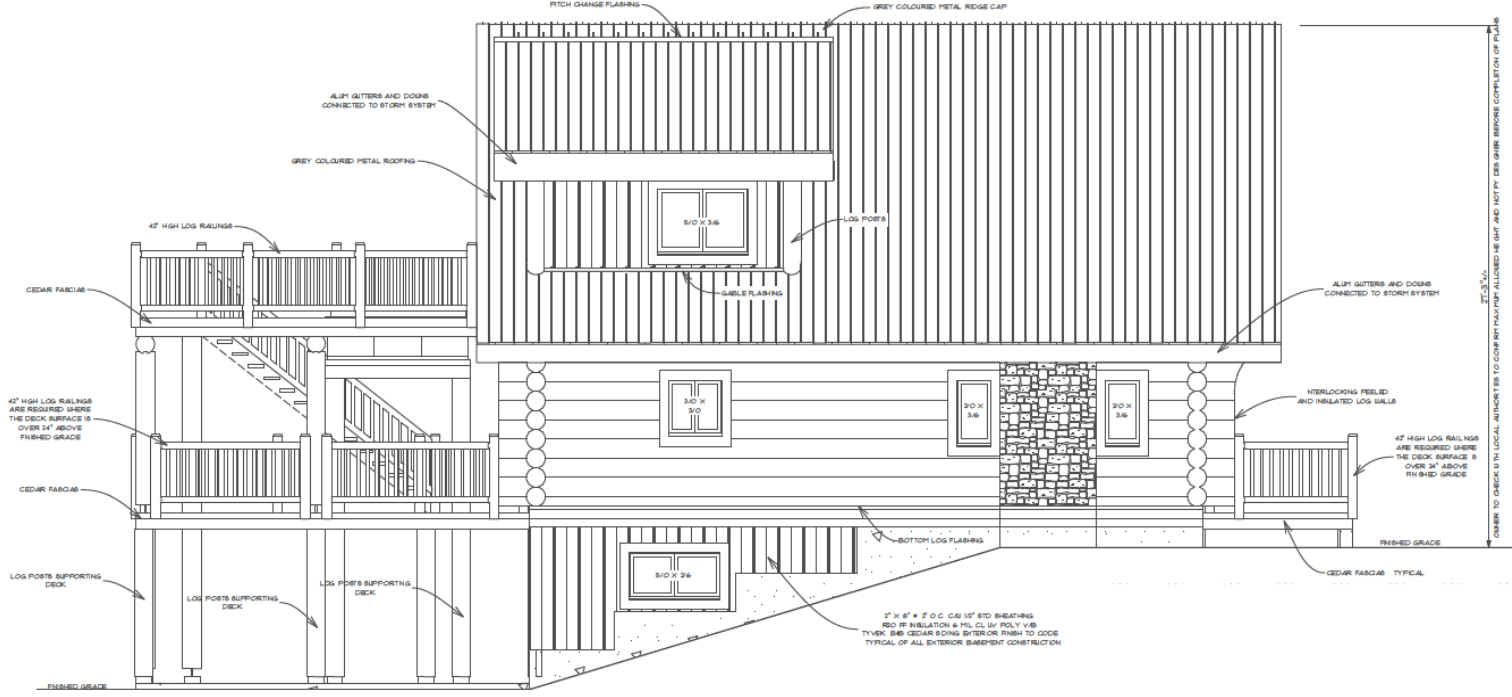
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JUSTIN MCINTOSH  
CABIN

CLIENT  
NORTH AMERICAN  
LOG CRAFTERS  
PROJECT NO.

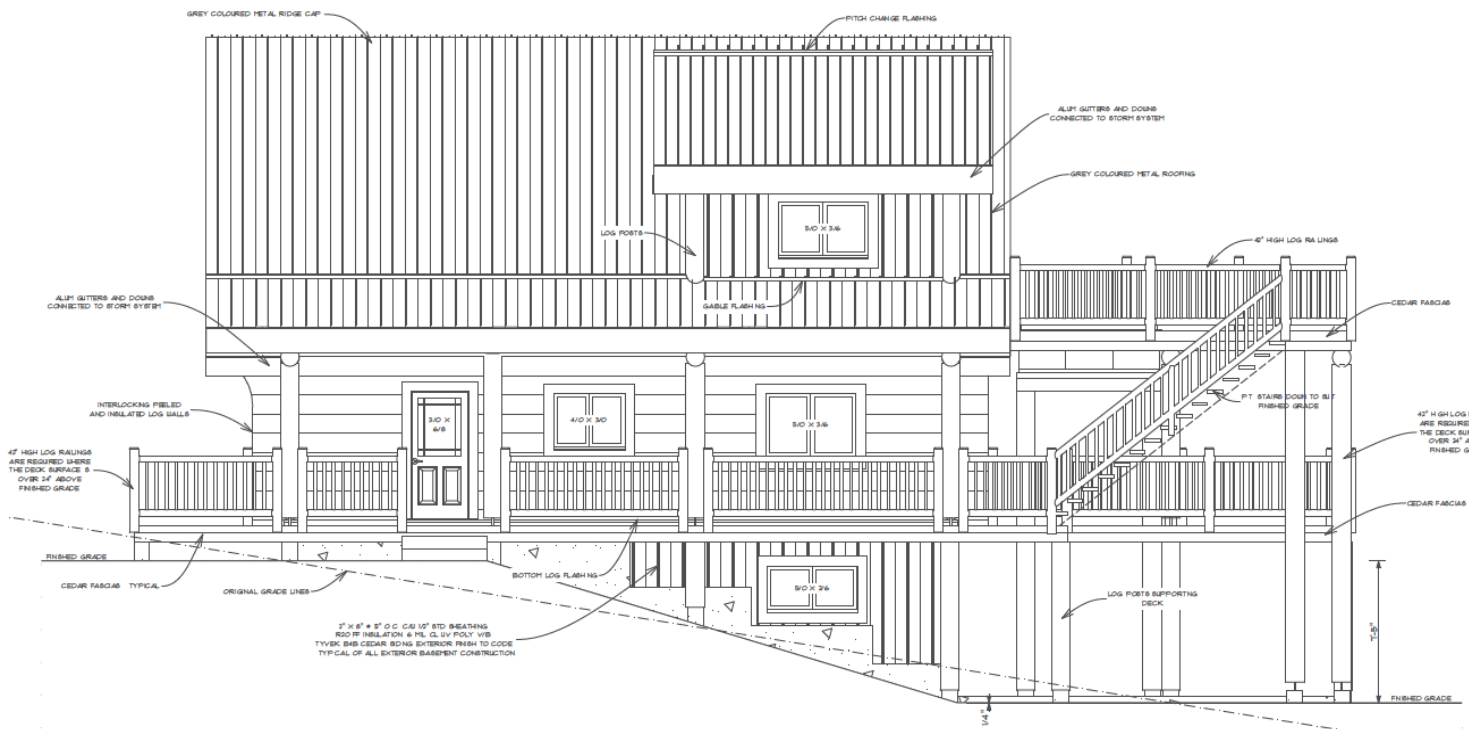
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FRONT RIGHT 3D2

SHEET NO  
A - 1





LEFT ELEVATION  
1/4" = 1'-0"



RIGHT ELEVATION  
1/4" = 1'-0"

NO.	DATE	REVISIONS
1	JULY 2020	REVISIONS AS PER JULY 16TH EMAIL
2	OCT 2020	REVISIONS AS PER SEPT 24TH EMAIL
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CONSULTANT SEAL

SCALE  
AS NOTED

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CHECKED

DATE  
JUNE 9 2020

PROJECT  
JUSTIN MCINTOSH  
CABIN

CLIENT  
NORTH AMERICAN  
LOG CRAFTERS

PROJECT NO

SHEET TITLE  
LEFT ELEVATION,  
RIGHT ELEVATION

SHEET NO  
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## Applicant Submission

**From:** [REDACTED]  
**To:** [Elizabeth Moore](#)  
**Subject:** Re: Justin McIntosh- Variance Application  
**Date:** March 11, 2021 3:28:53 PM

---

Hi Liz,

See comments below and don't hesitate to call or reach out to me.

Thanks

**Justin McIntosh**

---

**From:** Elizabeth Moore <srplanner@rdkb.com>  
**Sent:** March 11, 2021 3:23 PM  
**To:** Justin McIntosh [REDACTED]  
**Subject:** RE: Justin McIntosh- Variance Application

Hi Justin,

Thank you for forwarding me this email.

I'm hoping you can help clarify a couple of further elements of your application, so I can move it forward.

The site plan shows that you would like to build the proposed building 2m from the interior parcel line, but your description below sounds like you would like to have a variance of 2 m from the 4.5 m setback. Can you please confirm the distance from the property line you would like to build? **2m from the interior property line.**

One of the narrative elements that is important to understand when considering a development variance application is how the variance might resolve a hardship. Would you be able to more clearly describe how what you are applying for would resolve a hardship? **As the lot is very skinny and long it goes back behind the proposed house build over 1000ft. I would like to have a clear drive behind the house. It would move the house over so I could drive my truck and holiday trailer past without having a tight squeeze. I'm putting the house as far back as I can as per Fortis allowable distance for the service I require. This is causing a bit of a tight squeeze. The land in front of the barn is very sloped to the north and would make the build difficult, plus my late Grandpa's favorite apple tree is there. There is a large maple tree on the north side which would make a really tight squeeze on the north side property line if we were to not put in the variance.**

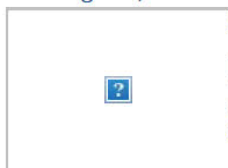
**Let me know if my explanation is clear, I can always get on a call or video chat with you to show you the landmarks I'm referring too.**

Also, could you describe if there will be any negative effects to other neighbouring properties, apart from Garry Rieberger? **I don't believe there are any other negative effects, I only have one other**

## Applicant Submission

interior property line and this would move me further from that. Both my neighbors houses are by the road and this would give me privacy from them and vice versa.

Kind regards,



**Liz Moore** | Senior Planner  
[srplanner@rdkb.com](mailto:srplanner@rdkb.com) | T: 250.368.0252  
**Regional District of Kootenay Boundary**  
 Toll-free: 1.800.355.7352  
 Main: 250.368.9148  
[rdkb.com](http://rdkb.com)

---

**From:** Justin McIntosh [REDACTED]  
**Sent:** March 11, 2021 1:42 PM  
**To:** Elizabeth Moore <[srplanner@rdkb.com](mailto:srplanner@rdkb.com)>  
**Subject:** Fw: Justin McIntosh- Variance Application

Thanks so much for the call, see original email with the site plan drawing showing casino road

Please don't hesitate to call me with any questions as I'd like to begin as soon as possible

Thanks

**Justin McIntosh**  
 [REDACTED]

---

**From:** Justin McIntosh [REDACTED]  
**Sent:** February 19, 2021 6:33 PM  
**To:** [plandep@rdkb.com](mailto:plandep@rdkb.com) <[plandep@rdkb.com](mailto:plandep@rdkb.com)>  
**Subject:** Fw: Justin McIntosh- Variance Application

Hi Maria,

I am building a house in Casino and I'd like to submit an application for a development variance. I've attached a site plan, house drawings and recent survey done on the property. The reason I am asking for this is because the lot is 75' wide and the house is about 33' wide with the deck. There is a barn that the house will be behind as per site plan. The survey which was recently done has marked the north property line.

The property is located at 4185 Casino Road (Rural Residential 2 Zone) and is located in Electoral 'B' Lower Columbia- Old Glory which zoning bylaw no 1540 governs. On page 33 of it states that buildings are to be 4.5m from interior sides. I'm applying to have a variance of 2m from the interior property line on the north side as per the site plan. This would enable me to be able to drive my vehicle and holiday trailer comfortably between the house and barn for storage/staging. I would also have better sight down my driveway and improve development.

## Applicant Submission

I have also attached an email from my neighbor to the north side, Garry Rieberger as he is in agreement with my proposal. I chatted with him first about this as this interior property line is between our properties, his phone number is [REDACTED] if you need to confirm with him. There are no buildings near that side of his property.

There is

I am definitely open to any discussion and can provide any other documentation you feel necessary.

Thanks for your time on this proposal

**Justin McIntosh**

[REDACTED]

Applicant Submission

**Subject:**  
**Date:**

Re: Justin McIntosh Variance for Casino Property Build  
February 19, 2021 1:28:09 PM

---

I Garry Rieberger and Tina Rieberger of [REDACTED] Casino Rd. are in favour of the variance being proposed. Any questions please contact myself, [REDACTED] or phone [REDACTED]

Yours truly,  
Garry Rieberger  
Sent from my iPhone

On Feb 19, 2021, at 12:12 PM, Justin McIntosh [REDACTED]  
wrote:

Hey Gary,

I'm looking to put the house 2m to the interior property line of where our properties connect and about 100m back from the road. I know we've talked about it but if you could agree in writing that would help out a lot. This is for 4185 Casino Road.

Please respond if you are ok with this proposition.

Thanks and talk soon

**Justin McIntosh**

[REDACTED]



## Staff Report

<b>RE:</b>	Ministry of Energy, Mines & Petroleum Resources – Notice of Work – Sand and Gravel Pit– Rico's Gravel		
<b>Date:</b>	March 31, 2021	<b>File #:</b>	D-1480-04830.000
<b>To:</b>	Chair Langman and members of the Board of Directors		
<b>From:</b>	Liz Moore, Senior Planner		

### Issue Introduction

We received a referral for a Sand and Gravel Pit New Permit Application. The subject property is located along Brown Creek Road, north of Grand Forks (see Attachment 1 – Applicant Submission for site location maps).

Property Information	
<b>Owner:</b>	David Talarico
<b>Applicant</b>	David Talarico, Rico's Gravel
<b>Location:</b>	11995 Brown Creek Rd.
<b>Electoral Area:</b>	Electoral Area D/Rural Grand Forks
<b>Legal Description:</b>	Lot 5, Plan KAP1914, DL 1480, SDYD
<b>Area:</b>	3.9 ha
<b>Current Use(s):</b>	Residential,
Land Use Bylaws	
<b>OCP Bylaw No. 1470:</b>	Rural Resource 1
<b>DP Area:</b>	NA
<b>Zoning Bylaw No. 1540:</b>	Rural Resource 1
Other	
<b>ALR:</b>	NA
<b>Waterfront / Floodplain:</b>	NA
<b>Service Area:</b>	NA

### History / Background Information

The subject property is accessed from Brown Creek Road. It is a privately owned parcel. The applicant states that there was previously aggregate extraction on the property for personal use on the property itself. There is a manufactured home registered on the property under BC's Manufactured Home Registry.

The property to the south, which is Crown land, has a section 16 map reserve identifying gravel reserved for the use of the Ministry of Transportation and Infrastructure. To the north

of the subject property is a privately owned parcel used for residential purposes. Across Brown Creek Road, to the East, is a parcel in the Agricultural Land Reserve, which backs onto the Granby River. This property is assessed for residential and farming purposes. To the west of the subject property is vacant, unsurveyed Crown land.

## Proposal

The Applicant has submitted a Notice of Work application to the Ministry of Energy, Mines & Petroleum Resources for a Sand and Gravel Pit. The application is for mining activities to extract aggregate, load and haul it to Grand Forks. The applicant proposes an estimated annual extraction from the site of 1,670 m<sup>3</sup>/year over 3 years, for a total of approximately 5,000 m<sup>3</sup>. The proponent is applying to operate Monday to Friday, 7:30 am to 6:00 pm, with the potential of Saturdays under special circumstances. The quarry would operate intermittently based on demand.

The portion of the subject property proposed for gravel extraction is a 0.8 ha area in the southern end of the parcel with a 5 m buffer to the lot line bordering on the map reserve Crown owned parcel to the south.

## Implications

Mining activities are under Provincial jurisdiction, as such the Zoning Bylaw and Official Community Plan (OCP) do not supersede Provincial jurisdiction. However, Local Governments, under the *Local Government Act*, may establish broad objectives for areas under Provincial mandate.

The Board's policies for Sand and Gravel deposits are outlined in section 10 of the Electoral Area D/Rural Grand Forks OCP and follow from the broad objectives listed below:

- To discourage development that would irreversibly prohibit future extraction of sand and gravel deposits.
- To encourage sand and gravel excavation activities that minimize degradation of surface and ground water quality, and long term impacts of excavation.
- To encourage sand and gravel operations to be considerate of adjacent land uses.

The OCP policy 10.3 states that through the referral process we are to encourage the Province to consider the following when assessing applications for gravel pit operations:

- a) Potential impacts on groundwater and surface water;
- b) Potential impacts on adjacent land uses;
- c) Potential impacts of increased industrial traffic on nearby road infrastructure;
- d) Reclamation plans for the disturbed lands; and
- e) Other potential issues that the Board may identify through the review process.

With regard to the potential impact on groundwater and surface water, the applicant states that the closest residential water source is the well on the property, used as the applicant's own domestic water source. It is located approximately 20 m northeast of the lower mining limit. Groundwater table depth was stated as 50.0 m. The applicant proposed maintaining a

static level of 90 feet (approximately 27 m), and compares it to his own well which is at 186 feet (approximately 57 m). RDKB's mapping indicates that there is a stream which cuts through the southwest corner of the property. This stream can be seen on *Rico's Gravel Pit - Location Map* and the *Land Ownership iMapBC Mapping* included in the applicants submission. The stream does not appear to intersect with the proposed mining area, however impacts on this surface water has not been addressed in the referral information.

The applicant states that adjacent land uses are predominantly farming, though does not mention residential uses to the north of the property. The applicant has described noise and dust control efforts that will be employed to reduce impacts, including following applicable guidelines in BC's Aggregate Operators Best Management Practices Handbook. They describe the small scale operation at the MOTI pit and that locals are used to that level of activity.

The applicant has indicated that there could be one to four, 7-yard trucks being used to transport excavated material from the quarry to Grand Forks for processing. Impacts on the road infrastructure are not addressed in the referral information.

The applicant has provided some information on reclamation of disturbed lands. They indicate that the area proposed for mining has little vegetation or topsoil to conserve, as they state that the area they propose to mine is essentially a talus slide. They propose that the end land use will be a natural talus slope, similar to the natural angle of repose of the material on adjacent slopes. A potential end use is proposed as a potential grazing site for local wild mountain goat herds. The applicant states that in order to control erosion and noxious weeds, a native grass and plant species seeding mix will be applied to the slope within 30 days of reclamation. The estimated cost of reclamation is \$10,000.

Map 5 in the OCP shows Areas of Significant Archeological Potential and Places of Historic Interest. This map does not indicate that there is any archeological potential on the subject property. Guidelines for how to proceed should archeological material be encountered are outlined by the Province.

The applicant's proposed use (mining) aligns with the definition of Resource Use, which is a permitted use in the Rural Resource 1 Zone. Resource Use is defined in the Electoral Area D/Rural Grand Forks Zoning Bylaw as *a use providing for the conservation, and management of natural resources and extraction and processing of primary forest materials, and the extraction, grading, crushing, and processing of mineral resource.*

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

The Electoral Area D/Rural Grand Forks APC reviewed the referral at their March 2, 2021 meeting. The APC recommends to the Regional District that the referral be supported and that the following comments be considered:

- Province has jurisdiction under the Mining Act.
- Ministry of Transportation oversees Road Infrastructure.
- Impact on surface water was not addressed.
- Neighbours should be notified and given opportunity for public engagement, regarding traffic, noise, dust, operating hours and to endorse the proposal.



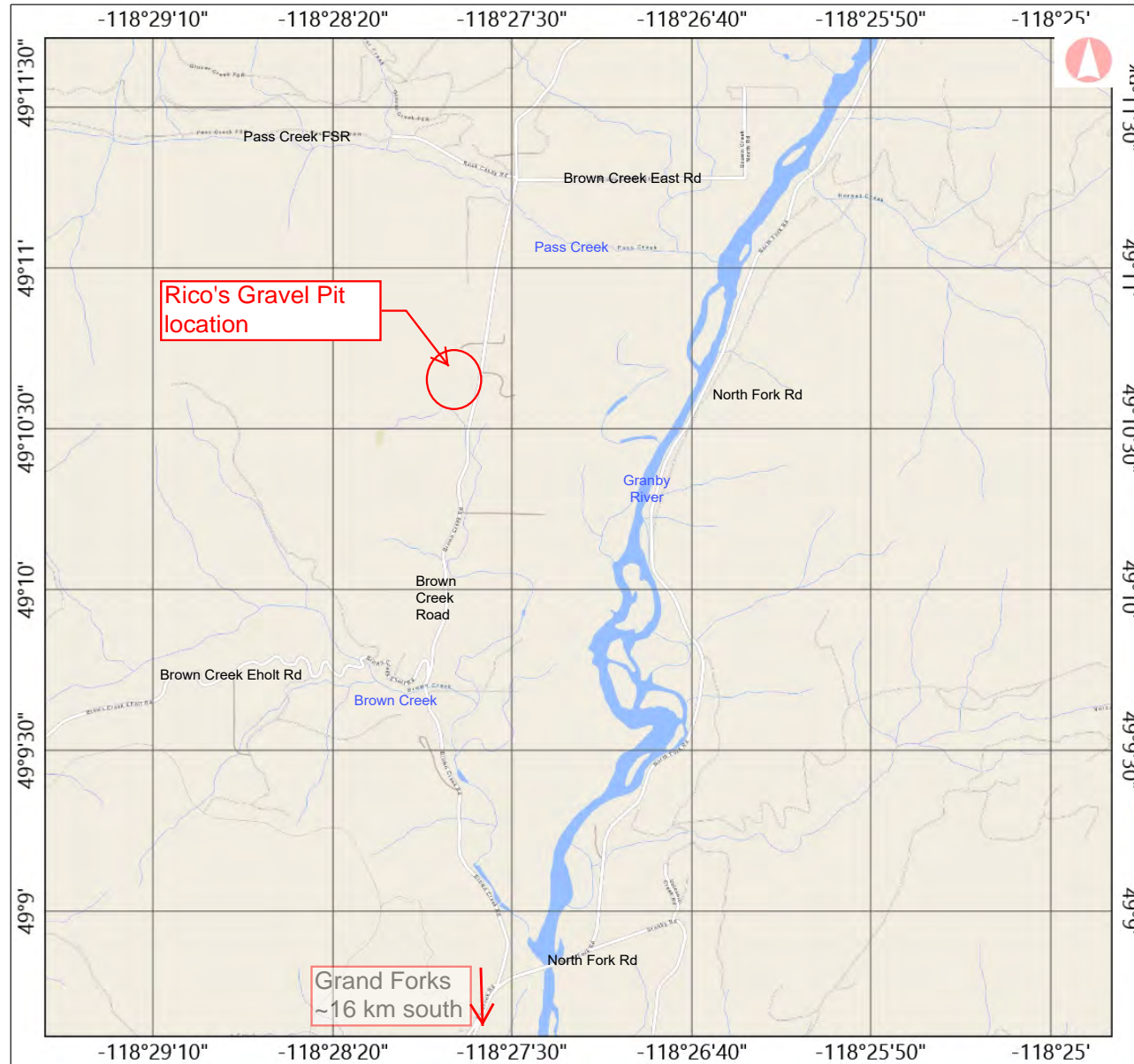
- Recommend more timely public notice from the Province and the Proponent and more than one ad in the newspaper on these files.

### **Recommendation**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report, *Ministry of Energy, Mines & Petroleum Resources – Notice of Work – Sand and Gravel Pit– Rico's Gravel*, which includes the recommendations of the Electoral Area D/Rural Grand Forks Advisory Planning Commission to Front Counter BC for consideration.

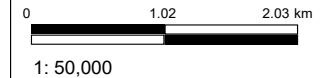
### **Attachments**

1. Applicant Submission, including maps



Rico's Gravel Pit -  
Location Map  
Legend  
iMapBC Mapping

Figure 1

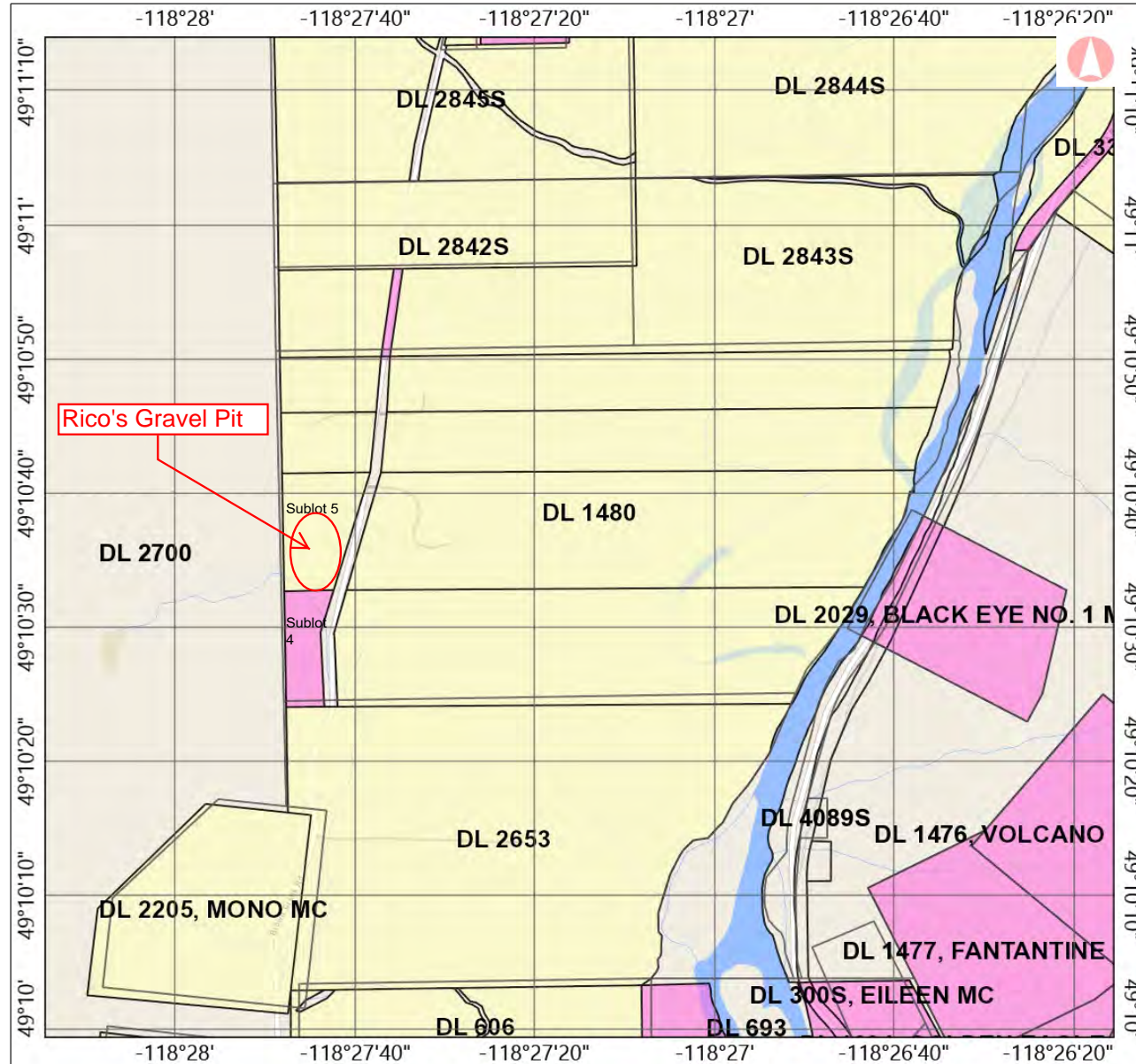


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Datum: NAD83  
Projection: WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere



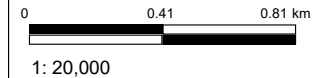


### Land Ownership iMapBC Mapping Legend

Land Act Survey Parcels - T  
Descriptions

- Land Districts - Tantalus - O
- Land Act Survey Parcels - T
- Integrated Cadastral Fabric
- Private Land
- Crown Land

Figure 2



### Copyright/Disclaimer

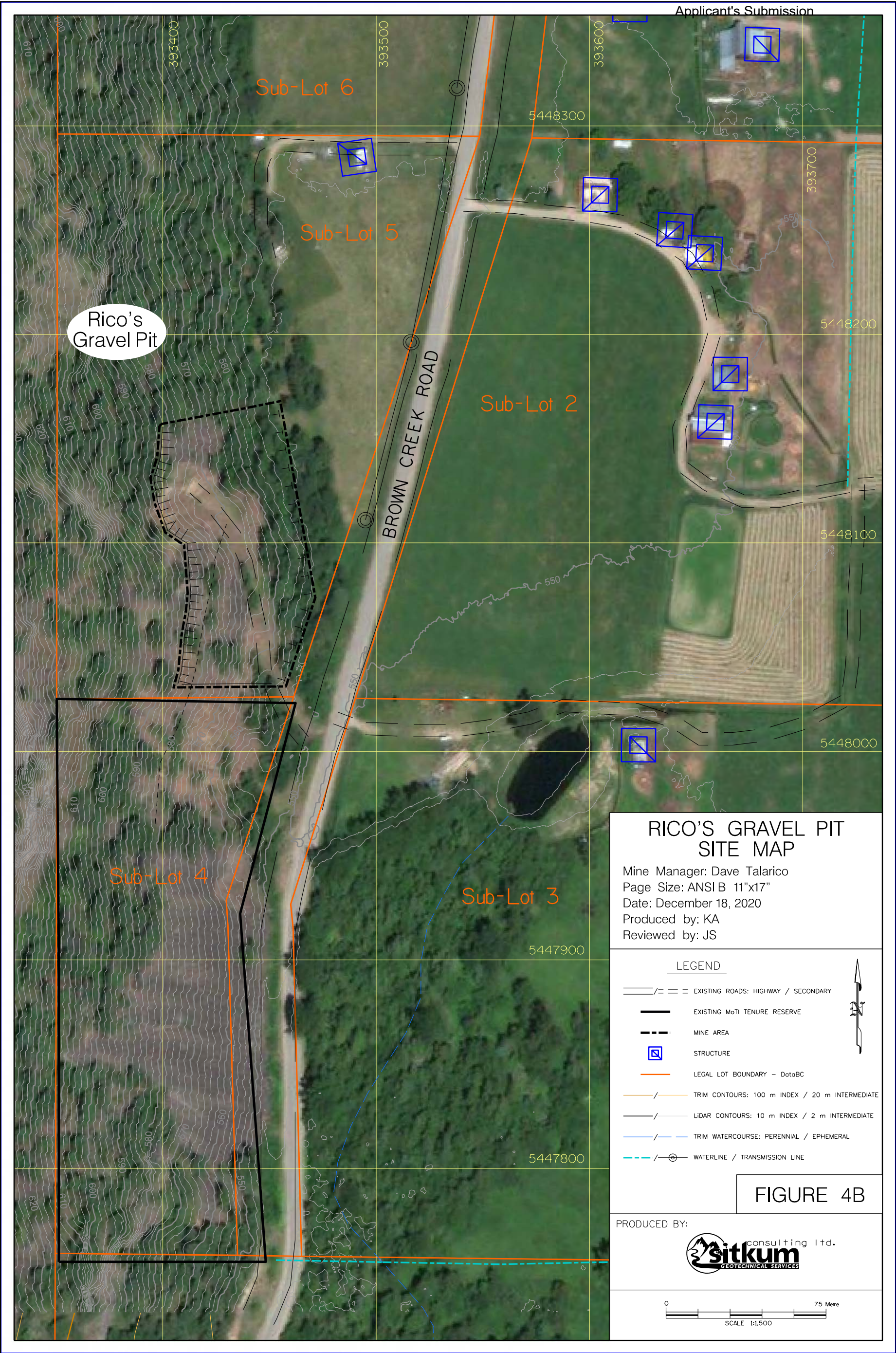
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Datum: NAD83  
Projection: WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere









## Applicant's Submission



## Notice of Work

Rico's Gravel

Tracking Number: 100327748

### Applicant Information

If approved, will the authorization be issued to an Individual or Company/Organization? Individual

Are you the Individual this application will be issued to? Yes

### APPLICANT CONTACT INFORMATION

Applicant is an Individual or an Organization to whom this authorization Permit / Tenure / Licence will be issued, if approved.

Name: Dave Talarico

Phone: [REDACTED]

Daytime Phone: [REDACTED]

Fax: [REDACTED]

Email: [REDACTED]

Mailing Address: [REDACTED]

### TECHNICAL INFORMATION

#### APPLICATION INFORMATION

Type of Notice of Work: Quarry - Construction Aggregate

Is this a New Permit or an Amendment to an existing permit for this property? New Permit

#### MINE INFORMATION

Do you have an existing mine number? No

Name of the property: Rico's Gravel

Tenure Numbers:

Crown Grant / District Lot Numbers:

Directions to site from nearest municipality: From Grand Forks go 15kms on North fork Road and 3kms on Brown Creek road.

Geographic Coordinates of Mine: Latitude: 49.1762200 Longitude: -118.4625000

Maximum Annual Tonnage Extracted: 5000 tonnes

#### INFORMATION ABOUT PROPOSED ACTIVITIES

Activities to be undertaken: Sand & Gravel / Quarry Operations

#### FIRST AID

Proposed First Aid equipment on site: First Aid Kit, phone

Level of First Aid Certificate held by attendant: Occupational First Aid Level 3

#### DESCRIPTION OF WORK PROGRAM

If you prefer to upload a document, please enter "see attached document" and attach the document in the "Document Upload" step later in the application under "Other".

Sufficient details of your work program to enable a good understanding of the types and scope of the activities that will be

## Applicant's Submission

**conducted:**

Loading and hauling material from base to Grand Forks. Gravel trucks are loaded with an excavator. One to 4 trucks hauling potentially. No stock piles are needed, excavation will be done from the top down and scaling will occur at that time, so that the reclamation phase is taking place at the same time. Refer to mining details on cross section maps 6A and 6B.

**TIME OF PROPOSED ACTIVITIES**

**Proposed start and end date:** Jan 11, 2021 to Oct 1, 2023

Please remember that you need to give 10 days notice to the Inspector of Mines of your intention to start work, and 7 days notice of your intention to stop work.

**ACCESS**

**Access presently gated:** No

**PRESENT STATE OF LAND**

Please identify what the present state of the land is where you would like to undertake your activities. If some of the questions do not apply to you please enter n/a in the space provided.

**Present condition of the land:** Was used for a quarry years previous, material has been used for my private property.  
**Type of vegetation:** It is basically a talus slide that is mostly open with some sparse trees on the fringes.  
**Physiography:** None  
**Current means of access:** Road  
**Old equipment:** None  
**Recreational trails / use:** None

**ACCESS TO TENURE**

**Do you need to build a road, create stream crossings or other surface disturbance that will not be on your tenure?** No

**LAND OWNERSHIP**

**Application area in a community watershed:** No  
**Proposed activities on private land:** Yes

Please note that under Section 19 of the Mineral Tenure Act and Section 2.1 of the Mineral Tenure Act Regulation you must not begin any mining activities until 8 days after giving notice to every owner of the surface area on which the recorded holder intends to carry out that activity.

Please attach a copy of the letter of authorization signed by the landowner The document can be uploaded at the "Document Upload" step later in the application process.

**Legal description of land:** PID 011-075-368  
 Lot 5, Plan AAP1914, District Lot 1480 Similkimeen District of Yale  
**Proposed activities on Crown land:** No

**Activities in a park:** No

**CULTURAL HERITAGE RESOURCES**

Tracking Number: 100327748 | Version 1.6 | Submitted Date: Oct 7, 2020

Page 2 of 9

## Applicant's Submission

Cultural Heritage applies to a large spectrum of heritage resources that is defined as "an object, a site or the location of a traditional societal practice that is of historical, cultural or archaeological significance to British Columbia, a community or an aboriginal people."

The Archaeology Branch of the Ministry of Forests, Land and Natural Resource Operations is responsible for the administration of the Heritage Conservation Act as it applies to archaeological sites. The Archaeology Branch has developed guidelines for companies engaged in natural resource extraction to aid in planning for and avoiding or managing impacts to protected archaeological sites.

**Are you aware of any protected archaeological sites that may be affected by the proposed project?** No

**FIRST NATIONS ENGAGEMENT**

In making decisions on authorizations, the government will be fulfilling its responsibility to consult, and where appropriate, accommodate First Nations. The government takes this responsibility seriously and encourages the applicant to engage First Nations early and often as part of any planned development.

Establishing good relations with First Nations who might be affected by a proposed development is a key part of any successful mining operation. The Ministry of Energy and Mines encourages applicants to engage and information share with First Nations that might be affected by a proposed development prior to submitting an application. The earlier in the life of a proposed activity that the avenues of communication are established the greater the likelihood that the relationships formed will be constructive and beneficial to all parties. A lack of information sharing and engagement by the applicant may result in extended timeframes for decision.

Applicants should keep a detailed record of information sharing and engagement with First Nations on their project in the event the government needs to review it. Information on First Nations information sharing and engagement should include the following: a list of First Nations contacted, whether the activity was modified based on feedback from First Nations, and whether the applicant has entered into any informal or formal agreements with First Nations in connection with the project.

The Consultative Areas Database Public Map Service is an online, interactive mapping tool that allows you to identify First Nations who have treaty rights or asserted or proven rights or title on the land base. More information can be found at <http://maps.gov.bc.ca/ess/sv/cadb/>.

**Have you shared information and engaged with First Nations in the area of the proposed activity?** No

**SAND & GRAVEL / QUARRY OPERATIONS****MAPS**

All plans and sections must indicate the scale and orientation of the drawing and must include:

1) Plan View of Proposed Development illustrating:

- Property boundaries and set back of excavation from property boundary
- Watercourses and drainage (wet, dry or intermittent) on the property and within 150 metres of its boundaries
- All previous surface workings, the final boundaries of proposed excavation, and boundaries of excavation at the end of development described in the Notice of Work
- Access roads, including development roads within the pit and access to the public roads
- All proposed and existing stockpiles (topsoil, overburden, product etc.)
- All settling ponds (for both surface run off and process water) and source of process water
- Buildings and other facilities (fuel/lubricant storage, sanitary facilities, weigh scale, etc.)
- Sediment control structures and the location of any point discharges from the property
- Fencing, berms and/or vegetative buffers.

2) Cross and longitudinal sections of Proposed Development illustrating:

- The original land surface and, if applicable, the groundwater table elevation
- Typical configuration during mining, indicating angle of slope and, where applicable, bench locations
- Proposed configuration on completion of reclamation

3) A copy of the land title/crown land tenure map must be provided.

**SOIL CONSERVATION**

## Applicant's Submission

Average depth of overburden:  
 Average depth of topsoil:  
 Measures to stabilize soil overburden  
 stockpiles and control noxious weeds:

**LAND USE**

Is the site within the Agricultural Land Reserve? No  
 Does the local government have a Soil Removal Bylaw? No  
 Official Community Plan for the site:  
 Current land use zoning for the site:  
 Proposed end land use is:  
 Estimate total minable reserves over the life of the mine:  
 Estimate annual extraction from site:

Application must be made to the Environmental Assessment Office if estimated extraction for sand/gravel production is 500,000 tonnes/year or 1,000,000 tonnes over 4 years; or if estimated extraction is 250,000 tonnes/year for quarried product.

**ACTIVITIES**

Click on the "Add Activity" button to add one or more activities. Select your activity out of the list and enter the tonnes, the total disturbed area and the total merchantable timber volume.

Please note that you must notify the Inspector at least two weeks before if you are planning to bring a crusher on site.

Activity	Total Disturbed Area (ha)	Merchantable timber volume (m³)
Excavation of Pit Run	0.80	0.00
<b>Total:</b>	<b>0.80</b>	<b>0.00</b>

Is the work year round or only seasonal? Intermittent  
 Brief description of operation, including proposed work schedule: Work schedule 7:30am to 6pm, load and haul material, as required.

**RECLAMATION PROGRAM**

Describe the proposed reclamation and timing for this specific activity: Will be scaling any loose rock, and putting in containment benches to mitigate and rocks or rock slides. It will be done as the project moves on.  
 If backfilling of pits or pit slopes is proposed in the final configuration for reclamation, details of materials to be used and placement procedures: None  
 Estimated cost of reclamation activities described above: \$10,000.00  
 Will progressive reclamation be carried out? Yes  
 Maximum unreclaimed disturbance at any given time: 4.00 ha

**GROUNDWATER PROTECTION**

Average depth to the high groundwater table at the proposed excavation: 50.0 m  
 Elevation of the groundwater table was determined from: ☒ Existing area wells  
☐ Test pits  
☐ Test wells drilled for this purpose  
☐ Other:  
 Measures proposed to protect groundwater from potential impacts of the proposed mining activity: Static level 90 feet, own well 186 ft



## Applicant's Submission

**IMPACT MINIMIZATION**

Shortest distance between proposed excavation to nearest residence: 95 m

Shortest distance between proposed excavation to nearest residential water source:

Measures proposed to prevent inadvertent access of unauthorized persons to the mine site: It is gate is at the bottom of the entrance and borders and Ministry pit which is identified with signs, and private property is fenced.

Measures proposed to minimize noise impacts of the operation:

Measures proposed to minimize the dust impacts of the operation:

Measures proposed to minimize visual impacts of the operation:

**TIMBER CUTTING**

Total merchantable timber volume: 0.00 m3

No Timber

You have indicated that there is no merchantable timber that will be cut. Therefore a Free Use Permit or a Licence to Cut is not required. If this is not accurate, please correct your entries.

**EQUIPMENT**

Click on the "Add Equipment" button to add one type of equipment at a time. All equipment must comply with the requirements of the Health, Safety and Reclamation Code.

Quantity	Type	Size / Capacity
1	Excavator	200 or 350
2	Truck	7yards

**SUMMARY OF RECLAMATION**

Based on the information you have provided on the previous screens the Summary of Reclamation is:

Activity	Total Affected area (ha)	Estimated cost of reclamation (\$)
Sand & Gravel / Quarry	0.80	10,000.00
<b>Subtotal:</b>	0.80	10,000.00
Unreclaimed disturbance from previous year:	0.00	
Disturbance planned for reclamation this year:	0.00	
<b>Total:</b>	<b>0.80</b>	<b>10,000.00</b>

**OTHER CONTACTS**

Please enter the contacts that are applicable to your application.

Contact Info	Type of Contact
Name: Dave Talarico	Site operator
Phone: [REDACTED]	
Daytime Phone:	
Fax:	
Email: [REDACTED]	
Mailing Address: [REDACTED]	

Name: Dave Talarico Mine manager

## Applicant's Submission

Phone: [REDACTED]  
 Daytime Phone:  
 Fax:  
 Email:  
 Mailing Address:

Name:  
 Phone:  
 Daytime Phone:  
 Fax:  
 Email:  
 Mailing Address:

Dave Talarico

Tenure Holder

Name:  
 Phone:  
 Daytime Phone:  
 Fax:  
 Email:  
 Mailing Address:

Dave Talarico

Permittee

## LOCATION INFORMATION

## LAND DETAILS

Do you have the legal description of the land or the civic address then click on 'Add Land Information'.

## Description

Private Land

Parcel ID: 011-075-368

Legal Description: Lot 5 Plan KAP1914 District Lot 1480 Land District 54 Manufactured Home Reg.# 80718  
 11995 BROWN CREEK RD GRAND FORKS V0H 1H8

Civic Address: [REDACTED]

## DRAWINGS

All applications must include the appropriate maps and applications received without maps will be returned. All maps must be in colour, computer generated, with a scale, north arrow and a detailed legend.

For Mineral, Coal and Placer applications you must provide a minimum of 3 maps:

- A Location Map which must show the location of the property in relation to the nearest community with the access route from the community to the work site clearly marked;
- A Tenure Map which must show the boundaries of the tenure(s) and tenure numbers, at a scale of 1:20,000 or less;
- A Map of Proposed Work which must show topography, water courses, existing access, existing disturbance, contour lines, known cultural heritage resources and/or protected heritage property, at a scale of 1:10,000 or 1:5,000. For site specific applications the location of all proposed exploration activities must be shown; for area-based applications the work area must be shown as a polygon, with the location of all proposed exploration activities for year 1 shown, and shape files provided of the area.

## Applicant's Submission

For Sand & Gravel/Quarry applications you must provide a Plan View, Cross and Longitudinal Sections and a Land Title/Crown Land Tenure Map. Details of these requirements are listed in the Sand & Gravel/Quarry Operations Activity sheet.

☒ I have one or more files (PDF, JPG, PNG etc.) with my maps

**MAP FILES**

Do you have a PDF or image file of a drawn map? You can upload it here.

Description	Filename
General Location	Talarico general location m...
Location map	Fig 1_Location Map Rico's G...

**ATTACHED DOCUMENTS**

Document Type	Description	Filename
Archaeological Chance Find Procedure	Chance Find Procedures	Chance Find Procedures.pdf
Mine Emergency Response Plan	Emergency Response Plan	Emergency Response Plan (1)...
Other	Emergency Contact Information	Emergency Contact Infomatio...
Other	Fig1_Location map Talarico	Location map Talarico.pdf
Other	Fig2_Land Ownership	Fig2_Rico_Pit_Land Ownershi...
Other	Fig3_Land Ownership and Tenure	Fig3_Rico_Pit_Land Ownershi...
Other	Fig4a Site Map	Fig4a_Rico_Pit_SiteMap_2020...
Other	Fig4b_Site Map	Fig4b_Rico_Pit_SiteMap_2020...
Other	Fig5_Rico Pit Site Plan	Fig5_Rico_Pit_SitePlan_2021...
Other	Fig6a_Cross Section A-A1	Fig6a_Rico_Pit_Cross-sectio...
Other	Fig6b_Cross Pit Sections B-B1	Fig6b_Rico_Pit_Cross-sectio...
Other	Land Title 1923_DL1480-KAP1914	Land Title 1923_DL1480-KAP1...
Other	Land Title maps Talarico	Land Title Maps Talarico.pdf
Other	Permitted Mine Area Map Talarico	Permitted Mine Area Maps Ta...

**PRIVACY DECLARATION**

## Applicant's Submission

## PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Personal information is collected by FrontCounter BC under the legal authority of section 26 (c) and 27 (1)(a)(i) of the Freedom of Information and Protection of Privacy Act (the Act).

The collection, use, and disclosure of personal information is subject to the provisions of the Act. The personal information collected by FrontCounter BC will be used to process your inquiry or application(s). It may also be shared when strictly necessary with partner agencies that are also subject to the provisions of the Act. The personal information supplied in the application package may be used for referrals or notifications as required. Personal information may be used by FrontCounter BC for survey purposes.

For more information regarding the collection, use, and/or disclosure of your personal information by FrontCounter BC, please contact FrontCounter BC at 1-877-855-3222 or at:

FrontCounter BC Program Director  
FrontCounter BC, Provincial Operation  
441 Columbia Street  
Kamloops, BC V2C 2T3

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

## REFERRAL INFORMATION

Some applications may also be passed on to other agencies, ministries or other affected parties for referral or consultation purposes. A referral or notification is necessary when the approval of your application might affect someone else's rights or resources or those of the citizens of BC. An example of someone who could receive your application for referral purposes is a habitat officer who looks after the fish and wildlife in the area of your application. This does not apply to all applications and is done only when required.

Please enter contact information below for the person who would best answer questions about your application that may arise from anyone who received a referral or notification.

Company /  
Organization:  
Contact Name:  
Contact Address:

Dave Talarico

Contact Phone:  
Contact Email:

☒ I hereby consent to the disclosure of the information contained in this application to other agencies, government ministries or other affected parties for referral or First Nation consultation purposes.

## IMPORTANT NOTICES

- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

## DECLARATION

☒ By submitting this application form, I, declare that the information contained on this form is complete and accurate.

## APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
Mines Notice of Work Application Fee	\$1,500.00		\$1,500.00	\$0.00

## OFFICE

Office to submit application to: Cranbrook

## PROJECT INFORMATION

Is this application for an activity or project which No

## Applicant's Submission

requires more than one natural resource  
authorization from the Province of BC?

APPLICANT SIGNATURE	
Applicant Signature	Date

OFFICE USE ONLY		
Office Cranbrook	File Number	Project Number
	Disposition ID	Client Number

## Applicant's Submission

## Attachment to Notice of Work application for Rico's Gravel Pit

January 27, 2021

**Attention:** Michael McCuaig, P.Geo. – Inspector of Mines  
Ministry of Energy, Mines and Low Carbon Innovation

As follow-up to our telephone discussion yesterday and your following email, I provide the requested additional details to help clarify the following aspects of my Rico's Gravel Notice of Work (NoW) application, with the input of Sitkum Consulting Ltd. Blue text is copied from your email dated Jan. 26, 2021.

1. On page 4 of 9 of the NoW application you have not provided a description for "**Measures to stabilize soil overburden stockpiles and control noxious weeds**". A response is required [Information Requirement];

Due to the natural talus slope at this site, there is no topsoil within the proposed mining area. As a result, there will be no topsoil or overburden stockpiles required. As a precaution, seeding (with a local native grass and plant species mix) will be applied to the freshly excavated slope within 30 days of reclamation to control erosion and noxious weeds.

2. On page 4 of 9 of the NoW application you have not provided a description for "**Proposed End Land Use**". A response is required [Information Requirement] which will establish the standards for reclamation of the proposed mine development;

Natural talus slope; potential grazing site for local wild mountain goat herd.

3. On page 4 of 9 of the NoW application you have not provided a description for "**Estimated Annual Extraction from Site**". A response is required [Information Requirement].

Estimated annual extraction from site = 1,670 m<sup>3</sup>/year over 3 years (for a total of approx. 5,000 m<sup>3</sup>)

4. On page 4 of 9 of the NoW application under the heading "**Activity**" a "**Total Disturbed Area (ha) of 0.80 ha**" was indicated. On the same page of the application under "**Maximum unreclaimed disturbance at any given time**" a total of **4.00 ha** was provided. Clarification of the Total Disturbed Area for the proposed project is required [Information Requirement].

Total Disturbed Area = 0.8 ha (refer to Figure 5, Site Plan)

Maximum unreclaimed disturbance at any given time = 0.8 ha

5. On page 4 of 9 of the NoW application under the heading "**Brief description of operation, including proposed work schedule**" the following statement was provided "*Work schedule 7:30 am to 6pm, load and haul material, as required*". Provide additional detail as to the days of the week that the operation will be active [Information Requirement].

Hours of operation will be based on supply & demand only (i.e. not always on a weekly basis) from 7:30 am to 6 pm as needed on Mondays to Fridays, and Saturdays only under special circumstances. Time. Not on statutory holidays.

## Applicant's Submission

## Attachment to Notice of Work application for Rico's Gravel Pit

6. On page 4 of 9 of the NoW application under the heading "**Describe the proposed reclamation and timing for this specific activity**" the following statement was provided *"Will be scaling any loose rock, and putting in **containment benches** to mitigate and rocks or rock slides. It will be done as the project moves on."* The mapping products provided with the Notice of Work application display a mining configuration which is not consistent with the description of proposed reclamation and timing for this specific activity. Consistent information is required in both the Notice of Work application and accompany mapping products prior to advancing the application to the next stage of the permitting process [Information Requirement].

The excavation and reclamation program should be amended as follows (consistent with text on cross-sections, Figures 6A & 6B):

The plan is to mine from the upper mine limit (west boundary) down to the pit floor (east boundary). Due to the talus slope, aggregate will be mined in one phase at a slope angle of 1.5H:1V or less, scaling the surface from the top down at a stable continuous slope to achieve a reclaimed slope similar to the natural angle of repose of the native material on adjacent slopes. The plan is to extract the available volume over a 3 year period.

7. On page 5 of 9 of the NoW application you have not provided a description for the following items under the heading "Impact Minimization":
- Shortest distance between proposed excavation to nearest residential water source.**  
A response is required [Information Requirement];

Well tag #69455 is situated on my property (Sub-Lot 5) approx. 20 m northeast of the lower mining limit. It is my own private domestic water source and will not be disturbed or encroached upon by the proposed mining as the excavation will not occur below the well surface elevation.

- Measures proposed to minimize noise impacts of the operation.** A response is required [Information Requirement];

The following **noise control plan** will be followed:

- Well maintained access roads;
- 30 km/hr speed limit within the pit area;
- Hours of operations will be between 7:30 am and 6 pm, typically five days a week, throughout the year only as needed based on supply and demand (the nearest neighbors have never taken issue with operation noise which is very minimal based on the small scale of the operation and limited trucks in use);
- A maximum drop height of 2 meters for loading trucks, to decrease the noise generated by material impacting truck beds;
- Limited equipment will be required for this operation due to its small scale;
- All equipment used on the site will have functional mufflers that are in good working order and muffle noise to their full capacity.
- Operation will abide by any applicable additional guidelines outlined in the BC Aggregate Operators Best Management Practices Handbook.

All crew will be trained on procedures to reduce noise within this operation.

## Applicant's Submission

## Attachment to Notice of Work application for Rico's Gravel Pit

- c. **Measures proposed to minimize dust impacts of the operation.** A response is required [Information Requirement];

The following **dust control plan** will be followed:

- Well maintained access roads;
- 30 km/hr speed limit within pit area;
- A water source (2,000 gallon water truck) is available if necessary for spraying road surface or pit floor area to minimize dust during the dry season;
- A maximum drop height of 2 meters when filling trucks with loads of gravel, to minimize and control the amount of dust released into the air;
- All trucks leaving the site will be covered with a tarp;
- There are no topsoil / overburden stockpiles as this is a natural talus slope;
- No crusher will be brought on site;
- In cases of an extreme wind event or extreme heat and the above mentioned measures are not adequate, operations will stop until conditions improve, or until the Mine Manager has managed the dust effectively.

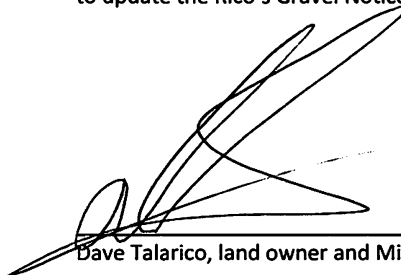
All crew will be trained on procedures to reduce dust within this operation.

- d. **Measures proposed to minimize visual impacts of the operation.** A response is required [Information Requirement].

Due to steepness of the slope and the minimum volume of material to be extracted, the talus slope will not be significantly altered from its original appearance and is visible only from the adjacent roadway (Brown Creek Road) with a large piece of farm land to the east (with adjacent neighbours to the south and north). There is existing tree cover on the adjacent slopes to the mining area which will remain intact. There has been an MoT pit directly south of my land for years, and the locals are used to this small scale operation.

Please find the attached updated cross-sections (Figures 6A and 6B) to replace the first set.

To satisfy Energy, Mines and Low Carbon Innovation (EMLI), please find my written authorization below to update the Rico's Gravel Notice of Work application with the requested information.




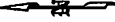
Dave Talarico, land owner and Mine Manager

Date:

*JAN 28 / 2021*



Applicant's Submission

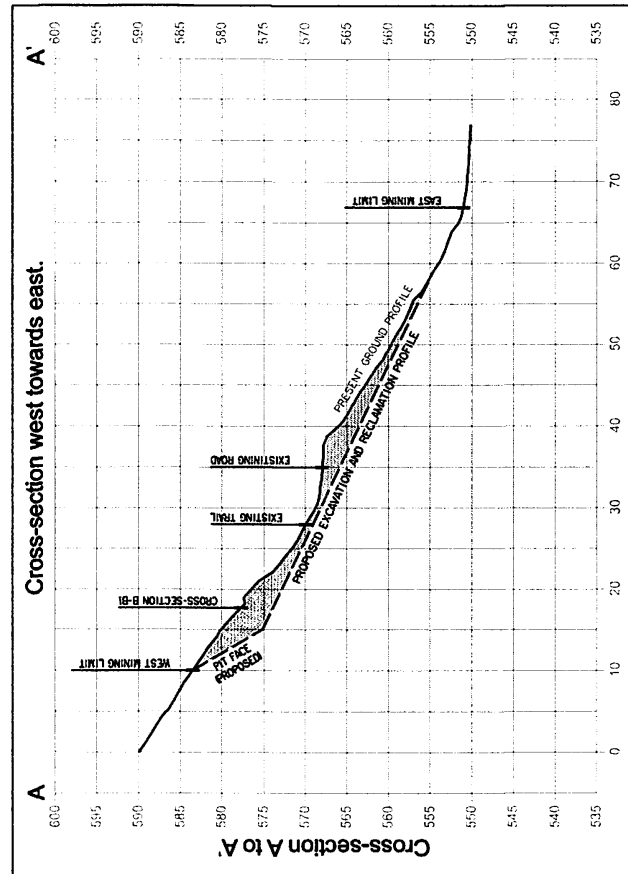
<b>RICO'S GRAVEL PIT</b> <b>CROSS-SECTION A to A</b>		LOCATION: Grand Forks, B.C. MAPSHEET / OPENING NO.: 0826018 UTM ZONE: 11 38349E 5448088 N NAD: 83		PAGE SIZE: Aes B 11"x17" PROJECT: 20-1664 FILENAME: Rco-Pit-Cross-Section.dwg		DATE: January 27, 2021 DRAWN: KA CHECKED: JS		MAP DATA SOURCE(S): RDXB - LIDAR (Ground elevations, internal access roads, trails) FCI - TRM (Roads) DataBC (lot boundaries)	
		PRODUCED FOR: Dave Talarico		PRODUCED BY: 					
<b>MINE PLAN</b>		<b>FIGURE: 6A</b>							

## MINING NOTES:

RICO'S GRAVEL PIT HAS AN EXISTING ACCESS ROAD AND TRAIL TO THE UPPER PORTION OF THE MINE AREA. THE PLAN IS TO MINE FROM THE UPPER MINE LIMIT (WEST BOUNDARY) DOWN TO THE PIT FLOOR.

DUE TO THE TALUS SLOPE, AGGREGATE WILL BE MINED IN ONE PHASE AT A SLOPE ANGLE OF 1.5H:1V OR LESS, SCALING THE SURFACE FROM THE TOP DOWN AT A STABLE CONTINUOUS SLOPE TO ACHIEVE A RECLAIMED SLOPE SIMILAR TO THE NATURAL ANGLE OF REPOSE OF THE NATIVE MATERIAL ON ADJACENT SLOPES.

THE HEIGHT OF THE BACK PIT FACE WILL NOT EXCEED 2m BEYOND THE REACH OF THE EQUIPMENT, AS PER THE CODE.



Applicant's Submission

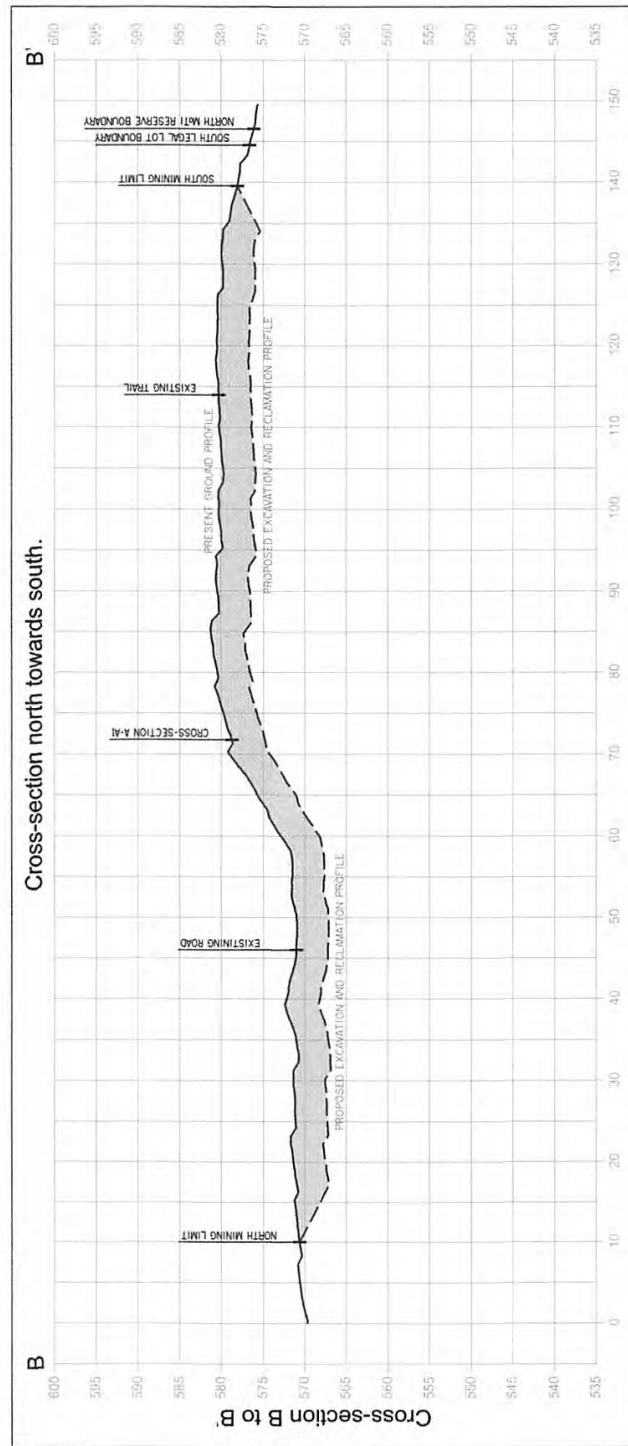
<b>RICO'S GRAVEL PIT</b> <b>CROSS-SECTION B to B'</b>		LOCATION: Grand Forks, B.C. MAPSHEET / OPENING NO: 082E018 UTM ZONE: 11 39343E 5448098 N NAD: 83 PRODUCED FOR:		PAGE SIZE: A4 B 11"x17" PROJECT: ZO-1664 FILENAME: Rco-Pa-Cross-Section.dgn	DATE: January 27, 2021 DRAWN: KA CHECKED: JS	MAP DATA SOURCES: RDKB - LIDAR (Ground elevations, internal access roads, trails) FCI - TRIM (Roads) DataBC (lot boundaries)
		PRODUCED BY:		PRODUCED BY:		
<b>MINE PLAN</b>		Dave Talarico				
<b>FIGURE: 6B</b>						

## MINING NOTES:

RICO'S GRAVEL PIT HAS AN EXISTING ACCESS ROAD AND TRAIL TO THE UPPER PORTION OF THE MINE AREA. THE PLAN IS TO MINE FROM THE UPPER MINE LIMIT (WEST BOUNDARY) DOWN TO THE PIT FLOOR.

DUE TO THE TALUS SLOPE, AGGREGATE WILL BE MINED IN ONE PHASE AT A SLOPE ANGLE OF 1.5H:1V OR LESS. SCALING THE SURFACE FROM THE TOP DOWN AT A STABLE CONTINUOUS SLOPE TO ACHIEVE A RECLAIMED SLOPE SIMILAR TO THE NATURAL ANGLE OF REPOSE OF THE NATIVE MATERIAL ON ADJACENT SLOPES.

THE HEIGHT OF THE BACK PIT FACE WILL NOT EXCEED 2m BEYOND THE REACH OF THE EQUIPMENT, AS PER THE CODE.





## STAFF REPORT

**Date:** 24 Mar 2021 **File**  
**To:** Chair Langman and Board of Directors  
**From:** Brian Champlin, Manager of Building Inspection Services  
**Re:** 2020 Year End Building Statistics

### Issue Introduction

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding the 2020 building statistics.

### History/Background Factors

The Building Department is submitting the 2020 statistics for total construction values, number of building permits and total permit fees collected for Electoral Areas A, B, C, D, E, Big White and Fruitvale, Greenwood, Midway, Montrose, Trail and Warfield.

### Implications

The volume of building permits processed by the RDKB Building Inspection Department decreased from 481 in 2019 to 432 in 2020. The total value of construction decreased from \$51,495,481 in 2019 to \$38,156,221 in 2020.

### Advancement of Strategic Planning Goals

Not applicable.

### Background Information Provided

- Report reflecting the municipalities' value breakdown for 2020;
- Report reflecting the electoral areas' value breakdown for 2020;
- Comparison report indicating the number of permits and total construction values for the years 2019 and 2020.

### Alternatives

1. Receipt.

**Recommendation(s)**

That the staff report from Brian Champlin, Manager of Building Inspection Services, regarding the 2020 building statistics be received.

BUILDING REPORT - MUNICIPALITIES - YEAR ENDING DECEMBER, 2020				
MUNICIPALITY	PERMIT FEE	# PERMITS	# UNITS	TOTAL VALUE
FRUITVALE				
SFD	\$6,827	3	3	\$1,025,000
MANUFACTURED HOME	\$155	2	2	\$161,000
ADD / ALTER / REPAIR	\$2,121	19	0	\$268,515
ACCESSORY BUILDING	\$748	3	0	\$109,000
ACCESSORY ADD / ALT	\$0	0	0	\$0
COMMERCIAL	\$0	0	0	\$0
COMMERCIAL ADD / ALT	\$51	1	0	\$5,000
INDUSTRIAL	\$0	0	0	\$0
INDUSTRIAL ADD / ALT	\$0	0	0	\$0
INSTITUTIONAL	\$0	0	0	\$0
INSTITUTIONAL ADD / ALT	\$40	1	0	\$3,000
TOTAL	\$9,942	29	5	\$1,571,515
GREENWOOD				
SFD	\$0	0	0	\$0
MANUFACTURED HOME	\$195	1	1	\$120,000
ADD / ALTER / REPAIR	\$98	2	0	\$7,000
ACCESSORY BUILDING	\$0	0	0	\$0
ACCESSORY ADD / ALT	\$0	0	0	\$0
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	\$67	1	0	\$7,000
DEMOLITION	\$61	1	0	\$35,000
TOTAL	\$421	5	1	\$169,000
MIDWAY				
SFD	\$0	0	0	\$0
MANUFACTURED HOME	\$240	1	1	\$240,000
ADD / ALTER / REPAIR	\$324	3	0	\$165,500
ACCESSORY BUILDING	\$1,588	4	0	\$199,000
ACCESSORY ADD / ALT	\$0	0	0	\$0
COMMERCIAL	\$0	0	0	\$0
COMMERCIAL ADD / ALT	\$131	1	0	\$15,000
INDUSTRIAL	\$0	0	0	\$0
INDUSTRIAL ADD / ALT	\$0	0	0	\$0
INSTITUTIONAL	\$0	0	0	\$0
INSTITUTIONAL ADD / ALT	\$902	2	0	\$102,000
TOTAL	\$3,185	11	1	\$721,500
MONTROSE				
SFD	\$0	0	0	\$0
MANUFACTURED HOME	\$0	0	0	\$0
ADD / ALTER / REPAIR	\$1,450	8	0	\$164,180
ACCESSORY BUILDING	\$423	3	0	\$48,000
ACCESSORY ADD / ALT	\$0	0	0	\$0
COMMERCIAL	\$0	0	0	\$0
COMMERCIAL ADD / ALT	\$149	1	0	\$17,300
INDUSTRIAL	\$0	0	0	\$0
INDUSTRIAL ADD / ALT	\$0	0	0	\$0
INSTITUTIONAL	\$0	0	0	\$0
INSTITUTIONAL ADD / ALT	\$0	1	0	\$200,000
RENEWAL	\$50	1	0	\$2,500
TOTAL	\$2,072	14	0	\$431,980
TRAIL				
SFD	\$7,612	4	4	\$950,000
MFD	\$22,770	1	9	\$2,915,000
MANUFACTURED HOME	\$0	0	0	\$0
ADD / ALTER / REPAIR	\$14,979	88	0	\$1,624,886
ACCESSORY BUILDING	\$1,161	5	0	\$140,500
ACCESSORY ADD / ALT	\$644	6	0	\$62,000
COMMERCIAL	\$0	0	0	\$0
COMMERCIAL ADD / ALT	\$12,210	25	0	\$1,502,185
INDUSTRIAL	\$0	0	0	\$0
INDUSTRIAL ADD / ALT	\$1,792	1	0	\$224,000
INSTITUTIONAL	\$0	0	0	\$0
INSTITUTIONAL ADD / ALT	\$49,838	5	0	\$6,255,000
DEMOLITION	\$233	4	0	\$29,000
RENEWAL	\$100	2	0	\$17,000
REFUND	-\$2,015	0	0	\$0
TOTAL	\$109,324	141	13	\$13,719,571
WARFIELD				
SFD	\$7,052	2	2	\$850,000
MANUFACTURED HOME	\$0	0	0	\$0
ADD / ALTER / REPAIR	\$2,387	11	0	\$279,000
ACCESSORY BUILDING	\$886	3	0	\$95,000
ACCESSORY ADD / ALT	\$120	1	0	\$15,000
COMMERCIAL	\$0	0	0	\$0
COMMERCIAL ADD / ALT	\$970	1	0	\$120,000
INDUSTRIAL	\$0	0	0	\$0
INDUSTRIAL ADD / ALT	\$0	0	0	\$0
INSTITUTIONAL	\$0	0	0	\$0
INSTITUTIONAL ADD / ALT	\$5,699	2	0	\$712,450
TOTAL	\$17,114	20	2	\$2,071,450

BUILDING REPORT - ELECTORAL AREAS - YEAR ENDING DECEMBER, 2020				
ELECTORAL AREA	PERMIT FEE	# PERMITS	# UNITS	TOTAL VALUE
AREA 'A'				
SFD	\$4,341	2	2	\$450,000
MANUFACTURED HOME	\$86	1	1	\$65,000
ADD / ALTER / REPAIR	\$10,092	11	0	\$977,385
ACCESSORY BUILDING	\$4,670	11	0	\$471,500
ACCESSORY ADD / ALT	\$1,344	6	0	\$133,360
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	\$150	3	0	\$11,500
REFUND	-\$380	0	0	-\$38,000
TOTAL	\$20,303	34	3	\$2,070,745
AREA 'B'				
SFD	\$6,296	3	3	\$623,440
MANUFACTURED HOME	\$86	1	1	\$55,000
ADD / ALTER / REPAIR	\$1,973	10	0	\$167,150
ACCESSORY BUILDING	\$1,402	4	0	\$120,500
ACCESSORY ADD / ALT	\$0	0	0	\$0
COMMERCIAL	\$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	\$11,391	20	4	\$1,126,090
AREA 'C'				
SFD	\$21,849	6	6	\$2,233,000
MANUFACTURED HOME	\$531	3	2	\$355,000
ADD / ALTER / REPAIR	\$10,348	18	0	\$1,043,200
ACCESSORY BUILDING	\$5,952	9	1	\$613,140
ACCESSORY ADD / ALT	\$125	1	0	\$12,500
COMMERCIAL	\$0	0	0	\$0
COMMERCIAL ADD / ALT	\$45	1	0	\$4,000
INDUSTRIAL	\$0	0	0	\$0
INDUSTRIAL ADD / ALT	\$0	0	0	\$0
INSTITUTIONAL	\$0	0	0	\$0
INSTITUTIONAL ADD / ALT	\$0	0	0	\$0
DEMOLITION	\$322	5	0	\$194,000
TOTAL	\$39,172	43	9	\$4,454,840
AREA 'D'				
SFD	\$14,455	5	5	\$1,435,000
MANUFACTURED HOME	\$888	4	3	\$140,500
ADD / ALTER / REPAIR	\$4,521	16	0	\$404,900
ACCESSORY BUILDING	\$5,412	14	0	\$542,880
ACCESSORY ADD / ALT	\$672	2	0	\$60,000
COMMERCIAL	\$0	0	0	\$0
COMMERCIAL ADD / ALT	\$935	1	0	\$85,000
INDUSTRIAL	\$0	0	0	\$0
INDUSTRIAL ADD / ALT	\$0	0	0	\$0
INSTITUTIONAL	\$0	0	0	\$0
INSTITUTIONAL ADD / ALT	\$5,080	1	0	\$560,000
DEMOLITION	\$111	2	0	\$40,000
RENEWAL	\$50	1	0	\$5,000
REFUND	-\$61	-1	0	-\$36,000
TOTAL	\$32,063	45	8	\$3,237,280
AREA 'E'				
SFD	\$17,981	7	7	\$1,777,000
MANUFACTURED HOME	\$3,225	3	3	\$465,000
ADD / ALTER / REPAIR	\$3,688	3	0	\$390,000
ACCESSORY BUILDING	\$7,498	19	0	\$733,500
ACCESSORY ADD / ALT	\$2,071	3	0	\$203,000
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	\$200	1	0	\$20,000
INSTITUTIONAL ADD / ALT	\$0	0	0	\$0
DEMOLITION	\$61	1	0	\$124,000
RENEWAL	\$183	3	0	\$60,000
TOTAL	\$34,907	40	10	\$3,772,500
AREA 'BIG WHITE'				
SFD	\$14,186	3	3	\$1,525,000
MFD	\$17,160	1	8	\$1,800,000
MANUFACTURED HOME	\$0	0	0	\$0
ADD / ALTER / REPAIR	\$8,814	23	0	\$944,750
ACCESSORY BUILDING	\$0	0	0	\$0
ACCESSORY ADD / ALT	\$0	0	0	\$0
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	\$1,800	1	0	\$200,000
DEMOLITION	\$111	2	0	\$340,000
TOTAL	\$42,071	30	11	\$4,809,750

COMPARISON BUILDING REPORT FOR 2019 AND 2020 (TO THE END OF DECEMBER, 2020)

AREA	# PERMITS	# UNITS	TOTAL VALUE
FRUITVALE			
Year Ending 2020	29	5	\$1,571,515
Year Ending 2019	40	3	\$2,518,076
GREENWOOD			
Year Ending 2020	5	1	\$169,000
Year Ending 2019	12	0	\$2,149,800
MIDWAY			
Year Ending 2020	11	1	\$721,500
Year Ending 2019	12	3	\$564,234
MONTROSE			
Year Ending 2020	14	0	\$431,980
Year Ending 2019	9	0	\$121,800
TRAIL			
Year Ending 2020	141	13	\$13,719,571
Year Ending 2019	163	6	\$7,636,581
WARFIELD			
Year Ending 2020	20	2	\$2,071,450
Year Ending 2019	16	1	\$424,800
AREA 'A'			
Year Ending 2020	34	3	\$2,070,745
Year Ending 2019	24	4	\$1,706,747
AREA 'B'			
Year Ending 2020	20	4	\$1,126,090
Year Ending 2019	35	10	\$3,046,426
AREA 'C'			
Year Ending 2020	43	9	\$4,454,840
Year Ending 2019	55	20	\$7,688,700
AREA 'D'			
Year Ending 2020	45	8	\$3,237,280
Year Ending 2019	46	11	\$3,428,317
AREA 'E'			
Year Ending 2020	40	10	\$3,772,500
Year Ending 2019	40	14	\$7,658,800
AREA 'BIG WHITE'			
Year Ending 2020	30	11	\$4,809,750
Year Ending 2019	29	13	\$14,551,200
TOTAL YEAR ENDING 2020	432	67	\$38,156,221
TOTAL YEAR ENDING 2019	481	85	\$51,495,481



## STAFF REPORT

**Date:** 31 Mar 2021 **File**  
**To:** Chair Langman, Director  
 McGregor, Finance Liaison and  
 Board of Directors  
**From:** Maureen Forster, Executive  
 Assistant  
**Re:** Statutory Requirements for  
 Adoption of the RDKB 2021-  
 2025 Five Year Financial Plan

### Issue Introduction

A staff report from Maureen Forster, Executive Assistant presenting the resolutions for the 2021 Budget and the 2021-2025 Five Year Financial Plan as adopted by the individual RKDB Committees for the specific RDKB services / functions.

### History/Background Factors

The RDKB prepares, consults, presents and adopts the Annual Budgets and Five Year Financial Plans pursuant to Section 374 of the *Local Government Act*. The following resolutions and statements of consensus in support of the 2021 Budget and the 2021-2025 Five Year Financial Plan were adopted by the various Regional District of Kootenay Boundary Committees at meetings held throughout January, February and March 2021.

### Boundary Services Committee (formally Boundary Community Development Committee) - January 08, 2021

That the following 2021 Budget / 2021-2025 Five Year Financial Plan be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that it be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *Mosquito Control Service - Christina Lake (081)*

### Board - Finance - January 13, 2021

That the following 2021 Budget / 2021-2025 Five Year Financial Plan be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that it be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:



- *Municipal Finance Authority (MFA) Debt Service (001)*

#### **Electoral Area Services Committee -January 14, 2021**

That the following 2021 Budget / 2021-2025 Five Year Financial Plan be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that it be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *House Numbering Service - Area A and Area C/Christina Lake (120)*

#### **East End Services Committee - January 19, 2021**

That the following 2021 Budget / 2021-2025 Five Year Financial Plan be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that it be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *House Numbering - Area B/Lower Columbia-Old Glory (122)*

#### **Boundary Services Committee - January 27, 2021**

That the following 2021 Budgets / 2021-2025 Five Year Financial Plans be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that they be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *House Numbering Service - Area D/Rural Grand Forks (121)*
- *House Numbering Service - Area E/West Boundary (123)*
- *Heritage Conservation Service - Area D (047)*
- *Boundary Museum Service (026)*
- *Beaverdell Recreation Services - Specified Area E (028)*
- *Big White Noise Control Service (075)*
- *Library Service - Specified Area E/West Boundary (141)*

#### **Board - Protective Services - January 28, 2021**

That the following 2021 Budget / 2021-2025 Five Year Financial Plan be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that it be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *Emergency Preparedness Service (012)*

#### **Boundary Services Committee - February 9, 2021**

That the following 2021 Budgets / 2021-2025 Five Year Financial Plans be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that they be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *Regional Library Services - Grand Forks, Area C/Christina Lake, Area D/Rural Grand Forks (140)*
- *Regional Parks and Trails Service - Area D/Rural Grand Forks (045)*
- *Fire Protection Service - Area C/Christina Lake (051)*

- *Fire Protection Service - Area E/West Boundary-Big White (054)*
- *Fire Protection Service - Rural Grand Forks (057)*
- *Fire Protection Service - Beaverdell, Area E/West Boundary (053)*
- *Big White Security Service (074)*
- *Economic Development Service - Area E/West Boundary (079)*
- *Regional Parks and Trails Service - Area E/West Boundary (065)*
- *Mosquito Control Service - Grand Forks, Area D/Rural Grand Forks*
- *Noxious Weed Control Service - Christina Lake Milfoil (091)*
- *Noxious Weed Control Service - Area D/Rural Grand Forks, Area E/West Boundary (092)*
- *Recreation Program Services - Grand Forks, Area D/Rural Grand Forks (021)*
- *Recreation Commission Service - Christina Lake (023)*
- *Recreation Facilities Service - Christina Lake (024)*
- *Regional Parks and Trails Service - Area C/Christina Lake (027)*
- *Grand Forks Arena Service (030)*
- *Grand Forks Curling Rink Service (031)*
- *Grand Forks Aquatic Centre Service (040)*
- *Heritage Conservation Service - Area E/West Boundary (048)*
- *Boundary Integrated Watershed Service (170)*
- *Boundary Economic Development Service (008)*
- *Economic Development Service - Area C/Christina Lake (077)*
- *Economic Development Service - Grand Forks, Area D/Rural Grand Forks (078)*
- *Animal Control Service - Grand Forks, Greenwood, Area C/Christina Lake, Area D/Rural Grand Forks (071)*
- *Regional Transit Service - Grand Forks, Greenwood, Area D/Rural Grand Forks, Area E/Specified Area (950)*

#### **Utilities Committee - February 10, 2021**

That the following 2021 Budgets / 2021-2025 Five Year Financial Plans be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that they be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *East End Regionalized Sewer Utility Service (700)*
- *Oasis-Rivervale Sewer Service (800)*
- *Regionalized East End Sewer Utility (Trail Sole Benefiting) (700-101)*
- *Regionalized East End Sewer Utility (Rossland Sole Benefiting) (700-102)*
- *Regionalized East End Sewer Utility (Warfield and Rossland Dual Benefiting) (700-103)*
- *Big White Street Lights Service (101)*
- *Beaverdell Street Lights Service (103)*

- *Beaver Valley Water Service (500)*
- *Christina Lake Water Utility Service (550)*
- *Columbia Gardens Water Utility Service (600)*
- *Rivervale Water Utility Service (650)*

#### **Board - Finance - February 10, 2021**

That the following 2021 Budgets / 2021-2025 Five Year Financial Plans be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that they be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *Reserve for Feasibility Studies Service (006)*
- *Building Inspection Service (004)*

#### **Board - Environmental Services - February 10, 2021**

That the following 2021 Budget / 2021-2025 Five Year Financial Plans be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that they be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *Regional Solid Waste Management Service (010)*
- *Big White Solid Waste Management Service (064)*

#### **Board - Protective Services - February 10, 2021**

That the following 2021 Budget / 2021-2025 Five Year Financial Plan be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that it be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *Emergency Communications 9-1-1 Service (015)*

#### **Electoral Area Services Committee - February 11, 2021**

That the following 2021 Budgets / 2021-2025 Five Year Financial Plans be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that they be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *Electoral Area Administration Service (002)*
- *Electoral Area Grants in Aid Service (003)*
- *Planning & Development Service (005)*

#### **East End Services Committee - February 16, 2021**

That the following 2021 Budgets / 2021-2025 Five Year Financial Plans be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that they be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *Police Based Victims' Services Program (009)*
- *East End Economic Development Service (017)*

- *Noxious Weed Control Specified Area A - Columbia Gardens Service (090)*
- *Regional Parks & Trails Services - Area B/Lower Columbia-Old Glory (014)*
- *Culture, Arts and Recreation for the Lower Columbia (018)*
- *East End Cemeteries Services (150)*
- *East End Transit Service (900)*
- *Kootenay Boundary Regional Fire Rescue Service (050)*
- *East End Animal Control Services (070)*

**Beaver Valley Regional Parks and Regional Trails Committee - February 16, 2021**

That the following 2021 Budgets / 2021-2025 Five Year Financial Plans be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that they be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *Beaver Valley Regional Parks & Trails Service (019)*
- *Beaver Valley Arena Service (020-011)*
- *Beaver Valley Recreation Service (020-013)*

**Board - Boundary Services Committee Budgets - February 25, 2021**

That the following 2021 Budgets / 2021-2025 Five Year Financial Plans be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that they be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *Cemetery Service - Greenwood, Area E/West Boundary (145)*
- *Recreation Commission - Greenwood, Midway, Area E/West Boundary (022)*
- *Kettle Valley Fire Protection Service (058)*

**Board - Beaver Valley Regional Parks and Regional Trails Committee Budget - March 10, 2021**

That the following 2021 Budget / 2021-2025 Five Year Financial Plan be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that it be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *Beaver Valley Parks and Trails (019)*

**Board - East End Services Committee Budget - March 10, 2021**

That the following 2021 Budget / 2021-2025 Five Year Financial Plan be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that it be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *East End Transit Service (900)*

**Board - Boundary Services Committee Budgets - March 10, 2021**

That the following 2021 Budgets / 2021-2025 Five Year Financial Plans be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that they be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *Regional Parks and Trails Service - Area E/West Boundary (065)*
- *Rural Fire Protection Service - Greenwood (056)*

**Board - Finance - March 10, 2021**

That the following 2021 Budget / 2021-2025 Five Year Financial Plan be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that it be included in the overall Regional District of Kootenay Boundary 2021-2025 Financial Plan:

- *General Government/Legislative & Administrative Service (001)*

**Implications**

n/a

**Advancement of Strategic Planning Goals**

Overall, the RDKB's 2021-2025 Financial Plan has been developed in recognition of, and as much as possible in keeping with, the strategic priorities identified by the Board's Strategic Plan and especially in keeping with the objectives of:

- Exceptional Cost Effective and Efficient Services
- Continuing to Focus on Organizational Excellence and
- Improve and Enhance Communication.

**Background Information Provided**

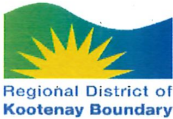
n/a

**Alternatives**

1. Receipt

**Recommendation(s)**

That the staff report from Maureen Forster, Executive Assistant presenting the resolutions for the 2021 Budget / 2021-2025 Five Year Financial Plan as adopted by the individual Regional District of Kootenay Boundary Committees for the specific RDKB services / functions be received.

**STAFF REPORT ATTACHMENT**

<b>Date:</b>	<b>March 8, 2021</b>	<b>File:</b>	
<b>To:</b>	<b>Chair Langman and Board of Directors</b>		
<b>From:</b>	<b>Brian Champlin, Manager of Building Inspection Services</b>		
<b>RE:</b>	<b><u>BUILDING BYLAW CONTRAVENTION</u></b> <b>1515 COLUMBIA GARDENS ROAD, FRUITVALE, B.C.</b> <b>ELECTORAL AREA 'A'</b> <b>PARCEL IDENTIFIER: 015-000-311</b> <b>LOT B DISTRICT LOT 1236 KOOTENAY DISTRICT PLAN 3071</b> <b>OWNERS: JEREMY AND HEATHER WHALEY</b>		

**History/Background Factors**

The owners, Jeremy and Heather Whaley, have constructed an accessory building without a valid building permit.

Sept. 13, 2018	Stop Work Order posted;
Sept. 13, 2018	<b>First registered letter</b> mailed to owners, requesting a response by September 28, 2018;
Sept. 14, 2018	Canada Post confirmation that the letter was delivered;
Sept. 25, 2018	Application for an accessory building received;
Oct. 10, 2018	Telephone call from owner, Jeremy Whaley, to Kevin Santori, Building and Plumbing Official, regarding required documentation;
April 18, 2019	Email from Ken Gobeil, Senior Planner, to owner, Jeremy Whaley, regarding application requirements;
Sept. 29, 2020	<b>Second registered letter</b> mailed to owners, requesting a response by October 29, 2020;
Oct. 5, 2020	Canada Post confirmation that the letter was delivered;
Nov. 16, 2020	<b>Third registered letter</b> mailed to owners, requesting a response by December 16, 2020;
Nov. 23, 2020	Canada Post confirmation that the notice card was left for owner, new COVID-19 protocol;
Jan. 25, 2021	<b>Fourth registered letter</b> mailed to owners, requesting a response by February 25, 2021;
Feb. 3, 2021	Canada Post confirmation that the letter was delivered;
March 1, 2020	To date, we have received no further response from the owners.

January 25, 2021

Folio #: 05269.005  
**REGISTERED MAIL**  
 RN 435 270 344 CA

Jeremy and Heather Whaley  
 1515 Columbia Gardens Road  
 Fruitvale, B.C. V0G 1L1

**Re: STOP WORK ORDER**  
**1515 Columbia Gardens Road, Fruitvale, B.C. (Area 'A')**  
**Lot B District Lot 1236 Kootenay District Plan 3071**

Further to registered letters dated September 29, 2020 and November 16, 2020, we have not received requested documentation for construction of an accessory building at the above referenced property. No building permit has been issued, as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

**PROHIBITION**

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

**DUTIES OF THE OWNER**

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

If we do not complete a final inspection by **February 25, 2021**, we will recommend to the Regional District of Kootenay Boundary Board of Directors that a Notice be registered on the title pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

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

Regards,



Kevin Santori  
 Building and Plumbing Official

cc: Brian Champlin, Manager of Building Inspection Services  
 RDKB Planning Department

**Main**  
 202 – 843 Rossland Avenue  
 Trail, BC V1R 4S8  
 T: 250.368.9148  
 T/F: 1.800.355.7352  
 F: 250.368.3990

**Grand Forks**

2140 Central Avenue  
 Grand Forks, BC V0H 1H0  
 T: 250.442.2708  
 T/F: 1.877.520.7352  
 F: 250.442.2688

[rdkb.com](http://rdkb.com)





November 16, 2020

Folio #: 05269.005  
**REGISTERED MAIL**  
 RN 435 270 517 CA

Jeremy and Heather Whaley  
 1515 Columbia Gardens Road  
 Fruitvale, B.C. V0G 1L1

**Re: STOP WORK ORDER**  
**1515 Columbia Gardens Road, Fruitvale, B.C. (Area 'A')**  
**Lot B District Lot 1236 Kootenay District Plan 3071**

Further to registered letter dated September 29, 2020, we have not received requested documentation for construction of an accessory building at the above referenced property. No building permit has been issued, as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

**PROHIBITION**

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

**DUTIES OF THE OWNER**

12.1 Every owner shall:

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

Please submit requested documentation by **December 16, 2020**. Failure to comply may result in legal action.

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

Regards,



Kevin Santori  
 Building and Plumbing Official

cc: Brian Champlin, Manager of Building Inspection Services  
 RDKB Planning Department

KS/sb

**Main**  
 202 – 843 Rossland Avenue  
 Trail, BC V1R 4S8  
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 F: 250.442.2688

[rdkb.com](http://rdkb.com)





September 29, 2020

Folio #: 05269.005  
**REGISTERED MAIL**  
RN 435 270 993 CA

Jeremy and Heather Whaley  
1515 Columbia Gardens Road  
Fruitvale, B.C. V0G 1L1

**Re: STOP WORK ORDER  
1515 Columbia Gardens Road, Fruitvale, B.C. (Area 'A')  
Lot B District Lot 1236 Kootenay District Plan 3071**

Further to our emails, we have not received requested documentation for processing submitted application. This letter confirms the Stop Work Order for construction of an accessory structure at the above referenced property without a valid building permit as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

**PROHIBITION**

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

**DUTIES OF THE OWNER**

12.1 Every owner shall:

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

Please submit requested documentation by **October 29, 2020**. Failure to comply may result in legal action.

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

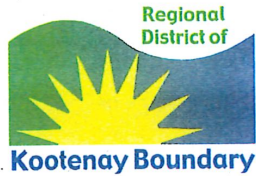
Regards,



Kevin Santori  
Building and Plumbing Official

cc: Brian Champlin, Manager of Building Inspection Services  
RDKB Planning Department

KS/sb



September 13, 2018

REGISTERED MAIL

Jeremy and Heather Whaley  
88 Campbell Road  
Fruitvale, B.C. V0G 1L1

**Re: STOP WORK ORDER**  
**1515 Columbia Gardens Road, Fruitvale, B.C. (Area 'A')**  
**Lot B District Lot 1236 Kootenay District Plan 3071**

This letter confirms a Stop Work Order September 13, 2018 for construction of an accessory structure at the above referenced property without a valid building permit as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

**PROHIBITION**

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

**DUTIES OF THE OWNER**

12.1 Every owner shall:

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

Please complete enclosed application with construction details by **September 28, 2018**. Failure to comply may result in legal action.

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

Yours truly,

Don Lepitre  
Building and Plumbing Official

cc: Brian Champlin, Manager of Building Inspection Services

Attachment

DL/sb













## STAFF REPORT

**Date:** 24 Mar 2021 **File**  
**To:** Chair Langman and Board of Directors  
**From:** Brian Champlin, Manager of Building Inspection Services  
**Re:** Building Bylaw Contravention

### Issue Introduction

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding a Building Bylaw Contravention for the property described as:

**1201 2nd Street, Trail, B.C.**

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

**Parcel Identifier: 012-996-165**

**Lot 35 District Lot 2404 Kootenay District Plan 2231**

**Owners: Mark and Marie Krastel**

### History/Background Factors

The owners, Mark and Marie Krastel, have constructed an accessory building on the above referenced property without submission of required documentation to complete a final inspection.

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

#### Permits

10.2 Every permit is issued upon the condition that:

(b) the work is not to be discontinued or suspended for a period of more than one year;

#### Duties of the Owner

12.1 Every owner shall:

(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection on the work:

(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or a portion of the building.

**Implications**

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

**Advancement of Strategic Planning Goals**

Not applicable.

**Background Information Provided**

- History / Background Factors;
- Registered letter dated November 17, 2020;
- Registered letter dated September 29, 2020;
- Registered letter dated August 20, 2020;
- Building Permit 12-0455B.

**Alternatives**

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

**Recommendation(s)**

1. That the Regional District of Kootenay Boundary Board of Directors invite the owners, Mark and Marie Krastel, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 35, District Lot 2404, Kootenay District, Plan 2231.



November 17, 2020

Folio #: 06245.000  
**REGISTERED MAIL**  
RN 435 270 596 CAMark and Marie Krastel  
PO Box 177  
Genelle, B.C. V0G 1G0**Re: Accessory Building  
1201 2<sup>nd</sup> Street, Genelle, B.C. (Area 'B')  
Building Permit No.: 12-0455B**

Further to our registered letters dated August 20, 2020 and September 29, 2020, we have not received the requested documentation. The above building permit has expired without completion of a final inspection as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

**PERMITS**

10.2 Every permit is issued upon the condition that:

- (b) the work is not to be discontinued or suspended for a period of more than one year;

**DUTIES OF THE OWNER**

12.1 Every owner shall:

- (h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:
- 
- (v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or portion of the building.

Enclosed for reference is building permit 12-0455B, issued October 19, 2012 with last inspection report dated October 3, 2013. Prior to a final inspection, we require Brian O'Hara's 2006 Schedule C-B for structural and geotechnical. If you do not have the document, as Mr. O'Hara has passed away, we will require a new engineer to submit a 2006 Schedule B for field review (cross off design – initial) – add 'design changes during construction' if changes were made. The new engineer may supply new sealed drawings if completed structure differs from submitted sealed drawings. Once the new engineer (if necessary) has completed his or her obligations, they will submit a 2006 Schedule C-B. If we do not receive requested documentation by **December 17, 2020**, we will recommend to the Regional District of Kootenay Boundary Board of Directors that a Notice be registered on the title pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

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

Regards,

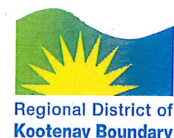
Brian Zanusst  
Building and Plumbing Official

Main 202 – 843 Rossland Avenue  
Trail, BC V1R 4S8  
T: 250.368.9148  
T/F: 1.800.355.7352  
F: 250.368.3990

Grand Forks

2140 Central Avenue  
Grand Forks, BC V0H 1H0  
T: 250.442.2708  
T/F: 1.877.520.7352  
F: 250.442.2688

rdkb.com



September 29, 2020

Folio #: 06245.000  
**REGISTERED MAIL**  
 RN 435 271 150 CA

Mark and Marie Krastel  
 PO Box 177  
 Genelle, B.C. V0G 1G0

**Re: Accessory Building  
 1201 2<sup>nd</sup> Street, Genelle, B.C. (Area 'B')  
 Building Permit No.: 12-0455B**

Further to our registered letter dated August 20, 2020, we have not received the requested documentation. The above building permit has expired without completion of a final inspection as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

**PERMITS**

- 10.2 Every permit is issued upon the condition that:
- (b) the work is not to be discontinued or suspended for a period of more than one year;

**DUTIES OF THE OWNER**

- 12.1 Every owner shall:
- (h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:
  - (v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole of portion of the building.

Enclosed for reference is building permit 12-0455B, issued October 19, 2012 with last inspection report dated October 3, 2013. Prior to a final inspection, we require Brian O'Hara's 2006 Schedule C-B for structural and geotechnical. If you do not have the document, as Mr. O'Hara has passed away, we will require a new engineer to submit a 2006 Schedule B for field review (cross off design – initial) – add 'design changes during construction' if changes were made. The new engineer may supply new sealed drawings if completed structure differs from submitted sealed drawings. Once the new engineer (if necessary) has completed his or her obligations, they will submit a 2006 Schedule C-B. Please submit requested documentation and call to book a final inspection by **October 29, 2020**. Failure to comply may result in legal action.

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

Regards,

  
 Brian Zanussi  
 Building and Plumbing Official

202 – 843 Rossland Avenue, Trail, BC V1R 4S8 | T: 250.368.9148 | T/F: 1.800.355.7352 | [rdkb.com](http://rdkb.com)





cc: Brian Champlin, Manager of Building Inspection Services

Attachment

BZ/sb

---

202 – 843 Rossland Avenue, Trail, BC V1R 4S8 | T: 250.368.9148 | T/F: 1.800.355.7352 | [rdkb.com](http://rdkb.com)



August 20, 2020

Folio #: 06245.000  
REGISTERED MAIL

Mark and Marie Krastel  
PO Box 177  
Genelle, B.C. V0G 1G0

**Re: Accessory Building  
1201 2<sup>nd</sup> Street, Genelle, B.C. (Area 'B')  
Building Permit No.: 12-0455B**

Further to our letter dated June 18, 2020, we have not received the requested documentation. The above building permit has expired without completion of a final inspection as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

**PERMITS**

10.2 Every permit is issued upon the condition that:

- (b) the work is not to be discontinued or suspended for a period of more than one year;

**DUTIES OF THE OWNER**

12.1 Every owner shall:

- (h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work;
- (v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole of portion of the building.

Enclosed for reference is building permit 12-0455B, issued October 19, 2012 with last inspection report dated October 3, 2013. Prior to a final inspection, we require Brian O'Hara's 2006 Schedule C-B for structural and geotechnical. If you do not have the document, as Mr. O'Hara has passed away, we will require a new engineer to submit a 2006 Schedule B for field review (cross off design – initial) – add 'design changes during construction' if changes were made. The new engineer may supply new sealed drawings if completed structure differs from submitted sealed drawings. Once the new engineer (if necessary) has completed his or her obligations, they will submit a 2006 Schedule C-B. Please submit requested documentation and call to book a final inspection by **September 21, 2020**. Failure to comply may result in legal action.

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

Regards,

  
Brian Zanussi  
Building and Plumbing Official

202 – 843 Rossland Avenue, Trail, BC V1R 4S8 | T: 250.368.9148 | T/F: 1.800.355.7352 | [rdkb.com](http://rdkb.com)



cc: Brian Champlin, Manager of Building Inspection Services

Attachment

BZ/sb

---

202 – 843 Rossland Avenue, Trail, BC V1R 4S8 | T: 250.368.9148 | T/F: 1.800.355.7352 | [rdkb.com](http://rdkb.com)





No. 12-0455B

INSPECTION CALLS: (250) 368-0222

## Regional District of Kootenay Boundary

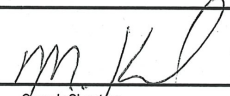
DATE PERMIT  
GRANTED: Oct 19, 12BUILDING INSPECTION DEPARTMENT  
202-843 Rossland Ave., Trail, B.C. V1R 4S8PERMIT TO CONSTRUCT, ERECT, INSTALL, ALTER, ADD TO, REPAIR, MOVE,  
OR DEMOLISH, A BUILDING, STRUCTURE, OR PLUMBING

PURSUANT TO THE APPLICABLE REGULATIONS		ADDRESS: 1201 2ND STREET GENELLE B		TELEPHONE:	
MARK KRASTEL					
BENEFIT THE OWNER OR OTHERS WITH CONSENT OF THE OWNER IS HEREBY GRANTED					
A PERMIT TO: CONSTRUCT ACCESSORY BUILDING					
AT: 1201 2ND ST		FOLIO: 711 06245.000			
LOT: 35	BLOCK:	RANGE:	D.L. 2404	PLAN: 2231	LD:
OWNER: MARK KRASTEL		ADDRESS: 1201 2ND STREET		TELEPHONE:	
CONTRACTOR:		ADDRESS:		TELEPHONE:	
<p>PARTICULARS - PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:</p> <p>ALL WORK TO CONFORM TO THE 2006 B.C. BUILDING CODE AND RELEVANT AREA 'B' BYLAWS;</p> <p>MINIMUM SETBACKS: FRONT 5M, INTERIOR SIDE 3M AND REAR 3M;</p> <p>PROPERTY PINS TO BE IDENTIFIABLE;</p> <p>MAXIMUM HEIGHT 4.5M FROM AVERAGE GRADE;</p> <p>SEE NOTES ON PLANS;</p> <p>CALL FOR AN INSPECTION ON FOOTING AND FINAL ONCE ALL WORK HAS BEEN COMPLETED;</p> <p>SECTION 290 LETTER (FROM THE LOCAL GOVERNMENT ACT) FORM PART OF THIS PERMIT;</p> <p>ALL FIELD REPORTS BY REGISTERED PROFESSIONALS MUST BE SUBMITTED TO BUILDING OFFICIAL ON DATE OF INSPECTION;</p> <p>SCHEDULE C-B TO BE SUBMITTED FROM ALL REGISTERED PROFESSIONALS ENGAGED IN CONSTRUCTION PRIOR TO OCCUPANCY.</p>					

FEES		
AREA OF LIVING SPACE		
CONSTRUCTION VALUE	\$ 15000	
BUILDING PERMIT FEE		\$ 120
PLUMBING FIXTURES		\$ 0
DEMOLITION		
OTHER	LESS 10%	-\$ 12
<b>SUB-TOTAL</b>		<b>\$ 108</b>
TITLE SEARCH		\$ 38
<b>TOTAL</b>		<b>\$ 146</b>
LESS DEPOSIT		
<b>BALANCE OWING</b>		<b>\$ 146</b>

## WAIVER OF INDEMNITY

In consideration of the granting of this permit, the undersigned: (a) releases the Regional District of Kootenay Boundary and those acting on behalf of the Regional District of Kootenay Boundary from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the Regional District of Kootenay Boundary Bylaws or of the British Columbia Building Code; (b) indemnifies the Regional District of Kootenay Boundary from all such claims and expenses which may be made by any other person; and (c) acknowledges that the Regional District of Kootenay Boundary owes no duty of care to the undersigned or any one else in respect of these matters.

  
Owner's Signature

  
**BRIAN ZANUSSI**  
Building/Plumbing Official

DATE PAID \_\_\_\_\_

1. Prior to placing concrete in the footings 2. After installation of drain tiles/dampproofing/before backfilling 3. When framing completed 4. Insulation and vapour barrier completed 5. Before any part of plumbing system covered 6. Final Inspection - An occupancy permit is required prior to occupancy of building.

**Constitution  
of Boundary Community Ventures Assn  
(the "Society")**

1. The name of the Society is Boundary Community Ventures Assn
  
2. The purposes of the Society are
  - a) To develop economic opportunities that benefit the entire Boundary.
  - b) To work with key community economic sectors (such as food systems, tourism, community health, arts and culture) to develop resources, projects, business capacity, infrastructure and investment
  - c) To mobilize investment to support community economic development initiatives
  - d) To develop leadership and enhance organizational capacity for community organizations in the Boundary area
  - e) To improve socio-economic conditions in the Boundary by incubating and/or operating social businesses
  - f) To promote the health of the residents of the Boundary through addressing issues related to the economic factors in the determinants of health
  - g) To advance the public's appreciation of the arts by coordinating arts related programs, projects and infrastructure development
  - h) To engage organizations and citizens in activities to advance sustainable development goals in the Boundary
  - i) To conduct research to establish the socio-economic profile of communities in the Boundary to assess socio-economic strengths and weaknesses, and identify potential economic opportunities

**Bylaws  
of Boundary Community Ventures Assn  
(the "Society")**

**PART 1 – DEFINITIONS AND INTERPRETATION**

**Definitions**

**1.1** In these Bylaws:

**"Act"** means the *Societies Act* of British Columbia as amended from time to time;

**"Board"** means the group of Directors of the Society;

**"Bylaws"** means these Bylaws as altered from time to time;

**"Directors"** means the Directors of the Board of the Society;

**"Individual Economic Development Services"** means Area C Economic Development Service, Area D/Grand Forks Economic Development Service, and Area E Economic Development Service of the Regional District of Kootenay Boundary;

**"RDKB"** means Regional District of Kootenay Boundary.

**Definitions in Act apply**

**1.2** The definitions in the Act apply to these Bylaws.

**Conflict with Act or regulations**

**1.3** If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail

**PART 2 – DIRECTORS**

**Directors**

**2.1** There are only Directors in the Society; there are no members;

**2.2** The Directors of the Society will consist of

a) up to 3 Directors who are elected officials of the RDKB representing each of the Individual Economic Development Services;

- b) up to 3 economic development practitioners, one representing each of the Individual Economic Development Services and appointed by those services;
- c) An RDKB staff liaison;
- d) At Large Directors as may be appointed by the Board of the Society;
- e) The Society must have no fewer than 3 and no more than 9 directors.

**2.3** A person becomes a Director of the Society when

- a) appointed by the RDKB;
- b) appointed by Individual Economic Development Services;
- c) At Large directors are nominated and elected by current Directors of the Society.

**2.4** Term of office for all directors is a one year term.

**2.5** At Large Directors

- a) should bring benefit to the Society through industry involvement or have expertise that would be beneficial to the Society;
- b) can be nominated by any current member of The Board other than themselves and can vote in the election for any person nominated other than themselves;
- c) are nominated and elected at the Society's AGM;
- d) are elected to a membership of the Society for a one year term;
- e) can be elected at any Board meeting to fill a vacancy in the Board.

**Duties of Directors**

**2.6** Every Director must uphold the constitution of the Society and must comply with these bylaws

**2.7** Every Director must follow Code of Conduct, Rules of Order, Terms of Reference for Executive positions, and any other Policies and Procedures that may be adopted from time to time by the Board.

**2.8** Every Director must make an effort to attend all meetings



- a) RDKB appointed Directors are encouraged to have their alternate appointee attend in the Directors absence;
- b) Directors may attend remotely with pre-approval of the Board Chair.

### **Termination of Directorship**

**2.9** A person ceases to be a Director of the Society upon

- a) the expiration of the term of the Director
- b) the death of the Director
- c) the Director delivering a letter of resignation in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society
- d) removal by Special Resolution of the Board
  - i) a Notice of Special Resolution for expulsion must be accompanied by a statement of the reasons for the proposed expulsion
  - ii) the Director who is the subject of the proposed expulsion will receive an opportunity to address the Board before the Special Resolution is put to a vote but shall not be entitled to vote on the Special Resolution
- e) the Director ceasing to hold elected or appointed office with the RDKB.

## **PART 3 – MEETINGS OF DIRECTORS**

### **Time and place of meetings**

**3.1** Meetings will be held at a time and place and in a format that the Board determines;

- a) the Secretary will notify all directors and inform them of the issue or agenda of the meeting;
- b) electronic meetings may be held when in-person meetings aren't feasible;
- c) Special Board Meetings may be called at the discretion of the Board Chair to address emergent issues;

d) a minimum of 2 days notice will be given for special meetings, such requirement for notice may be waived by the Board.

### **Order of business**

**3.2** The following is the order of business at meetings:

- a) elect a Director to chair the meeting, if necessary;
- b) determine that there is a quorum;
- c) approve agenda;
- d) approve previous meeting minutes;
- e) deal with unfinished business from the last meeting;
- f) consideration of the report from Board Chair;
- g) consideration of the report from Treasurer;
- h) consideration of reports on other business or Committees as determined;
- i) deal with new business;
- j) In Camera meeting;
- k) terminate the meeting.

### **Chair**

**3.3** The following individual is entitled to preside as the meeting chair

- a) the Director nominated and elected by the Board to preside as the Board Chair;
- b) if the Board Chair is unable to preside as the meeting chair then
  - i) the Vice-Chair would preside as meeting chair, or then
  - ii) one of the other Directors present at the meeting, if both the Chair and Vice-Chair are unable to preside as meeting chair.

### **Quorum required**

**3.4** Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a meeting unless a quorum of Directors is present.

**Quorum**

**3.5** A quorum is defined as fifty percent of Directors plus one.

**Lack of quorum at commencement of a meeting**

- 3.6** If, within 30 minutes from the time set for holding a meeting, a quorum of Directors is not present,
- a) the meeting is terminated, and
  - b) the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting Directors who are present constitute a quorum for that meeting.

**If quorum ceases to be present**

- 3.7** If, at any time during a meeting, there ceases to be a quorum of voting Directors present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

**Adjournments by Chair**

- 3.8** The Chair of a meeting may, or, if so directed by Directors at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

**Notice of continuation of adjourned meetings**

- 3.9** It is not necessary to give notice of a continuation of an adjourned meeting or of the business to be transacted at a continuation of an adjourned meeting except that, when a meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

**Methods of voting**

- 3.10** Voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting Directors, except that if before such a vote, 2 or more voting Directors request a secret ballot or a

secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

### **Announcement of voting result**

**3.11** The chair of a meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

### **Proxy voting**

**3.12** Voting by proxy is not permitted.

### **Matters decided by special resolution**

**3.13** A special resolution is required to alter the Constitution or Bylaws of the Society or to remove a Director and the voting threshold is a minimum of 2/3 of members.

### **Matters decided by ordinary resolution**

**3.14** A matter is decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by Special Resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

### **Notice of special business**

**3.15** A notice of a meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

### **Annual General meetings**

**3.16** Annual General Meetings are held once a year and these items will be dealt with in addition to ordinary business after consideration of reports:

- a) appointment of an auditor, if any;
- b) nomination and election of At Large Directors for the next term;
- c) nomination and election of executive positions for the next term.

## **PART 4 – EXECUTIVE POSITIONS**

### **Election of executive positions**

- 4.1** Members will be nominated and elected annually at the Society Annual General Meeting immediately after the At Large nomination and election.

### **Term**

- 4.2** The term of each position is for one year.

### **Positions**

- 4.3** The following are Executive positions held by Directors
- a) Chair;
  - b) Vice-Chair;
  - c) Secretary;
  - d) Treasurer;
  - e) the positions of Secretary and Treasurer may be combined.

### **Role of Board Chair**

- 4.4** The Board Chair is responsible for supervising the other Directors in the execution of their duties.

### **Role of Vice-Chair**

- 4.5** The Board Vice-Chair is responsible for carrying out the duties of the Board Chair if the Board Chair is unable to act.

### **Role of Secretary**

- 4.6** The Secretary is responsible for doing, or making the necessary arrangements for the following:
- (a) issuing notices of all meetings;
  - (b) taking minutes of all meetings;
  - (c) keeping the records of the Society in accordance with the Act;

- (d) conducting the correspondence of the Board;
- (e) ensuring filing of the annual report of the Society and any other filings with the registrar under the Act.

#### **Absence of secretary from meeting**

- 4.7** In the absence of the Secretary from a meeting, the Board must appoint another Director to act as Secretary at the meeting.

#### **Role of Treasurer**

- 4.8** The Treasurer is responsible for doing or making the necessary arrangements for the following:
- a) receiving and banking monies collected from all sources
  - b) keeping accounting records in respect of the Society's financial transactions;
  - c) preparing the Society's financial statements;
  - d) making the Society's filings respecting taxes.

### **PART 5 – REMUNERATION OF DIRECTORS AND SIGNING AUTHORITY**

#### **Remuneration of directors**

- 5.1** These Bylaws do not permit the Society to pay to a Director remuneration for being a Director, but the Society may, subject to the Act, pay remuneration to a Director for services provided by the director to the Society in another capacity.

#### **Signing Authority**

- 5.2** A contract or other record to be signed by the Society must be signed on behalf of the Society
- a) by the Board Chair, together with one other Director,
  - b) if the Board Chair is unable to provide a signature, by the Vice Chair together with one Director,

c) if the Board Chair and Vice Chair are both unable to provide signatures, by any other 2 Directors, or

d) in any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.

## **PART 6 - BORROWING**

### **Borrowing**

- 6.1** In order to carry out the purposes of the Society, the Directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.
- 6.2** A debenture must not be issued without the authorization of a Special Resolution
- 6.3** The Directors may, by a Special Resolution, restrict the borrowing powers of the Directors, but a restriction imposed expires at the next Annual General Meeting.

## **PART 7 – DISSOLUTION OF THE SOCIETY**

### **Dissolution**

- 7.1** Upon dissolution of the Society, all unused grant funds must be transferred back to the grant funders. Any funds and assets remaining must be remitted to the RDKB.



**Constitution  
of Boundary Community Ventures Assn  
(the “Society”)**

1. The name of the Society is Boundary Community Ventures Assn
  
2. The purposes of the Society are
  - a) To develop economic opportunities that benefit the entire Boundary.
  - b) To work with key community economic sectors (such as food systems, tourism, community health, arts and culture) to develop resources, projects, business capacity, infrastructure and investment
  - c) To mobilize investment to support community economic development initiatives
  - d) To develop leadership and enhance organizational capacity for community organizations in the Boundary area
  - e) To improve socio-economic conditions in the Boundary by incubating and/or operating social businesses
  - f) To promote the health of the residents of the Boundary through addressing issues related to the economic factors in the determinants of health
  - g) To advance the public’s appreciation of the arts by coordinating arts related programs, projects and infrastructure development
  - h) To engage organizations and citizens in activities to advance sustainable development goals in the Boundary
  - i) To conduct research to establish the socio-economic profile of communities in the Boundary to assess socio-economic strengths and weaknesses, and identify potential economic opportunities

## CONTRIBUTION AGREEMENT

### BETWEEN:

#### REGIONAL DISTRICT OF KOOTENAY BOUNDARY

A local government enacted under powers of the Province of British Columbia  
202 – 843 Rossland Avenue, Trail, BC V1R 4S8

(“**RDKB**”)

- and -

#### BOUNDARY COMMUNITY VENTURES ASSOCIATION

A society incorporated under the Society’s Act of British Columbia  
2140 Central Ave, Box 1965, Grand Forks, BC V0H 1H0

(“**Society**”)

### WHEREAS:

- A. The RDKB has an interest in developing economic, agricultural and food business initiatives, specifically a full scale food processing and innovation hub, within the geographic boundaries of RDKB Electoral Area C/Christina Lake, Electoral Area D/Rural Grand Forks, Electoral Area E/West Boundary and the City of Grand Forks, otherwise known, collectively, as the Boundary Region (the “**Boundary Region**”);
- B. The Society has, as part of its purpose, an interest in developing economic opportunities that benefit the entire Boundary Region;
- C. The RDKB and Her Majesty the Queen in Right of the Province of British Columbia, as represented by the Minister of Agriculture, Food and Fisheries, Innovation and Adaptation Services Branch (the “**Province**”) entered into a Government Transfer – Shared Cost Arrangement, dated for reference December 22, 2020 (the “**Original Arrangement**”), a copy of which is attached hereto as Appendix “A-1”, for the purposes of delivering the Project;
- D. The RDKB and the Province then entered into a Modification Agreement dated March 22, 2021 (the “**Modification Agreement**”), a copy of which is attached hereto as Appendix “A-2”, for the purposes of modifying the Original Arrangement;
- E. The Original Arrangement, together with the Modification Agreement, are herein referred to as the “**Arrangement**”);
- F. Pursuant to the Arrangement, the Province will contribute up to \$800,000 (the “**Project Funding**”) to the RDKB to deliver the Project and the RDKB intends to contribute the Project Funding to the Society to be used by the Society to deliver the Project on the RDKB’s behalf; and
- G. The RDKB and the Society wish to enter into this Agreement for the purposes of setting out the terms and conditions by which the RDKB will deliver the Project Funding to the Society and Society will carry out the Project on the RDKB’s behalf.

## Definitions

1. In addition to the terms and conditions defined in the recitals and elsewhere in this Agreement, the following terms will have the following meanings:
  - a) **"2021 Progress Report"** has the meaning given in Section 2 of Appendix "B";
  - b) **"2022 Progress Report"** has the meaning given in Section 2 of Appendix "B";
  - c) **"Agreement"** means this Contribution Agreement, together with all Appendices attached hereto, all as may be amended from time to time;
  - d) **"Arrangement"** has the meaning given in Recital E;
  - e) **"Boundary Region"** has the meaning given in Recital A;
  - f) **"Early Termination Notice"** has the meaning given in Section 5a);
  - g) **"Eligible Costs"** has the meaning given in the Arrangement;
  - h) **"Modification Agreement"** has the meaning given in Recital D;
  - i) **"Monthly Financial Reports"** has the meaning given in Section 1 of Appendix "C";
  - j) **"Original Arrangement"** has the meaning given in Recital C;
  - k) **"Parties"** means the RDKB and the Society and **"Party"** means either one of them;
  - l) **"Project"** means the Kootenay Boundary Full-Scale Food Processing and Innovation Hub project, as more particularly described in Schedule A to the Arrangement;
  - m) **"Project Funding"** has the meaning given in Recital F;
  - n) **"Project Plan"** has the meaning given in Section 1 of Appendix "B";
  - o) **"Province"** has the meaning given in Recital C;
  - p) **"Society Personnel"** means, collectively, the agents, employees, officers, directors, contractors or sub-contractors of the Society; and
  - q) **"Term"** has the meaning given in Section 4 below.

## Responsibilities of the Parties

2. The RDKB will:
  - a) comply with the terms and conditions of the Arrangement and, to the extent applicable, will carry out its obligations thereunder in a diligent and timely manner;
  - b) recognize the Society as the lead entity responsible for the delivery of the Project in accordance with this Agreement, the Arrangement and any Project Plan approved by the RDKB's Board of Directors;

- c) invoice the Province for the Project Funding in accordance with Schedule B [*Financial Contribution*] of the Arrangement; and
- d) make payments to the Society from the Project Funding, subject to the requirements of, and in accordance with, Appendix "B" [*Financial Contributions*] of this Agreement.

3. The Society will:

- a) on or before April 15, 2021, submit to the RDKB's Board of Directors for approval the Project Plan (as set out Section 1 of Appendix "B" [*Financial Contributions*] of this Agreement);
- b) comply with the terms and conditions of this Agreement and of the Arrangement and will carry out all of the obligations the Arrangement in a diligent and timely manner, as if the Society were the "Recipient" under the Arrangement, including without limitation, the obligations in Section 6 [*Recipient's Obligations*], Section 7 [*Records*], Section 9 [*Conflict of Interest*], Section 10 [*Confidentiality*] and Schedule A [*Services*] of the Arrangement;
- c) complete the Project on behalf of the RDKB in accordance with the terms of this Agreement, the Arrangement and any Project Plan approved by the RDKB's Board of Directors;
- d) use the Project Funding for the sole purposes of the Project and defraying Eligible Costs incurred in carrying out and completing the Project;
- e) carry out each of the requirements, as set out in Appendix "B" [*Financial Contributions*], in order to receive a financial payment, including without limitation preparation and submission to the RDKB of the Project Plan, 2021 Progress Report and 2022 Progress Report; and
- f) carry out each of the requirements, as set out in Appendix "C" [*Reporting*], including without limitation preparation and submission to the RDKB of the Monthly Financial Reports, annual financial statements, independent annual audit, annual reports and bi-annual Project updates.

### Term of Agreement

- 4. This Agreement commences on January 1<sup>st</sup>, 2021 and, subject to Sections 5 and 6 below, expires on March 31, 2023 (the "**Term**").

### Early Termination

- 5. This Agreement may be terminated by either of the Parties prior to the end of the Term:
  - a) by delivering written notice of termination (the "**Early Termination Notice**") to the other Party, provided that the effective date of termination stipulated in the Early Termination Notice will not be less than ninety (90) days following the delivery of the Early Termination Notice; or
  - b) by way of a written agreement entered into by the Parties on terms mutually acceptable to the Parties.

6. This Agreement will automatically terminate in the event that the Arrangement is terminated under Section 12 [*Results of an Event of Default*] of the Arrangement.
7. In the event of an early termination, the Society shall immediately return to the RDKB, without set-off or deduction, any surplus Project Funding paid to the Society by the RDKB for the Project and any assets related to the Project held by the Society.

#### **Inability to Complete the Project**

8. If, at any time during the Term of this Agreement, either of the Parties determine that it will not be possible to complete the Project for any reason, the Party will immediately notify the other Party of that determination and the RDKB will notify the Province in accordance with the terms of the Arrangement.

#### **Insurance**

9. During the Term of this Agreement, the Society will, at its cost, obtain and maintain the insurance as specified in Schedule D [*Insurance*] of the Arrangement, which insurance requirements may be amended from time to time at the sole discretion of the RDKB or the Province.
10. Without limiting any other provisions in this Agreement or the Arrangement, the Society will comply with the Workers' Compensation Legislation for the Province of BC.

#### **Indemnity**

11. The Society will indemnify and save harmless the RDKB and the Province and their respective employees and agents, from and against any and all liabilities, losses, claims, damages, actions, causes of action, including actions by third parties, costs and expenses that the RDKB or the Province may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of:

- a) any act or omission of the Society or the Society's Personnel; or
- b) any breach of this Agreement or of the Arrangement by the Society,

excepting always liability arising out of the independent negligent acts of the RDKB.

#### **Notices**

12. Any notice required or permitted to be given or delivered hereunder will be deemed to be sufficiently given and received:
  - a) if emailed, 72 hours after the time of the email;
  - b) if delivered by hand, at the date and time of delivery; or
  - c) if mailed by prepaid registered mail from any government post office in British Columbia, on the fifth day after mailing,

provided the notice is sent to the Party at the address provided herein or to whatever other address or email the Party from time to time in writing may advise. Notices to the RDKB must be marked

to the attention of the Chief Administrative Officer and Chief Financial Officer. Notices to the Society must be marked to the attention of the Chair of the Society.

#### **No Partnership**

13. Nothing in the Agreement will constitute or be construed to be or create a partnership or joint venture between the RDKB and the Society. Without limiting the generality of the foregoing, the Parties acknowledge that neither will be considered to be an agent, representative, master or servant of any other Party for any purpose; and no Party has any authority to enter into any contract, to assume any obligations or give any warranties or representations on behalf of any other Party.

#### **Assignment**

14. This Agreement may not be assigned, either directly or indirectly, by the Society, nor shall the Society subcontract any of its obligations under this Agreement.

#### **Benefit**

15. This Agreement shall enure to the benefit of and be binding on the Parties and their successors.

#### **Survival**

16. The Society's obligations under Sections 7 and 11 of this Agreement will survive the expiry or termination of this Agreement.

#### **Severability**

17. If for any reason a provision of this Agreement that is not a fundamental term of this Agreement between the Parties is found to be or becomes invalid or unenforceable, in whole or in part, and if both Parties agree, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.

#### **Entire Agreement**

18. This Agreement constitutes the entire Agreement between the Parties with respect to the subject matter contained herein.

#### **Appendices**

19. The following Appendices, including any other documents attached to, or incorporated by reference into, those Appendices, are attached to this Agreement and form part of this Agreement:

Appendix "A-1"	Original Arrangement
Appendix "A-2"	Modification Agreement
Appendix "B"	Financial Contribution
Appendix "C"	Reporting Requirements

#### **Future Amendments**

20. The Parties acknowledge and agree that:

- a) the Arrangement between the RDKB and the Province may, from time to time, be modified or amended; and/or
- b) the timing and amount of the Project Funding may change depending on the progress of the Project and may be based on the achievement of specific project milestones; and
- c) in the event of that either subsection (a) or (b) above applies, the Parties will enter into a modification or amending agreement in respect of this Agreement to ensure that this Agreement reflects the requirements of the Arrangement, as modified or amended, with respect to any obligations of the Parties in relation to the Project or any changes to the Project Funding.

21. This Agreement, including its Appendices, can only be modified or amended in writing by the Parties.

22. The Society will immediately notify the RDKB in accordance with the notification requirements in Section 12 of any amendments to this Agreement, the Arrangement or the Project, suggested by the Province.

The Corporate Seal of the **REGIONAL DISTRICT  
OF KOOTENAY BOUNDARY** was hereunto affixed  
in the presence of:

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Manager of Corporate Administration

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021

Signed by the Society:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Treasurer

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021



**Appendix “A-1” – Original Arrangement**

[see attached]

**Appendix “A-2” – Modification Agreement**

[see attached]

### Appendix “B” - Financial Contributions

1. On or before April 15, 2021, the Society will submit to the RDKB Board of Directors for approval, in RDKB’s sole discretion, a Project plan for the multi-year Project (the “**Project Plan**”), which Project Plan will include, *inter alia*, a budget and anticipated Project milestones (i.e. a work plan with dates and completed tasks).
2. Subject to:
  - a. the RDKB’s receipt of Project Funding from the Province pursuant to the Arrangement;
  - b. the approval of Project Plan by the RDKB’s Board of Directors; and
  - c. the Society’s compliance with the terms of this Agreement, the Arrangement, and the Approved Project Plan,

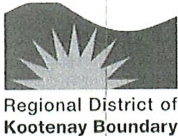
the RDKB will contribute to the Society the Project Funding in accordance with the following schedule:

- up to \$400,000, representing 50% of the total Project Funding, will be delivered to the Society upon the signing of this Agreement;
- up to \$200,000, representing 25% of the total Project Funding, will be delivered to the Society upon receipt and approval by the RDKB’s Board of Directors of a 2021 annual progress report (the “**2021 Progress Report**”), which 2021 Progress Report will include monthly detailed financial reporting in accordance with the reporting requirements in Appendix “D” and the Arrangement, as applicable.
- up to \$200,000, representing 25% of the total Project Funding, will be delivered to the Society upon receipt and approval by the RDKB’s Board of Directors of a 2022 annual progress report (the “**2022 Progress Report**”), which 2022 Progress Report will include monthly detailed financial reporting in accordance with the reporting requirements in Appendix “D” and the Arrangement, as applicable.

The Parties acknowledge and agree that the timing and amount of the Project Funding may change depending on the progress of the Project and may be based on the achievement of specific project milestones. If such change occurs, the Parties will enter into a modification or amending agreement in respect of this Agreement to reflect the financial contribution change.

### Appendix “C” - Reporting

1. Due to the reporting requirements of the Province for the Project, the Society will provide the RDKB a detailed monthly financial report (“**Monthly Financial Reports**”), including copies of all invoices paid relating to the Project. The Society will submit the Monthly Financial Reports to the RDKB on or before the 15<sup>th</sup> day of the following month.
2. On or before February 15<sup>th</sup> in each year of the Term, the Society will deliver to the RDKB:
  - a. the Society’s annual financial statements;
  - b. the results of an independent annual financial audit of the Society’s operations for the prior fiscal year (January to December); and
  - c. an annual report outlining the Project milestones achieved to date and the Society’s financial activity from the prior year as it relates to the multi-year budget and project milestones set out in the approved Project Plan.
3. Bi-annually, the Society will provide a Project update to the RDKB’s Board of Directors at a regular Board meeting. The bi-annual updates will take place in February and September of each year and will include the following:
  - a. an update to the Board on the Project activities, including a status update with respect to the achievement of Project milestones;
  - b. the provision to the Board of information relating to the Society’s financial activities and the Society’s financial needs in consideration of the RDKB’s Financial Plan.
4. In addition to the reporting requirements set out in this Appendix “C”, the Society will comply with all additional reporting requirements of the Province as outlined in Schedule “A” of the Arrangement and will deliver such information to the RDKB prior to any submission to the Province.



# Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or [foi@rdkb.com](mailto:foi@rdkb.com).

This application must include a complete mailing address. Incomplete address fields will result in delays in processing GIA funds and your request sent back to the RDKB Director.

Please check all Electoral Area Boxes You Are Making Application To:

<input checked="" type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B/' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C/' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D/' Rural Grand Forks Director Roly Russell	<input type="checkbox"/> Electoral Area 'E/' West Boundary Director Vicki Gee
--	---	---	--	---

Applicant:	* FES PAC				
FULL Mailing Address: Including Postal Code	* 1867 Columbia Gardens Road, Fruitvale BC, V0G 1L1				
Phone:	* 2505121145	Fax:		E-Mail:	* pacfruitvale@gmail.com
Representative:	* Bry Barrick - Pac Secretary				
Make Cheque Payable To:	* PAC Fruitvale Elementary				

\*Starred items, including contact information, must be completed in full.

\*\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 10,000 What amount are you requesting from this RDKB Director(s)? \$ 10,000 *March 17/21*

What is the Grant-in-Aid for? (attach an extra sheet if necessary) *Approved Director Shave*

For the purchase of 4-5 (depending on the cost of installation) Garibaldi Polished Stone and Concrete Benches for student and community use. Families will be able to sit while enjoying their time at the playgrounds and overlooking the adjacent fields while comfortably watching their children or taking a rest while strolling by. Students will be able to enjoy sitting while socializing and playing outside.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____

Date: 2021-Mar-17 Applicant Signature *Bry Barrick* Print Name Bry Barrick

## Office Use Only

Grant approved by Electoral Area Director: \_\_\_\_\_

Approved by Board: \_\_\_\_\_

**Jennifer Kuhn**

**From:** is@rdkb.com  
**Sent:** March 22, 2021 8:33 AM  
**To:** Anitra Winje - Corporate Officer; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Casino Recreation , email address - Darrelrieberger@gmail.com

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'B' / Lower Columbia- Old Glory Director Linda Worley

**Applicant Information:**

Applicant: Casino Recreation

Address: 4180 Casino Road Trail BC V1R 4X3

Phone: 250-364-2949

Fax:

Email: Darrelrieberger@gmail.com

Representative: Darrel Rieberger

Make Cheque Payable To: Casino Recreation

**Other Expenses:**

Total Cost of Project: \$\$5000.00

Amount Requested from  
RDKB Director(s):

\$\$5000.00

*Approved March 22/21  
Director Linda Worley.*

What is the Grant-in-Aid for?

Surveying costs for Casino Recreation lands. Surveyed with all corner pins installed. Estimated cost from Hinterland Surveyors is \$5000.00

**List of Other Organizations Applied to for Funding**

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

☐

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**Jennifer Kuhn**

**From:** is@rdkb.com  
**Sent:** March 9, 2021 2:32 PM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Kootenay Columbia Learning Centre, email address - kclc@sd20.bc.ca

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'B' / Lower Columbia- Old Glory Director Linda Worley

**Applicant Information:**

Applicant: Kootenay Columbia Learning Centre

Address: 2001 Third Avenue

Phone: 2503641275

Fax:

Email: kclc@sd20.bc.ca

Representative: Patrick Kinghorn

Make Cheque Payable To: Kootenay Columbia Learning Centre

**Other Expenses:**

Total Cost of Project: \$\$ 750.00

Amount Requested from  
RDKB Director(s):

\$\$ 750.00

*Approved Director Worley  
March 11, 2021*

What is the Grant-in-Aid for?

The Grant-in-Aid is for a bursary to give to a deserving graduate of Kootenay Columbia Learning Centre.  
Thank you



**List of Other Organizations Applied to for Funding**

Name of Organization    Kootenay Columbia Learning Centre

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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**Jennifer Kuhn**

**From:** is@rdkb.com  
**Sent:** March 5, 2021 12:30 PM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Boundary Horse Association, email address - kmespenhain@telus.net

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor, Electoral Area 'D' / Rural Grand Forks  
 Director Danna O'Donnell

**Applicant Information:**

Applicant: Boundary Horse Association

Address: 8640 North Fork Road, Grand Forks, BC V0H 1H2

Phone: 2504439379

Fax:

Email: kmespenhain@telus.net

Representative: Madalene Espenhain - Club President

Make Cheque Payable To: Boundary Horse Association

**Other Expenses:**

Total Cost of Project: \$\$8000-\$10000

Amount Requested from RDKB Director(s): \$\$1000 from each Area D & C *Approved Director McDiago March 8, 2021*

What is the Grant-in-Aid for?

The Boundary Horse Association is an equine focused club comprised of adults & youth throughout the Grand Forks & Boundary Area. Our club focuses on multi discipline events and also the conservation

promotion of the heritage of the horse sport & industry. We host many events for our local community as well as participants from outside the community. This year we are raising money to rebuild our riding arena. Our current build of posts and rails has been there since the 80's. Over the last several years we have done our best to repair and patch the areas that are showing wear and falling apart. We feel that this is an essential part of our facility that needs a complete overhaul. Our plan is to replace the current post/board style fencing with steel panels.

#### **List of Other Organizations Applied to for Funding**

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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**Jennifer Kuhn**

**From:** is@rdkb.com  
**Sent:** March 21, 2021 4:02 PM  
**To:** Anitra Winje - Corporate Officer; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Boundary Helping Hands Feline Rescue Society, email address - helpinghandsfeline@gmail.com

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'D' / Rural Grand Forks Director Danna O'Donnell

**Applicant Information:**

Applicant: Boundary Helping Hands Feline Rescue Society

Address: 4-6331 Hwy 3 East

Phone: 250 801 0519

Fax:

Email: helpinghandsfeline@gmail.com

Representative: Kimberly Feeny

Make Cheque Payable To: Boundary Helping Hands Feline Rescue Society

**Other Expenses:**

Total Cost of Project: \$1200

Amount Requested from  
RDKB Director(s):

\$500

Approved Director O'Donnell  
March 22, 2021

What is the Grant-in-Aid for?

Liability Insurance for our temporary cat shelter housed at 6932 2nd st. donated for use by city of Grand Forks (insurance requirement of License of Occupation)

**List of Other Organizations Applied to for Funding**

Name of Organization    City of Grand Forks

Amount Requested    500

Amount Secured    council motion

Name of Organization    Boundary Feline Society Members..internal volunteer member donations

Amount Requested    200

Amount Secured    180 to date

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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**Jennifer Kuhn**

**From:** is@rdkb.com  
**Sent:** March 5, 2021 12:30 PM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Boundary Horse Association, email address - kmespenhain@telus.net

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'C'/ Christina Lake Director Grace McGregor, Electoral Area 'D'/ Rural Grand Forks  
 Director Danna O'Donnell

**Applicant Information:**

**Applicant:** Boundary Horse Association

**Address:** 8640 North Fork Road, Grand Forks, BC V0H 1H2

**Phone:** 2504439379

**Fax:**

**Email:** kmespenhain@telus.net

**Representative:** Madalene Espenhain - Club President

**Make Cheque Payable To:** Boundary Horse Association

**Other Expenses:**

**Total Cost of Project:** \$\$8000-\$10000

**Amount Requested from RDKB Director(s):** ~~\$\$1000~~ <sup>\$1500</sup> from each Area D & C *Approved Director O'Donnell March 8, 2021*

**What is the Grant-in-Aid for?**

The Boundary Horse Association is an equine focused club comprised of adults & youth throughout the Grand Forks & Boundary Area. Our club focuses on multi discipline events and also the conservation

promotion of the heritage of the horse sport & industry. We host many events for our local community as well as participants from outside the community. This year we are raising money to rebuild our riding arena. Our current build of posts and rails has been there since the 80's. Over the last several years we have done our best to repair and patch the areas that are showing wear and falling apart. We feel that this is an essential part of our facility that needs a complete overhaul. Our plan is to replace the current post/board style fencing with steel panels.

#### **List of Other Organizations Applied to for Funding**

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

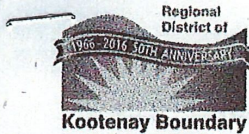
Amount Secured

Documents uploaded with Submission?

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## Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director All Grieve	<input type="checkbox"/> Electoral Area 'B/' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C/' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D/' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E/' West Boundary Director Vicki Gee
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Applicant:	* Kettle River Food Share Society		
Address:	* 3990 Hwy 3, Rock Creek, BC V0H 1Y0		
Phone:	* 250 449 2993	Fax:	
E-Mail:	* Viviansplace@hotmail.com		
Representative:	* Duncan Scott ( President)		
Make Cheque Payable To:	* Kettle River Food Share Society		

\*Starred items, including contact information, must be completed in full.

\*\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 1689.00 What amount are you requesting from this RDKB Director(s)? \$ 1689.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

We are applying for Grant in Aide to purchase a package insurance policy which includes a commercial insurance package as well as Directors and Officers Insurance .

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

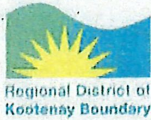
Name of Organization <u>n/a</u>	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization <u>n/a</u>	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization <u>n/a</u>	Amount Requested: \$ _____	Amount Secured: \$ _____

Date: March 9th, 2021 Applicant Signature [Signature] Print Name Duncan Scott (President)

Office Use Only
Grant approved by Electoral Area Director: <u>[Signature]</u>
Approved by Board: _____

**SUBMIT**





## Grant-in-Aid Request

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This application must include a complete mailing address. Incomplete address fields will result in delays in processing GIA funds and your request sent back to the RDKB Director.

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Danna O'Donnell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
---	--	--	--	---

Applicant:	Midway Public Library		
FULL Mailing Address: Including Postal Code	Box 268, Midway, BC, V0H 1M0		
Phone:	250-449-2620	Fax:	250-449-2389
E-Mail:	midwaypubliclibrary@gmail.com		
Representative:	Sasha Tauzer, Library Director		
Make Cheque Payable To:	Midway Public Library		

\*Shared items including contact information, must be completed in full.

\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$4000 What amount are you requesting from this RDKB Director(s)? \$4000

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Midway Public Library provides a wide range of library services to Midway residents as well as Area E residents. These services include electronic and physical materials borrowing as well as access (through BC One Card) to larger provincial library services. Computers, printers, scanners, fax and wi-fi are all services provided at the library. This grant makes it possible to charge no fee for library cards for Area E residents.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Date: March 23, 2021 Applicant Signature [Signature] Print Name Sasha Tauzer

Office Use Only  
Grant approved by Electoral Area Director: [Signature]  
Approved by Board: \_\_\_\_\_





## Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B/' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C/' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D/' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E/' West Boundary Director Vicki Gee
---	---	---	--	--

Applicant:	* TRAILS TO THE BOUNDARY			
Address:	* 3990 ROCK CREEK, BC			
Phone:	* 250 528-0227	Fax:		E-Mail: * rags-relics@hotmail.com
Representative:	* PATRICIA HENLEY			
Make Cheque Payable To:	* TRAILS TO THE BOUNDARY			

\*Starred items, including contact information, must be completed in full.

\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$2,400 What amount are you requesting from this RDKB Director(s)? \$2,400

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

- bookkeeping for Trails To The Boundary Society for 2021	

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

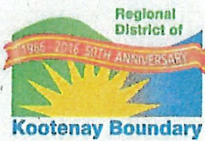
Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Date: Mar 24, 2021 Applicant Signature: Patricia Henley Print Name: PATRICIA HENLEY

Office Use Only
Grant approved by Electoral Area Director: <u>V. Gee</u>
Approved by Board: _____

**SUBMIT**





## Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or fo@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director All Grieve	<input type="checkbox"/> Electoral Area 'B'/ Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C'/ Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D'/ Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E'/ West Boundary Director Vicki Gee
---	---	---	--	--

Applicant:	* TRAILS TO THE BOUNDARY			
Address:	* 3990 HWY 3 ROCK CREEK, BC			
Phone:	* 250 528-0221	Fax:		E-Mail: * rags-relics@hotmail.com
Representative:	* PATRICIA HENLEY			
Make Cheque Payable To:	* TRAILS TO THE BOUNDARY			

\*Starred items, including contact information, must be completed in full.

\*\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$10,725 What amount are you requesting from this RDKB Director(s)? \$10,725

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

- rental at Riverside Centre in Rock Creek including a storage closet for 2021	

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____

Date: Mar. 24, 2021 Applicant Signature: Patricia Henley Print Name: PATRICIA HENLEY

Office Use Only

Grant approved by Electoral Area Director: V. Gee

Approved by Board: \_\_\_\_\_

**SUBMIT**



## **PUBLIC HEARING MINUTES**

For Proposed Official Community Plan Amendment  
Bylaw No. 1746  
to amend the Electoral Area C/Christina Lake Official  
Community Plan Bylaw No. 1250, 2004  
Held on March 3, 2021 via Zoom

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<b>Chair Present:</b>	Director Grace McGregor, Electoral Area C/Christina Lake
<b>Staff Present:</b>	Donna Dean, Manager of Planning and Development Danielle Patterson, Planner
<b>Members of the Public:</b>	18 persons present

Opening Remarks: Director McGregor opened the Public Hearing for proposed Bylaw 1746 to amend the Electoral Area C/Christina Lake Official Community Plan (OCP) Bylaw No. 1250, 2004.

Director McGregor read the Chair's Opening Remarks, which identified the purpose of the Public Hearing and established the rules and procedures for the Public Hearing. Director McGregor stated staff would provide a summary of the bylaw and read aloud the referral responses and public comments, both shown on screen.

Summary of Proposal: D. Patterson stated that the Regional District of Kootenay Boundary (RDKB) received an OCP amendment application from J. and M. Maximenko. The application is to remove Commercial Policy 15 from the OCP. The policy states, "[n]otwithstanding the previous commercial policies, the Regional District will not allow the conversion or use of further residential land to commercial along Kingsley Road."

D. Patterson noted the applicants made the request for the following reasons: a) they stated the area has historically been a commercial strip, b) they believe removing the policy will "level[...] the playing field" for properties on Kingsley Road, c) they believe additional commercial competition would have economic development benefits, and d) the applicants' property on Kingsley Road is for sale and they believe the policy creates barriers and hardships for selling their property.

Referral Responses: Danielle Patterson read the referral responses to the proposed bylaw (see attachments).

A letter from the Sutherland Creek Waterworks Districts (SCWD) stated, "*The SCWD existing reservoir capacity is 'severely deficient'; adding commercial activities would put pressure on the system which it is not currently suited to accommodate. Also, with capacity being limited, adding additional fire protection services for business such as a*

*care home or hostel may add unnecessary risks to those establishments.” The letter continued, that after the SCWD upgrades their reservoir and water pressure, “the Board of Trustees would be in a better position to support [the proponent’s] application.”*

Correspondence from the Public: The RDKB received 40 submissions from the public, including one (1) petition with 24 signatories opposed to the proposed bylaw amendment. The submissions were read aloud by D. Patterson and D. Dean (see attachments).

Public Comments: Director McGregor opened the floor to public comments. The following persons spoke:

- 1) Jeff Sim, Massie Road. Mr. Sim stated he opposed the removal of Commercial Policy 15 and requested the RDKB Board of Directors deny the application. He stated he believes the policy was developed in 2004 for good reasons such as traffic congestion along Kingsley Road. He stated the removal of the policy would take away from the Electoral Area C OCP review currently underway and is contrary to the recent community survey responses.

Mr. Sim stated that bed and breakfasts and similar uses are already permitted on Kingsley Road and believes removing the policy could create a false sense of security for prospective property buyers who may think they are buying land that can be readily converted to commercial zoning. He said he does not agree with the applicants’ comments that the road was historically a commercial strip and stated he believes the purpose of the application is for the sale of the applicants’ property.

- 2) Monica Phillips, Massie Road. Ms. Phillips stated that the community went through an OCP review for Kingsley Road to have mostly residential uses and that Policy 15, which was included in the 2014 OCP added to this. She stated that the recent community survey results add to the community wanting Kingsley Road to be mostly residential. Ms. Phillips noted that many local governments do not consider zoning amendments to an area that has an OCP under review. She further stated that she urges the Board of Directors to consider keeping Policy 15 in place.
- 3) Brian Reiter, lives on Francine Road with Pearl Reiter. Mr. Reiter stated he attended a meeting a few years ago where Interior Health commented the health authority would not issue additional commercial use permits in this area [staff note: “area” was not specified by speaker]. He stated he was surprised Interior Health did not provide a referral response outlining this.
- 4) Jeff Olsen, address not provided. Mr. Olsen stated he wanted to voice his opposition to the proposed bylaw for the same reasons as the previous speakers.
- 5) Leanne Vatcher, Massie Road. Ms. Vatcher stated she opposes the proposed change to the OCP.



Director McGregor stated that that after the Public Hearing is closed, new comments cannot be considered. Director McGregor called for comments for a first, second, and third time. There were no further comments.

Adjournment: Director McGregor adjourned the Public Hearing at 7:03 pm.

**I hereby certify that this is a fair and accurate record of the Public Hearing for Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1746 to amend the Electoral Area C/Christina Lake Official Community Plan Bylaw No. 1250, 2004**



Recording Secretary, Danielle Patterson



Board Delegate, Director Grace McGregor



# **Public Hearing for Proposed Official Community Plan Amendment Bylaw 1746**

## **A Bylaw to amend Electoral Area 'C'/Christina Lake Official Community Plan Bylaw No. 1250**

# **Proposed Bylaw Summary**



Brief Explanation of Bylaw 1746:

**Request:** The Regional District of Kootenay Boundary (RDKB) received an Official Community Plan amendment application from John Maximenko and Margaret Maximenko requesting the removal of Commercial Policy 15 from Section 2.1.3 of the Electoral Area 'C'/Christina Lake OCP. The policy states, *"[n]otwithstanding the previous commercial policies, the Regional District will not allow the conversion or use of further residential land to commercial along Kingsley Road."*

**Rationale:** The applicants are making this request for the following reasons: a) they stated the area has historically been a commercial strip, b) they believe removing the policy will *"level[...] the playing field"* for properties on the road, c) they believe additional commercial competition would be have economic development benefits, and d) the applicants' property on Kingsley Road is for sale and they believe the policy creates barriers and hardships for selling the property.

# **Referral Responses Received**

The following agencies or governments did not provide a referral response to the proposed bylaw:

- **Westbank First Nation**
- **Okanagan Nation Alliance**
- **Lower Similkameen Indian Band**
- **Penticton Indian Band**
- **School District No. 51**
- **Interior Health Authority**
- **Ministry of Environment & Climate Change Strategy**
- **BC Parks**
- **Christina Lake Fire and Rescue**



## S.C.W.D.



Sutherland Creek Waterworks District  
Box 466, Christina Lake, B.C. V0H 1E0

### **Regional District of Kootenay Boundary**

202-843 Rossland Avenue,  
Trail, BC V1R 4S8

Attention: Danielle Patterson, Planner  
Via email: [planner@rdkb.com](mailto:planner@rdkb.com)

### **RE: Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1746, 2021**

The Sutherland Creek Waterworks District hereby advises that approval is not recommended due to the reasons listed below for the removal of Policy 15, which states, *"Notwithstanding the previous commercial policies, the Regional District will not allow the conversion or use of further residential land to commercial along Kingsley Road."*


As per the 2020 'Water Supply and Storage Review' undertaken by True Consulting, Sutherland Creek Waterworks District (SCWD) is currently pumping at 84% of maximum capacity just to meet current daily demands. Considering current vacant land residential properties which we will be required to service as well as fire protection services; adding additional commercial businesses such as hostel or seniors' home would potentially put undue pressure on the SCWD system.

As stated in the report noted above, the SCWD existing reservoir capacity is 'severely deficient', adding commercial activities would put pressure on the system which it is not currently suited to accommodate. Also, with capacity being limited, adding additional fire protection services for businesses such as a care home or hostel may add unnecessary risks to those establishments.

SCWD is in the process of rectifying the deficiencies in the system and upgrading our reservoir and water pressure. We do not anticipate completion of this project until the winter of 2022. If the applicant would like to re-apply to the RDKB after the upgrades to the SCWD reservoir have been completed, the Board of Trustees would be in a better position to support their application. Addressing capacity and reservoir issues is a must before entertaining commercial development in our area.

Nyla Burroughs  
Administrator

Mike DeGirolamo, Chairman  
on Behalf of the Board of Trustees

 <p>Regional District of Kootenay Boundary</p>	<h2 style="text-align: center;">Bylaw Referral Response Form</h2> <p style="text-align: center;">Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1746, 2021</p>	
<b>REFERRAL REQUEST DATE:</b> February 1, 2021		<b>RESPONSE REQUESTED BY:</b> Feb 22, 2021
<b>SEND RESPONSE TO:</b> Danielle Patterson, Planner: <a href="mailto:planner@rdkb.com">planner@rdkb.com</a> Regional District of Kootenay Boundary 202-843 Rossland Avenue, Trail, BC V1R 4S8 Phone: 1-800-355-7352 (Toll Free in BC) or (250) 368-0228		
<input type="checkbox"/> Approval recommended for reasons outlined below  <input type="checkbox"/> Approval recommended subject to conditions outlined below	<input checked="" type="checkbox"/> Interests unaffected  <input type="checkbox"/> Approval not recommended due to reasons outlined below	
<p>MOTI has no concerns with the proposed OCP amendment at this time. Should a subsequent Zone Change amendment proposal come in, followed by a change of land use we will want to evaluate the need for a commercial access permit at that time.</p>		
Signed By: Juliet Spalding  Name (please print):  Date: February 4, 2021	Job Title: Development Officer  Agency/Government: Ministry of Transportation & Infrastructure	

**RDKB Bylaw Referral  
Bylaw No. 1746  
Page 2 of 2**

**RDKB Planner**

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**From:** Murphy, Kristen E FLNR:EX <[REDACTED]>  
**Sent:** February 4, 2021 2:50 PM  
**To:** ENV Nelson Referrals ENV:EX  
**Cc:** RDKB Planner  
**Subject:** RE: ATS# 884134: Referral Request for OCP amendment Bylaw No. 1746, 2021 - RDKB, Christina Lake area

- The Ministry of Forests, Lands, Natural Resource Operations & Rural Development – Habitat Division - reviewed this OCP Bylaw Amendment request on February 4, 2021 and has determined that this project should not impact the Resource Management Division's legislated responsibilities.

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**From:** ENV Nelson Referrals ENV:EX <[REDACTED]>  
**Sent:** February 4, 2021 10:10 AM  
**To:** Murphy, Kristen E FLNR:EX <[REDACTED]>  
**Subject:** ATS# 884134: Referral Request for OCP amendment Bylaw No. 1746, 2021 - RDKB, Christina Lake area

Hi Kristen

Another bylaw referral from RDKB. Please provide comments for the attached referral by February 24, 2021.

Thank you

***Chrystyna Bykova***

*Program Assistant*  
 Ministry of Forests, Lands, Natural Resource Operations and Rural Development  
 401 – 333 Victoria Street  
 Nelson, BC V1L 4K3  
 Tel: 778-671-9177  
 [REDACTED]

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**From:** RDKB Planner <[planner@rdkb.com](mailto:planner@rdkb.com)>  
**Sent:** February 2, 2021 1:42 PM  
**Subject:** Referral Request for OCP amendment Bylaw No. 1746, 2021 - RDKB, Christina Lake area

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good afternoon,

The Regional District of Kootenay Boundary (RDKB) requests a referral response for proposed Bylaw No 1746, 2021. This Bylaw is for an Official Community Plan Amendment to the Electoral Area 'C'/Christina Lake Official Community Plan Bylaw No. 1250 to remove Commercial Policy 15, which reads, "Notwithstanding the previous commercial policies, the Regional District will not allow the conversion or use of further residential land to commercial along Kingsley Road."



**RDKB Planner**

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**From:** Amanda Anderson [REDACTED]  
**Sent:** February 25, 2021 8:58 AM  
**To:** RDKB Planner  
**Subject:** Referral Request for OCP amendment Bylaw No. 1746, 2021 - RDKB, Christina Lake area

Good morning,

Thank you for the above application. This letter is to inform you that due to current levels of internal capacity, we are unable to review your referral in your proposed timeline. With additional time, the Osoyoos Indian Band will be able to ensure that an informed review process will occur. We are setting the new timeline to be 60 days from the existing timeline.

Most recently, the Supreme Court of Canada in the *Tsilquot'in* case confirmed that the province has been applying an incorrect and restrictive test to the determination of Aboriginal Title. Aboriginal Title includes the exclusive right of a First Nation to decide how that land is used and the right to benefit economical from those uses.

Please note that *not* receiving a response regarding a referral from the Osoyoos Indian Band in the pre-application, current or post-application stage does not imply our support for the project.

We appreciate your co-operation.

limlɛmt,

[REDACTED]  
 Amanda Anderson  
 Referrals Officer  
 Osoyoos Indian Band



# Public Comments Received

## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** February 22, 2021 8:13 AM  
**To:** Agendas; Anitra Winje - Corporate Officer  
**Cc:** Donna Dean; RDKB Planner  
**Subject:** FW: RDKB Bylaw #1746 Amendment

[REDACTED]

[REDACTED]

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**From:** Carol Graham [REDACTED]  
**Sent:** February 21, 2021 8:16 AM  
**To:** Planning Department <plandept@rdkb.com>  
**Cc:** Carol Graham [REDACTED]  
**Subject:** RDKB Bylaw #1746 Amendment

Good morning

My name is Carol Graham and I live at Christina Lake. My address is [REDACTED] Ode Road and my phone number is [REDACTED]. I am in support of changing the bylaw which will allow residential owners along Kingsley Road to submit applications to amend the OCP designation of their property or request zoning amendments for limited commercial uses.

If you need further information, please contact me by email.

Regards,

Carol C Graham

## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** February 22, 2021 10:59 AM  
**To:** RDKB Planner; Donna Dean  
**Subject:** FW: Change to OCP Kingsley Road

██████████

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

From: denn thome ██████████  
Sent: February 22, 2021 10:53 AM  
To: Planning Department <plandept@rdkb.com>  
Cc: ██████████  
Subject: Change to OCP Kingsley Road

Dear good people at the Planning Department RDKB,

We are writing to register our support to the proposed change in the Area C/Christina Lake OCP to exclude property owners on Kingsley Road from having the right to apply for permission to convert their property from residential to commercial business options. This is a very wrong minded discrimination bylaw that has chosen one road in Christina Lake to have extreme zoning restrictions put upon them, while allowing all other properties in the area this right. Restrictive zoning has continued to hamstring the economic viability at Christina Lake and restricting Kingsley Road the oldest commercial area at Christina Lake makes no economic common sense.

Yours in economic vitality the following Area C property owners,

Dennis Thome  
Diane Thome  
Joshua Thome  
Benjamin Thome

## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** February 23, 2021 9:45 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** Bylaw 1746 Public comment

[REDACTED]  
[REDACTED]  
[REDACTED]

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

From: Sally Garcelon [REDACTED]  
Sent: February 23, 2021 9:36 AM  
To: Planning Department <plandept@rdkb.com>  
Subject: Email from rdkb.com

I have been a resident of Christina Lake for over 40 years. I would like it to be recorded that I object to Bylaw 1746 for the removal of policy 15. I believe it negatively impacts Kingsley Road and would destroy the integrity of the neighbourhood. This is an area of tourist accommodation and residential character and should remain as such.

Thank you for your consideration,

Sally Garcelon  
[REDACTED] Fife Road, Christina Lake  
Sent from my iPad

## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** February 23, 2021 9:47 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** Public Comment Bylaw 1746

[REDACTED]

[REDACTED]

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**From:** melon durand [REDACTED]  
**Sent:** February 23, 2021 9:06 AM  
**To:** Planning Department <plandept@rdkb.com>  
**Subject:** Area C OCP amendment

Planning Dept/ RDKB

I support the application to remove Commercial Policy 15 restriction from the Area C OCP. This change would put the Kingsley Road neighborhood on a footing similar to all others in Area C.

David Durand [REDACTED] Fife Rd. Christina Lake B.C.

**RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** February 23, 2021 11:30 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: OPPOSITION TO BYLAW AMENDMENT 1746,2021

[REDACTED]

[REDACTED]

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**From:** Tom Lee [REDACTED] >  
**Sent:** February 23, 2021 11:28 AM  
**To:** Planning Department <plandept@rdkb.com>  
**Subject:** OPPOSITION TO BYLAW AMENDMENT 1746,2021

To RDKB Planning Department,

Please accept this email to express our opposition to the removal of Commercial Policy 15 of Bylaw 1250 of the Electoral "C"/Christina Lake OCP.

Commercial Policy 15 seems to have been thoughtfully included by the Regional District in 2004 to reflect their belief that there was already enough or too much commercial land use on Kingsley Road and that additional commercial land use was neither needed nor wanted. The RDKB thought it was important enough at the time to include this very specific clause to Kingsley Road preventing conversion of existing residential land to commercial. So, why the need to change? What has changed on Kingsley Road since 2004 to require this amendment?

Almost all of the properties on Kingsley Road already have an existing residential or commercial use structure on them and more recently Kingsley Road has seen increased residential construction activity. We built our home and moved in in June of 2019. The two vacant lots immediately to the east of ours will see construction begin on a new home, and garage, in the spring, and the owners of the lot immediately to the west of us, which currently has a trailer on it, have expressed to us their plans to build a new home on the property in the next few years. During the summer groups of children, and families walk down Kingsley Road with their coolers, floats, and beach chairs to enjoy Kingsley beach. Additional commercial land use will only bring additional vehicular traffic to what is already a busy road.

We understand that the bylaw amendment is not changing the existing zoning of any properties on Kingsley Road, that it would only remove the barrier to allow applications to be made for properties to be converted to commercial land use. But, it is our assumption that this requested amendment eliminating Commercial Clause 15 is being made because a party has an intention in submitting an application to change an existing residential property use to a commercial property use sometime in the near future should the amendment be made.

There are many more properties and buildings in Christina Lake that are much more suitable for commercial use, some of them vacant and available, and are better located to benefit the community as a whole, than to enable the potential conversion of existing residential land use to commercial land use on Kingsley Road.

For the reasons above we are opposed to the amendment and think it is unnecessary.

Thanks,

Tom and Lynne Lee

■ Kingsley Road

Tom: ■

Lynne: ■



## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** February 24, 2021 8:53 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: Bylaw 1746 public comment

[REDACTED]

[REDACTED]

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

**From:** [REDACTED]  
**Sent:** February 24, 2021 8:52 AM  
**To:** Planning Department <plandept@rdkb.com>  
**Subject:** Bylaw 1746

I am a property owner and resident at Christina Lake. I would like it to be recorded that I object to Bylaw 1746 for the removal of policy 15.(an amendment to the OCP Bylaw 1250). Charles Moodie [REDACTED] Fife Rd Christina Lake BC

## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** February 24, 2021 3:59 PM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: Objection to Bylaw 1746

[REDACTED]

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

From: Linda Earl [REDACTED]  
Sent: February 24, 2021 3:57 PM  
To: Planning Department <plandept@rdkb.com>  
Subject: Objection to Bylaw 1746

I am a resident/owner of [REDACTED] Fife Road properties in Christina Lake.

I would like it to be recorded that my husband, Donald Pennington, and I, Linda Earl object to Bylaw 1746 for the removal of policy 15. (An amendment to the OCP Bylaw 1250). I believe it negatively impacts Kingsley St and the future development of Christina Lake.

The existing zoning offers home-based business opportunities that align with the residential character. Businesses beyond a residential nature should be concentrated in existing commercial zones on the highway and in the south end that are already zoned commercial for broader based commercial applications.

Linda Earl  
[REDACTED]

Don Pennington  
[REDACTED]

Sent from my iPad

## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** March 1, 2021 8:34 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: Bylaw 1746 - Kingsley Road, Christina Lake

---

**From:** Jesse Gelber [REDACTED]  
**Sent:** February 26, 2021 6:02 PM  
**To:** Planning Department <plandep@rdkb.com>  
**Cc:** Jesse Gelber [REDACTED]  
**Subject:** Bylaw 1746 - Kingsley Road, Christina Lake

To whom it may concern at the RDKB:

I am responding to the notice of public hearing set for Wednesday, March 3rd, 2021 at 6:00 pm and providing my written comments for consideration.

I am a property owner with a residence at [REDACTED] Ferraro Road, Christina Lake. Along with my wife, children and guests I use Kingsley Road almost daily throughout the summer months.

I strongly object to the proposed bylaw 1746 for the removal of policy 15.

Kingsley Road is a major pedestrian corridor that is used for access to and from the Kingsley Road End ("Kool Treat") Beach. This is the only readily accessible public beach near to our house. The use and enjoyment of this area would certainly be negatively impacted by increased commercial activity.

Already, access for public use of the lake, beaches and foreshore at Christina Lake is unduly limited. This proposed change would exacerbate these problems and would diminish the quality of the neighbourhood.

We respectfully ask that the RDKB does not amend the OCP as proposed.

You may contact me for further input if required.

Yours truly,

**Jesse Gelber**  
[REDACTED] Ferraro Road, Christina Lake, BC  
Phone: [REDACTED]

## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** March 1, 2021 8:34 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: Proposed Bylaw No. 1746



**From:** MarandGar Unterschultz [REDACTED]  
**Sent:** February 27, 2021 7:36 AM  
**To:** Planning Department <plandept@rdkb.com>  
**Subject:** Proposed Bylaw No. 1746

We are **opposed** to Proposed Bylaw No. 1746.

During the summer there are a great number of people along that strip already. It makes no sense to increase the congestion and put even more stress on the environment and neighborhood.

There is enough commercial land further along along Highway 3 and even by the old Canadian Dollar Store. There are service roads or road access already in place in areas more suited to commercial development.

Gary and Marion Unterschultz  
[REDACTED] Franson Road

## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** March 1, 2021 8:34 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: Resident of Christina Lake objects to bylaw 1746 for the removal of policy 15



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**From:** Shane Gillis [REDACTED]  
**Sent:** February 27, 2021 10:03 AM  
**To:** Planning Department <plandept@rdkb.com>  
**Subject:** Resident of Christina Lake objects to bylaw 1746 for the removal of policy 15

Feb 27/21

Hello

My name is Shane Gillis and I am a property owner and resident of Christina Lake. I would like to be recorded that I object to Bylaw 1746 for the removal of policy 15. I feel it would negatively impact my neighborhood, Kingsley road, and future growth of Christina Lake.

Thank you for your time!

Shane Gillis  
[REDACTED] Kelly Court  
Christina Lake BC  
VOH 1E2



**RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** March 1, 2021 8:34 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: Objection to removal of Policy 15 of OCP by law 1250



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

From: Laura Gray [REDACTED]  
 Sent: February 27, 2021 2:43 PM  
 To: Planning Department <plandep@rdkb.com>  
 Subject: Objection to removal of Policy 15 of OCP by law 1250

Hello RDKB Planners

As a full time resident at Christina Lake and property owner [REDACTED] Massie Road) I would like consideration to be given to my objection of removing Policy 15 to the OCP by law 1250.

I understand that Kingsley has both residential and commercial mixed zoning at present, ( perhaps grandfathered in) but to increase commercial on that street in future, I believe could cause issues with:

1. The requirement for water /septic for commercial needs could be a negative effect upon residences long term.
2. We think that the campers/tourists who visit who enjoy walking to the beach etc, could be negatively affected with new businesses / traffic and parking needs, never mind recent new home owners who built or purchased.
3. Safety and security in residential areas could definitely be impacted with an increased flow of public traffic on a so-called residential street. We often see tykes on bikes with their Kool Treats distracted enough on this road at all hours.
4. I feel strongly that commercial operations in future planning should be located in the commercial zone, and not become scattered about ANY residential zoned properties. Careful planning in regards to allowing future new residents to be able to purchase residential lots for building residential properties ( bringing new numbers into local school etc) is an important consideration to me. Having options for retirees or young families to build smaller green homes or tiny homes that support energy efficiency would benefit all of us.  
It would not appeal to families to purchase next to a commercial operation here in this small community.
- 5 Peace and Quiet on residential streets needs to be considered carefully, as now there are many commercial trucks on both Massie and North Massie Road which are not appealing to us as taxpayers. Not sure why a logging truck has driven by twice in last 4 days, for example. Could signage off HWY 3 help protect zoning decisions? It would be much appreciated!
6. If a property owner has trouble selling their property here, and wants to consider commercial applications to sell, this would seem like a swing in the wrong direction for securing an appealing small vibe here for present and future residents.

Thank you for considering the needs of us who hope to remain here long term. Many smaller communities in BC ex:(Invermere,Naramata, Creston) have had to plan and enforce strict guidelines for residential zones with single family

dwellings in particular. Keeping commercial visible on the highway access roads will help make a community appear vibrant to visitors with amenities for residents. A sense of organized activity is attractive to visitors.

I am certain that planning this town is no easy task, and I do understand the need to encourage economic development, but let us all please take the time to do this correctly now.

Respectfully submitted

Laura Gray



**RDKB Planner**

**From:** Maria Ciardullo  
**Sent:** March 1, 2021 8:35 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: Kingsley Petition

**From:** Tony DeLuca [REDACTED]  
**Sent:** February 27, 2021 6:42 PM  
**To:** Planning Department <plandept@rdkb.com>  
**Subject:** Kingsley Petition

I am a property owner at Christina Lake. I would like it to be recorded that I object to Bylaw 1746 which calls for the removal of policy 15 (an amendment to the OCP Bylaw 1250). I believe this policy change negatively impacts Kingsley Street and the future growth of Christina Lake.

The scale of neighborhood business on this street has mostly been family camping/cottage style tourist accommodation offering a recreational family time experience. Opening the door to more commercialization would decrease the quality of experience for the neighborhood and tourists. Businesses beyond a residential nature should be concentrated in the existing commercial zones on the highway and south end that are already zoned commercial for broader based commercial applications.

The limitations established under policy 15 of Bylaw 1250 support the existing and previous OCP's and recent 2020 summer community survey's in building a strong community development plan that includes commercial opportunities in specific commercially zoned areas. Kingsley Road is not such an area suitable for increased commercialization and/or urbanization.

I am not in favour of removal of policy 15 from Bylaw 1250 because Christina Lake needs this residential neighborhood with land parcels that future families can purchase to build homes versus buyers potentially utilizing the land for larger commercial opportunities.

Tony DeLuca (printed name)  
[REDACTED] Massie Rd (Address)  
Christina Lake

I am a property owner at Christina Lake. I would like it to be recorded that I object to Bylaw 1746 which calls for the removal of policy 15 (an amendment to the OCP Bylaw 1250). I believe this policy change negatively impacts Kingsley Street and the future growth of Christina Lake.

The scale of neighborhood business on this street has mostly been family camping/cottage style tourist accommodation offering a recreational family time experience. Opening the door to more commercialization would decrease the quality of experience for the neighborhood and tourists. Businesses beyond a residential nature should be concentrated in the existing commercial zones on the highway and south end that are already zoned commercial for broader based commercial applications.

The limitations established under policy 15 of Bylaw 1250 support the existing and previous OCP's and recent 2020 summer community survey's in building a strong community development plan that includes commercial opportunities in specific commercially zoned areas. Kingsley Road is not such an area suitable for increased commercialization and/or urbanization.

I am not in favour of removal of policy 15 from Bylaw 1250 because Christina Lake needs this residential neighborhood with land parcels that future families can purchase to build homes versus buyers potentially utilizing the land for larger commercial opportunities.

Roberta DeLuca (printed name)

[REDACTED] Mossie Road (Address)

Christina Lake

To Whom It May Concern (at plandept@rdkb.com)

I am a resident of Christina Lake. I would like it to be recorded that I object to Bylaw 1746 for the removal of policy 15 (an amendment to the OCP Bylaw 1250). I believe it negatively impacts Kingsley Street and the future growth of Christina Lake.

The existing zoning offers appropriate homebased business opportunities that align with the residential character. Businesses beyond a residential nature should be concentrated in the existing commercial zones on the highway and south end that are already zoned commercial for broader based commercial applications.

Adrienne De Luca (printed name)

(signature)

(address or email)

Feb. 27, 2021 (date)

## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** March 1, 2021 8:35 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: Kingsley Road  
**Attachments:** Kingsley Road .pdf



**From:** Adrienne DeLuca [REDACTED]  
**Sent:** February 27, 2021 7:34 PM  
**To:** Planning Department <plandept@rdkb.com>  
**Subject:** Kingsley Road

Hello

I have attached a letter indicating that I am against the application to amend the Official Community Plan Bylaw to allow residential properties on Kingsley Road to apply for commercial zoning.

Please see the attached letter.

Thank you for your time.

Adrienne DeLuca

To Whom It May Concern (at plandept@rdkb.com)

I am a resident of Christina Lake. I would like it to be recorded that I object to Bylaw 1746 for the removal of policy 15 (an amendment to the OCP Bylaw 1250). I believe it negatively impacts Kingsley Street and the future growth of Christina Lake.

The existing zoning offers appropriate homebased business opportunities that align with the residential character. Businesses beyond a residential nature should be concentrated in the existing commercial zones on the highway and south end that are already zoned commercial for broader based commercial applications.

Jonathon Patry \_\_\_\_\_ (printed name)

\_\_\_\_\_ (signature)



\_\_\_\_\_ (address or email)

February 27, 2021 \_\_\_\_\_ (date)

## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** March 1, 2021 8:35 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: Kingsley Road  
**Attachments:** Kingsley Road .pdf

  
**From:** jon patry   
**Sent:** February 27, 2021 7:40 PM  
**To:** Planning Department <plandept@rdkb.com>  
**Subject:** Kingsley Road

Hello,

I have attached a letter indicating that I am against the application to amend the Official Community Plan Bylaw to allow residential properties on Kingsley Road to apply for commercial zoning.

Please see the attached letter.

Thank you for your time,

Jonathon Patry

## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** March 1, 2021 8:36 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: Bylaw 1250



**From:** Chris De Luca [REDACTED]  
**Sent:** February 27, 2021 7:45 PM  
**To:** Planning Department <plandept@rdkb.com>  
**Subject:** Bylaw 1250

- I am not in favour of removal of policy 15 from Bylaw 1250 because the scale of neighborhood business on this street has mostly been family camping/cottage style tourist accommodation offering a recreational family time experience. Opening the door to more commercialization would decrease the quality of experience for the neighborhood and tourists.

Chris De Luca



## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** March 1, 2021 8:36 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: Bylaw 1250



---

**From:** Lindsay Caldwell [REDACTED]  
**Sent:** February 27, 2021 7:50 PM  
**To:** Planning Department <plandept@rdkb.com>  
**Subject:** Bylaw 1250

Hello,

I am not in favour of removal of policy 15 from Bylaw 1250 because the scale of neighbourhood business on this street has mostly been family camping/cottage style tourist accommodation offering a recreational family time experience. Opening the door to more commercialization would decrease the quality of experience for the neighbourhood and tourists.

Thank you,  
Lindsay Caldwell

~~February 21, 2021~~

March, 1, 2021

To: plandept@rdkb.com

I am a property owner/resident at Christina Lake. I would like it to be recorded that I object to Bylaw 1746 for the removal of policy 15. (an amendment to the OCP Bylaw 1250). I believe it negatively impacts Kingsley Street and the future growth of Christina Lake.

The existing zoning offers appropriate homebased business opportunities that align with the residential character. Businesses beyond a residential nature should be concentrated in the existing commercial zones on the highway and south end that are already zoned commercial for broader based commercial applications.

Rupert Oldroyd

(print name)

(signature)

Fife Rd

Christina Lake B.C. (address or email)

To: plandept@rdkb.com

I am a property owner/resident at Christina Lake. I would like it to be recorded that I object to Bylaw 1746 for the removal of policy 15, (an amendment to the OCP Bylaw 1250). I believe it negatively impacts Kingsley Street and the future growth of Christina Lake.

The existing zoning offers appropriate homebased business opportunities that align with the residential character. Businesses beyond a residential nature should be concentrated in the existing commercial zones on the highway and south end that are already zoned commercial for broader based commercial applications.

LOU CICHETTI (print name)  
 [REDACTED] (signature)

Amy Cicchetti  
 [REDACTED]

[REDACTED] CAROL COURT (address or email)  
CHRISTINA LAKE, BC.

[REDACTED] CAROL COURT  
CHRISTINA LAKE BC

FEB 26, 2021. Date

JUL 26, 2021

## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** March 1, 2021 9:47 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: Bylaw 1746 - Policy 15 removal -objection  
**Attachments:** RDKB- Bylaw removal objection.pdf

[REDACTED]

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**From:** Cicchetti, Amy [REDACTED] >  
**Sent:** March 1, 2021 9:36 AM  
**To:** Planning Department <plandept@rdkb.com>  
**Subject:** Bylaw 1746 - Policy 15 removal -objection

Hi,

Attached please find our signed objection to Bylaw 1746 for the removal of policy 15.

Lou and Amy Cicchetti

Amy Cicchetti | [REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED]  [REDACTED]

[REDACTED]

[REDACTED]

---

[REDACTED]

[REDACTED]

February 21, 2021

To: plandept@rdkb.com

I am a property owner/resident at Christina Lake. I would like it to be recorded that I object to Bylaw 1746 for the removal of policy 15. (an amendment to the OCP Bylaw 1250). I believe it negatively impacts Kingsley Street and the future growth of Christina Lake.

The existing zoning offers appropriate homebased business opportunities that align with the residential character. Businesses beyond a residential nature should be concentrated in the existing commercial zones on the highway and south end that are already zoned commercial for broader based commercial applications.

Sarah Leslie

(print name)

(signature)

Fife rd

(address or email)

**RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** March 1, 2021 10:18 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: Bylaw 1746 policy 15

**From:** Tobias Gelber [REDACTED]  
**Sent:** March 1, 2021 10:02 AM  
**To:** Planning Department <plandept@rdkb.com>  
**Subject:** Bylaw 1746 policy 15

To whom it may concern,

I am a property owner on Kingsley road and have been for the last 20 years. I would like it recorded that I object to the removal of policy 15 from bylaw 1746. My family has grown up visiting Christina Lake swimming at the public beach at the end of Kingsley road. We have walked and ridden our bikes countless times down that road and allowing business development down that road outside of the usual recreational businesses such as campgrounds will only increase the amount of traffic and decrease the quality of life that we have come to enjoy in that area. I am also concerned about safety of people walking up and down that road as traffic increases. Locals typically are much more respectful of people walking up and down the road as opposed to people searching out businesses. I believe the integrity of that environment will be significantly compromised if policy 15 is removed from bylaws 1746.

Thank you for your consideration,

Sincerely,

Tobias Gelber  
 [REDACTED]

## **RDKB Planner**

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**From:** Sandra Surinak  
**Sent:** March 1, 2021 12:38 PM  
**To:** RDKB Planner  
**Subject:** FW: Written submissions for March 3 Public Hearing - Bylaw 1746 Christina Lake  
**Attachments:** written submissions and petitions - Mar 3 public meeting.pdf

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**From:** Sim - Phillips family [REDACTED]  
**Sent:** March 1, 2021 12:23 PM  
**To:** Planning Department <plandept@rdkb.com>  
**Subject:** Written submissions for March 3 Public Hearing - Bylaw 1746 Christina Lake

Hello,

Attached are written submissions and a community petition that we have collected and are submitting on behalf of the individuals who have signed. These submissions are in opposition to the application to remove policy from the Christina Lake OCP Bylaw. I will be attending the zoom meeting for my submission.

Thank you,

Jeff Sim  
[REDACTED]



## Community Petition – Bylaw 1746 RDKB: Kingsley Road

I am a property owner/resident at Christina Lake. I would like it to be recorded that I object to Bylaw 1746 for the removal of policy 15. (an amendment to the OCP Bylaw 1250). I believe it negatively impacts Kingsley Street and the future growth of Christina Lake.

The existing zoning offers appropriate homebased business opportunities that align with the residential character. Businesses beyond a residential nature should be concentrated in the existing commercial zones on the highway and south end that are already zoned commercial for broader based commercial applications.

Name	Address	Signature	Date
Doreen Barclow	Franson Rd	[REDACTED]	Feb 23/21
Nola Delcye	Franson Rd	[REDACTED]	Feb 23/21
Pearl Rutter	Franson Rd	[REDACTED]	Feb 23/21
BRIAN REITER	Franson Rd	[REDACTED]	FEB 23/21
Nicole Weinberger	Franson Rd	[REDACTED]	Feb 23/21
Shane Weinberger	Franson Rd	[REDACTED]	Feb 23/21
JENNIE Teurath	Kelly Rd	[REDACTED]	Feb 23/21
JOHN TOURCOTE	Kelly Rd	[REDACTED]	FEB 23/21
Maria Konmark	Kelly Cr	[REDACTED]	Feb 25/21
Vla Medved	Kelly Cr	[REDACTED]	Feb 25/21
Ken Schmitt	Massie	[REDACTED]	" "
Dale Bugg	Massie	[REDACTED]	Feb. 25/21

## Community Petition – Bylaw 1746 RDKB: Kingsley Road

I am a property owner/resident at Christina Lake. I would like it to be recorded that I object to Bylaw 1746 for the removal of policy 15. (an amendment to the OCP Bylaw 1250). I believe it negatively impacts Kingsley Street and the future growth of Christina Lake.

The existing zoning offers appropriate homebased business opportunities that align with the residential character. Businesses beyond a residential nature should be concentrated in the existing commercial zones on the highway and south end that are already zoned commercial for broader based commercial applications.

Name	Address	Signature	Date
Julie Gregan	█████ Massie Rd	████████████████████	Feb 22/21
Darlene Smith	█████ N. Massie	████████████████████	Feb 22/21
Katy Spark	█████ N Massie	████████████████████	Feb. 22/21
Ilene & Dianne Soukero	█████ Dunn Rd	████████████████████	Feb 22/21
Dianne Soukero	█████ Dunn Rd	████████████████████	Feb. 22/21
Raelene Sherry	█████ Hunter Rd	████████████████████	Feb 22/21
Nicole Fraser	█████ Hunter Frontage	████████████████████	Feb 22/21
BRUCE HOPKINS	█████ WILKINSON RD	████████████████████	FEB 22/21
Laura Gray	█████ Massie	████████████████████	Feb 22/21
GEORGE FIELD	█████ MASSIE	████████████████████	FEB 22/21
MICHAEL MURPHY	█████ MASSIE	████████████████████	FEB. 23/21
Stephen Johns	█████ Franson Rd	████████████████████	Feb 23/21



February <sup>20</sup>21, 2021

To: plandept@rdkb.com

I am a property owner/resident at Christina Lake. I would like it to be recorded that I object to Bylaw 1746 for the removal of policy 15. (an amendment to the OCP Bylaw 1250). I believe it negatively impacts Kingsley Street and the future growth of Christina Lake.

The existing zoning offers appropriate homebased business opportunities that align with the residential character. Businesses beyond a residential nature should be concentrated in the existing commercial zones on the highway and south end that are already zoned commercial for broader based commercial applications.

Bruce Gregory

(print name)

(signature)

MASSIE Rd.

Christina Lake BC

(address or email)

I am a property owner/resident at Christina Lake. I would like it to be recorded that I object to Bylaw 1746 for the removal of policy 15. (an amendment to the OCP Bylaw 1250). I believe it negatively impacts Kingsley Street and the future growth of Christina Lake.

The existing zoning offers appropriate homebased business opportunities that align with the residential character. Businesses beyond a residential nature should be concentrated in the existing commercial zones on the highway and south end that are already zoned commercial for broader based commercial applications.

Nicole Tourcotte (print name)

\_\_\_\_\_ (signature)

[REDACTED] Carol Court Christina Lake BC  
 [REDACTED] (address or email)

SHAD TOWNSHIP

**RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** March 2, 2021 8:38 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: Christina Lake bylaw 1250 proposed change

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**From:** David Merry [REDACTED]  
**Sent:** March 1, 2021 5:41 PM  
**To:** Planning Department <plandep@rdkb.com>  
**Subject:** Christina Lake bylaw 1250 proposed change

Hello,

My wife and I are residents of Christina Lake at [REDACTED] Tambellini Road and have lived here since 1989. We wish to make comments on this proposed bylaw change.

I was a member of the original OCP planning group in the early 1990's. At that time the intent was to try to centralize the development of commercial properties in the community core and not have it spread out across the community. I believe past OCP reviews have reinforced this. I am concerned about allowing the possibility of commercial growth outside of the core.

We recognize that the Kingsley corridor has for many years had some commercial development. It is noted that except for the Kool Treat most of the properties are for occupancy either permanently or temporarily. Allowing rezoning for commercial use could allow for other activities like auto repair, warehousing, and manufacturing which we do not feel is appropriate for this largely residential area.

We do have a copy of the "Staff Report" re: Official Community Plan Bylaw Amendment – Maximenko. We have noted the "Alternatives" section. We would strongly favor options number 1 or number 3. In our opinion whether to allow commercial development outside the central core is a decision to be made by the current OCP review. If not, then consideration could be given to limited commercial opportunities only (option 3) that would be consistent with the neighborhood.

In summary there are certain "commercial uses" for the properties on Kingsley Road in general and the Maximenko property that could be considered but we have serious concerns about opening this up to general commercial zoning. Removing this bylaw could potentially allow this to occur.

Respectfully submitted,  
 David and Melanie Merry

**RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** March 2, 2021 8:40 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: Bylaw 1746

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**From:** Lisa Smythe [REDACTED]  
**Sent:** March 1, 2021 10:49 PM  
**To:** Planning Department <plandept@rdkb.com>  
**Subject:** Bylaw 1746

To whom it may concern:

I am a property owner/resident at Christina Lake. I would like it to be recorded that I object to Bylaw 1746 which calls for the removal of policy 15 (an amendment to the OCP Bylaw 1250). I believe this policy change negatively impacts Kingsley Street and the future growth of Christina Lake.

The existing zoning offers appropriate homebased business opportunities that align with the residential character. Businesses beyond a residential nature should be concentrated in the existing commercial zones on the highway and south end that are already zoned commercial for broader based commercial applications.

Lisa Smythe  
 2085 Massie Road, Christina Lake, BC

- 
- I am not in favour of removal of policy 15 from Bylaw 1250 because the scale of neighborhood business on this street has mostly been family camping/cottage style tourist accommodation offering a recreational family time experience. Opening the door to more commercialization would decrease the quality of experience for the neighborhood and tourists.

To: plandept@rdkb.com

**I am a property owner/resident at Christina Lake. I would like it to be recorded that I object to Bylaw 1746 which calls for the removal of policy 15 (an amendment to the OCP Bylaw 1250). I believe this policy change negatively impacts Kingsley Street and the future growth of Christina Lake.**

The existing zoning offers appropriate homebased business opportunities that align with the residential character. Businesses beyond a residential nature should be concentrated in the existing commercial zones on the highway and south end that are already zoned commercial for broader based commercial applications.

Rod Smythe

■ Rosebery Ave  
West Vancouver BC  
V7V 3A2



## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** March 2, 2021 11:12 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: RDKB Bylaw 1746: Amendment of Area C Bylaw 1250 OCP (Kingsley Road Commercial Policy 15)

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**From:** raimundwege@shaw.ca [REDACTED]  
**Sent:** March 2, 2021 11:11 AM  
**To:** Planning Department <plandep@rdkb.com>  
**Subject:** RDKB Bylaw 1746: Amendment of Area C Bylaw 1250 OCP (Kingsley Road Commercial Policy 15)

Hello,

We are residents of Christina Lake, although not in Kingsley Road, and in the recent past have been exposed to a situation where an attempt was made to build an RV park in a 'rural residential' area.

Changing the designation of a residential area, or even allowing the possibility to request changing this designation, in order to permit a commercial business, can have a significant negative impact on the value of existing properties. Furthermore, the uncertainty related to such a possibility will give residents sleepless nights and as such may impact their health. Who knows, what kind of noise and other impact a commercial business may bring to a neighbourhood.

We therefore request you to keep the current bylaw as is including Commercial Policy 15 for Christina Lake Kingsley Road. Existing residential land along Kingsley Road should not be converted to commercial use.

Sincerely  
Renate & Raimund Wege

[REDACTED] McRae Road  
Christina Lake, BC  
V0H 1E1  
[REDACTED]

## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** March 3, 2021 9:09 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: \*\* BYLAW 1746 AMENDMENT VOTE \*\*  
  
**Importance:** High

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**From:** Janie Spenst [REDACTED] >  
**Sent:** March 3, 2021 9:05 AM  
**To:** Planning Department <plandept@rdkb.com>  
**Subject:** FW: \*\* BYLAW 1746 AMENDMENT VOTE \*\*  
**Importance:** High

To Whom it May Concern:

I want to make my position known that I am **NOT** in favour of the following proposed bylaw change:

**Regional District of Kootenay Boundary Bylaw No. 1746 to amend Electoral Area 'C'/Christina Lake Official Community Plan (OCP) Bylaw No. 1250**

We are property owners on Kingsley Road and do not want to see the ability for overdevelopment on this street. It is busy enough during the summer and the small public beach at the end of the street cannot accommodate more visitors during the busy season.

Thank you

J Spenst

## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** March 3, 2021 10:41 AM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: Christina Lake Public Hearing for proposed Bylaw 1746

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

From: Sheila Grant <[REDACTED]>  
Sent: March 3, 2021 10:06 AM  
To: Planning Department <plandept@rdkb.com>  
Subject: Christina Lake Public Hearing for proposed Bylaw 1746

I'm writing to express opposition to changes to the above mentioned bylaw.

My husband and I recently purchased the house at [REDACTED] Skands Road which is 3 properties away from the subject property. We did our research before buying with the knowledge that this area is zoned residential as we have already experienced the increase in traffic/parking in the summer due to Skands campground. We believe that any further commercial development in this area will destroy our residential community.

There is plenty of unused commercial space/land available in Christina Lake already zoned commercial. It is imperative for the healthy growth of Christina Lake that residential areas are preserved and commercial enterprises are located in appropriate areas.

Sheila & Jack Grant  
[REDACTED] Skands Road  
Christina Lake, BC  
[REDACTED]

Area "C" OCP Amendment Application Public Hearing March 3, 2021

Thank You for the opportunity to speak to the application for the amendment but also to the environment in which it is being considered by the community.

Whipped up community hysteria. After 40 years of living in our wonderful community, this is not the first time, we have seen it in play, nor we suspect the last. It is interesting to note that most of those objecting to the removal of the one sentence restricting the ability to apply for a rezoning from Residential Use to Commercial Use, indeed have that exact right to apply, themselves.

This restriction came about in an effort to address another incidence of community hysteria. It happened when a neighbouring motel wanted to increase their income by utilizing the lot next door to expand camping. Some energetic people with their own agendas, set about stopping the proposed travesty. They whipped up fear with 'What Ifs'. A petition was created, apparently even I signed it to 'Save the Neighbourhood', so I understand how easily that hysteria can be whipped up. The restriction in question was put in place as a creative solution at the time. However, as owners of an impacted neighbouring property, we were never informed. That was, at the time, I believe, a statutory requirement, if not, indeed it was a courtesy, provided in writing. Imagine our surprise when we discovered this restriction existed and how it limited our options! We felt then and feel now that the restriction is discriminatory, as all other neighbouring streets (even those with zero commercial activity) still have the right to apply to convert, that right which is now denied us.

So let's look at what impacts have resulted from joining those two property uses together; More commerce. More hamburgers and ice cream sold, more groceries sold, more mechanical & RV parts sold, more fuel, etc. along with more income/ return on the owner's investment. Local incomes trickle across the community.

We have seen motel businesses cut themselves in half to achieve a sale, cabins have been built as rentals some even housing personal services available to the community as a whole. How did those actions hurt our street or neighbourhood? How did the construction of a multi-unit rental building hurt our street? Frankly they didn't.

This fear of Commerce is easy to whip up, I understand that all too well. In hindsight it is also easy to see how silly it all was, as the impacts ranged from benign to positive.

People tend to forget or maybe do not know that there is a process in place to stop inappropriate uses. It has worked in the recent past, as evidenced by the rejection of a Commercial Application up in the McCrae Creek Subdivision. That application was allowed, it was made and subsequently rejected as inappropriate. THE SYSTEM WORKED!

This application is only about having the same right to apply, as most of the rest of the residential property owners at Christina Lake.

To quickly address the concerns expressed by the Sutherland Creek Water District, it is important to note that water concerns usually happen for about 1 week each summer and that although not public yet they are currently in process to expand their capacity.

We feel the downside of stopping that ability to apply, deters economic activity, something Christina Lake could use a little more of. Commercial Services supports our community. It provides for our immediate needs as well as our structural needs.

The Commercial Taxation Rate (last time I checked) was 4 times the residential rate. If our property or any property is converted to commercial, government coffers would have increased resources with which to meet our ever-growing needs as a community. Most people seem to dislike paying taxes, yet many have no idea of the additional contributions provided by their commercial neighbours.

We understand and also care about Residential Values in our community and suggest that if this restriction is left to stand, that it be expanded to cover each and every residential property at Christina Lake to preserve the ambiance. That would eliminate the discriminatory nature of its current application.

On a personal note it is deeply disappointing that neighbours who have always felt free, to ask us for advice or favours or to just engage in conversation about whatever they felt on any topic, not one of these objectors has had the courage or courtesy to discuss their concerns with us personally. This is what has brought our clear belief that what has been in play has been the result of whipped up community hysteria. What else could explain the crazy assumptions and ridiculous stories about our intentions currently circulating. Imagine our surprise to hear that (among many other things) we were planning to open a Building Supply Store at our home and funniest of all was the suggestion that we were planning on turning our property into a Log Sort!! These are clear examples of whipped up hysteria based upon 'fake news'.

We ask the RDKB to please remove the one sentence (Section 15) that effectively discriminates against residential property owners along a 1.5 block existing commercial strip and allow the application process already in place, to do its job. We ask that it be done with clear heads, facts and logic rather than the results of fear, ignorance of process and whipped up emotions, in support of fairness for everyone.

Thank you,  
John & Margaret Maximenko

**From:** [Bill Rowat](#)  
**To:** [Planning Department](#)  
**Subject:** Bylaw No. 1746  
**Date:** March 3, 2021 7:17:02 AM

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To whom this may concern

I strongly oppose the proposed bylaw amendment stated below to allow change from any current residential land designation to commercial or light commercial designation.

This would create a negative impact on the current residential home and land owners who had purchased for the purpose of living in a residential setting.

Bill Rowat

**From:** [Colleen Rowat](#)  
**To:** [Planning Department](#)  
**Subject:** Email from rdkb.com Bylaw 1746,2021 Kingsley Road  
**Date:** March 3, 2021 7:08:34 AM

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To whom it may concern,

I strongly oppose amending the Regional District of Kootenay Boundary Bylaw No. 1746,2021. I do not want further residential property on Kingsley Road converted for commercial use.

Sincerely,

Colleen Rowat

Sent from my iPhone



Concerning the Area "C" OCP Commercial Policy

I support The application to remove Commercial Policy 15 restriction. My property at [REDACTED]  
Massie road will be affected by this decision.

Liz Randall

[REDACTED]  
[REDACTED]

[REDACTED] Massie Rd Christina Lake B.C. V0H 1E2

Concerning the Area "C" OCP Commercial Policy

I support The application to remove Commercial Policy 15 restriction. My property at [REDACTED]  
Massie road will be affected by this decision.

Mike Meyer

[REDACTED]

[REDACTED]

[REDACTED] Massie Rd Christina Lake B.C. V0H 1E2

To: The Regional District Directors,

My name is Monica Phillips. I am a property owner at [REDACTED] Massie Road, Christina Lake.

**I am opposed to Bylaw 1746 that seeks to remove policy 15 from the OCP Bylaw (Bylaw 1250).**

Minimizing the impact of this amendment by using the argument that removing policy 15 “levels the playing field” is a distraction from the overall direction given through the OCP. It is very unlikely other residential streets would ask for rezoning as they don’t have existing tourist accommodations like Kingsley Rd., and most don’t have a busy beach access. This street needs to be seen for its unique characteristics; I would characterize Kingsley Rd as recreation based, where families and friends, have gathered for outdoor relaxation, space and lake time for over 100 years. The existing policy protects Kingsley road from shifting in character, and from putting pressure on water services, safety, traffic, delivery trucks, and beach access and limits urbanization. The present OCP does encourage small scale commercial activity that fits the neighborhood but encourages larger scale business in the existing core commercial and highway commercial. (Policy 2.13.1.3)

The community has said by way of a) **the existing OCP** and b), **the surveys for the review process for the new OCP** that they prefer commercial zoning to be where it already exists. **Why would we ignore this?**

*In the recent 2020 summer survey, a question was asked about whether you see a need for more commercial space at Christina Lake. 47 respondents said no and 13 said yes. Of those 13 who stated yes, only 2 selected Lavalley point neighborhood for an increase in commercial area. Keeping the concentration of businesses in existing core commercial and highway zone allows for the essence of Lake life in residential zones to remain in tack but encourages an appealing core hub.*

*In the 2018 survey for the OCP review process, (which included 493 responses), in the long answer section, residents were asked what they would like improved at Christina Lake. Statements like: “a nice compact center of town”, “residential separate”, “town center”, “not to commercial like Kelowna”, “don’t change the landscape”, “peaceful, quiet, relaxing”, “develop a village center”, “old empty buildings (utilize them)”, “more local business in the retail spots that have been vacant for so long”. All these statements and more indicated support for new commercial businesses filling in the existing core/highway commercial areas to avoid sprawl. None asked for more opportunity to rezone residential properties on Kingsley St to commercial.*

Other Points:

- Opening the door to commercial applications on Kingsley Road is concerning. Commercial zoning applications can result in shifting the balance to an urban commercial atmosphere quickly because motivated businesses can often move quickly through the application and permit process.
- Compact, concentrated town sites receive a spillover effect from business to business both for established and new business. That is lost on sprawling to other areas like Kingsley Road.
- Growing tourism in a sustainable way avoids potential clustered commercial dead zones. The potential for failed derelict businesses is worrisome for this residential neighbourhood.

**The impact from this amendment could have vast implications to the neighbourhood, tourist economy, and existing businesses. Please recognize all the reasons why retaining the existing policy 15 benefits the entire community and protects it against what is being asked through this amendment.**

Thank you for your consideration.

Monica Phillips

**From:** [von spenst](#)  
**To:** [Planning Department](#)  
**Date:** March 2, 2021 3:32:00 PM

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Bylaw change I wish to vote against amending Electoral area C (ocp) bylaw1250

## **RDKB Planner**

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**From:** Maria Ciardullo  
**Sent:** March 3, 2021 1:30 PM  
**To:** Donna Dean; RDKB Planner  
**Cc:** Sandra Surinak  
**Subject:** FW: I'm sorry. The rezoning along Kingsley Road for commercial residential.

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

From: Rod Spenst <[REDACTED]>  
Sent: March 3, 2021 9:48 AM  
To: Planning Department <plandept@rdkb.com>  
Subject: I'm sorry. The rezoning along Kingsley Road for commercial residential.

Sent from my iPhone

**RDKB Planner**

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**From:** Donna Dean  
**Sent:** March 3, 2021 5:56 PM  
**To:** RDKB Planner  
**Subject:** FW: Area C Public Hearing March 3 Bylaw No 1746

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**From:** Dianne Wales [REDACTED] >  
**Sent:** March 2, 2021 2:03 PM  
**To:** Donna Dean [REDACTED] >  
**Subject:** RE: Area C Public Hearing March 3 Bylaw No 1746

I was not clear with my question

My question relates specifically to the Public Hearing for the bylaw No 1746 and not to the entire OCP document.

At some point there was a petition signed by the property owners of Kingsley Road resulting in "the Regional District will not allow the amendment of lands designated as residential to commercial along Kingsley Road". My assumption is there was a clear reason for that request and approval to include a defined area as an exception within Bylaw No. 1250.

What has changed since that time to make the original request invalid?

Sent from [Mail](#) for Windows 10

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**From:** [Donna Dean](#)  
**Sent:** March 2, 2021 8:56 AM  
**To:** [dcwales@shaw.ca](mailto:dcwales@shaw.ca)  
**Cc:** [RDKB Planner](#)  
**Subject:** RE: Area C Public Hearing March 3 Bylaw No 1746

Hi Dianne,

I think that the staff report that Danielle refers to below will answer your questions regarding why the policy was included in the OCP as part of the review process as well as current conditions.

Donna

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**From:** RDKB Planner <[planner@rdkb.com](mailto:planner@rdkb.com)>  
**Sent:** March 1, 2021 2:03 PM  
**To:** [dcwales@shaw.ca](mailto:dcwales@shaw.ca)  
**Cc:** Donna Dean <[ddean@rdkb.com](mailto:ddean@rdkb.com)>; Elizabeth Moore <[srplanner@rdkb.com](mailto:srplanner@rdkb.com)>  
**Subject:** RE: Area C Public Hearing March 3 Bylaw No 1746

Good afternoon Dianne,



I don't have the historic knowledge around the individual policies that were developed as part of the planning review process of OCP Bylaw 1250 as I joined the RDKB in September 2020.

I have copied the Manager of Planning and Development and the Senior Planner in case either of them are able to provide some historic context.

Similar to other bylaws, such as zoning bylaws, members of the public can submit applications to request changes / an amendment to Official Community Plan or staff can bring forward proposed changes for consideration by the Regional Board. In this instance, the proposed OCP amendment bylaw is the result of an OCP amendment application made by a member of the public who owns property on Kingsley Road. The application and staff report related to this proposal can be viewed at <https://rdkb.com/Regional-Government/Latest-News>.

OCP amendments don't result in invalidating an entire OCP but instead make changes to particular sections of text (for example, remove or add policies) or maps (for example, to change the land use designation of a parcel or groups of parcels of land). Since 2005, OCP Bylaw 1250 has been amended/ had changes made 10 times: four text changes, 5 map changes, and 1 change to the map and text.

I hope this information is helpful.

Sincerely,

Danielle



Danielle Patterson, BA, BPI | Planner  
[planner@rdkb.com](mailto:planner@rdkb.com)

Regional District of Kootenay Boundary  
Toll-free: 1-800-355-7352  
Main: 250-368-9148  
[rdkb.com](http://rdkb.com)

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**From:** Dianne Wales [REDACTED]  
**Sent:** March 1, 2021 1:13 PM  
**To:** Planning Department <[plandept@rdkb.com](mailto:plandept@rdkb.com)>  
**Subject:** Area C Public Hearing March 3 Bylaw No 1746

Question

It is my understanding that Bylaw No. 1250 was enacted at the request and by petition from the land owners on Kingsley Road.

What was the reasoning and logic for the original request that was approved ?

What has changed since that time to invalidate this approval?

Dianne Wales  
[REDACTED] Wilson Road  
Christina Lake

Sent from [REDACTED] for Windows 10



**Regional District of  
Kootenay Boundary**

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
BYLAW NO. 1746**

A Bylaw to amend Electoral Area 'C'/Christina Lake Official Community Plan Bylaw No. 1250, 2004 of the Regional District of Kootenay Boundary

**WHEREAS** the Regional District of Kootenay Boundary may amend the provisions of its Official Community Plans pursuant to the provisions of the *Local Government Act*;

**AND WHEREAS** the Regional District of Kootenay Boundary has considered the requirements under Section 475 of the *Local Government Act* with respect to early and ongoing consultation;

**NOW THEREFORE** the Regional District of Kootenay Boundary Board of Directors, in open and public meeting assembled, hereby enacts as follows:

**1. CITATION:**

- 1.1. This Bylaw may be cited as "Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1746, 2021" and takes effect as of the date of adoption.

**2. ADMINISTRATIVE PROVISION:**

- 2.1. If any section, subsection, sentence, clause or phrase in this bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the decision shall not affect the validity of the remaining portion of the bylaw.

**3. TEXT AMENDMENT:**

- 3.1. That Section 2.1.3 of the Regional District of Kootenay Boundary Electoral Area 'C'/Christina Lake Official Community Plan Bylaw No. 1250, 2004 is amended by replacing Commercial Policy 15 in its entirety, to reads as follows:

*15. Deleted.*

Bylaw 1746, 2021

**READ A FIRST AND SECOND TIME** this 13th day of January, 2021.

**PUBLIC HEARING** held on this 3<sup>rd</sup> day of March, 2021.

**READ A THIRD TIME** this \_\_\_\_\_ day of \_\_\_\_\_.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Anitra Winje  
Manager of Corporate Administration

\_\_\_\_\_  
Diane Langman  
Chair

I, Anitra Winje, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify that this is a true and correct copy of Bylaw No. 1746, cited as "Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1746, 2021".

\_\_\_\_\_  
Manager of Corporate Administration

Bylaw 1746, 2021

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
BYLAW NO. 1750**

A Bylaw to establish a Board of Variance for  
the Regional District of Kootenay Boundary  
pursuant to the *Local Government Act*

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**WHEREAS** the Board of Directors of the Regional District of Kootenay Boundary has adopted zoning bylaws and other applicable bylaw(s);

**AND WHEREAS**, under the *Local Government Act*, the Board of Directors of the Regional District of Kootenay Boundary must establish, by bylaw, a Board of Variance;

**AND WHEREAS**, under the *Local Government Act*, the Board of Directors may establish more than one Board of Variance if the area to which each Board of Variance has jurisdiction is specified in the establishing bylaw, and those areas of jurisdiction do not overlap;

**AND WHEREAS**, excerpts from the *Local Government Act and Community Charter* are included in this Bylaw for convenience, and this Bylaw is intended to reflect and implement the Board of Variance requirements contained in provincial legislation;

**NOW THEREFORE** the Regional District of Kootenay Boundary Board of Directors, in open and public meeting assembled, enacts as follows:

**1. CITATION**

- 1.1. This Bylaw may be cited as "Regional District of Kootenay Boundary Board of Variance Bylaw No. 1750, 2021" or "BoV Bylaw 2021".

**2. INTERPRETATION AND DEFINITIONS**

- 2.1. In this Bylaw, the following terms have the following meanings:
  - a) **"Acting Chair"** means a member of Boundary Area Board or East End Board appointed to preside over Meetings and Hearings of their Board in the absence of their Board's Chair;
  - b) **"Application"** means an application for a Variance, Board Order, or Exemption, made in accordance

with this Bylaw, to the Boundary Area Board or the East End Board;

- c) **"Board of Directors"** means the Board of Directors of the Regional District of Kootenay Boundary;
- d) **"Board"** means either the Boundary Area Board or the East End Board and **"Boards"** means the Boundary Area Board and the East End Board, collectively;
- e) **"Board Order"** means an order of a Board to set aside a determination of a building inspector regarding the amount of damage to a non-conforming use structure and to make a determination of the amount of damage in its place, sought through Application to a Board in accordance with this Bylaw and the *Local Government Act*;
- f) **"Boundary Area Board"** means the Board of Variance having sole jurisdiction over Electoral Areas C/Christina Lake, D/Rural Grand Forks and E/West Boundary of the Regional District;
- g) **"Chair"** means either the Chair of the East End Board or the Chair of the Boundary Area Board;
- h) **"Chair of Boundary Area Board"** means the Board member elected to preside over Meetings and Hearings of the Boundary Area Board by majority vote of the members of the Boundary Area Board;
- i) **"Chair of East End Board"** means the Board member elected to preside over Meetings and Hearings of the East End Board by majority vote of the members of the East End Board;
- j) **"East End Board"** means the Board of Variance having sole jurisdiction over Electoral Areas A and B/Lower Columbia-Old Glory of the Regional District;
- k) **"Exemption"** means an exemption from *Local Government Act* restrictions on structural alterations or additions while a non-conforming use is continued in all or any part of it, sought through Application to a Board in accordance with this Bylaw and the *Local Government Act*;

- l) **"Hearing"** means a meeting of a Board to review, receive submissions for, and determine an Application;
  - m) **"Meeting"** means any meeting of a Board other than a Hearing;
  - n) **"Regional District"** means the Regional District of Kootenay Boundary;
  - o) **"Secretary"** means one or more employees of the Regional District appointed to act as secretary for the Boards; and
  - p) **"Variance"** means a minor variance from the requirements of a bylaw in order to relieve undue hardship to an Applicant, sought through Application to a Board in accordance with this Bylaw and the *Local Government Act*.
- 2.2. Any enactment referred to in this Bylaw is a reference to an enactment of British Columbia and its regulations, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to in this Bylaw is a reference to an enactment of the Board of Directors of the Regional District of Kootenay Boundary as amended, revised, consolidated or replaced from time to time.
- 2.3. Any section, subsection, sentence, clause, paragraph or phrase of this Bylaw, which is for any reason held to be invalid by the decision of any Court of competent jurisdiction, may be severed from the balance of this Bylaw without affecting the validity of the remaining portions of this Bylaw.
- 2.4. Nothing contained within this Bylaw shall relieve any person from the responsibility to seek and comply with applicable legislation and Regional District bylaws.
- 2.5. The failure of the Board of Directors or Regional District staff to observe the provisions of this Bylaw does not affect the validity of resolutions passed or decisions by the Board of Directors or the Boards otherwise in compliance with statutory requirements.

### **3. ESTABLISHMENT**

- 3.1. This Bylaw establishes, pursuant to the *Local Government Act*, two (2) Boards of Variance for the Regional District, having jurisdiction within the Regional District as follows:
- a) "East End Board" will have sole jurisdiction over Electoral Areas A and B/Lower Columbia-Old Glory of the Regional District; and
  - b) "Boundary Area Board" will have sole jurisdiction over Electoral Areas C/Christina Lake, D/Rural Grand Forks and E/West Boundary of the Regional District.

### **4. MEMBERSHIP**

- 4.1. Each Board shall consist of three (3) members appointed by, and at the pleasure of, the Board of Directors, by Resolution. Furthermore,
- a) minimum eligibility criteria for Board membership is established by provincial legislation and the Board of Directors may consider further lawful criteria in making their appointments, whether such further lawful criteria is identified by policy, advertisement or determined at the time of consideration of the appointments, whether identified by Resolution or not;
  - b) nothing restricts the Board of Directors from appointing the same person(s) to both Boards;
  - c) in accordance with the *Local Government Act*, employees, officers, Board of Directors members or members of an advisory planning commission may not be appointed as a member of the Board, but they may attend Meetings and Hearings in an observatory or resource capacity;
  - d) Only persons who regularly reside in the Regional District may be appointed as Board members;
  - e) members of the Boards may or may not be reappointed for a further term or terms;
  - f) upon resignation, death or removal of a Board member during his or her term of office, the Board



of Directors may by resolution appoint a successor who shall hold office during the remainder of term of the former Board member;

- g) unless the Board of Directors specifically identifies otherwise, the term of office for person(s) appointed shall be consistent with provincial legislation; and
  - h) Board members serve at the will of the Board of Directors and may be removed, individually or collectively, without notice or cause.
- 4.2. Board members shall serve without remuneration except for any reasonable and necessary expenses that arise directly out of the performance of their duties and paid at rates determined by the Board or Directors by bylaw or policy, or otherwise at the discretion of the Corporate Administrator, if not specified by bylaw or policy.
- 4.3. Board members must be reimbursed for necessary travel expenses within Regional District boundaries only, but shall not be reimbursed for travel to or from the Regional District.

**LOCAL GOVERNMENT ACT EXCERPTS INCLUDED FOR CONVENIENCE – ESTABLISHMENT & MEMBERSHIP:**

**Requirement for board of variance**

**536** ... (2) A person is not eligible to be appointed to a board of variance if the person is  
 (a) a member of the local government or the advisory planning commission, or  
 (b) an officer or employee of the local government.

(3) Subject to subsections (4) and (5) and to the rules established under section 538 (2) (b) (i) [rules for joint board of variance], an appointment to a board of variance is for a 3 year period.

(4) If no successor has been appointed at the end of the 3 year period referred to in subsection (3), the appointment continues until the time that a successor is appointed.

(5) A local government may rescind an appointment to a board of variance at any time.

(6) If a member of a board of variance ceases to hold office, the person's successor is to be appointed in the same manner as the member who ceased to hold office, and, until the appointment of the successor, the remaining members constitute the board of variance.

(7) Members of a board of variance must not receive compensation for their services as members, but must be paid reasonable and necessary expenses that arise directly out of the performance of their duties.

(8) A local government must provide in its annual budget for the necessary funds to pay for the costs of the board of variance.

**Board of variance for municipality or regional district**

**537** ... (3) A regional district board of variance is to consist of 3 persons appointed by the board.

(4) The board of a regional district may establish one or more boards of variance for the regional district, but, if more than one board of variance is established, the bylaw establishing them must specify the area of the regional district over which each board of variance has jurisdiction and those areas must not overlap.

## **5. BOARD CHAIRS**

- 5.1. The members of the respective Boards shall each elect at the first Meeting in each and every year, by majority vote of all members of the respective Board, a Chair from each Board's respective members to preside over their Board's Meetings and Hearings, and for this purpose:
  - a) the members of Boundary Area Board shall elect one of their members to serve as Chair of Boundary Area Board; and
  - b) the members of East End Board shall elect one of their members to serve as Chair of East End Board.
- 5.2. The respective Chairs shall each appoint a member of their respective Board as Acting Chair to preside over Meetings and Hearings of their Board in the absence of the Chair.
- 5.3. The Chair may be removed from their position as Chair by:
  - a) majority vote of all Board members present at a Board Meeting, or
  - b) majority vote of the Board of Directors.
- 5.4. If a Chair is removed from their position as Chair, a new Chair shall be elected by majority vote of the members of that Board at the next Meeting of the Board.

In the event the Chair is not in attendance within fifteen (15) minutes after the time appointed for a Meeting or Hearing, and has not previously appointed another member Acting Chair to preside in the absence of the Chair, the Board shall appoint an Acting Chair for the duration of the Meeting or Hearing.

### **LOCAL GOVERNMENT ACT EXCERPTS INCLUDED FOR CONVENIENCE – BOARD CHAIR AND PROCEDURES:**

#### ***Chair and procedures for board of variance***

**539** (1) *The members of a board of variance must elect one of their number as chair.*

(2) *The chair may appoint a member of the board of variance as acting chair to preside in the absence of the chair.*

(3) *A bylaw establishing a board of variance must set out the procedures to be followed by the board of variance, including the manner in which appeals are to be brought and notices under section 541 [notice of application for variance] or 543 (2) [notice of application in relation to early termination of land use contract] are to be given.*

(4) *A board of variance must maintain a record of all its decisions and must ensure that the record is available for public inspection during regular office hours.*

## **6. BOARD SECRETARY**

- 6.1. The Board of the Regional District shall appoint one or more employees of the Regional District to act as Secretary for each of the Boards.
- 6.2. The Secretary of each Board shall be responsible for:
  - a) receiving applications for Variances, Board Orders, or Exemptions made to the Board;
  - b) notifying the members of the Board of the receipt of Applications;
  - c) preparing the Agenda for Board Meetings and Hearings;
  - d) attending Board Meetings and Hearings;
  - e) preparing, maintaining, and preserving the minutes of all Board Meetings and Hearings;
  - f) maintaining a record of all Board decisions and making this record available for public inspection during normal business hours;
  - g) providing written notice of Board Hearings in accordance with this Bylaw and the *Local Government Act*; and
  - h) giving written notice of Board decisions in accordance with this Bylaw.

## **7. APPLICATIONS FOR VARIANCE, BOARD ORDER, OR EXEMPTION**

- 7.1. A person seeking a Variance, Board Order, or Exemption for land within the jurisdiction of a Board of Variance must make written application to that Board in accordance with this Bylaw.
- 7.2. All Applications for a Variance, Board Order, or Exemption must:
  - a) be made in writing to the office of the Regional District;
  - b) be made in the form that is provided by the Regional District, as amended or replaced from time to time; and

- c) be accompanied by:
    - (i) the fee for the Application as prescribed by bylaw, and
    - (ii) the information requested on the Application form and in this Bylaw;
- 7.3. All applications must provide the following information, but only if relevant to the Variance, Board Order, or Exemption requested:
  - a) the grounds upon which the Application is based and the relief sought;
  - b) a written statement outlining the details of the undue hardship that would be caused if the Variance, Board Order, or Exemption is not granted;
  - c) if applicable, which regulation within the Zoning Bylaw or other applicable bylaw, or bylaws, is proposed to be varied;
  - d) a Title Search for the property dated no more than 2 weeks prior to the date of the Application with copies of any covenants, easements, rights of way, and other non-financial encumbrances registered on title;
  - e) a copy of the most recent Property Assessment, Tax Notice, or Certificate of Title for the applicable property;
  - f) a detailed site plan showing:
    - (i) the legal boundaries and dimensions of the subject property,
    - (ii) any physical or topographic constraints on the subject property such as watercourses, ravines, wetlands, steep slopes, and bedrock outcrops,
    - (iii) the buildings and structures on the subject property and the distances of the buildings and structures to the property lines,
    - (iv) the proposed buildings, structures or additions and the distances of the proposed buildings and structures to the property lines,
    - (v) existing or proposed access roads, driveways, screening and fences, and
    - (vi) covenant, easement, or right of way areas;

- g) an address to which all notices may be mailed; and
  - h) if the Application is submitted by an agent, written authorization from the owner must accompany the Application.
- 7.4. The Applicant, where directed by the Secretary in order to deal with issues that arise in the context of a particular Application, shall also provide such other information relating to the Application as the Secretary or the applicable Board considers to be of assistance for a proper consideration of the Application.
- 7.5. If there is a change of ownership of a parcel of land that is the subject of an application pursuant to this Bylaw, the Applicant must provide an updated Title Search and written authorization from the new owner prior to proceeding further with the Application.

**LOCAL GOVERNMENT ACT EXCERPTS INCLUDED FOR CONVENIENCE – TYPES OF APPLICATIONS:**

***Application for variance or exemption to relieve hardship***

**540** A person may apply to a board of variance for an order under section 542 [board powers on application] if the person alleges that compliance with any of the following would cause the person hardship:

- (a) a bylaw respecting
  - (i) the siting, size or dimensions of a building or other structure, or
  - (ii) the siting of a manufactured home in a manufactured home park;
- (b) a subdivision servicing requirement under section 506 (1) (c) [provision of water, sewer and other systems] in an area zoned for agricultural or industrial use;
- (c) the prohibition of a structural alteration or addition under section 531 (1) [restrictions on alteration or addition while non-conforming use continued];
- (d) a bylaw under section 8 (3) (c) [fundamental powers — trees] of the [Community Charter](#), other than a bylaw that has an effect referred to in section 50 (2) [restrictions on authority — preventing all uses] of that Act if the council has taken action under subsection (3) of that section to compensate or mitigate the hardship that is caused to the person.

...

***Exemption to relieve hardship from early termination of land use contract***

**543** (1) The owner of land subject to a land use contract that will be terminated by a bylaw adopted under section 548 [early termination of land use contracts] may apply to a board of variance for an order under subsection (5) of this section if

- (a) the owner alleges that the timing of the termination of the land use contract by the bylaw would cause the owner hardship, and
- (b) the application is received by the board of variance within 6 months after the adoption of the bylaw.

...

***Extent of damage to non-conforming use property***

**544** (1) A person may apply to a board of variance for an order under subsection (2) if the person alleges that the determination by a building inspector of the amount of damage under section 532 (1) [end of non-conforming use protection if building of other structure is seriously damaged] is in error.

## **8. ABANDONED OR EXPIRED APPLICATIONS, AND RE-APPLICATION**

- 8.1. Every Application that has outstanding information requirements for a period greater than twelve (12) months from the date the Applicant is advised of outstanding information requirements is deemed to have been abandoned, with fees forfeited.
- 8.2. Every Application not decided within eighteen (18) months of the date of Application is deemed to have expired, with fees forfeited.
- 8.3. All Applications abandoned or expired shall be considered closed, and shall require a new Application with a new fee, unless waived by Resolution of the Board of Directors.
- 8.4. No application shall be made for the same Variance, Board Order, or Exemption within six (6) months of the date of a previous decision.

## **9. PRE-HEARING PROCEDURES**

- 9.1. A Hearing for an Application shall be scheduled as soon as is practicable after receipt of a complete Application, accompanied by the required information and application fee.
- 9.2. The Secretary, or other Regional District Staff, may, but is not obligated to:
  - a) circulate the Application to Regional District staff and relevant agencies for comment; and
  - b) prepare a report to the applicable Board regarding the Variance, Board Order, or Exemption requested.
- 9.3. The Secretary shall give notice of a Board Hearing when required and in accordance with provincial statutory requirements.
- 9.4. A notice required under this Section shall be sent by mail at least five (5) days before the date of the Hearing or, if necessary, by other delivery in accordance with this bylaw and the *Local Government Act*.
- 9.5. Board members may view a property that is the subject of an Application and surrounding properties, but:

- a) no Board member is entitled to trespass on private land, and
- b) while casual contact with the Applicant or interested parties may be inevitable, a Board member shall not hear oral evidence or discuss the merits of an Application with any person, except at a scheduled Hearing.

**LOCAL GOVERNMENT ACT EXCERPTS INCLUDED FOR CONVENIENCE - NOTICE:**

**Notice of application for variance**

**541** (1) If a person makes an application under section 540, the board of variance must notify all owners and tenants in occupation of

- (a) the land that is the subject of the application, and
- (b) the land that is adjacent to land that is the subject of the application.

(2) A notice under subsection (1) must state the subject matter of the application and the time and place where the application will be heard.

(3) The obligation to give notice under subsection (1) is satisfied if the board of variance made a reasonable effort to mail or otherwise deliver the notice.

...

**Exemption to relieve hardship from early termination of land use contract**

**543** ... (2) If an application is made under subsection (1), the board of variance must notify all owners and tenants in occupation of

- (a) the land that is the subject of the application, and
- (b) the land that is adjacent to land that is the subject of the application.

(3) A notice under subsection (2) must state the subject matter of the application and the time and place where the application will be heard.

(4) The obligation to give notice under subsection (2) must be considered satisfied if the board of variance made a reasonable effort to mail or otherwise deliver the notice.

**10. PROCEDURES AT MEETINGS AND HEARINGS**

- 10.1. The Chair of the respective Board shall call Hearings of the Board as reasonably required to deal with Variance, Board Order, and Exemption Applications to that Board.
- 10.2. Where Notice for a Hearing was given, the Chair of the applicable Board shall convene the Board at the date, time and place set out in the notice for a Hearing.
- 10.3. The Board may conduct all or part of a meeting by means of electronic or other communication facilities, subject to and in accordance with applicable provincial requirements.
- 10.4. The Chair, in consultation with the Secretary and all available members of their respective Board, may call a special Meeting of their respective Board to be held at any time.



- 10.5. A quorum for a Board Meeting or Hearing is two (2) members of the respective Board.
- 10.6. In the event that a quorum is not present within thirty (30) minutes after the time appointed for a Meeting or Hearing, the names of those present will be recorded and the Meeting or Hearing shall be adjourned to the same time on the following day or to such other date and time as determined by the Chair or Acting Chair.
- 10.7. The Chair, or in the Chair's absence, the Acting Chair, shall preside at the Hearing for an Application and shall decide all questions of procedure and order, in accordance with this Bylaw, and other bylaws of the Regional District as appropriate. Furthermore:
  - a) For circumstances not provided for under this Bylaw or applicable legislation, the most recent edition of Robert's Rules of Order, Newly Revised applies to the extent that those rules are:
    - (i) applicable in the circumstances; and
    - (ii) not inconsistent with provisions of this Bylaw, the *Local Government Act*, or the *Community Charter*.
  - b) Any one or more of the procedures in this Bylaw, except those that are governed by statutory provisions, may be temporarily suspended by unanimous vote of the applicable Board.
- 10.8. The Board shall consider the Applications in the sequence identified on the Agenda, or otherwise presented by the Secretary, however the Board may amend the sequence that Applications will be considered by majority vote.
- 10.9. Hearings and deliberations of a Board shall be open to the public.
- 10.10. A Board may only go into closed meeting for reasons provided by legislation in accordance with statutory procedures.

**LOCAL GOVERNMENT ACT EXCERPTS INCLUDED FOR CONVENIENCE:**

**Board proceedings: application of Community Charter**

**226** (1) The following provisions of the [Community Charter](#) apply to regional districts in relation to meetings:

- (a) Division 3 [Open Meetings] of Part 4 [Public Participation and Council Accountability];
- (b) section 133 [expulsion from meetings];
- (c) section 282 (2) (c) [regulations related to meeting rules].

**COMMUNITY CHARTER EXCERPTS INCLUDED FOR CONVENIENCE:****General rule that meetings must be open to the public**

**89** (1) A meeting of a council must be open to the public, except as provided in this Division.

(2) A council must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

**Meetings that may or must be closed to the public**

**90** (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or other employee relations;
- (d) the security of the property of the municipality;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (g) litigation or potential litigation affecting the municipality;
- (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the [Freedom of Information and Protection of Privacy Act](#);
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);
- (o) the consideration of whether the authority under section 91 [other persons attending closed meetings] should be exercised in relation to a council meeting.

(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

- (a) a request under the [Freedom of Information and Protection of Privacy Act](#), if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;
- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
- (c) a matter that is being investigated under the [Ombudsperson Act](#) of which the municipality has been notified under section 14 [Ombudsperson to notify authority] of that Act;
- (d) a matter that, under another enactment, is such that the public must be excluded from the meeting;
- (e) a review of a proposed final performance audit report for the purpose of providing comments to the auditor general on the proposed report under section 23 (2) of the [Auditor General for Local Government Act](#).

(3) If the only subject matter being considered at a council meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.

...

**Requirements before meeting is closed**

**92** Before holding a meeting or part of a meeting that is to be closed to the public, a council must state, by resolution passed in a public meeting,

- (a) the fact that the meeting or part is to be closed, and

(b) the basis under the applicable subsection of section 90 on which the meeting or part is to be closed.

**Application of rules to other bodies**

**93** In addition to its application to council meetings, this Division and section 133 [expulsion from meetings] also applies to meetings of the following:

... (d) a board of variance established under Division 15 of Part 14 of the [Local Government Act](#);

- 10.11. A Board shall hear all submissions made to the Board, regarding the Application that is the subject of the Hearing, at the scheduled Hearing for the Application.
- 10.12. Submissions at a Hearing for an Application may be made orally or in writing.
- 10.13. The order of presentations at a Hearing shall be as follows:
  - a) the Applicant;
  - b) Regional District staff;
  - c) all other parties in such sequence as the respective Chair, acting reasonably, may direct until all parties who were provided with notice of the Hearing or who have an interest in property located within the applicable Electoral Areas over which the respective Board has jurisdiction have been afforded an opportunity to present their submissions, in accordance with this Bylaw and the *Local Government Act*; and
  - d) such further presentations of the above parties, but only in response to previous representations made at the Hearing, in an order and subject to such reasonable procedures and time limitations determined by the Chair.
- 10.14. If the Applicant does not appear at the Hearing, and has not advised the Secretary in advance that they wish to be heard at another time, the respective Board may proceed to consider the Application in their absence.
- 10.15. A Board may, by Resolution, adjourn a Meeting or Hearing from time to time and may reconvene without further notice if the time, date, and place of reconvening is announced with the adjournment.

## **11. DECISIONS AND VOTING**

- 11.1. All Applications shall be decided by Resolution, put forward by Motion.
- 11.2. Any Board member may put forward a Motion.
- 11.3. If a Motion put forward by a Board member is seconded by another member of the applicable Board, the Motion must be considered by the Board.
- 11.4. All members of a Board, including the Chair, must vote on every motion unless they have declared a conflict of interest.
- 11.5. The conflict of interest provisions of the Community Charter applicable to the Board of Directors are also applicable to members of the respective Boards.

### **COMMUNITY CHARTER EXCERPTS INCLUDED FOR CONVENIENCE – CONFLICT OF INTEREST:**

#### **Disclosure of conflict**

**100** ...*(2) If a council member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has*

*(a) a direct or indirect pecuniary interest in the matter, or*

*(b) another interest in the matter that constitutes a conflict of interest,*

*the member must declare this and state in general terms the reason why the member considers this to be the case.*

*(3) After making a declaration under subsection (2), the council member must not do anything referred to in section 101 (2) [restrictions on participation].*

*(4) As an exception to subsection (3), if a council member has made a declaration under subsection (2) and, after receiving legal advice on the issue, determines that he or she was wrong respecting his or her entitlement to participate in respect of the matter, the member may*

*(a) return to the meeting or attend another meeting of the same body,*

*(b) withdraw the declaration by stating in general terms the basis on which the member has determined that he or she is entitled to participate, and*

*(c) after this, participate and vote in relation to the matter.*

*(5) For certainty, a council member who makes a statement under subsection (4) remains subject to section 101 [restrictions on participation if in conflict].*

*(6) When a declaration under subsection (2) or a statement under subsection (4) is made,*

*(a) the person recording the minutes of the meeting must record*

*(i) the member's declaration or statement,*

*(ii) the reasons given for it, and*

*(iii) the time of the member's departure from the meeting room and, if applicable, of the member's return, and*

*(b) unless a statement is made under subsection (4), the person presiding at that meeting or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.*

#### **Restrictions on participation if in conflict**

**101** *(1) This section applies if a council member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 100.*

*(2) The council member must not*

*(a) remain or attend at any part of a meeting referred to in section 100(1) during which the matter is under consideration,*

*(b) participate in any discussion of the matter at such a meeting,*

- (c) vote on a question in respect of the matter at such a meeting, or
- (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

(3) A person who contravenes this section is disqualified from holding office as described in section 108.1 [disqualification for contravening conflict rules] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

- 11.6. Any Board member present at a Meeting or Hearing, excluding those who have declared a conflict of interest, who does not vote is counted as having voted in the affirmative.
- 11.7. A tie vote on a motion results in that motion being defeated.
- 11.8. The decision of all or the majority of the members of a respective Board is a decision of that Board.
- 11.9. A decision of a Board is final.
- 11.10. Board decisions shall be recorded by the Secretary in the minutes of Board Meetings and Hearings.
- 11.11. The Secretary shall provide written notice of a Board decision to:
  - a) the Applicant;
  - b) all those who made oral or written representations to the Board; and
  - c) the Board of Directors.

**LOCAL GOVERNMENT ACT EXCERPTS INCLUDED FOR CONVENIENCE – BOARD POWERS:**

**Board powers on application**

**542** (1) On an application under section 540, the board of variance may order that a minor variance be permitted from the requirements of the applicable bylaw, or that the applicant be exempted from section 531 (1) [alteration or addition while non-conforming use continued], if the board of variance

- (a) has heard the applicant and any person notified under section 541,
- (b) finds that undue hardship would be caused to the applicant if the bylaw or section 531 (1) is complied with, and
- (c) is of the opinion that the variance or exemption does not do any of the following:
  - (i) result in inappropriate development of the site;
  - (ii) adversely affect the natural environment;
  - (iii) substantially affect the use and enjoyment of adjacent land;
  - (iv) vary permitted uses and densities under the applicable bylaw;
  - (v) defeat the intent of the bylaw;
  - (vi) vary the application of an applicable bylaw in relation to residential rental tenure.

(2) The board of variance must not make an order under subsection (1) that would do any of the following:

- (a) be in conflict with a covenant registered under section 219 of the [Land Title Act](#) or section 24A of the Land Registry Act, R.S.B.C. 1960, c. 208;
- (b) deal with a matter that is covered in a land use permit or covered in a land use contract;
- (c) deal with a matter that is covered by a phased development agreement under Division 12 [Phased Development Agreements];
- (d) deal with a flood plain specification under section 524 (3);
- (e) apply to a property
  - (i) for which an authorization for alterations is required under Part 15 [Heritage Conservation],
  - (ii) for which a heritage revitalization agreement under section 610 is in effect, or

(iii) that is scheduled under section 614 (3) (b) [protected heritage property] or contains a feature or characteristic identified under section 614 (3) (c) [heritage value or character].

(3) In relation to an order under subsection (1),

(a) if the order sets a time within which the construction of the building, structure or manufactured home park must be completed and the construction is not completed within that time, or

(b) if that construction is not substantially started within 2 years after the order was made, or within a longer or shorter time period established by the order,

the permission or exemption terminates and the bylaw or section 531 (1), as the case may be, applies.

(4) A decision of the board of variance under subsection (1) is final.

...

**Exemption to relieve hardship from early termination of land use contract**

**543** ... (5) On an application under subsection (1), the board of variance may order that, despite the termination of the land use contract and despite any zoning bylaw, the provisions of that land use contract continue to apply in relation to the applicant for a specified period of time ending no later than June 30, 2024, if the board of variance

(a) has heard the applicant, and

(b) finds that the timing of the termination of the land use contract by the bylaw would cause undue hardship to the applicant.

(6) An order under subsection (5) does not run with the land.

(7) The board of variance must make a decision on an application under subsection (1) within 6 months after the application is received by the board of variance.

(8) A decision of the board of variance under subsection (5) is final.

...

**Extent of damage to non-conforming use property**

**544** ... (2) On an application under subsection (1), the board of variance may set aside the determination of the building inspector and make the determination under section 532 (1) in its place.

**12. REPEAL AND CONSEQUENTIAL AMENDMENTS**

- 12.1. Regional District of Kootenay Boundary Board of Variance No. 3, Bylaw No. 1145, 2001, as amended, and Regional District of Kootenay Boundary Board of Variance No. 4, Bylaw No. 1146, 2001, as amended, are repealed.
- 12.2. Any reference to Regional District of Kootenay Boundary Board of Variance No. 3, Bylaw No. 1145, 2001 or to Regional District of Kootenay Boundary Board of Variance No. 4, Bylaw No. 1146, 2001 in the Regional District of Kootenay Boundary Fees and Procedures Bylaw No. 1231, 2004, or any other Regional District Bylaw, is to be interpreted as being a reference to this Bylaw, and those Bylaws shall be amended accordingly.

**READ A FIRST AND SECOND TIME** this      day of      , 2021.

**READ A THIRD TIME** this      day of      , 2021.

**ADOPTED** this      day of      , 2021.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Manager of Corporate Administration

I, Anitra Winje, Manager of Corporate Administration of the Regional District of Kootenay Boundary, certify that this is a true and correct copy of Bylaw No. 1750, cited as "Regional District of Kootenay Boundary Board of Variance Bylaw No. 1750, 2021".

\_\_\_\_\_  
Manager of Corporate Administration



## STAFF REPORT

**Date:** 25 March 2021 **File**  
**To:** Chair Langman and  
 Members of the Board  
**From:** Barb Ihlen,  
 General Manager of Finance/CFO  
**Re:** Financial Plan Bylaw 1752, 2021

### Issue Introduction

A staff report from Barb Ihlen, General Manager of Finance/CFO, presenting 2021-2025 Five Year Financial Plan Bylaw 1752, 2021.

### History/Background Factors

At the Board meeting on March 10, 2021, the Board of Directors approved the 2021-2025 Five Year Financial Plan as presented with minor variations. All services were included in this presentation.

Since March 10<sup>th</sup>, the following services have been revised:

- Almost all services have seen minor adjustments in the surplus or deficit line item as the pre-audit numbers are finalized. To offset any negative impacts to the services tax requisition, adjustments were made to the reserve contributions and reserve transfers into revenue related to tax smoothing.
- Both Transit services had a significant positive swing in their surplus. The East End Transit (900) service had a \$445,551 surplus and the reserve contribution in 2021 increased to \$533,636. The Boundary Transit (950) service had a \$28,671 surplus and the reserve contribution in 2021 increased to \$46,665. Both service tax requisition increases remain at zero for 2021. The main driver of the surplus is due to reduced operating costs (cost sharing, use of vehicles, bus pass program, contributions from the Local Transit Fund). If required, these reserve funds may be accessed in the fiscal year with a budget amendment resolution.



- The approved allocations of the COVID Safe Restart grant funds were dispersed to the appropriate services. This included the \$45,000 to the Grand Forks Aquatic Centre (040) to support the extension of operating hours improving community access to the service. In addition, services who continued to pay their employees in 2020 under the Wage Continuation policy received the corresponding amount of the grant in 2021. The amount totaled \$46,553 and reduced the tax requisition for the service resulting in a benefit to the community.
- The General Administration (001) service budget was adjusted to reflect the approved allocations (\$91,553) of the COVID Safe Restart grant including the addition of the \$173,000 grant funds announced March 22, 2021. The unapproved grant portion remains in this service budget until further allocations are approved later in the year.
- Area E/West Boundary Economic Development service (079) had the following changes:
  - Increase of \$250,000 in provincial grants related to the Food Hub project.
  - Capital acquisition of land financed over five years for a total increase of \$42,651 in 2021.

The revisions to the above budgets are included in the presentation of the 2021-2025 Five Year Financial Plan and in Financial Plan Bylaw 1752, 2021 and are based on pre-audit final 2020 financial numbers. Changes after the audit is complete may occur. The revised 2021 annual budget is \$55,743,906.

### **Implications**

The Five Year Financial Plan is required to be adopted by March 31<sup>st</sup> pursuant to Section 374 of the Local Government Act.

### **Advancement of Strategic Planning Goals**

The development of the 2021-2025 Five Year Financial Plan recognizes the RDKB's strategic plan:

- Environmental Stewardship/Climate Preparedness
- Exceptional Cost Effective and Efficient Services
- Respond to Demographic/Economic/Social Change
- Improve and Enhance Communication

### **Background Information Provided**

- Summary Budget pages of General Administration (001) and Area E/West Boundary Economic Development service (079)
- 2021-2025 Five Year Financial Plan - Expense Summary (Updated)
- Financial Plan Bylaw 1752, 2021 including Schedule 'A' – Plan Summary
- 2021-2025 Budget Summary by Service

### **Alternative**

- Approval

### **Recommendations**

That the 2021-2025 Five Year Financial Plan for the following Services be approved:

- Service 001 General Administration
- Service 079 Area E/West Boundary Economic Development

That Regional District of Kootenay Boundary Financial Plan Bylaw No. 1752, 2021 be given first, second and third readings.

That Regional District of Kootenay Boundary Financial Plan Bylaw No. 1752, 2021 be Reconsidered and Adopted.



## BYLAW NO. 1752

### A bylaw to Adopt a Financial Plan for the Years 2021 to 2025

**WHEREAS** pursuant to Section 374 of the *Local Government Act*, a Regional District Board must, by bylaw, adopt a financial plan with a planning period of 5 (five) years;

**AND WHEREAS** the Board has prepared a financial plan for the years 2021 to 2025 that makes provision for expenditures for the fiscal year ending December 31, 2021 estimated in the total amount of Fifty Five Million Seven Hundred Forty Three Thousand Nine Hundred Six Dollars (\$55,743,906);

**NOW THEREFORE BE IT RESOLVED** that the Regional District of Kootenay Boundary Board of Directors in open meeting assembled, enacts as follows:

1. Schedule 'A' attached hereto and made part of this bylaw is hereby declared to be the Financial Plan for the Regional District of Kootenay Boundary for the five-year period 2021 to 2025.
2. This bylaw shall be cited as the "Regional District of Kootenay Boundary Financial Plan Bylaw 1752, 2021".

Read a **FIRST** and **SECOND** time this 31<sup>st</sup> day of March, 2021.

Read a **THIRD** time this 31<sup>st</sup> day of March, 2021.

I, Anitra Winje, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1752 cited as "Regional District of Kootenay Boundary Financial Plan Bylaw 1752, 2021" as read a Third time by the Regional District of Kootenay Boundary Board of Directors this 31<sup>st</sup> day of March, 2021.

\_\_\_\_\_  
Manager of Corporate Administration/Corporate Officer

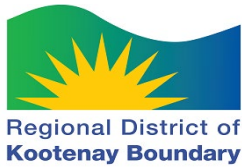
**RECONSIDERED** and **ADOPTED** this 31<sup>2</sup><sup>st</sup> day of March, 2021.

\_\_\_\_\_  
Chair  
Officer

\_\_\_\_\_  
Manager of Corporate Administration/Corporate

I, Anitra Winje, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1752 cited as "Regional District of Kootenay Boundary Financial Plan Bylaw 1752, 2021" as Reconsidered and Adopted by the Regional District of Kootenay Boundary Board of Directors this 31<sup>st</sup> day of March, 2021.

\_\_\_\_\_  
Manager of Corporate Administration/Corporate Officer



## 2021 - 2025 Financial Plan

### Schedule 'A' - Plan Summary

As at March 26, 2021

DESCRIPTION	Budget				
	2021	2022	2023	2024	2025
<b>REVENUE</b>					
Grants in Lieu of Taxes	1,928,316	1,966,197	2,004,835	2,044,245	2,084,360
Services Provided to Other Governments	341,496	341,926	342,364	342,812	343,268
Sale of Services	5,092,926	6,937,282	4,989,657	5,023,626	5,058,463
Other Revenue	9,440,907	3,858,454	1,492,858	1,453,843	1,470,003
Transfers From:					
Electoral Area Tax Levies and Parcel Taxes	12,707,048	14,280,058	14,746,477	14,743,594	14,884,646
Member Municipalities	10,579,337	11,977,535	13,770,052	14,315,059	14,449,909
Other Governments	3,312,938	24,121,563	23,489,174	490,136	491,118
Reserve fund	4,318,888	1,867,131	249,173	452,600	82,500
Capital fund	1,356,516	10,663,494	9,360,000	2,350,000	-
Board Fee (Recovery of)	681,135	687,052	700,793	714,808	729,105
Prior Year Surplus	3,624,721	-	-	-	-
Municipal Debt	2,359,678	2,352,397	2,298,870	2,228,113	2,220,772
<b>Total Revenue</b>	<b>55,743,906</b>	<b>79,053,088</b>	<b>73,444,251</b>	<b>44,158,837</b>	<b>41,814,144</b>
<b>EXPENDITURE</b>					
General Government Services	4,643,483	4,037,631	4,085,834	4,143,022	4,257,856
Protective Services	8,319,556	8,662,530	8,775,727	8,915,756	9,071,633
Transportation Services	2,211,766	3,850,700	1,926,314	1,952,641	1,989,693
Environmental Health Services	7,654,080	8,039,047	9,258,409	9,338,834	9,445,664
Development Services	4,148,961	1,643,044	1,601,647	1,622,663	1,644,099
Recreation and Cultural Services	4,480,800	4,603,487	4,676,221	4,767,251	4,835,594
Grants to Other Programs	2,379,102	1,826,884	1,795,438	1,804,673	1,814,093
Expenditures Capitalized	13,281,118	39,438,685	33,536,000	3,392,500	645,000
Transfer to Reserve Fund	3,264,376	1,676,150	1,749,240	1,761,839	1,816,184
Transfer to Other Government	1,220,856	1,061,341	1,090,135	1,095,060	1,060,219
Prior Year Deficit	1,354	-	-	-	-
Regional District Debenture Debt:					
Debt Interest RDKB	1,302,032	1,274,460	1,799,847	2,107,084	1,993,318
Debt Principal RDKB	476,745	586,732	850,568	1,029,400	1,020,018
Municipal Debenture Debt:					
Debt Interest Municipal	1,141,195	1,138,526	1,098,031	1,069,180	1,066,829
Debt Principal Municipal	1,218,483	1,213,871	1,200,838	1,158,933	1,153,943
<b>Total Expenditure</b>	<b>55,743,906</b>	<b>79,053,088</b>	<b>73,444,251</b>	<b>44,158,837</b>	<b>41,814,144</b>
	-	-	-	-	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 001 A					
GENERAL GOVERNMENT SERVICES					
LEGISLATIVE AND ADMINISTRATIVE SERVICES					
PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale, Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 559,371	\$ 1,055,181	\$ 1,083,439	\$ 1,069,675	\$ 1,112,038
Federal Grant In Lieu	3,060	3,121	3,184	3,247	3,312
Rental - Trail Facilities	150	150	150	150	150
Rent GF Office - Planning	7,626	-	-	-	-
Rent GF Office - Building	23,157	-	-	-	-
Interest Earned	50,000	51,000	52,020	53,060	54,122
Woodstove Exchange - BC Lung	3,811	-	-	-	-
Miscellaneous Revenue	820,556	11,688	2,844	2,901	2,959
Columbia Basin Trust	17,748	17,748	17,748	17,748	17,748
Recovery of Common Costs	103,831	711,488	725,717	740,232	755,036
Board Fee Revenue	681,135	687,052	700,793	714,808	729,105
Local Government Act - Grant	160,000	160,000	160,000	160,000	160,000
Province of BC CARIP	46,255	47,180	48,124	49,086	50,068
Hydro Generation Grant in Lieu	1,039,650	1,077,443	1,115,992	1,155,312	1,195,418
Previous Year's Surplus	25,718	-	-	-	-
Transfer from Reserve	1,102,000	3,000	-	-	-
Hospital District Contract	-	-	-	-	-
Total Revenue	\$ 4,644,069	\$ 3,825,051	\$ 3,910,010	\$ 3,966,220	\$ 4,079,956
EXPENDITURE					
Director Remuneration	\$ 339,598	\$ 346,390	\$ 353,318	\$ 360,385	\$ 367,592
Director Travel	25,000	51,000	52,020	53,060	54,122
Directors Expenses	18,900	29,712	30,228	30,755	31,292
Office Supplies - Directors	3,000	3,060	3,121	3,184	3,247
Salaries and Benefits	2,066,371	2,100,587	2,157,738	2,169,393	2,212,781
Labour Relations	9,000	9,180	9,364	9,551	9,742
Travel Expense	10,000	21,224	21,649	22,082	22,523
Staff Development	38,218	38,488	39,258	40,043	40,844
Postage	15,000	15,300	15,606	15,918	16,236
Telephone	40,615	41,428	42,256	43,101	43,963
FCM Dues	7,500	7,650	7,803	7,959	8,118
Advertising	22,500	19,890	20,288	20,694	21,107
n Offset & Climate Change Initiatives	-	-	-	-	-
Information Technology	216,257	221,095	229,478	237,200	242,200
Office Equipment	25,000	25,500	26,010	26,530	27,061
Office Supplies	38,533	39,303	40,089	40,891	41,709
Building Maintenance	160,333	158,440	161,608	164,841	168,137
Vehicle Operating	37,413	38,161	38,924	39,703	40,497
Equipment Lease Photocopier	23,789	24,265	24,750	25,245	25,750
Equipment Lease Postage Machine	3,600	3,672	3,745	3,820	3,897
Bank Service Charge	64,264	65,549	66,860	68,197	69,561
Operating Grants Provided	10,000	-	-	-	-
Legal Fees	71,400	72,828	74,285	75,770	77,286
Consultants Fees	321,384	25,941	14,262	20,487	14,717
External Audit	38,650	39,423	40,211	41,016	41,836
Liability Insurance	59,903	61,101	62,323	63,569	64,841
Property Insurance	48,338	49,305	50,291	51,297	52,323
Capital	314,000	174,000	180,000	185,000	190,000
Interest Expense - Short Term	60,000	61,200	62,424	63,672	64,946
Debt - Principal Payments	-	-	-	-	-
Woodstove - Coordinator	48	-	-	-	-
Woodstove - Rebates Paid	3,000	-	-	-	-
Contribution to Reserve	87,744	58,759	59,398	60,050	60,715
Previous Year's Deficit	-	-	-	-	-
Contingencies	463,947	22,600	22,702	22,806	22,912
Total Expenditure	\$ 4,644,069	\$ 3,825,051	\$ 3,910,010	\$ 3,966,220	\$ 4,079,956

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 001 B					
GENERAL GOVERNMENT SERVICES					
MFA DEBENTURE DEBT					
PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale, Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
MFA due from Fruitvale	\$ 122,548	\$ 122,548	\$ 122,548	\$ 122,548	\$ 122,548
MFA due from Grand Forks	226,965	226,965	226,965	226,965	226,965
MFA due from Greenwood	7,281	-	-	-	-
MFA due from Midway	17,928	17,928	17,928	15,576	8,235
MFA due from Montrose	-	-	-	-	-
MFA due from Rossland	631,370	631,370	577,842	509,437	509,437
MFA due from Trail	1,253,864	1,253,864	1,253,864	1,253,864	1,253,864
MFA due from Warfield	99,722	99,722	99,722	99,722	99,722
Total Revenue	2,359,678	2,352,397	2,298,870	2,228,113	2,220,772
EXPENDITURE					
MFA for Debenture Members	\$ 2,359,678	\$ 2,352,397	\$ 2,298,870	\$ 2,228,113	\$ 2,220,772
Total Expenditure	\$ 2,359,678	\$ 2,352,397	\$ 2,298,870	\$ 2,228,113	\$ 2,220,772
SUMMARY OF ANNUAL PAYMENTS:					
Total Interest Paid	1,141,195	1,138,526	1,098,031	1,069,180	1,066,829
Total Principal Paid	1,218,483	1,213,871	1,200,838	1,158,933	1,153,943
Total Annual Payments	\$ 2,359,678	\$ 2,352,397	\$ 2,298,870	\$ 2,228,113	\$ 2,220,772

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 002					
ELECTORAL AREA ADMINISTRATION					
PARTICIPANTS: Electoral Areas 'A','B','C','D', &'E'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 290,975	\$ 340,353	\$ 366,300	\$ 374,016	\$ 381,886
Federal Grant In Lieu	700	700	700	700	700
Community Works (Gas Tax)	250,000	250,000	250,000	250,000	250,000
Miscellaneous Revenue	-	-	-	-	-
Kettle River Watershed Study	-	-	-	-	-
Local Government Act	40,000	40,000	40,000	40,000	40,000
Transfer From Reserves	-	42,500	-	-	-
Previous Year's Surplus	63,156	-	-	-	-
Total Revenue	\$ 644,831	\$ 673,553	\$ 657,000	\$ 664,716	\$ 672,586
EXPENDITURE					
Salaries & Benefits	\$ 94,760	\$ 96,655	\$ 98,588	\$ 100,560	\$ 102,571
Director's Remuneration	106,112	108,234	110,399	112,607	114,859
Director's Travel	12,000	16,320	16,646	16,979	17,319
Director's Expenses	7,000	7,140	7,283	7,428	7,577
Self Directed Education	7,500	7,500	7,500	7,500	7,500
UBCM/FCM Conferences	21,200	35,578	36,289	37,015	37,755
AKBLG Conference	8,679	8,852	9,029	9,210	9,394
Public Communications 'A'	7,000	7,140	7,283	7,428	7,577
ations 'B' / Lower Columbia/Old Glory	7,000	7,140	7,283	7,428	7,577
: Communications 'C' / Christina Lake	7,000	7,140	7,283	7,428	7,577
mmunications 'D' / Rural Grand Forks	7,000	7,140	7,283	7,428	7,577
Communications 'E' / West Boundary	7,000	7,000	7,140	7,283	7,428
Elections & Referendums	12,500	50,000	13,650	13,923	14,201
Board Fee	18,432	38,691	39,465	40,254	41,060
AKBLG Membership	4,793	4,889	4,987	5,086	5,188
UBCM Membership	6,400	6,528	6,659	6,792	6,928
Office Supplies	500	510	520	531	541
Vehicle Operation	20,896	-	-	-	-
Enforcement Equipment	-	-	-	-	-
Gas Tax Projects	250,000	250,000	250,000	250,000	250,000
Kettle River Watershed Project	-	-	-	-	-
Contracted Services	1,200	1,200	1,200	1,200	1,200
Travel Expense	3,000	3,060	3,121	3,184	3,247
Telephone	600	612	624	637	649
Library & Research	500	510	520	531	541
Office Building Expense	-	-	-	-	-
Office Equipment	5,000	1,000	1,020	1,040	1,061
Bylaw Office Supplies	700	714	728	743	758
Bylaw Vehicle Operation	3,060	-	-	-	-
Capital/Amortization	-	-	-	-	-
Contribution To Reserve	10,000	-	12,500	12,500	12,500
Previous Year's Deficit	-	-	-	-	-
Contingencies	15,000	-	-	-	-
Total Expenditure	\$ 644,831	\$ 673,553	\$ 657,000	\$ 664,716	\$ 672,586



REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 003					
GRANTS IN AID					
PARTICIPANTS: Electoral Areas 'A','B','C','D',& 'E'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 297,854	\$ 295,427	\$ 295,575	\$ 295,726	\$ 295,880
Federal Grant in Lieu	-	-	-	-	-
Previous Year's Surplus	139,636	-	-	-	-
Total Revenue	\$ 437,490	\$ 295,427	\$ 295,575	\$ 295,726	\$ 295,880
EXPENDITURE					
Board Fee	\$ 9,835	\$ 7,408	\$ 7,556	\$ 7,707	\$ 7,861
Grants In Aid - Electoral Area 'A'	56,377	44,635	44,635	44,635	44,635
d - EA 'B' / Lower Columbia/Old Glory	40,213	33,326	33,326	33,326	33,326
Grants In Aid - EA 'C' / Christina Lake	107,976	72,698	72,698	72,698	72,698
its In Aid - EA 'D' / Rural Grand Forks	78,654	53,960	53,960	53,960	53,960
rants In Aid - EA 'E' / West Boundary	144,435	83,400	83,400	83,400	83,400
Contingencies	-	-	-	-	-
Total Expenditure	\$ 437,490	\$ 295,427	\$ 295,575	\$ 295,726	\$ 295,880

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 004					
BUILDING INSPECTION					
PARTICIPANTS: Electoral Areas 'A','B','C','D',& 'E',					
CONTRACTS: Grand Forks, Greenwood, Midway, Warfield, Montrose, Fruitvale, Trail					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Tax Requisition - Municipalities	\$ 392,863	\$ 453,026	\$ 460,745	\$ 469,910	\$ 478,258
Tax Requisition - Electoral Areas	623,122	718,547	730,791	745,328	758,568
Federal Grant In Lieu	1,500	1,500	1,500	1,500	1,500
Bldg and Plumbing Permits	2,500	2,500	2,500	2,500	2,500
Miscellaneous Revenue	5,830	500	500	500	500
Transfer from Reserve	46,000	46,000	-	-	-
Previous Year's Surplus	73,454	-	-	-	-
Total Revenue	\$ 1,145,269	\$ 1,222,073	\$ 1,196,036	\$ 1,219,738	\$ 1,241,327
EXPENDITURE					
Salaries & Benefits	\$ 833,615	\$ 850,287	\$ 867,293	\$ 884,639	\$ 902,332
Travel Expense	22,063	22,504	22,954	24,752	23,999
Telephone	19,370	19,758	20,153	20,556	20,967
Board Fee	27,898	119,739	122,134	124,577	127,068
Legal	5,250	5,355	5,462	5,571	5,683
Building Expense	48,576	18,076	18,438	18,807	19,183
Office Equipment	40,614	26,908	27,326	27,753	28,188
Office Supplies	28,533	28,736	28,942	29,153	29,368
Vehicle Maintenance	29,849	31,209	29,833	30,430	31,039
Equipment Lease	3,500	3,500	3,500	3,500	3,500
Capital/Amortization	46,000	46,000	-	-	-
Equipment Reserve	40,000	50,000	50,000	50,000	50,000
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 1,145,269	\$ 1,222,073	\$ 1,196,036	\$ 1,219,738	\$ 1,241,327

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 005					
PLANNING AND DEVELOPMENT					
PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale, Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Management Development Services	\$ 602,137	\$ 658,119	\$ 671,209	\$ 684,560	\$ 698,178
Fees - Regional Development Services	200,712	219,373	223,736	228,187	232,726
Federal Grant In Lieu	1,000	1,000	1,000	1,000	1,000
Rezoning Fees	15,606	15,918	16,236	16,561	16,892
ALR Commission Appeal Fees	2,081	2,122	2,165	2,208	2,252
House Numbering Recovery	15,000	15,000	15,000	15,000	15,000
Map & Report Sales	1,040	1,061	1,082	1,104	1,126
Miscellaneous Revenue	83,997	1,000	1,000	1,000	1,000
Previous Year's Surplus	66,579	-	-	-	-
Transfer From Reserve	-	-	-	-	-
Planning Agreements	8,840	8,840	8,840	8,840	8,840
Total Revenue	\$ 996,992	\$ 922,434	\$ 940,269	\$ 958,460	\$ 977,015
EXPENDITURE					
Salaries and Benefits	\$ 665,216	\$ 663,515	\$ 676,785	\$ 690,321	\$ 704,127
Travel Expense	6,583	13,524	13,795	14,071	14,352
Public Participation Program	7,083	10,324	10,531	10,742	10,956
Report Reproduction	-	-	-	-	-
Maps	1,511	521	531	542	553
Board Fee	44,350	109,456	111,645	113,878	116,156
Legal Fees	12,252	12,497	12,747	13,002	13,262
Library & Research	8,028	8,189	8,353	8,520	8,690
Operating Contract	152,710	47,987	48,433	48,888	49,351
Advisory Planning Commission	6,249	6,373	6,501	6,631	6,764
Office Building Expense	62,198	32,381	33,029	33,689	34,363
Office Equipment	8,168	8,331	8,498	8,668	8,841
Office Supplies	4,249	4,334	4,421	4,509	4,599
Vehicle Operation	13,395	-	-	-	-
Capital/Amortization	-	-	-	-	-
Contribution To Reserve	5,000	5,000	5,000	5,000	5,000
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 996,992	\$ 922,434	\$ 940,269	\$ 958,460	\$ 977,015

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 006					
FEASIBILITY STUDIES					
PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale, Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 15,099	\$ 75,478	\$ 75,490	\$ 75,501	\$ 75,513
Federal Grant In Lieu	100	100	100	100	100
Miscellaneous Revenue	-	-	-	-	-
Previous Year's Surplus	61,293	-	-	-	-
Total Revenue	\$ 76,492	\$ 75,578	\$ 75,590	\$ 75,601	\$ 75,613
EXPENDITURE					
Board Fee	\$ 1,492	\$ 578	\$ 590	\$ 601	\$ 613
Consultant Fees	75,000	75,000	75,000	75,000	75,000
Prior Year Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 76,492	\$ 75,578	\$ 75,590	\$ 75,601	\$ 75,613

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 008					
BOUNDARY ECONOMIC DEVELOPMENT					
PARTICIPANTS: Grand Forks, Greenwood, Midway, Electoral Areas 'D' & 'E'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 132,276	\$ 93,174	\$ 33,260	\$ 33,347	\$ 33,436
Federal Grant In Lieu	100	100	100	100	100
Government/Agency Grants	-	-	-	-	-
Miscellaneous Revenue	121,000	65,000	65,000	65,000	65,000
Previous Year's Surplus	53,211	-	-	-	-
Revenue From Reserve	-	-	-	-	-
Total Revenue	\$ 306,587	\$ 158,274	\$ 98,360	\$ 98,447	\$ 98,536
EXPENDITURE					
Travel & Conference & Admin	\$ -	\$ -	\$ -	\$ -	\$ -
Contracted Services	65,000	65,000	65,000	65,000	65,000
B.E.D.C. Projects	177,000	82,000	22,000	22,000	22,000
Board Fee	4,587	4,274	4,360	4,447	4,536
Memberships	23,500	7,000	7,000	7,000	7,000
Community Tourism Prgm Projects	-	-	-	-	-
Contribution To Reserve	16,000	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	20,500	-	-	-	-
Total Expenditure	\$ 306,587	\$ 158,274	\$ 98,360	\$ 98,447	\$ 98,536

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 009					
POLICE BASED VICTIMS' ASSISTANCE					
PARTICIPANTS: Rossland, Trail, Fruitvale, Montrose, Warfield, Electoral Areas 'A' and 'B'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 78,828	\$ 86,023	\$ 86,936	\$ 94,408	\$ 99,439
Federal Grant In Lieu	150	150	150	150	150
Transferred From Reserve	1,250	8,500	10,500	6,000	4,000
Solicitor General Grant	57,000	57,000	57,000	57,000	57,000
Miscellaneous Revenue	1,262	-	-	-	-
Previous Year's Surplus	7,303	-	-	-	-
Total Revenue	\$ 145,793	\$ 151,673	\$ 154,586	\$ 157,558	\$ 160,589
EXPENDITURE					
Salaries & Benefits	\$ 95,536	\$ 97,446	\$ 99,395	\$ 101,383	\$ 103,411
Salaries VAP Relief	27,286	27,832	28,388	28,956	29,535
Travel Expense	2,042	2,083	2,124	2,167	2,210
Telephone	2,267	2,312	2,358	2,405	2,453
Board Fee	1,492	4,606	4,698	4,792	4,888
Training	8,343	8,390	8,438	8,487	8,536
Memberships	362	370	377	385	392
Office Supplies	1,114	1,136	1,159	1,182	1,206
Office Bldg Expense	7,351	7,498	7,648	7,801	7,957
Reserve	-	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 145,793	\$ 151,673	\$ 154,586	\$ 157,558	\$ 160,589

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 010					
GENERAL GOVERNMENT SERVICES					
REGIONALIZED WASTE MANAGEMENT					
PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale, Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 1,428,775	\$ 1,717,180	\$ 2,726,900	\$ 2,508,498	\$ 2,518,209
Federal Grant In Lieu	2,000	2,000	2,000	2,000	2,000
Tipping Fees	2,469,000	2,444,000	2,348,000	2,348,000	2,348,000
RDKB Tipping Fees - Organics	10,000	56,250	135,000	135,000	135,000
RDKB Tipping Fees - Garbage	100,000	112,100	148,600	148,600	148,600
GF Garbage & Organics	140,000	70,000	70,000	70,000	70,000
GF Yard & Waste	55,000	55,000	55,000	55,000	55,000
Revenue From Sales	-	-	-	-	-
Materials Recovery	27,000	27,000	27,000	27,000	27,000
Product Care Commission	5,000	5,000	5,000	5,000	5,000
Interest Earned on Investments	60,000	60,000	60,000	60,000	60,000
Multi Material British Columbia	28,000	28,000	28,000	28,000	28,000
Miscellaneous Revenue	2,136,693	1,000	1,000	1,000	1,000
Previous Year's Surplus	209,004	-	-	-	-
Revenue From Capital Fund	-	1,640,000	-	-	-
Transfer From Reserve	1,129,307	1,400,000	-	-	-
Total Revenue	\$ 7,799,779	\$ 7,617,530	\$ 5,606,500	\$ 5,388,098	\$ 5,397,809
EXPENDITURE					
Salaries and Benefits	\$ 1,464,699	\$ 1,493,993	\$ 1,523,872	\$ 1,554,350	\$ 1,585,437
Professional Devel./Safety Training	25,465	25,712	25,964	26,222	26,484
Insurance	20,693	21,107	21,529	21,960	22,399
Public Education and Advertising	34,219	34,904	35,602	36,314	37,040
Board Fee	56,345	192,537	196,388	200,315	204,322
Consulting Fees	215,000	85,000	95,000	87,500	35,000
RDKB Curbside Organics/Garbage	534,467	593,507	691,442	701,627	712,015
RDKB Curbside Garbage	-	-	-	-	-
Recycling Contract - Boundary	228,107	229,669	231,262	232,887	234,545
Recycling Contract - East	115,000	271,000	747,900	747,900	747,900
Site Maintenance - West	38,649	38,972	39,302	39,638	39,980
Site Maintenance - Central	33,349	33,839	34,236	34,746	35,267
Site Maintenance - East	33,277	23,532	23,793	24,059	24,330
Operating Contracts	400,893	478,910	487,089	495,430	503,939
Water Monitoring	83,000	83,000	83,000	83,000	83,000
Safety Equipment & Consumables	21,410	21,839	22,275	22,721	23,175
Equipment Operations	119,465	116,754	119,089	121,471	123,901
Technology Equipment & Supplies	40,140	22,313	22,489	22,669	22,853
Equipment Replacement	-	-	-	-	-
Office Building Maintenance	19,583	11,047	11,268	11,493	11,723
Equipment Maintenance	132,946	135,605	138,317	141,083	143,905
Equipment Rentals	1,562	1,593	1,625	1,658	1,691
Beaverdell Trsfer Stn Operations	7,077	7,219	7,363	7,511	7,661
Rock Creek Trsfer Stn Operations	15,133	15,436	15,744	16,059	16,380
Greenwood Landfill Operations	5,000	5,000	5,000	5,000	5,000
Transfer Station Operations	6,302	6,428	6,557	6,688	6,822
Utilities	56,750	57,645	58,558	59,489	60,439
CFC Removal Program	8,000	8,000	8,000	8,000	8,000
Capital - Recycling	3,097,686	1,054,358	-	-	-
Capital - Landfills	189,020	2,215,000	275,000	-	-
Capital - Transfer Stations	37,000	-	-	-	-
Debt Interest	33,561	15,703	27,458	21,360	15,250
Debt Principal	161,877	37,393	365,852	366,313	363,504
Equipment Financing	-	-	-	-	-
Provision for Closure/Post-Closure	245,603	250,515	255,525	260,636	265,848
ision for Contaminated Site Clean-Up	-	-	-	-	-
Closure Reserves	-	-	-	-	-
Equipment Reserves	318,500	30,000	30,000	30,000	30,000
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 7,799,779	\$ 7,617,530	\$ 5,606,500	\$ 5,388,098	\$ 5,397,809
Surplus(Deficit)	-	-	-	-	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 012					
EMERGENCY PREPAREDNESS					
PARTICIPANTS: Grand Forks, Greenwood, Trail, Fruitvale, Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 317,565	\$ 425,207	\$ 400,895	\$ 419,877	\$ 476,405
Miscellaneous Revenue	-	-	-	-	-
Emergency Planning Grant	-	-	-	-	-
EMBC Grants	100,000	100,000	100,000	100,000	100,000
Federal Grant In Lieu	800	800	800	800	800
Previous Year's Surplus	-	-	-	-	-
Capital - Borrowing	-	-	-	-	-
Revenue From Reserve	102,736	67,631	-	-	-
Total Revenue	\$ 521,101	\$ 593,638	\$ 501,695	\$ 520,677	\$ 577,205
EXPENDITURE					
Salaries & Benefits	\$ 300,925	\$ 320,645	\$ 221,649	\$ 219,536	\$ 223,926
O.T. Wages - Emergency Response	-	-	-	-	-
Wages - Recovery	-	-	-	-	-
Travel & Conference	6,886	7,024	7,164	7,308	7,454
Vehicle Operating	6,669	6,803	6,939	7,078	7,219
Telephone	4,927	5,026	5,127	5,229	5,334
Radio - Communications	4,031	4,112	4,194	4,278	4,363
Equipment Replacement	2,083	3,124	3,167	2,210	2,255
Advertising & Promotion	3,124	3,187	3,250	3,315	3,382
EMBC Task Claims	100,000	100,000	100,000	100,000	100,000
Board Fee	4,497	40,195	40,999	41,819	42,656
Consulting Fees	25,105	25,207	25,311	25,417	25,526
Staff Education & Training	5,513	10,623	15,736	25,850	15,967
Office Supplies	4,084	4,166	4,249	4,334	4,421
EOC Center Site Costs	31,552	36,797	37,047	47,302	37,562
SPU - Maintenance & Repairs	5,597	5,709	5,823	5,940	6,058
Grants to SARS/ESS Groups	11,000	16,020	16,040	16,061	16,082
Capital/Amortization	-	-	-	-	70,000
Vehicle Financing	-	-	-	-	-
Contribution To Reserve	-	-	-	-	-
Previous Year's Deficit	107	-	-	-	-
Contingencies	5,000	5,000	5,000	5,000	5,000
Total Expenditure	\$ 521,101	\$ 593,638	\$ 501,695	\$ 520,677	\$ 577,205



REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 014					
REGIONAL PARKS & TRAILS SERVICES - ELECTORAL AREA 'B'					
PARTICIPANT: Electoral Area 'B'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 231,115	\$ 244,789	\$ 205,072	\$ 205,360	\$ 205,654
Federal Grant In Lieu	450	450	450	450	450
Miscellaneous Revenue	-	-	-	-	-
Transferred From Reserve	-	-	-	-	-
Previous Year's Surplus	92,510	-	-	-	-
Total Revenue	\$ 324,075	\$ 245,239	\$ 205,522	\$ 205,810	\$ 206,104
EXPENDITURE					
Black Jack Rec Grant	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Casino Rec Grant	13,000	53,000	13,000	13,000	13,000
Genelle Rec Grant	79,000	47,000	47,000	47,000	47,000
Oasis Rec Grant	47,400	12,400	12,400	12,400	12,400
Paterson Rec Grant	-	-	-	-	-
Rivervale Rec Grant	14,700	6,700	6,700	6,700	6,700
Area 'B' Rec Subsidy Program	25,500	25,500	25,500	25,500	25,500
Other Grants	105,000	35,000	35,000	35,000	35,000
Board Fee	11,422	5,415	5,523	5,634	5,746
Office Supplies	-	-	-	-	-
Other Recreation Costs	14,746	7,901	8,059	8,220	8,385
Utilities - Electricity	807	823	839	856	873
Contribution to Reserves	11,000	50,000	50,000	50,000	50,000
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 324,075	\$ 245,239	\$ 205,522	\$ 205,810	\$ 206,104

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 015					
9-1-1 EMERGENCY COMMUNICATIONS					
PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale, Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition - RDKB	\$ 349,419	\$ 358,669	\$ 367,521	\$ 376,420	\$ 385,740
Federal Grant In Lieu/Misc Income	750	750	750	750	750
Transfer From Reserves	12,250	-	-	-	-
Previous Year's Surplus	20,951	-	-	-	-
Total Revenue	\$ 383,369	\$ 359,419	\$ 368,271	\$ 377,170	\$ 386,490
EXPENDITURE					
Salaries & Benefits	\$ 40,762	\$ 37,139	\$ 35,212	\$ 29,264	\$ 29,996
Staff Development	-	-	-	-	-
Telephone	18,392	18,760	19,135	19,518	19,908
Communications Equipment R&M	29,754	30,349	30,956	31,575	32,207
Advertising	766	781	797	813	829
Board Fee	16,095	2,016	2,056	2,097	2,139
Consultant Fees	31,000	-	-	-	-
Insurance	385	393	401	409	417
Operating Contracts	224,914	231,881	251,714	255,494	255,494
Office Equipment & Furniture	-	-	-	-	-
Office Supplies	-	-	-	-	-
Capital/Amortization	-	10,000	10,000	10,000	10,000
Equipment Replacement Reserve	21,301	28,100	18,000	28,000	35,500
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 383,369	\$ 359,419	\$ 368,271	\$ 377,170	\$ 386,490

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 017					
EAST END ECONOMIC DEVELOPMENT SERVICES					
PARTICIPANTS: Fruitvale, Montrose, Rossland, Trail, Warfield, Electoral Areas 'A' and 'B'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 133,290	\$ 134,619	\$ 142,638	\$ 142,658	\$ 142,678
Federal Grant in Lieu	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
Transfer From Reserves	-	8,000	-	-	-
Previous Year's Surplus	17,575	-	-	-	-
Total Revenue	\$ 150,865	\$ 142,619	\$ 142,638	\$ 142,658	\$ 142,678
EXPENDITURE					
Contracted Services	\$ 141,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ 141,650
Board Fee	4,409	656	670	683	697
LCCDT Administration	-	-	-	-	-
Consulting Services	306	312	319	325	332
Contribution to Reserves	4,500	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 150,865	\$ 142,619	\$ 142,638	\$ 142,658	\$ 142,678

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 018					
CULTURE ARTS & RECREATION FOR THE LOWER COLUMBIA					
PARTICIPANTS: Rossland, Trail, Fruitvale, Montrose, Warfield, Electoral Areas 'A' & 'B'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 726,590	\$ 842,456	\$ 859,834	\$ 877,560	\$ 895,641
Federal Grant In Lieu	1,700	1,700	1,700	1,700	1,700
Auditorium Rentals	-	-	-	-	-
Rental - Gallery	8,661	8,661	8,661	8,661	8,661
Rental Recital Room	-	-	-	-	-
Rental Multipurpose Room	5,962	5,962	5,962	5,962	5,962
Box Office Revenue	5,000	17,000	17,000	17,000	17,000
College Lease	198,956	198,956	198,956	198,956	198,956
Lease Seniors	-	-	-	-	-
Miscellaneous Revenue	17,298	15,350	15,350	15,350	15,350
Contract Revenue	3,322	3,388	3,456	3,525	3,596
Contracted Services RDKB Office	98,456	100,425	102,434	104,482	106,572
Janitorial Fees - Selkirk	36,000	36,000	36,000	36,000	36,000
Columbia Basin Trust	657,368	354,973	354,973	354,973	354,973
Previous Year's Surplus	228,519	-	-	-	-
From General Capital Fund	-	-	-	-	-
Contributions From Reserve	107,538	-	-	-	-
Total Revenue	\$ 2,095,370	\$ 1,584,871	\$ 1,604,326	\$ 1,624,170	\$ 1,644,411
EXPENDITURE					
Salaries and Benefits	\$ 573,865	\$ 585,343	\$ 597,049	\$ 608,990	\$ 621,170
Theatre Manpower	-	-	-	-	-
Travel & Training	2,042	2,083	2,124	2,167	2,210
Telephone	7,698	7,852	8,009	8,169	8,333
Columbia Basin Trust Admin Fee	17,748	17,748	17,748	17,748	17,748
Property Insurance	56,642	57,775	58,930	60,109	61,311
Theatre Materials	-	-	-	-	-
Box Office Supplies & Expenses	75,000	75,000	75,000	75,000	75,000
Maintenance Mechanical	36,916	37,655	38,408	39,176	39,959
Maintenance Electrical	10,622	10,835	11,052	11,273	11,498
Office Supplies	2,124	2,167	2,210	2,255	2,300
Building Maintenance	40,840	41,657	42,490	43,340	44,207
Supplies Janitorial - Paper	6,373	6,501	6,631	6,763	6,898
Supplies Janitorial - Cleaners	6,373	6,501	6,631	6,764	6,899
Supplies Janitorial - Tools	4,249	4,334	4,421	4,509	4,599
Uniform Allowance	1,275	1,300	1,326	1,353	1,380
Utilities- Water & Sewer	2,124	2,167	2,210	2,255	2,300
Utilities- Heating Fuel	36,116	36,839	37,576	38,327	39,094
Utilities- Electricity	65,859	67,177	68,520	69,891	71,288
Utilities-Garbage	15,621	15,934	16,252	16,577	16,909
Vehicle Operation - Mileage	7,949	8,108	8,271	8,436	8,605
Board Fee	16,149	78,511	80,081	81,683	83,317
Grants to Recreation Societies	115,161	115,161	115,161	115,161	115,161
Trail Memorial Center	-	-	-	-	-
Capital Projects GTC&AC	335,000	-	-	-	-
Interest Expense - Short Term	-	-	-	-	-
Debt - Principal	-	-	-	-	-
Vehicle Financing	-	-	-	-	-
City of Rossland CBT Projects	107,362	51,486	51,486	51,486	51,486
City of Trail CBT Projects	214,928	113,669	113,669	113,669	113,669
Village of Warfield CBT Projects	70,070	34,414	34,414	34,414	34,414
Beaver Valley CBT Projects	176,853	103,242	103,242	103,242	103,242
Electoral Area 'B' CBT Projects	70,407	34,414	34,414	34,414	34,414
Contribution to Reserve	20,000	67,000	67,000	67,000	67,000
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 2,095,370	\$ 1,584,871	\$ 1,604,326	\$ 1,624,170	\$ 1,644,411

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 019					
PARKS & TRAILS - BEAVER VALLEY					
PARTICIPANTS: Fruitvale, Montrose, Electoral Area 'A'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 934,213	\$ 977,326	\$ 944,587	\$ 1,011,711	\$ 881,520
Federal Grant in Lieu	936	955	974	994	1,014
Federal Government Grant (Rinc)	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Hydro Generation Grant in Lieu	200,000	200,000	200,000	200,000	200,000
From General Capital Fund	-	-	-	-	-
Transferred From Reserve	-	-	-	-	-
Previous Year's Surplus	47,673	-	-	-	-
Total Revenue	\$ 1,182,822	\$ 1,178,281	\$ 1,145,562	\$ 1,212,705	\$ 1,082,534
EXPENDITURE					
Village of Fruitvale Recreation	\$ 161,072	\$ 165,412	\$ 169,872	\$ 174,444	\$ 179,130
Beaver Valley Public Library	207,918	214,156	220,580	227,198	234,014
Board Fee	11,422	20,113	20,515	20,925	21,344
Insurance	1,621	1,687	1,687	1,720	1,755
Operating Contract	-	-	-	-	-
Building & Parks Maintenance	6,000	6,120	6,242	6,367	6,495
Village of Montrose Recreation	56,693	56,093	57,338	58,524	60,160
Equipment Replacement	-	-	-	-	-
BV Recreation Subsidy Program	125,000	125,000	125,000	125,000	125,000
Other Grants	5,207	5,311	5,417	5,526	5,636
Municipal Capital Grants	136,000	121,000	136,500	128,000	84,000
Capital Projects	158,500	165,000	105,000	175,000	75,000
Interest Expense	-	-	-	-	-
Debt - Interest	247	146	44	-	-
Debt - Principal	8,142	8,243	7,366	-	-
Vehicle Financing	-	-	-	-	-
Contribution to Reserves	305,000	290,000	290,000	290,000	290,000
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 1,182,822	\$ 1,178,281	\$ 1,145,562	\$ 1,212,705	\$ 1,082,534

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 020 011					
PARKS & TRAILS - BEAVER VALLEY					
BEAVER VALLEY ARENA					
PARTICIPANTS: Fruitvale, Montrose, Electoral Area 'A'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 485,597	\$ 506,431	\$ 514,990	\$ 523,720	\$ 532,624
Federal Grant In Lieu	500	500	500	500	500
Skate Sharpening	2,477	2,527	2,577	2,629	2,682
Concession Revenue	3,825	3,902	3,980	4,059	4,140
Photocopying	1,040	1,061	1,082	1,104	1,126
Vending Machine Revenue	-	-	-	-	-
Ice Surface Rental	115,484	117,794	120,150	122,553	125,004
Admissions Arena	2,585	2,637	2,690	2,743	2,798
Public Skate - Bulk Ticket	-	-	-	-	-
Tiny Tot Lessons	1,077	1,098	1,120	1,143	1,166
Miscellaneous	9,117	2,000	2,000	2,000	2,000
Previous Year's Surplus	-	-	-	-	-
Transfer From Reserve	-	-	-	-	-
Total Revenue	\$ 621,703	\$ 637,950	\$ 649,089	\$ 660,451	\$ 672,040
EXPENDITURE					
Salaries & Benefits	\$ 326,534	\$ 333,065	\$ 339,726	\$ 346,521	\$ 353,451
Staff Education & Training	1,750	1,785	1,820	1,857	1,894
Telephone	3,574	3,645	3,718	3,792	3,868
Advertising	1,725	1,760	1,795	1,831	1,867
Board Fee	13,628	26,989	27,529	28,080	28,641
Insurance	20,506	20,916	21,334	21,761	22,196
Building Equip Maintenance	10,414	10,622	10,835	11,052	11,273
Office Equip & Furniture	2,041	2,082	2,124	2,166	2,210
Office Supplies	1,078	1,099	1,121	1,144	1,167
Building Maintenance	25,141	25,644	26,157	26,680	27,214
Janitorial Supplies	6,900	7,038	7,179	7,323	7,469
Concession Supplies	-	-	-	-	-
Concession Contract	-	-	-	-	-
Vending Supplies	-	-	-	-	-
Employee Equip & Uniform	1,562	1,593	1,625	1,658	1,691
Utilities - Sewer & Water	2,553	2,604	2,656	2,709	2,763
Utilities - Heating Fuel	15,621	15,934	16,252	16,577	16,909
Utilities - Electricity	62,485	63,735	65,010	66,310	67,636
Utilities - Refuse	7,290	7,436	7,584	7,736	7,891
Grounds Maintenance	6,249	6,373	6,501	6,631	6,764
Equipment Replacement	6,000	6,000	6,000	6,000	6,000
Zamboni Operation	4,166	4,249	4,334	4,421	4,509
Zamboni Repairs & Maintenance	7,290	7,436	7,584	7,736	7,891
Vehicle Operation & Maintenance	7,484	7,633	7,786	7,942	8,101
Build Equip. - R&M Refridgeration	5,207	5,311	5,417	5,526	5,636
Cashier Contract	-	-	-	-	-
Contribution to Reserve	81,700	75,000	75,000	75,000	75,000
Loss on Disposal of Assets	-	-	-	-	-
Previous Year's Deficit	805	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 621,703	\$ 637,950	\$ 649,089	\$ 660,451	\$ 672,040

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 020 013					
PARKS & TRAILS - BEAVER VALLEY					
BEAVER VALLEY RECREATION					
PARTICIPANTS: Fruitvale, Montrose, Electoral Area 'A'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 241,143	\$ 261,749	\$ 267,049	\$ 272,455	\$ 277,969
Federal Grant in Lieu	250	250	250	250	250
Marsh Crk. Park Space Rent	8,000	8,000	8,000	8,000	8,000
Equipment Rental	-	-	-	-	-
Adult Programming	20,808	21,224	21,649	22,082	22,523
Youth Programming	10,404	10,612	10,824	11,041	11,262
Miscellaneous	7,317	2,249	2,294	2,340	2,387
Previous Year's Surplus	97,350	-	-	-	-
Transfer From Reserve	-	-	-	-	-
Total Revenue	\$ 385,272	\$ 304,085	\$ 310,066	\$ 316,168	\$ 322,391
EXPENDITURE					
Salaries & Benefits	\$ 202,148	\$ 206,191	\$ 210,315	\$ 214,521	\$ 218,811
Staff Education & Training	2,550	2,601	2,653	2,706	2,760
Telephone	2,042	2,083	2,124	2,167	2,210
Advertising	6,249	6,373	6,501	6,631	6,764
Board Fee	11,422	18,552	18,924	19,302	19,688
Memberships	539	550	561	572	584
Commission Expense	539	550	561	572	584
Space Rental	3,063	3,124	3,187	3,250	3,315
Office Equipment	3,500	3,500	3,500	3,500	3,500
Office Supplies	1,021	1,041	1,062	1,083	1,105
Ground Equip Maintenance	2,000	2,040	2,081	2,122	2,165
Program Supplies - Special Event	12,252	12,497	12,747	13,002	13,262
Program Supplies - Summer	4,084	4,166	4,249	4,334	4,421
Parks - Utilities (Electricity)	3,124	3,187	3,250	3,315	3,382
Parks - Grounds Maintenance	21,022	21,412	21,810	22,216	22,631
Vehicle Operating - Mileage	5,699	5,813	5,929	6,047	6,168
Grants to Other Recreations	-	-	-	-	-
Contribution to Reserve	104,018	10,404	10,612	10,824	11,041
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 385,272	\$ 304,085	\$ 310,066	\$ 316,168	\$ 322,391

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 021					
REGIONAL RECREATION COMMISSION					
GRAND FORKS, AREA 'D'					
PARTICIPANTS: Grand Forks, Electoral Area 'D'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 529,895	\$ 563,310	\$ 575,204	\$ 588,195	\$ 600,489
Federal Grant In Lieu	1,166	1,166	1,166	1,166	1,166
Adult Programs	4,000	14,432	14,721	15,015	15,315
Youth Programs	7,000	23,770	24,245	24,730	25,225
Advertising	-	-	-	-	-
Fitness Programs	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
Christina Lake Contract	34,735	35,430	36,139	36,862	37,599
From General Capital Fund	-	-	-	-	-
Equipment Replacement Reserve	-	-	-	-	-
Previous Year's Surplus	-	-	-	-	-
Total Revenue	\$ 576,796	\$ 638,108	\$ 651,475	\$ 665,968	\$ 679,794
EXPENDITURE					
Salaries & Benefits	\$ 46,233	\$ 47,158	\$ 48,101	\$ 49,063	\$ 50,044
Wages - Administration	102,574	104,596	106,658	108,762	110,907
Aquatic Instructor Wages	306,705	312,794	319,005	325,339	331,801
Contract Instructor Wages	5,740	5,855	5,972	6,092	6,213
Staff Training & Education	12,058	12,299	12,545	12,796	13,052
Telephone & Communications	14,000	14,280	14,566	14,857	15,154
Advertising Expense	14,373	14,660	14,953	15,253	15,558
Board Fee	11,533	30,299	30,905	31,523	32,153
Grants to Local Organizations	20,000	20,000	20,000	20,000	20,000
Property Insurance	255	260	265	271	276
Management Information Systems	10,840	10,986	11,134	11,686	11,841
Membership & Ref Material	1,300	1,326	1,353	1,380	1,407
Rec Commission Expense	781	797	813	829	845
Safety Equipment	515	525	535	546	557
Office Supplies	5,309	5,415	5,524	5,634	5,747
Vehicle Operating	5,746	5,861	5,978	6,098	6,220
Program Supplies	8,331	8,498	8,668	8,841	9,018
Equipment Replacement	10,500	10,500	12,000	14,500	16,500
Capital/Amortization	-	-	-	-	-
Interest Expense - Short Term	-	-	-	-	-
Debt - Principal	-	-	-	-	-
Contribution to Reserve	-	32,000	32,500	32,500	32,500
Previous Year's Deficit	3	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 576,796	\$ 638,108	\$ 651,475	\$ 665,968	\$ 679,794



REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 022					
REGIONAL RECREATION COMMISSION					
GREENWOOD, MIDWAY, AREA 'E'					
PARTICIPANTS: Greenwood, Midway, Electoral Area 'E'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 40,706	\$ 48,478	\$ 49,248	\$ 50,033	\$ 50,834
Previous Year's Surplus	7,767	-	-	-	-
Federal Grant In Lieu	-	-	-	-	-
Total Revenue	\$ 48,473	\$ 48,478	\$ 49,248	\$ 50,033	\$ 50,834
EXPENDITURE					
Board Fee	\$ 1,492	\$ 758	\$ 773	\$ 789	\$ 804
Other Programs	-	-	-	-	-
Grants to Other Recs	10,000	10,000	10,000	10,000	10,000
Midway Arena Grant	23,776	24,251	24,736	25,231	25,735
Greenwood Pool Grant	13,205	13,469	13,739	14,013	14,294
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 48,473	\$ 48,478	\$ 49,248	\$ 50,033	\$ 50,834

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 023					
RECREATION COMMISSION					
CHRISTINA LAKE					
PARTICIPANT: Electoral Area 'C'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 53,595	\$ 72,187	\$ 73,685	\$ 75,212	\$ 76,771
Federal Grant In Lieu	200	200	200	200	200
Adult Programs	4,100	9,182	9,266	9,351	9,438
Youth Programs	1,040	1,061	1,082	1,104	1,126
Miscellaneous Revenue	1,500	1,500	1,500	1,500	1,500
Previous Year's Surplus	18,456	-	-	-	-
Transfer From Reserve	-	-	-	-	-
Total Revenue	\$ 78,891	\$ 84,130	\$ 85,733	\$ 87,367	\$ 89,035
EXPENDITURE					
Wages - Full Time	\$ -	\$ -	\$ -	\$ -	\$ -
Wages - Part Time	7,317	7,463	7,612	7,765	7,920
Contract Wages	9,600	9,792	9,988	10,188	10,391
Staff Training & Education	510	520	531	541	552
Board Fee	1,492	7,421	7,570	7,721	7,875
Commission Expenses	1,625	1,658	1,691	1,725	1,759
Vehicle Operating	-	-	-	-	-
Office Supplies	1,875	1,912	1,950	1,989	2,029
Program Expenses	18,021	15,934	16,252	16,577	16,909
Contracted Services	34,735	35,430	36,139	36,862	37,599
Contribution to Reserve	3,716	4,000	4,000	4,000	4,000
Previous Year's Deficit	-	-	-	-	-
Contingncies	-	-	-	-	-
Total Expenditure	\$ 78,891	\$ 84,130	\$ 85,733	\$ 87,367	\$ 89,035

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 024					
RECREATION FACILITIES					
CHRISTINA LAKE					
PARTICIPANT: Electoral Area 'C'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Requisition (Parcel Tax)	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Federal Grant in Lieu	-	-	-	-	-
From General Capital Fund	-	-	-	-	-
Previous Year's Surplus	23,090	-	-	-	-
Transfer From Reserve	-	-	-	-	-
Total Revenue	\$ 63,090	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
EXPENDITURE					
Board Fee	\$ 1,492	\$ 703	\$ 717	\$ 732	\$ 746
Insurance	362	369	377	384	392
Vehicle Operating	-	-	-	-	-
Grants Local Organizations	43,736	35,428	35,406	35,384	35,362
Capital/Amortization	-	-	-	-	-
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Contribution to Reserve	17,500	3,500	3,500	3,500	3,500
Contingencies	-	-	-	-	-
Total Expenditure	\$ 63,090	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 025					
GRAND FORKS COMMUNITY CENTRE					
PARTICIPANT: Electoral Area 'D'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ -	\$ -	\$ -	\$ -	\$ -
Grant In Lieu	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-
Previous Year's Surplus	-	-	-	-	-
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
EXPENDITURE					
Board Fee	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contracts	-	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingency	-	-	-	-	-
Total Expenditure	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 026					
BOUNDARY MUSEUM SERVICE					
PARTICIPANTS: Electoral Areas 'C' & 'D'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 29,931	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Federal Grant In Lieu	-	-	-	-	-
Previous Year's Surplus	69	-	-	-	-
Total Revenue	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
EXPENDITURE					
Board Fee	\$ -	\$ 172	\$ 175	\$ 179	\$ 182
Operating Contracts	30,000	29,828	29,825	29,821	29,818
Contingencies	-	-	-	-	-
Total Expenditure	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 027					
AREA "C" REGIONAL PARKS AND TRAILS					
PARTICIPANT: Electoral Area 'C'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 333,796	\$ 393,763	\$ 393,613	\$ 393,996	\$ 394,411
Federal Grant In Lieu	972	972	972	972	972
Provincial Grants	1,544,735	-	-	-	-
Miscellaneous Revenue	185,000	135,000	-	-	-
Transfer From Reserves	263,017	-	-	-	-
Previous Year's Surplus	83,816	-	-	-	-
From General Capital Fund	351,340	-	-	-	-
Total Revenue	\$ 2,762,676	\$ 529,735	\$ 394,585	\$ 394,968	\$ 395,383
EXPENDITURE					
Salaries & Wages	\$ 51,216	\$ 49,090	\$ 49,982	\$ 50,892	\$ 51,820
Board Fee	6,793	9,041	9,221	9,406	9,594
Insurance	2,277	2,323	2,369	2,416	2,465
Vehicle Operating	6,966	7,106	7,248	7,393	7,541
Commission Expenses	-	-	-	-	-
Maintenance & Repairs	8,000	8,000	8,000	8,000	8,000
Equipment Replacement	2,500	2,500	2,500	2,500	2,500
Grants To Local Organizations	68,500	68,500	68,500	68,500	68,500
Stewardship Society	36,273	36,108	35,951	36,300	36,656
Park Security	20,000	20,000	20,000	20,000	20,000
Parks & Trails	86,800	81,800	66,800	66,800	66,800
C.L. Solar Aquatic System	20,000	20,000	20,000	20,000	20,000
Contracted Services	84,135	29,138	29,140	29,143	29,146
Capital	2,286,075	120,000	-	-	-
Interest Expense - Short Term	3,141	5,862	4,606	3,350	2,094
Debt - Principal	-	70,268	70,268	70,268	70,268
Contribution to Reserve	80,000	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 2,762,676	\$ 529,735	\$ 394,585	\$ 394,968	\$ 395,383

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 028					
BEAVERDELL RECREATION SERVICES - SPECIFIED AREA 'E'					
PARTICIPANT: Electoral Area 'E' Specified Area					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 19,950	\$ 19,950	\$ 19,950	\$ 19,950	\$ 19,950
Total Revenue	\$ 19,950	\$ 19,950	\$ 19,950	\$ 19,950	\$ 19,950
EXPENDITURE					
Board Fee	\$ -	\$ 172	\$ 175	\$ 179	\$ 182
Grants to Local Organizations	19,950	19,778	19,775	19,771	19,768
Total Expenditure	\$ 19,950	\$ 19,950	\$ 19,950	\$ 19,950	\$ 19,950

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 030					
GRAND FORKS ARENA					
PARTICIPANTS: Grand Forks & Electoral Area 'D'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 487,501	\$ 531,934	\$ 540,550	\$ 553,338	\$ 566,302
Federal Grant In Lieu	1,300	1,300	1,300	1,300	1,300
Admissions Arena	7,800	17,121	17,463	17,812	18,169
Facility Rental Arena	64,492	102,232	104,192	106,191	108,231
Miscellaneous Revenue	3,500	3,500	3,500	3,500	3,500
Previous Year's Surplus	61,400	-	-	-	-
From General Capital Fund	-	-	-	-	-
Transfer From Reserves	70,000	-	-	-	30,000
Total Revenue	\$ 695,993	\$ 656,087	\$ 667,005	\$ 682,141	\$ 727,501
EXPENDITURE					
Salaries - Full Time	\$ 39,879	\$ 40,677	\$ 41,490	\$ 42,320	\$ 43,166
Wages - Full Time	215,196	219,442	223,774	228,192	232,698
Wages - Administration	54,219	55,287	56,377	57,488	58,622
Wages - Part Time	21,214	21,638	22,071	22,512	22,962
Radio Licence	-	-	-	-	-
Board Fee	12,429	32,965	33,624	34,297	34,983
Contracted Services	17,000	17,000	17,000	20,000	20,000
Insurance	18,676	19,050	19,431	19,819	20,216
Occ Health & Safety	8,532	8,702	8,876	9,054	9,235
Building Maintenance	28,246	28,631	29,023	29,424	29,832
Janitorial Supplies	6,075	6,196	6,320	6,447	6,576
Utilities - Water & Sewer	3,750	3,825	3,902	3,980	4,059
Utilities - Fuel	8,679	8,852	9,029	9,210	9,394
Utilities - Electricity	76,024	77,544	79,095	80,677	82,290
Utilities - Refuse	3,063	3,124	3,187	3,250	3,315
Grounds Maintenance	10,456	20,665	22,878	25,096	11,318
Equipment Replacement	10,500	5,500	5,500	5,500	5,500
Zamboni Operation	9,893	10,091	10,293	10,499	10,709
Maintenance Refrigeration Plant	19,164	11,897	12,135	12,378	12,625
Capital/Amortization	117,000	65,000	60,000	58,000	110,000
Interest Expense - Short Term	-	-	-	-	-
MFA Principal - LUA	-	-	-	-	-
Reserve Account	16,000	-	3,000	4,000	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 695,993	\$ 656,087	\$ 667,005	\$ 682,141	\$ 727,501



REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 031					
GRAND FORKS CURLING RINK					
PARTICIPANTS: Grand Forks, Electoral Areas 'C' & 'D'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 43,750	\$ 43,750	\$ 43,750	\$ 54,688	\$ 54,688
Grant In Lieu	185	185	185	185	100
Miscellaneous Revenue	-	-	-	-	-
GF Curling Rink Rental	2,500	2,500	2,500	2,500	2,500
From General Capital Fund	-	-	-	-	-
Transfer From Reserve	-	-	-	-	-
Previous Year's Surplus	4,705	-	-	-	-
Total Revenue	\$ 51,140	\$ 46,435	\$ 46,435	\$ 57,373	\$ 57,288
EXPENDITURE					
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Board Fee	2,314	2,143	2,186	2,230	2,669
Insurance	8,875	9,053	9,234	9,418	7,365
Building Maintenance	23,880	21,080	25,480	21,980	13,980
Capital/Amortization	-	-	-	-	-
Interest Expense - Short	353	141	34	15	-
Debt Interest	-	-	-	-	-
Debt Principal	11,800	11,800	7,000	7,000	-
Reserves	1,047	3,874	4,192	18,455	33,273
Previous Year's Deficit	-	-	-	-	-
Contingencies	2,871	1,655	1,690	1,726	-
Total Expenditure	\$ 51,140	\$ 46,435	\$ 46,435	\$ 57,373	\$ 57,288

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 040					
GRAND FORKS AQUATIC CENTRE					
PARTICIPANT: Grand Forks, Electoral Area 'D'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 742,742	\$ 781,250	\$ 781,250	\$ 846,408	\$ 872,683
Federal Grant In Lieu	2,000	2,000	2,000	2,000	2,000
Admissions Aquatic Centre	64,161	131,879	133,197	134,529	135,875
Facility Rental Aquatic Centre	24,727	24,974	25,224	25,476	25,731
Retail Sales Aquatic Centre	1,000	7,216	7,361	7,508	7,658
Miscellaneous Revenue	55,892	-	-	-	-
Previous Year's Surplus	150,353	-	-	-	-
From General Capital Fund	-	-	-	-	-
Transferred From Reserves	110,000	-	16,173	-	-
Total Revenue	\$ 1,150,875	\$ 947,319	\$ 965,205	\$ 1,015,921	\$ 1,043,947
EXPENDITURE					
Salaries & Benefits	\$ 39,129	\$ 39,912	\$ 40,710	\$ 41,524	\$ 42,355
Wages Full-Time	478,259	437,810	446,498	455,359	464,397
Wages - Administration	27,709	28,344	28,888	29,444	30,011
Wages Part-time	-	-	-	-	-
Board Fee	17,803	69,328	70,715	72,129	73,571
Contracted Building Maintenance	29,166	21,540	21,921	22,309	22,705
Insurance	10,138	10,341	10,548	10,759	10,974
Occ Health & Safety	4,133	4,155	4,177	4,200	4,223
Building Maintenance	38,219	28,687	29,164	29,650	30,146
Janitorial Supplies	4,595	4,686	4,780	4,876	4,973
Pool Chemicals	13,018	13,278	13,544	13,815	14,091
Retail Supplies	2,167	2,210	2,255	2,300	2,346
Clothing Allowance	3,931	4,009	4,090	4,171	4,255
Utilities - Water & Sewer	3,267	3,333	3,399	3,467	3,537
Utilities - Fuel	40,897	41,714	42,549	43,400	44,268
Utilities - Electricity	58,000	59,160	60,343	61,550	62,781
Utilities - Refuse	1,062	1,083	1,105	1,127	1,150
Grounds Maintenance	3,124	3,186	3,250	3,315	3,382
Equipment Replacement	5,000	7,500	2,500	2,500	2,500
Capital/Amortization	100,000	20,000	36,000	44,500	20,000
Interest Expense - Short Term	3,468	2,725	1,982	1,239	496
Debt Interest	43,500	43,500	43,500	43,500	43,500
Debt Principal	93,289	93,289	93,289	93,289	93,289
Contribution to Reserve	131,000	7,528	-	27,500	65,000
Previous Year's Deficit	-	-	-	-	-
Contingency	-	-	-	-	-
Total Expenditure	\$ 1,150,875	\$ 947,319	\$ 965,205	\$ 1,015,921	\$ 1,043,947

FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 045					
ELECTORAL AREA 'D' - REGIONAL PARKS & TRAILS SERVICE					
PARTICIPANT: Electoral Area 'D'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 46,949	\$ 82,331	\$ 63,078	\$ 63,839	\$ 64,616
Federal Grant in Lieu	-	-	-	-	-
Miscellaneous Revenue	407,527	30,000	-	-	-
From General Capital Fund	-	-	-	-	-
Revenue From Reserves	9,000	-	-	-	-
Previous Year's Surplus	10,834	-	-	-	-
Total Revenue	\$ 474,310	\$ 112,331	\$ 63,078	\$ 63,839	\$ 64,616
EXPENDITURE					
Board Fee	\$ 1,492	\$ 1,844	\$ 1,881	\$ 1,919	\$ 1,957
Insurance	1,139	1,162	1,185	1,209	1,233
Operating Contracts	33,652	34,325	35,012	35,712	36,426
Grants to Other Organizations	10,000	10,000	10,000	10,000	10,000
Capital	395,027	50,000	-	-	-
Interest Expense - Short Term	-	-	-	-	-
Debt Principal	-	-	-	-	-
Contribution To Reserves	10,500	5,000	5,000	5,000	5,000
Previous Year's Deficit	-	-	-	-	-
Contingencies	22,500	10,000	10,000	10,000	10,000
Total Expenditure	\$ 474,310	\$ 112,331	\$ 63,078	\$ 63,839	\$ 64,616

FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 047					
HERITAGE CONSERVATION - AREA 'D'					
PARTICIPANT: Electoral Area 'D'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 5,425	\$ 8,911	\$ 8,969	\$ 9,028	\$ 9,089
Federal Grant in Lieu	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
Revenue From Reserves	-	-	-	-	-
Previous Year's Surplus	4,814	-	-	-	-
Total Revenue	\$ 10,239	\$ 8,911	\$ 8,969	\$ 9,028	\$ 9,089
EXPENDITURE					
Board Fee	\$ 1,492	\$ 109	\$ 111	\$ 113	\$ 115
Property Insurance	1,438	1,467	1,496	1,526	1,557
Operating Contracts	5,000	5,000	5,000	5,000	5,000
Utilities	1,309	1,335	1,362	1,389	1,417
Capital	-	-	-	-	-
Contribution To Reserves	-	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	1,000	1,000	1,000	1,000	1,000
Total Expenditure	\$ 10,239	\$ 8,911	\$ 8,969	\$ 9,028	\$ 9,089

FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 048					
HERITAGE CONSERVATION - AREA 'E'					
PARTICIPANT: Electoral Area 'E'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Federal Grant in Lieu	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
Revenue From Reserves	-	-	-	-	-
Previous Year's Surplus	-	-	-	-	-
Total Revenue	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
EXPENDITURE					
Board Fee	\$ -	\$ 109	\$ 111	\$ 113	\$ 115
Property Insurance	-	-	-	-	-
Operating Contracts	-	5,000	5,000	5,000	5,000
Utilities	-	-	-	-	-
Capital	-	-	-	-	-
Contribution To Reserves	-	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	4,891	4,889	4,887	4,885
Total Expenditure	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 050					
REGIONALIZED FIRE PROTECTION - EAST END					
PARTICIPANTS: Rossland, Trail, Fruitvale, Montrose, Warfield, Electoral Areas 'A' & 'B'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 3,739,944	\$ 3,975,595	\$ 4,142,999	\$ 4,336,603	\$ 4,315,791
Federal Grant In Lieu	8,086	8,086	8,086	8,086	8,086
Miscellaneous Revenue	7,004	1,078	1,100	1,122	1,144
Ambulance Services Rent	14,448	15,480	15,480	15,480	15,480
Ross Spur Protection Agreement	21,496	21,926	22,364	22,812	23,268
Hydro Generation Grant in Lieu	500,000	500,000	500,000	500,000	500,000
From Reserve	426,884	-	125,000	-	-
Previous Year's Surplus	348,583	-	-	-	-
From General Capital Fund	2,232	224,077	-	2,000,000	-
Total Revenue	\$ 5,068,677	\$ 4,746,242	\$ 4,815,029	\$ 6,884,102	\$ 4,863,769
EXPENDITURE					
Salaries - Chief, Asst. Chief, Dispatcher	\$ 319,756	\$ 334,636	\$ 352,104	\$ 370,210	\$ 379,465
Task OT Wages - Career	-	-	-	-	-
Task Wages - Paid on Call	-	-	-	-	-
Salaries - Career	2,461,034	2,522,499	2,585,502	2,650,080	2,716,272
Wages - Paid On Call	175,176	179,555	184,044	188,645	193,361
District Fire Chiefs & Asst. Chiefs	11,069	11,069	11,069	11,069	11,069
Uniform/Clothing Allowance	33,875	34,353	34,840	35,337	35,843
Training/Seminars/Visual Aids	117,600	115,552	143,540	83,011	83,831
Medicals	4,600	8,300	4,800	8,600	5,000
Memberships	6,578	6,709	6,843	6,980	7,120
Board Fee	123,204	255,802	260,918	266,137	271,459
Professional Fees	5,000	-	-	-	-
Fire Prevention	16,600	16,932	17,271	17,616	17,968
Conventions	5,311	5,417	5,526	5,636	5,749
Safety Equipment Replacement & Rep.	20,421	18,994	19,374	19,761	20,156
SCBA Tests and Repairs	9,665	8,358	8,449	12,291	8,634
Office Supplies	5,391	5,499	5,609	5,721	5,835
Paid On-Call Benefits & Insurance	28,709	29,284	29,869	30,467	31,076
Travel/Mileage	3,952	4,031	4,112	4,194	4,278
Insurance - Building	26,405	26,933	27,472	28,021	28,582
Telephone - Companies	49,349	50,216	51,101	52,003	52,923
Subscriptions	1,586	1,618	1,650	1,683	1,717
Building Maintenance	101,804	103,440	105,109	106,811	108,547
First Responder Supplies	17,382	17,730	18,084	18,446	18,815
Safety Equipment	32,173	30,004	31,445	31,893	32,351
Fire Extinguisher Agents	5,059	5,160	5,263	5,368	5,476
Janitorial Supplies	7,498	7,648	7,801	7,957	8,116
Utilities - Water & Sewer	2,290	2,336	2,382	2,430	2,479
Utilities - Heating Fuel	20,015	20,415	20,824	21,240	21,665
Utilities - Electricity	19,198	9,648	9,841	10,038	10,239
Hydrant Maintenance Fees	-	-	-	-	-
Communication Equipment R & M	19,213	16,947	17,236	17,530	17,831
Equipment Replacement	99,900	101,898	103,936	106,015	108,135
Insurance Vehicle	30,414	31,022	31,643	32,276	32,921
Fire Hose	13,538	13,809	14,085	14,367	14,654
Vehicle Maintenance	67,757	69,113	70,495	71,905	73,343
Shop Supplies	15,047	15,348	15,655	15,968	16,287
Capital/Amortization	491,699	279,077	250,000	2,000,000	-
Vehicle Financing	-	-	-	-	-
Debt - Interest	10,686	9,003	5,111	47,067	46,044
Debt - Principal	321,067	329,051	332,027	557,330	446,527
Equipment and General Reserve	358,655	38,835	10,000	10,000	10,000
Contingencies	10,000	10,000	10,000	10,000	10,000
Previous Year's Deficit	-	-	-	-	-
Total Expenditure	\$ 5,068,677	\$ 4,746,242	\$ 4,815,029	\$ 6,884,102	\$ 4,863,769

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 051					
FIRE PROTECTION AREA 'C' - CHRISTINA LAKE					
PARTICIPANT: Christina Lake Fire Protection Specified Area					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 567,395	\$ 585,141	\$ 610,853	\$ 661,241	\$ 674,692
Federal Grant In Lieu	900	900	900	900	900
Miscellaneous Revenue	8,600	100	100	100	100
From General Capital Fund	258,500	337,750	560,000	-	-
Contribution From Reserve	125,000	-	40,000	-	-
Previous Year's Surplus	42,240	-	-	-	-
Total Revenue	\$ 1,002,635	\$ 923,891	\$ 1,211,853	\$ 662,241	\$ 675,692
EXPENDITURE					
Salaries - Chief	\$ 163,728	\$ 167,003	\$ 170,343	\$ 170,343	\$ 177,225
Wages Volunteers	80,426	80,222	81,388	82,577	83,790
Insurance	44,715	45,609	46,521	47,452	48,401
Office Supplies	25,237	11,585	11,817	12,053	12,295
Uniform Allowance	28,817	18,038	18,817	19,194	19,577
Travel	12,631	12,883	13,141	13,404	13,672
Board Fee	13,717	12,556	12,807	13,063	13,324
Training/Seminars	43,114	25,884	26,402	26,930	27,469
Membership & Ref. Material	8,562	6,693	6,827	6,964	7,103
Telephone	6,457	6,586	6,718	6,852	6,989
Building Maintenance	29,226	20,096	12,542	12,793	13,049
Building Maintenance - grounds	4,100	2,958	3,017	3,078	3,139
Utilities - Heating Fuel	6,126	6,249	6,373	6,501	6,631
Utilities - Electricity	3,632	3,704	3,778	3,854	3,931
Communication Equipment R&M	11,437	11,666	11,899	12,137	12,380
Vehicle Operating	49,471	50,460	51,470	52,499	53,549
Shop Supplies	24,456	22,306	19,631	20,024	20,424
Debt - Interest	11,900	16,966	23,586	34,562	34,562
Debt - Principal	17,480	39,064	58,950	91,921	91,921
Vehicle Financing	-	-	-	-	-
Capital/Amortization	392,000	337,750	600,000	-	-
Contribution To Reserve	15,000	15,000	15,000	15,000	15,000
Contingencies	10,404	10,612	10,824	11,041	11,262
Previous Year's Deficit	-	-	-	-	-
Total Expenditure	\$ 1,002,635	\$ 923,891	\$ 1,211,853	\$ 662,241	\$ 675,692

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 053					
FIRE PROTECTION AREA 'E' - BEAVERDELL					
PARTICIPANTS: Beaverdell Fire Specified Area					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 63,348	\$ 76,380	\$ 76,358	\$ 92,657	\$ 93,674
Miscellaneous Revenue	-	-	-	-	-
Revenue From Equipment Reserve					
Previous Year's Surplus	32,527	-	-	-	-
From General Capital Fund	-	-	300,000	-	-
Total Revenue	\$ 95,874	\$ 76,380	\$ 376,358	\$ 92,657	\$ 93,674
EXPENDITURE					
Volunteer Honoraria & Benefits	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Travel & Vehicles	3,574	3,645	3,718	3,792	3,868
Communications	5,105	5,207	5,311	5,417	5,526
Memberships, Professional Fees	919	937	956	975	995
Board Fee	1,494	1,573	1,604	1,636	1,669
Training	7,147	7,290	7,436	7,584	7,736
Insurance	6,650	6,783	6,919	7,057	7,198
Volunteer Recognition/Awards	511	521	531	542	553
Building Maintenance	4,084	4,166	4,249	4,334	4,421
Firefighting Equipment & Safety	7,147	7,290	7,436	7,584	7,736
Dry Hydrant	1,021	1,041	1,062	1,083	1,105
Office Supply & Expense	1,021	1,041	1,062	1,083	1,105
Vehicle/Equipment Maintenance	9,189	9,373	9,560	9,751	9,946
Capital / Amortization	16,000	-	300,000	-	-
Debt - Interest	2,752	2,752	2,752	7,342	7,342
Debt - Principal	5,761	5,761	5,761	33,474	33,474
Contribution To Equipment Reserve	22,500	18,000	17,000	-	-
Previous Year's Deficit	-	-	-	-	-
Contingency	-	-	-	-	-
Total Expenditure	\$ 95,874	\$ 76,380	\$ 376,358	\$ 92,657	\$ 93,674



REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 054					
FIRE PROTECTION AREA 'E' - BIG WHITE					
PARTICIPANT: Big White Fire Specified Area					
DESCRIPTION	0 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 1,377,707	\$ 1,824,350	\$ 1,719,337	\$ 1,499,416	\$ 1,530,051
Federal Grant in Lieu	-	-	-	-	-
Miscellaneous Revenue	5,500	7,000	7,000	7,000	7,000
Fuel Recoveries	2,000	5,000	5,000	5,000	5,000
Previous Year's Surplus	130,896	-	-	-	-
Revenue From Capital Fund	411,111	-	-	350,000	-
From Equipment Reserve	-	100,000	-	400,000	-
Total Revenue	\$ 1,927,214	\$ 1,936,350	\$ 1,731,337	\$ 2,261,416	\$ 1,542,051
EXPENDITURE					
Salaries - Officers	\$ 416,129	\$ 424,452	\$ 432,941	\$ 441,600	\$ 450,432
Wages & Benefits - Volunteers	127,474	130,023	132,624	135,276	137,982
Work Experience Program	38,516	39,286	40,072	40,873	41,691
Uniform Allowance	10,500	10,500	10,500	10,500	10,500
First Responder Program	17,825	18,181	18,545	18,916	19,294
Training/Seminars	40,715	41,469	42,238	43,023	43,823
Telephone	11,768	12,003	12,243	12,488	12,738
Fire Prevention	7,811	7,967	8,127	8,289	8,455
Insurance	6,329	6,456	6,585	6,716	6,851
SCBA Tests and Repairs	18,666	19,039	19,420	19,808	20,205
Office Supplies	13,692	13,965	14,245	14,530	14,820
Travel/Mileage	8,593	8,765	8,940	9,119	9,301
Meetings	13,360	13,627	13,900	14,178	14,461
Board Fee	15,246	116,415	118,743	121,118	123,540
Membership & Reference Materials	2,083	2,124	2,167	2,210	2,255
Contracted Services	2,591	2,643	2,695	2,749	2,804
Shop Supplies	6,249	6,373	6,501	6,631	6,764
Utilities - Water & Sewer	4,084	4,166	4,249	4,334	4,421
Utilities - Electricity	39,574	40,365	41,173	41,996	42,836
Building Maintenance	33,097	33,759	34,434	35,123	35,825
Communication Equipment R&M	10,466	10,676	10,889	11,107	11,329
Safety Equipment	36,188	36,912	37,650	38,403	39,171
Vehicle Maintenance	99,711	101,706	103,740	105,815	107,931
Hydrant Maintenance Fees	94,449	96,338	98,265	100,231	102,235
Capital/Amortization	421,111	275,000	50,000	750,000	-
Vehicle Financing	-	-	-	-	-
Debt - Interest	14,076	9,400	4,668	5,229	3,556
Debt - Principal	304,542	312,121	312,913	148,026	155,440
Contribution To Reserve	100,000	130,000	130,000	100,000	100,000
Previous Year's Deficit	-	-	-	-	-
Contingencies	12,371	12,619	12,871	13,129	13,391
Total Expenditure	\$ 1,927,214	\$ 1,936,350	\$ 1,731,337	\$ 2,261,416	\$ 1,542,051

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 055					
MIDWAY & BEAVERDELL EMERGENCY RESPONSE SERVICE					
PARTICIPANTS: City of Greenwood, Village of Midway, Electoral Area 'E'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ -		\$ -	\$ -	\$ -
Federal Grant in Lieu	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-
Previous Year's Surplus	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURE					
Operating Grants	\$ -	\$ -	\$ -	\$ -	\$ -
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 056					
FIRE PROTECTION - GREENWOOD FIRE EXPANSION SERVICE					
PARTICIPANT: Electoral Area 'E' Specified Area					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 23,932	\$ 22,565	\$ 22,568	\$ 22,570	\$ 22,573
Miscellaneous Revenue	-	-	-	-	-
Revenue From Equipment Reserve	-	-	-	-	-
Previous Year's Surplus	-	-	-	-	-
Total Revenue	\$ 23,932	\$ 22,565	\$ 22,568	\$ 22,570	\$ 22,573
EXPENDITURE					
Board Fee	\$ 1,492	\$ 125	\$ 128	\$ 130	\$ 133
Contracted Fire Service	22,440	22,440	22,440	22,440	22,440
Transfer To Reserves	-	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingency	-	-	-	-	-
Total Expenditure	\$ 23,932	\$ 22,565	\$ 22,568	\$ 22,570	\$ 22,573

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 057					
FIRE PROTECTION - GRAND FORKS RURAL FIRE SERVICE					
PARTICIPANT: Electoral Area 'D' Specified Area					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Tax - EA 'D' / Rural Grand Forks	\$ 485,630	\$ 514,858	\$ 522,061	\$ 529,408	\$ 536,902
Federal Grant in Lieu	-	-	-	-	-
Interest Earned on Investments	-	-	-	-	-
Province of BC - Misc. Revenue	-	-	-	-	-
From General Capital Fund	-	195,000	-	-	-
Transfer From Reserves	192,500	162,500	-	-	-
Previous Year's Surplus	-	-	-	-	-
Total Revenue	\$ 678,130	\$ 872,358	\$ 522,061	\$ 529,408	\$ 536,902
EXPENDITURE					
Board Fee	\$ 14,974	\$ 6,431	\$ 6,559	\$ 6,691	\$ 6,824
Insurance	18,822	19,198	19,582	19,974	20,374
Building Maintenance	10,000	-	-	-	-
Contracted Fire Service	327,975	334,535	341,225	348,050	355,011
Capital	222,500	357,500	-	-	-
MFA Interest Expense	11,221	18,046	18,046	18,046	18,046
MFA Principal	62,638	79,648	79,648	79,648	79,648
Vehicle Financing	-	-	-	-	-
Contribution To Reserves	-	47,000	47,000	47,000	47,000
Previous Year's Deficit	-	-	-	-	-
Contingency	10,000	10,000	10,000	10,000	10,000
Total Expenditure	\$ 678,130	\$ 872,358	\$ 522,061	\$ 529,408	\$ 536,902

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 058					
KETTLE VALLEY FIRE PROTECTION					
PARTICIPANT: Electoral Area 'E' Specified Area					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Tax - EA 'E' / Rock Creek	\$ 150,388	\$ 153,246	\$ 155,225	\$ 157,243	\$ 159,302
Federal Grant in Lieu	-	-	-	-	-
Interest Earned on Investments	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
Province of BC - Misc. Revenue	-	-	-	-	-
From General Capital Fund	-	-	-	-	-
Transfer From Reserves	-	-	-	-	-
Previous Year's Surplus	19,594	-	-	-	-
Total Revenue	\$ 169,982	\$ 153,246	\$ 155,225	\$ 157,243	\$ 159,302
EXPENDITURE					
Board Fee	\$ 5,412	\$ 2,969	\$ 3,029	\$ 3,089	\$ 3,151
Insurance	2,088	2,130	2,172	2,216	2,260
Building Maintenance	-	-	-	-	-
Contracted Fire Service	97,002	98,842	100,719	102,634	104,586
Capital	10,000	-	-	-	-
Debt - Interest	18,165	18,165	18,165	18,165	18,165
Debt - Principal	23,140	23,140	23,140	23,140	23,140
Contribution To Reserves	11,175	5,000	5,000	5,000	5,000
Previous Year's Deficit	-	-	-	-	-
Contingency	3,000	3,000	3,000	3,000	3,000
Total Expenditure	\$ 169,982	\$ 153,246	\$ 155,225	\$ 157,243	\$ 159,302

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 064					
REFUSE DISPOSAL - SPECIFIED AREA 'E'					
BIG WHITE					
PARTICIPANT: Big White Refuse Specified Area					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 271,046	\$ 283,543	\$ 288,739	\$ 294,039	\$ 299,445
Miscellaneous Revenue	2,300	2,300	2,300	2,300	2,300
Previous Year's Surplus	44,749	-	-	-	-
From General Capital Fund	-	-	-	-	-
Transfer From Reserve	-	-	-	-	-
Total Revenue	\$ 318,095	\$ 285,843	\$ 291,039	\$ 296,339	\$ 301,745
EXPENDITURE					
Wages & Benefits	\$ 8,323	\$ 8,490	\$ 8,660	\$ 8,833	\$ 9,010
Travel	255	260	266	271	276
Insurance	727	742	756	771	787
Board Fee	5,763	4,607	4,699	4,793	4,889
Consultant Fees	-	-	-	-	-
Site Maintenance	20,142	20,545	20,956	21,375	21,802
Operating Contracts (Transfer)	148,877	151,675	154,528	157,439	160,407
Tipping Fees - Kelowna	80,659	82,272	83,918	85,596	87,308
Utilities	2,040	2,040	2,040	2,040	2,040
Capital/Amortization - Transfer St.	25,000	10,000	10,000	10,000	10,000
Interest Expense - Short Term	-	-	-	-	-
Debt Principal	-	-	-	-	-
Contribution to Reserve	26,100	5,000	5,000	5,000	5,000
Previous Year's Deficit	-	-	-	-	-
Contingencies	208	212	216	221	225
Total Expenditure	\$ 318,095	\$ 285,843	\$ 291,039	\$ 296,339	\$ 301,745

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 065					
ELECTORAL AREA 'E' - REGIONAL PARKS & TRAILS SERVICE					
PARTICIPANTS: Electoral Area 'E' - Specified Area					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 77,890	\$ 85,172	\$ 85,175	\$ 85,179	\$ 85,182
Federal Grant in Lieu	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
Revenue From Reserves	-	-	-	-	-
Previous Year's Surplus	2	-	-	-	-
Total Revenue	\$ 77,892	\$ 85,172	\$ 85,175	\$ 85,179	\$ 85,182
EXPENDITURE					
Board Fee	\$ 1,492	\$ 172	\$ 175	\$ 179	\$ 182
Operating Contracts	26,400	35,000	35,000	35,000	35,000
Contribution To Reserves	50,000	50,000	50,000	50,000	50,000
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 77,892	\$ 85,172	\$ 85,175	\$ 85,179	\$ 85,182

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 070					
ANIMAL CONTROL - EAST END					
CONTRACTS: Trail, Fruitvale, Montrose					
PARTICIPANTS: Electoral Areas 'A' & 'B'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition - Electoral	\$ 24,162	\$ 23,760	\$ 24,235	\$ 24,720	\$ 25,214
Property Tax Requisition - Municipality	72,485	71,279	72,705	74,159	75,642
Licenses & Fines	1,857	1,894	1,932	1,971	2,010
Federal Grant In Lieu	161	164	168	171	175
Previous Year's Surplus	-	-	-	-	-
Total Revenue	\$ 98,665	\$ 97,098	\$ 99,040	\$ 101,021	\$ 103,041
EXPENDITURE					
Board Fee	\$ 4,497	\$ 1,047	\$ 1,068	\$ 1,089	\$ 1,111
Insurance	-	-	-	-	-
Operating Contracts	93,000	94,860	96,757	98,692	100,666
Office Supplies	319	325	332	338	345
Previous Year's Deficit	-	-	-	-	-
Contingencies	849	866	883	901	919
Total Expenditure	\$ 98,665	\$ 97,098	\$ 99,040	\$ 101,021	\$ 103,041



REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 071					
ANIMAL CONTROL - WEST END					
PARTICIPANTS: Grand Forks, Greenwood, Electoral Areas 'C' & 'D'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 153,770	\$ 118,872	\$ 121,049	\$ 123,270	\$ 125,536
Federal Grant In Lieu	108	110	113	115	117
Licenses & Fines	11,129	11,352	11,579	11,810	12,047
Miscellaneous Revenue	-	-	-	-	-
Previous Year's Surplus	3,436	-	-	-	-
Transfer From Reserve	-	-	-	-	-
Total Revenue	\$ 168,443	\$ 130,334	\$ 132,741	\$ 135,196	\$ 137,699
EXPENDITURE					
Board Fee	\$ 4,497	\$ 1,665	\$ 1,698	\$ 1,732	\$ 1,766
Insurance	2,420	2,469	2,518	2,568	2,620
Operating Contracts	108,001	110,161	112,365	114,612	116,904
Office Supplies	2,124	2,167	2,210	2,255	2,300
Maintenance & Repair	18,797	3,873	3,950	4,029	4,110
Debt - Principal	21,598	-	-	-	-
Debt - Interest	1,005	-	-	-	-
Contribution to Reserve	10,000	10,000	10,000	10,000	10,000
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 168,443	\$ 130,334	\$ 132,741	\$ 135,196	\$ 137,699

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 074					
BIG WHITE SECURITY SERVICE					
PARTICIPANTS: Big White Specified Area					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 237,771	\$ 240,101	\$ 244,723	\$ 249,437	\$ 254,246
Federal Grant In Lieu	108	110	113	115	117
Previous Year's Surplus	11,085	-	-	-	-
Total Revenue	\$ 248,965	\$ 240,211	\$ 244,835	\$ 249,552	\$ 254,363
EXPENDITURE					
Board Fee	\$ 4,497	\$ 2,305	\$ 2,351	\$ 2,398	\$ 2,446
Security Accommodation	3,063	3,124	3,187	3,250	3,315
Operating Contracts	221,355	225,782	230,298	234,904	239,602
Previous Year's Deficit	-	-	-	-	-
Contingencies	20,050	9,000	9,000	9,000	9,000
Total Expenditure	\$ 248,965	\$ 240,211	\$ 244,835	\$ 249,552	\$ 254,363

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 075					
BIG WHITE NOISE CONTROL SERVICE					
PARTICIPANTS: Electoral Area 'E' - Specified Area					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 1,492	\$ -	\$ -	\$ -	\$ -
Miscellaneous Income	-	-	-	-	-
Previous Year's Surplus	-	-	-	-	-
Transfer From Reserves	-	-	-	-	-
Total Revenue	\$ 1,492	\$ -	\$ -	\$ -	\$ -
EXPENDITURE					
Board Fee	\$ 1,492	\$ -	\$ -	\$ -	\$ -
Operating Contracts	-	-	-	-	-
Transfer To Reserves	-	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 1,492	\$ -	\$ -	\$ -	\$ -

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 077					
AREA 'C' ECONOMIC DEVELOPMENT					
PARTICIPANT: Electoral Area 'C'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 139,191	\$ 146,844	\$ 146,861	\$ 146,878	\$ 146,896
Federal Grant in Lieu	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-
Revenue From Reserves	-	-	-	-	-
Previous Year's Surplus	8,301	-	-	-	-
Total Revenue	\$ 147,492	\$ 146,844	\$ 146,861	\$ 146,878	\$ 146,896
EXPENDITURE					
Board Fee	\$ 1,492	\$ 844	\$ 861	\$ 878	\$ 896
Operating Contracts	88,000	88,000	88,000	88,000	88,000
Contribution To Reserves	-	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	58,000	58,000	58,000	58,000	58,000
Total Expenditure	\$ 147,492	\$ 146,844	\$ 146,861	\$ 146,878	\$ 146,896

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 078					
GRAND FORKS & AREA 'D' ECONOMIC DEVELOPMENT					
PARTICIPANT: Grand Forks & Electoral Area 'D'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 47,343	\$ 75,423	\$ 75,429	\$ 75,434	\$ 75,440
Federal Grant In Lieu	-	-	-	-	-
Government/Agency Grants	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
Previous Year's Surplus	30,069	-	-	-	-
Revenue From Reserve	-	-	-	-	-
Total Revenue	\$ 77,412	\$ 75,423	\$ 75,429	\$ 75,434	\$ 75,440
EXPENDITURE					
Travel & Conference & Admin	\$ -	\$ -	\$ -	\$ -	\$ -
Contracted Services	45,920	75,150	75,150	75,150	75,150
E.D.C. Projects	-	-	-	-	-
Board Fee	1,492	273	279	284	290
Memberships	-	-	-	-	-
Community Tourism Prgm Projects	-	-	-	-	-
Contribution To Reserve	30,000	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 77,412	\$ 75,423	\$ 75,429	\$ 75,434	\$ 75,440

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 079					
AREA 'E' ECONOMIC DEVELOPMENT					
PARTICIPANT: Electoral Area 'E'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 99,643	\$ 66,255	\$ 65,690	\$ 65,126	\$ 64,561
Federal Grant In Lieu	-	-	-	-	-
Government/Agency Grants	-	-	-	-	-
Miscellaneous Revenue	1,500,000	-	-	-	-
Previous Year's Surplus	0	-	-	-	-
From General Capital Fund	200,000	-	-	-	-
Revenue From Reserve	-	-	-	-	-
Total Revenue	\$ 1,799,643	\$ 66,255	\$ 65,690	\$ 65,126	\$ 64,561
EXPENDITURE					
Travel & Conference & Admin	\$ -	\$ -	\$ -	\$ -	\$ -
Contracted Services	55,500	24,000	24,000	24,000	24,000
E.D.C. Projects	1,500,000	-	-	-	-
Board Fee	1,492	172	175	179	182
Memberships	-	-	-	-	-
Community Tourism Prgm Projects	-	-	-	-	-
Other Grants	-	-	-	-	-
Capital	200,000	-	-	-	-
Debt Interest	2,651	2,083	1,515	947	379
Debt Principal	40,000	40,000	40,000	40,000	40,000
Contribution To Reserve	-	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 1,799,643	\$ 66,255	\$ 65,690	\$ 65,126	\$ 64,561

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 080					
MOSQUITO CONTROL - GRAND FORKS & AREA 'D'					
PARTICIPANTS: Grand Forks & Electoral Area 'D'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 87,674	\$ 89,908	\$ 90,106	\$ 90,308	\$ 93,515
Federal Grant in Lieu	-	-	-	-	-
Provincial Grant - WNV	-	-	-	-	-
Transfer From Reserve	5,982	-	-	-	-
Previous Year's Surplus	-	-	-	-	-
Total Revenue	\$ 93,656	\$ 89,908	\$ 90,106	\$ 90,308	\$ 93,515
EXPENDITURE					
Salaries & Wages	\$ 8,741	\$ 8,915	\$ 9,094	\$ 9,276	\$ 9,461
Board Fee	2,773	781	797	813	829
Pest Control contract	81,500	80,000	80,000	80,000	83,000
Contracted Services - WNV	-	-	-	-	-
Contribution to Reserve	-	-	-	-	-
Previous Year's Deficit	435	-	-	-	-
Contingencies	207	211	215	220	224
Total Expenditure	\$ 93,656	\$ 89,908	\$ 90,106	\$ 90,308	\$ 93,515

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 081					
MOSQUITO CONTROL - CHRISTINA LAKE SPECIFIED AREA					
PARTICIPANT: Electoral Area 'C'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 22,603	\$ 24,065	\$ 24,106	\$ 24,148	\$ 26,191
Federal Grant in Lieu	-	-	-	-	-
Previous Year's Surplus	5,411	-	-	-	-
Transfer From Reserve	-	-	-	-	-
Total Revenue	\$ 28,014	\$ 24,065	\$ 24,106	\$ 24,148	\$ 26,191
EXPENDITURE					
Salaries & Wages	\$ 1,513	\$ 1,543	\$ 1,574	\$ 1,605	\$ 1,638
Board Fee	1,492	258	263	268	274
Pest Control Contract	23,000	22,000	22,000	22,000	24,000
Contribution to Reserve	1,750	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	259	264	269	275	280
Total Expenditure	\$ 28,014	\$ 24,065	\$ 24,106	\$ 24,148	\$ 26,191



REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 090					
NOXIOUS WEED CONTROL - AREA 'A'					
COLUMBIA GARDENS					
PARTICIPANT: Columbia Gardens Weed Control - Specified Area					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 29,993	\$ 29,981	\$ 31,177	\$ 32,417	\$ 33,702
Federal Grant In Lieu	25	25	25	25	25
Prov of BC Weed Control Grant	3,000	3,000	3,000	3,000	3,000
Ministry of Transport Weed	-	-	-	-	-
Other Agency Weed Control	-	-	-	-	-
Previous Year's Surplus	50	-	-	-	-
Total Revenue	\$ 33,069	\$ 33,006	\$ 34,202	\$ 35,442	\$ 36,727
EXPENDITURE					
Salaries & Wages	\$ 1,177	\$ 1,200	\$ 1,224	\$ 1,249	\$ 1,274
Board Fee	1,492	281	287	293	299
Operating Contracts	30,400	31,525	32,691	33,901	35,155
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 33,069	\$ 33,006	\$ 34,202	\$ 35,442	\$ 36,727

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 091					
NOXIOUS WEED CONTROL AREA 'C'					
CHRISTINA LAKE MILFOIL					
PARTICIPANT: Christina Lake Specified Area					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 299,427	\$ 327,199	\$ 319,279	\$ 325,664	\$ 332,177
Federal Grant In Lieu	75	75	75	75	75
Miscellaneous Revenue	2,601	2,653	2,706	2,760	2,815
Provincial Grant	-	-	-	-	-
From General Capital Fund	-	-	-	-	-
Transfer From Reserve	-	-	-	-	-
Previous Year's Surplus	39,290	-	-	-	-
Total Revenue	\$ 341,394	\$ 329,927	\$ 322,060	\$ 328,499	\$ 335,067
EXPENDITURE					
Salaries & Benefits	255,014	260,114	265,317	270,623	276,036
Travel & Training	3,124	3,187	3,250	3,315	3,382
Communication Equipment	2,151	2,194	2,238	2,283	2,328
Board Fee	1,823	9,168	9,351	9,538	9,729
Diver Medicals	1,021	1,041	1,062	1,083	1,105
Dive Equipment Repairs	3,114	3,176	3,240	3,305	3,371
Boat Operating Costs	20,142	16,465	16,794	17,130	17,473
Scuba Tank Refills	6,769	6,905	7,043	7,184	7,327
Vehicle Operating	5,854	5,971	6,091	6,213	6,337
Dive Equipment Rental	7,280	7,425	7,574	7,725	7,880
Capital	-	-	-	-	-
Interest Expense - Short Term	-	-	-	-	-
Debt - Interest	269	89	-	-	-
Debt - Principal	14,732	14,091	-	-	-
Vehicle/Equipment Financing	-	-	-	-	-
Contribution to Reserve	20,000	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	100	100	100	100	100
Total Expenditure	\$ 341,394	\$ 329,927	\$ 322,060	\$ 328,499	\$ 335,067

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 092					
NOXIOUS WEED CONTROL AREA 'D' & 'E'					
PARTICIPANTS: Electoral Areas 'D' & 'E'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 78,786	\$ 98,159	\$ 102,161	\$ 104,204	\$ 106,287
Grant In Lieu	20	20	20	20	20
Federal Govt Weed Grant	-	-	-	-	-
Miscellaneous Income	50	50	50	50	50
Prov of BC Weed Control Grant	14,500	14,500	14,500	14,500	14,500
Ministry of Transport	70,000	70,000	70,000	70,000	70,000
Other Provincial Agency	40,000	38,500	38,500	38,500	38,500
Industry Partners	26,500	26,500	26,500	26,500	26,500
Province of BC - JOP Grant	-	-	-	-	-
Transfer From Reserve	-	2,000	-	-	-
Previous Year's Surplus	25,359	-	-	-	-
Total Revenue	\$ 255,215	\$ 249,729	\$ 251,731	\$ 253,774	\$ 255,857
EXPENDITURE					
Salaries & Wages	\$ 6,724	\$ 6,858	\$ 6,995	\$ 7,135	\$ 7,278
Board Fee	1,492	2,875	2,933	2,992	3,051
Operating Contracts	245,300	238,295	240,103	241,947	243,828
Contribution to Reserve	-	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	1,700	1,700	1,700	1,700	1,700
Total Expenditure	\$ 255,215	\$ 249,729	\$ 251,731	\$ 253,774	\$ 255,857

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 101					
STREET LIGHTING - BIG WHITE					
PARTICIPANT: Big White Street Lighting Specified Area					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 16,258	\$ 16,439	\$ 16,768	\$ 17,103	\$ 17,445
Revenue From Reserves	-	-	-	-	-
Previous Year's Surplus	6,236	-	-	-	-
Total Revenue	\$ 22,494	\$ 16,439	\$ 16,768	\$ 17,103	\$ 17,445
EXPENDITURE					
Board Fee	\$ 1,494	\$ 119	\$ 122	\$ 124	\$ 126
Utilities	16,000	16,320	16,646	16,979	17,319
Capital/Amortization	-	-	-	-	-
Contribution to Reserve	5,000	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 22,494	\$ 16,439	\$ 16,768	\$ 17,103	\$ 17,445

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 103					
BEAVERDELL STREET LIGHTING					
PARTICIPANTS: Electoral Area 'E' - Specified Area					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 1,784	\$ 2,040	\$ 2,080	\$ 2,122	\$ 2,164
Miscellaneous Revenue	-	-	-	-	-
Revenue From Reserves	-	-	-	-	-
Previous Year's Surplus	109	-	-	-	-
Total Revenue	\$ 1,893	\$ 2,040	\$ 2,080	\$ 2,122	\$ 2,164
EXPENDITURE					
Board Fee	\$ -	\$ 109	\$ 111	\$ 113	\$ 115
Contracted Services	-	-	-	-	-
Utilities	1,893	1,931	1,969	2,009	2,049
Contribution To Reserves	-	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingency	-	-	-	-	-
Total Expenditure	\$ 1,893	\$ 2,040	\$ 2,080	\$ 2,122	\$ 2,164

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 120					
HOUSE NUMBERING - AREA 'A' & 'C'					
PARTICIPANTS: Electoral Areas 'A' & 'C'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 5,987	\$ 6,109	\$ 6,111	\$ 6,113	\$ 6,115
Federal Grant in Lieu	-	-	-	-	-
Prior Year Surplus	13	-	-	-	-
Total Revenue	\$ 6,000	\$ 6,109	\$ 6,111	\$ 6,113	\$ 6,115
EXPENDITURE					
Board Fee	\$ -	\$ 109	\$ 111	\$ 113	\$ 115
Consultant Fees	4,500	4,500	4,500	4,500	4,500
Contingencies	1,500	1,500	1,500	1,500	1,500
Total Expenditure	\$ 6,000	\$ 6,109	\$ 6,111	\$ 6,113	\$ 6,115

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 121					
HOUSE NUMBERING AREA 'D'					
PARTICIPANT : Electoral Area 'D'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 2,994	\$ 3,109	\$ 3,111	\$ 3,113	\$ 3,115
Federal Grant in Lieu	-	-	-	-	-
Prior Year Surplus	6	-	-	-	-
Total Revenue	<u>\$ 3,000</u>	<u>\$ 3,109</u>	<u>\$ 3,111</u>	<u>\$ 3,113</u>	<u>\$ 3,115</u>
EXPENDITURE					
Board Fee	\$ -	\$ 109	\$ 111	\$ 113	\$ 115
Consultant Fees	2,250	2,250	2,250	2,250	2,250
Previous Year's Deficit	-	-	-	-	-
Contingencies	750	750	750	750	750
Total Expenditure	<u>\$ 3,000</u>	<u>\$ 3,109</u>	<u>\$ 3,111</u>	<u>\$ 3,113</u>	<u>\$ 3,115</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 122					
HOUSE NUMBERING AREA 'B'					
PARTICIPANT : Electoral Area 'B'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 2,995	\$ 3,109	\$ 3,111	\$ 3,113	\$ 3,115
Federal Grant in Lieu	-	-	-	-	-
Previous Year's Surplus	5	-	-	-	-
Total Revenue	\$ 3,000	\$ 3,109	\$ 3,111	\$ 3,113	\$ 3,115
EXPENDITURE					
Board Fee	\$ -	\$ 109	\$ 111	\$ 113	\$ 115
Consultant Fees	2,250	2,250	2,250	2,250	2,250
Previous Year's Deficit	-	-	-	-	-
Contingencies	750	750	750	750	750
Total Expenditure	\$ 3,000	\$ 3,109	\$ 3,111	\$ 3,113	\$ 3,115



REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 123					
HOUSE NUMBERING AREA 'E'					
PARTICIPANT : Electoral Area 'E'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 3,000	\$ 3,109	\$ 3,111	\$ 3,113	\$ 3,115
Federal Grant in Lieu	-	-	-	-	-
Previous Year's Surplus	-	-	-	-	-
Total Revenue	\$ 3,000	\$ 3,109	\$ 3,111	\$ 3,113	\$ 3,115
EXPENDITURE					
Board Fee	\$ -	\$ 109	\$ 111	\$ 113	\$ 115
Consultant Fees	2,250	2,250	2,250	2,250	2,250
Previous Year's Deficit	0	-	-	-	-
Contingencies	750	750	750	750	750
Total Expenditure	\$ 3,000	\$ 3,109	\$ 3,111	\$ 3,113	\$ 3,115

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 140					
REGIONAL LIBRARY SERVICES - WEST END					
Participants: Grand Forks, Electoral Areas 'C' & 'D'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 423,788	\$ 431,906	\$ 440,564	\$ 449,395	\$ 458,403
Federal Grant In Lieu	1,000	1,000	1,000	1,000	1,000
Previous Year's Surplus	1,464	-	-	-	-
Total Revenue	\$ 426,252	\$ 432,906	\$ 441,564	\$ 450,395	\$ 459,403
EXPENDITURE					
Board Fee	\$ 4,102	\$ 2,313	\$ 2,359	\$ 2,406	\$ 2,454
Operating Contracts	422,150	430,593	439,205	447,989	456,949
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 426,252	\$ 432,906	\$ 441,564	\$ 450,395	\$ 459,403

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 141					
LIBRARY - SPECIFIED AREA 'E'					
PARTICIPANT: Electoral Area 'E' Specified Area					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750
Total Revenue	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750
EXPENDITURE					
Board Fee	\$ -	\$ 109	\$ 111	\$ 113	\$ 115
Grants to Local Organizations	3,750	3,641	3,639	3,637	3,635
Contingencies	-	-	-	-	-
Total Expenditure	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 145					
GREENWOOD, AREA 'E' CEMETERY SERVICE					
PARTICIPANTS: City of Greenwood, Electoral Area 'E' - Specified Area					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 15,554	\$ 7,750	\$ 7,755	\$ 7,760	\$ 7,766
Federal Grant in Lieu	-	-	-	-	-
Revenue From Reserve	-	-	-	-	-
Previous Year's Surplus	6,001	-	-	-	-
Total Revenue	\$ 21,555	\$ 7,750	\$ 7,755	\$ 7,760	\$ 7,766
EXPENDITURE					
Board Fee	\$ 1,492	\$ 250	\$ 255	\$ 260	\$ 266
Operating Contracts	20,063	7,500	7,500	7,500	7,500
Contribution To Reserves	-	-	-	-	-
Previous Year's Defecit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 21,555	\$ 7,750	\$ 7,755	\$ 7,760	\$ 7,766

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 150					
CEMETERIES - EAST END					
PARTICIPANTS: Rossland, Trail, Fruitvale, Warfield, Montrose, Electoral Areas 'A' & 'B'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 593,292	\$ 471,840	\$ 476,809	\$ 481,804	\$ 481,915
Federal Grant In Lieu	1,000	1,000	1,000	1,000	1,000
Previous Year's Surplus	732	-	-	-	-
Transfer From Reserves	20,400	-	-	-	-
Total Revenue	\$ 615,424	\$ 472,840	\$ 477,809	\$ 482,804	\$ 482,915
EXPENDITURE					
Cemetery Contract Fruitvale	\$ 21,761	\$ 21,777	\$ 22,585	\$ 23,417	\$ 24,265
Board Fee	4,763	3,063	3,124	3,187	3,250
Cemetery Contract Rossland	12,700	13,000	13,200	13,400	13,600
Grant - Cemetery Capital	295,000	140,000	140,000	140,000	135,000
Cemetery Contract Trail	281,200	285,000	288,900	292,800	296,800
Contribution to Reserve	-	10,000	10,000	10,000	10,000
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 615,424	\$ 472,840	\$ 477,809	\$ 482,804	\$ 482,915

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 170					
BOUNDARY INTEGRATED WATERSHED					
PARTICIPANTS: Grand Forks, Greenwood, Midway, Electoral Areas 'C', 'D', & 'E'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 156,158	\$ 155,842	\$ 155,972	\$ 159,555	\$ 160,392
Federal Grant In Lieu	-	-	-	-	-
Miscellaneous Revenue	779,737	-	-	-	-
Previous Year's Surplus	12,226	-	-	-	-
Transfer From Reserve	5,000	7,000	7,500	6,600	8,500
Total Revenue	\$ 953,121	\$ 162,842	\$ 163,472	\$ 166,155	\$ 168,892
EXPENDITURE					
Salaries and Benefits	\$ 118,059	\$ 120,421	\$ 122,829	\$ 125,286	\$ 127,791
Travel Expense	3,124	3,187	3,250	3,315	3,382
Public Participation Program	6,000	6,000	6,000	6,000	6,000
Board Fee	1,492	7,910	8,068	8,229	8,394
Library & Research	625	625	625	625	625
Operating Contract	809,737	20,000	20,000	20,000	20,000
Office Building Expense	8,323	-	-	-	-
Office Equipment	1,000	3,000	1,000	1,000	1,000
Office Supplies	700	700	700	700	700
Vehicle Operation	3,060	-	-	-	-
Capital/Amortization	-	-	-	-	-
Contribution To Reserve	-	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	1,000	1,000	1,000	1,000	1,000
Total Expenditure	\$ 953,121	\$ 162,842	\$ 163,472	\$ 166,155	\$ 168,892

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 500					
BEAVER VALLEY WATER SUPPLY UTILITY					
PARTICIPANTS: Fruitvale, Specified Area 'A'					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Users Fees	\$ 346,011	\$ 356,391	\$ 367,083	\$ 378,095	\$ 389,438
Fire Hydrant Maintenance Fee	-	-	-	-	-
Miscellaneous Revenue	2,242,972	2,241,393	36,216	1,186	500
Federal Grant In Lieu	463	463	463	463	463
Parcel Tax Village of Fruitvale	340,650	340,650	340,650	340,650	340,650
Parcel Tax Electoral Area 'A'	138,600	138,600	138,600	138,600	138,600
Transfer from Reserves	-	-	-	-	-
Transfer from Capital Fund	-	-	-	-	-
Previous Year's Surplus	448,276	-	-	-	-
Total Revenue	\$ 3,516,971	\$ 3,077,497	\$ 883,011	\$ 858,994	\$ 869,651
EXPENDITURE					
Purification & Treatment	\$ 245,233	\$ 252,590	\$ 260,168	\$ 267,973	\$ 276,012
Operating Contracts	24,136	24,860	25,606	26,374	27,165
Transmission & Distribution	41,677	42,927	44,215	45,541	46,908
Pumping	28,860	29,726	30,618	31,536	32,482
Salaries & Benefits	48,175	49,620	51,109	52,642	54,221
Other Water Supply	16,261	16,749	17,251	17,769	18,302
Hydrant Maintenance	18,244	18,791	19,355	19,935	20,533
Billing & Collections	8,000	8,240	8,487	8,742	9,004
Telephone	3,236	3,301	3,367	3,434	3,503
Board Fee	23,792	14,242	14,527	14,817	15,114
Insurance	14,087	14,369	14,656	14,949	15,248
Office Supply	-	-	-	-	-
Water Licence	2,348	2,395	2,443	2,492	2,542
Utilities - Electricity	-	-	-	-	-
Vehicle Operating	1,731	1,766	1,801	1,837	1,874
Debt Interest	-	-	-	-	-
Debt Principal	-	-	-	-	-
Salaries & Benefits - Admin	13,501	13,771	14,047	14,327	14,614
Capital/Amortization	2,315,000	2,260,000	60,000	60,000	60,000
Contribution to Reserve	651,740	265,120	261,254	260,713	256,745
Previous Year's Deficit	-	-	-	-	-
Contingencies	60,949	59,030	54,108	15,912	15,383
Total Expenditure	\$ 3,516,971	\$ 3,077,497	\$ 883,011	\$ 858,994	\$ 869,651

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 550					
CHRISTINA LAKE WATER UTILITY					
PARTICIPANTS: Christina Lake Waterworks District					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Requisition (Parcel Tax)	\$ 204,400	\$ 204,400	\$ 204,400	\$ 204,400	\$ 204,400
User Fees - Water Toll	168,300	173,349	178,549	183,906	189,423
Fire Hydrant Agreement	-	-	-	-	-
Miscellaneous Income	29,310	28,518	25,920	8,344	8,000
Federal Grants	-	-	-	-	-
Provincial Water Grant	900,000	900,000	-	-	-
Transfer From Reserve	-	-	-	-	-
Capital Revenue	-	-	-	-	-
Previous Year's Surplus	-	-	-	-	-
Total Revenue	\$ 1,302,010	\$ 1,306,267	\$ 408,870	\$ 396,650	\$ 401,823
EXPENDITURE					
Telephone	\$ 4,084	\$ 4,166	\$ 4,249	\$ 4,334	\$ 4,421
Board Fee	8,134	19,973	20,372	20,780	21,195
Insurance	7,160	7,303	7,449	7,598	7,750
Professional Fees	-	-	-	-	-
Repairs & Maintenance	20,000	22,400	22,848	23,305	23,771
Utilities	20,420	25,828	26,345	26,872	27,409
Other Operating Expenses	23,354	17,701	18,055	18,416	18,785
Vehicle Operating	4,075	4,157	4,240	4,325	4,411
Small Tools	-	-	-	-	-
Debt - Interest	20,433	20,433	20,433	20,433	20,433
Debt - Principal	63,655	63,655	63,655	63,655	63,655
Training & Development	5,253	5,358	5,465	5,575	5,686
Salaries & Benefits - Admin	21,085	21,506	21,936	22,375	22,823
Salaries & Benefits	73,888	89,754	90,938	92,145	93,376
Capital	990,000	900,000	-	-	-
Contribution To Reserve	17,203	81,838	83,267	86,461	88,108
Previous Year's Deficit	3	-	-	-	-
Contingencies	23,263	22,194	19,617	377	-
Total Expenditure	\$ 1,302,010	\$ 1,306,267	\$ 408,870	\$ 396,650	\$ 401,823



REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 600					
COLUMBIA GARDENS WATER SUPPLY UTILITY					
PARTICIPANTS: Fruitvale, Specified Area "A"					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 14,689	\$ 32,403	\$ 35,028	\$ 35,634	\$ 36,250
Miscellaneous Income	10,000	-	-	-	-
Provincial Water Grant	3,920	-	-	-	-
Federal Grants	5,050	50	50	50	50
Fire Hydrant Agreement	-	-	-	-	-
Users Fees	5,219	5,376	5,537	5,703	5,875
Transfer From Reserve	6,400	-	-	-	-
Capital Revenue	-	-	-	-	-
Previous Year's Surplus	654	-	-	-	-
Total Revenue	\$ 45,933	\$ 37,829	\$ 40,615	\$ 41,387	\$ 42,174
EXPENDITURE					
Telephone	\$ 1,275	\$ 1,300	\$ 1,326	\$ 1,353	\$ 1,380
Board Fee	2,209	2,329	2,375	2,423	2,471
Insurance	6,473	6,602	6,735	6,869	7,007
Repairs & Maintenance	7,283	7,428	7,577	7,729	7,883
Professional Fees	8,920	-	-	-	-
Utilities- Electricity	6,692	6,826	6,963	7,102	7,244
Other Operating Expenses	-	-	2,030	2,030	2,030
Operating Contracts	13,081	13,343	13,610	13,882	14,159
Capital	-	-	-	-	-
Contribution To Reserve	-	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 45,933	\$ 37,829	\$ 40,615	\$ 41,387	\$ 42,174

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 650					
RIVERVALE WATER & STREET LIGHTING UTILITY					
PARTICIPANTS: Rivervale Water Improvement District					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ (0)	\$ 1,710	\$ 1,744	\$ 1,779	\$ 1,814
User Fees - Water Toll	90,270	92,978	95,767	98,640	101,600
Fire Hydrant Agreement	-	-	-	-	-
Contract - Warfield Water	87,257	89,002	90,782	92,598	94,450
Miscellaneous Income	4,024	3,874	3,384	65	-
Federal Grants	-	-	-	-	-
Provincial Water Grant	-	-	-	-	-
Transfer From Reserve	-	-	-	-	-
Capital Revenue	-	-	-	-	-
Previous Year's Surplus	34,559	-	-	-	-
Total Revenue	\$ 216,109	\$ 187,564	\$ 191,677	\$ 193,082	\$ 197,864
EXPENDITURE					
Discounts	\$ 7,100	\$ 7,100	\$ 7,100	\$ 7,100	\$ 7,100
Board Fee	8,065	5,253	5,358	5,465	5,575
Insurance	1,024	1,044	1,065	1,087	1,108
Professional Fees	2,500	2,500	2,500	2,500	2,500
Repairs & Maintenance	22,967	17,200	17,200	17,200	17,200
Utilities- Electricity	1,517	1,547	1,578	1,610	1,642
Street Lighting	2,083	2,124	2,167	2,210	2,255
Other Operating Expenses	4,941	5,030	5,121	5,213	5,307
Vehicle Operating	7,848	7,945	8,044	8,144	8,247
Small Tools	1,000	1,000	1,000	1,000	1,000
Debt - Interest	22	-	-	-	-
Debt - Prinicpal	4,807	-	-	-	-
Vehicle Financing	-	-	-	-	-
Salaries & Benefits - Admin	14,056	14,337	14,624	14,916	15,215
Salaries & Benefits - Rivervale	36,961	37,701	38,455	39,224	40,008
Salaries & Benefits - Warfield	65,967	67,287	68,633	70,005	71,405
Capital	-	-	-	-	-
Contribution To Reserve	27,746	10,193	12,017	17,336	19,301
Previous Year's Deficit	-	-	-	-	-
Contingencies	7,504	7,302	6,816	71	-
Total Expenditure	\$ 216,109	\$ 187,564	\$ 191,677	\$ 193,082	\$ 197,864

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 700					
EAST END REGIONALIZED SEWER UTILITY					
PARTICIPANTS: Trail, Rossland, Warfield					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 1,659,042	\$ 2,110,726	\$ 3,204,015	\$ 3,562,940	\$ 3,601,503
Contingencies	26,265	27,053	27,865	28,700	29,561
Space Rental	-	-	-	-	-
Federal Grant In Lieu	4,000	4,000	4,000	4,000	4,000
Towns For Tomorrow Grant	366,667	22,733,333	23,000,000	-	-
PEP Grants / EMBC Program	-	-	-	-	-
Transfer From Reserve Fund	380,075	-	-	-	-
Transfer from Oasis/Rivervale	16,312	16,638	16,971	17,310	17,657
Contribution from Capital Fund	133,333	8,266,667	8,500,000	-	-
Previous Year's Surplus	318,908	-	-	-	-
Total Revenue	\$ 2,904,602	\$ 33,158,417	\$ 34,752,850	\$ 3,612,951	\$ 3,652,722
EXPENDITURE					
Salaries & Benefits WWTP Admin	\$ 109,806	\$ 112,002	\$ 114,242	\$ 116,527	\$ 118,857
Training & Development	18,870	19,247	19,632	20,025	20,425
Lift Station Labour	38,858	39,636	40,428	41,237	42,062
Collection System Labour	14,572	14,863	15,161	15,464	15,773
Labour - Sewer Treatment Plant	320,581	326,993	345,533	352,444	359,492
Administration Vehicle Operations	2,581	2,633	2,685	2,739	2,794
Board Fee	47,198	117,986	120,346	122,753	125,208
Building Insurance	29,981	30,601	31,233	31,877	32,535
Consultant fees	25,000	25,000	25,000	25,000	25,000
Other Administrative Costs	24,725	25,220	10,150	10,150	10,150
Land Leases	-	-	-	-	-
Equipment Replacement	7,500	-	-	-	-
Provincial Emergency Program	15,000	15,000	15,000	15,000	15,000
R&M - Collections	36,807	37,543	38,294	39,060	39,841
Collection Line Flow Metering	45,220	46,124	47,047	47,988	48,948
Utilities - Glenmerry Lift Stn	37,543	38,294	39,060	39,841	40,638
R&M - Glenmerry Lift Stn	36,807	37,543	38,294	39,060	39,841
Utilities - Murray Park Lift Stn	42,907	43,765	44,640	45,533	46,443
R&M - Murray Park Lift Stn	35,735	36,450	37,179	37,922	38,681
Small Tools	5,258	5,363	5,471	5,580	5,692
Operations	136,712	139,446	567,235	578,580	590,151
Digestion / Methane Collection	24,187	24,671	25,165	25,668	26,181
Chlorine / Disinfection	59,943	61,142	62,365	63,612	64,884
Solids Handling	62,151	63,394	101,662	103,695	105,769
Lab Testing	37,396	38,144	38,907	39,685	40,479
Disposal Permit	18,929	19,308	19,694	20,088	20,490
Vehicle Operating RDKB	23,760	24,235	24,720	25,214	25,719
Telephone	13,061	13,322	13,589	13,861	14,138
Building HVAC	1,577	1,609	1,641	1,674	1,707
Other Supplies	13,671	13,945	14,224	14,508	14,798
Utilities - Water/Sewer	631	644	656	670	683
Utilities - Electricity	58,891	60,069	114,270	116,556	118,887
Utilities - Natural Gas	21,033	21,453	21,882	22,320	22,766
Refuse Collection	-	-	-	-	-
Grounds Maintenance	3,155	3,218	3,282	3,348	3,415
Capital/Amortization	1,122,500	31,100,000	31,600,000	100,000	100,000
Debt- Interest	187,200	314,700	569,700	697,200	697,200
Debt- Principal	184,854	184,854	378,464	572,074	572,074
Contribution To Reserve	40,000	100,000	206,000	206,000	206,000
Contingencies	-	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Total Expenditure	\$ 2,904,602	\$ 33,158,417	\$ 34,752,850	\$ 3,612,951	\$ 3,652,722

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 700-101					
EAST END REGIONALIZED SEWER UTILITY					
PARTICIPANTS: Trail					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ -	\$ -	\$ -	\$ -	\$ -
Contingencies	-	-	-	-	-
Federal Grant In Lieu	-	-	-	-	-
Grants Programs	-	-	-	-	-
Transfer From Reserve Fund	-	-	-	-	-
Contribution from Capital Fund	-	-	-	-	-
Previous Year's Surplus	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURE					
Building Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant fees	-	-	-	-	-
Land Leases	-	-	-	-	-
Capital/Amortization	-	-	-	-	-
Equipment Replacement	-	-	-	-	-
Contribution To Reserve	-	-	-	-	-
Debt- Interest	-	-	-	-	-
Debt- Principal	-	-	-	-	-
Provincial Emergency Program	-	-	-	-	-
Lift Station Labour	-	-	-	-	-
Collection System Labour	-	-	-	-	-
R&M - Collections	-	-	-	-	-
Utilities - Sunningdale Lift Stn	-	-	-	-	-
R&M - Sunningdale Lift Stn	-	-	-	-	-
Utilities - Robertson Lift Stn	-	-	-	-	-
R&M - Robertson Lift Stn	-	-	-	-	-
Small Tools	-	-	-	-	-
Vehicle Operating RDKB	-	-	-	-	-
Other Supplies	-	-	-	-	-
Utilities - Water/Sewer	-	-	-	-	-
Grounds Maintenance	-	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Total Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 700-102					
EAST END REGIONALIZED SEWER UTILITY					
PARTICIPANTS: Rossland					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ -	\$ -	\$ -	\$ -	\$ -
Contingencies	-	-	-	-	-
Federal Grant In Lieu	-	-	-	-	-
Grants Program	-	-	-	-	-
Transfer From Reserve Fund	-	-	-	-	-
Contribution from Capital Fund	-	-	-	-	-
Previous Year's Surplus	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURE					
Collection System Labour	\$ -	\$ -	\$ -	\$ -	\$ -
Property Insurance	-	-	-	-	-
Consultant fees	-	-	-	-	-
Land Leases	-	-	-	-	-
Provincial Emergency Program	-	-	-	-	-
R&M - Collections	-	-	-	-	-
Vehicle Operating RDKB	-	-	-	-	-
Other Supplies	-	-	-	-	-
Capital/Amortization	-	-	-	-	-
Debt- Interest	-	-	-	-	-
Debt- Principal	-	-	-	-	-
Contribution To Reserve	-	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Total Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 700-103					
EAST END REGIONALIZED SEWER UTILITY					
PARTICIPANTS: Rossland & Warfield					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 14,088	\$ 12,123	\$ 12,366	\$ 12,613	\$ 12,865
Contingencies	-	-	-	-	-
Federal Grant In Lieu	-	-	-	-	-
Grant Programs	-	-	-	-	-
Transfer From Reserve Fund	-	-	-	-	-
Contribution from Capital Fund	-	-	-	-	-
Previous Year's Surplus	2,798	-	-	-	-
Total Revenue	\$ 16,885	\$ 12,123	\$ 12,366	\$ 12,613	\$ 12,865
EXPENDITURE					
Collection System Labour	\$ 4,842	\$ 4,938	\$ 5,037	\$ 5,138	\$ 5,241
Property Insurance	1,021	1,041	1,062	1,083	1,105
Consultant fees	-	-	-	-	-
Land Leases	-	-	-	-	-
Provincial Emergency Program	-	-	-	-	-
R&M - Collections	2,629	2,682	2,735	2,790	2,846
Vehicle Operating RDKB	1,197	1,221	1,245	1,270	1,295
Other Supplies	2,197	2,241	2,286	2,332	2,378
Capital/Amortization	-	-	-	-	-
Debt- Interest	-	-	-	-	-
Debt- Principal	-	-	-	-	-
Contribution To Reserve	5,000	-	-	-	-
Contingencies	-	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Total Expenditure	\$ 16,885	\$ 12,123	\$ 12,366	\$ 12,613	\$ 12,865

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 800					
OASIS-RIVERVALE SEWER UTILITY					
PARTICIPANTS: Oasis/Rivervale Sewer Specified Area					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Pr Columbia/Old Glory Parcel Tax	\$ 30,535	\$ 28,688	\$ 28,645	\$ 28,591	\$ 28,527
Users Fees	30,747	31,669	32,619	33,598	34,606
Penalty Revenue	381	389	396	404	412
Sewage Facil. Assist Grant	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-
Transfer From Reserve	-	-	-	-	-
Previous Year's Surplus	7,686	-	-	-	-
Sewer Capital Revenue Fund	-	-	-	-	-
Total Revenue	\$ 69,349	\$ 60,745	\$ 61,660	\$ 62,594	\$ 63,545
EXPENDITURE					
Labour - Callouts	\$ 9,715	\$ 9,909	\$ 10,107	\$ 10,310	\$ 10,516
Discounts	2,616	2,669	2,722	2,776	2,832
Board Fee	5,382	3,633	3,706	3,780	3,855
Property Insurance	1,445	1,474	1,503	1,533	1,564
Consultant Fees	-	-	-	-	-
Other Admin Costs	-	-	-	-	-
Collection Line	3,369	3,437	3,505	3,576	3,647
Telemetry	1,532	1,562	1,593	1,625	1,658
Utilities - Electricity	6,298	6,424	6,552	6,683	6,817
Pumping Station R&M	15,000	15,000	15,000	15,000	15,000
reatment and Disposal (Transfer)	16,312	16,638	16,971	17,310	17,657
Capital/Amortization	-	-	-	-	-
Debt - Interest	-	-	-	-	-
Debt - Principal	-	-	-	-	-
Contribution to Reserve	7,680	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Expenditure	\$ 69,349	\$ 60,745	\$ 61,660	\$ 62,594	\$ 63,545

REGIONAL DISTRICT OF KOOTENAY BOUNDARY					
FIVE YEAR FINANCIAL PLAN					
EXHIBIT NO. 900					
EAST END TRANSIT					
PARTICIPANTS: Rossland, Trail, Fruitvale, Montrose, Warfield, Electoral Areas "A" & " B"					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 1,139,621	\$ 1,307,407	\$ 1,350,752	\$ 1,384,765	\$ 1,419,457
Miscellaneous Revenue	462,822	2,000,544	555	566	578
IHA Fee For Service Contract	89,475	89,475	89,475	89,475	89,475
Farebox Revenue	137,596	317,596	317,596	317,596	317,596
Federal Grant In Lieu	2,800	2,800	2,800	2,800	2,800
Hydro Generation Grant in Lieu	150,000	150,000	150,000	150,000	150,000
Previous Year's Surplus	445,551	-	-	-	-
Transfer From Reserves	203,549	20,000	50,000	40,000	40,000
Total Revenue	\$ 2,631,414	\$ 3,887,822	\$ 1,961,178	\$ 1,985,202	\$ 2,019,906
EXPENDITURE					
Board Fee	\$ 48,274	\$ 27,005	\$ 27,545	\$ 28,096	\$ 28,658
Utilities - Electricity	1,537	1,567	1,599	1,631	1,663
Operating Contracts	1,627,671	1,659,624	1,692,217	1,725,461	1,759,370
Contribution to Reserves	533,636	150,000	150,000	150,000	150,000
Previous Year's Deficit	-	-	-	-	-
Contingencies	420,297	2,049,625	89,818	80,014	80,214
Total Expenditure	\$ 2,631,414	\$ 3,887,822	\$ 1,961,178	\$ 1,985,202	\$ 2,019,906

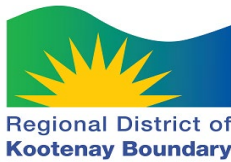


REGIONAL DISTRICT OF KOOTENAY BOUNDARY FIVE YEAR FINANCIAL PLAN EXHIBIT NO. 950 WEST END TRANSIT					
PARTICIPANTS: Grand Forks, Greenwood, Area 'D', and Electoral Area 'E' Specified Area.					
DESCRIPTION	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE					
Property Tax Requisition	\$ 43,554	\$ 45,360	\$ 45,248	\$ 45,173	\$ 45,138
Farebox Revenue	10,140	10,140	10,140	10,140	10,140
Federal Grant In Lieu	100	100	100	100	100
Previous Year's Surplus	28,671	-	-	-	-
Transfer From Reserves	-	-	-	-	-
Miscellaneous Revenue	58,800	58,800	58,800	58,800	58,800
Total Revenue	\$ 141,265	\$ 114,400	\$ 114,288	\$ 114,213	\$ 114,178
EXPENDITURE					
Board Fee	\$ 1,492	\$ 1,469	\$ 1,498	\$ 1,528	\$ 1,559
Operating Contracts	87,538	89,289	91,075	92,897	94,754
Contribution to Reserves	46,665	20,000	18,000	16,000	14,000
Previous Year's Deficit	-	-	-	-	-
Contingencies	5,570	3,641	3,714	3,789	3,864
Total Expenditure	\$ 141,265	\$ 114,400	\$ 114,288	\$ 114,213	\$ 114,178



2021 - 2025 Financial Plan  
Expenditure Summary  
As at March 26, 2021

DESCRIPTION		Budget				
		2021	2022	2023	2024	2025
001	General Government Services	4,644,069	3,825,051	3,910,010	3,966,220	4,079,956
001MFA	MFA Debenture Debt	2,359,678	2,352,397	2,298,870	2,228,113	2,220,772
002	Electoral Area Administration	644,831	673,553	657,000	664,716	672,586
003	Electoral Grant - in - Aid	437,490	295,427	295,575	295,726	295,880
004	Building & Plumbing Inspection	1,145,269	1,222,073	1,196,036	1,219,738	1,241,327
005	Planning & Development	996,992	922,434	940,269	958,460	977,015
006	Reserve for Feasibility Studies	76,492	75,578	75,590	75,601	75,613
008	Boundary Economic Development	306,587	158,274	98,360	98,447	98,536
009	Police Based Victims' Assistance	145,793	151,673	154,586	157,558	160,589
010	Regionalized Waste Management	7,799,779	7,617,530	5,606,500	5,388,098	5,397,809
012	Emergency Preparedness	521,101	593,638	501,695	520,677	577,205
014	Parks & Trails - Electoral Area 'B'	324,075	245,239	205,522	205,810	206,104
015	911 Emergency Communications	383,369	359,419	368,271	377,170	386,490
017	East End Economic Development	150,865	142,619	142,638	142,658	142,678
018	Culture Arts & Rec in the Lower Columbia	2,095,370	1,584,871	1,604,326	1,624,170	1,644,411
019	Beaver Valley Parks & Trails	1,182,822	1,178,281	1,145,562	1,212,705	1,082,534
020-011	Beaver Valley Arena	621,703	637,950	649,089	660,451	672,040
020-013	Beaver Valley Recreation	385,272	304,085	310,066	316,168	322,391
021	Recreation - Grand Forks & Area 'D'	576,796	638,108	651,475	665,968	679,794
022	Recreation - Greenwood, Midway , 'E'	48,473	48,478	49,248	50,033	50,834
023	Recreation - Christina Lake	78,891	84,130	85,733	87,367	89,035
024	Recreation Facilities - Christina Lake	63,090	40,000	40,000	40,000	40,000
026	Boundary Museum Service	30,000	30,000	30,000	30,000	30,000
027	Area 'C' Regional Parks & Trails	2,762,676	529,735	394,585	394,968	395,383
028	Beaverdell Community Club Service	19,950	19,950	19,950	19,950	19,950
030	Grand Forks Arena	695,993	656,087	667,005	682,141	727,501
031	Grand Forks Curling Rink	51,140	46,435	46,435	57,373	57,288
040	Grand Forks Aquatic Centre	1,150,875	947,319	965,205	1,015,921	1,043,947
045	Area 'D' Regional Parks & Trails	474,310	112,331	63,078	63,839	64,616
047	Heritage Conservation - Area 'D'	10,239	8,911	8,969	9,028	9,089
048	Heritage Conservation - Area 'E'	-	10,000	10,000	10,000	10,000
050	Kootenay Boundary Regional Fire Rescue	5,068,677	4,746,242	4,815,029	6,884,102	4,863,769
051	Fire Protection - Christina Lake	1,002,635	923,891	1,211,853	662,241	675,692
053	Fire Protection - Beaverdell	95,874	76,380	376,358	92,657	93,674
054	Big White Fire - Specified Area	1,927,214	1,936,350	1,731,337	2,261,416	1,542,051
055	Midway Beaverdell Emergency Response	-	-	-	-	-
056	Rural Greenwood Fire Service	23,932	22,565	22,568	22,570	22,573
057	Fire Protection - Grand Forks Rural	678,130	872,358	522,061	529,408	536,902
058	Kettle Valley Fire Protection	169,982	153,246	155,225	157,243	159,302
064	Refuse Disposal - Big White	318,095	285,843	291,039	296,339	301,745
065	Area 'E' Regional Parks & Trails	77,892	85,172	85,175	85,179	85,182
070	Animal Control - East End	98,665	97,098	99,040	101,021	103,041
071	Animal Control - Boundary	168,443	130,334	132,741	135,196	137,699
074	Big White Security Services	248,965	240,211	244,835	249,552	254,363
075	Big White Noise Control Service	1,492	-	-	-	-
077	Area 'C' Economic Development	147,492	146,844	146,861	146,878	146,896
078	Area 'D' & GF Economic Development	77,412	75,423	75,429	75,434	75,440
079	Area 'E' Economic Development	1,799,643	66,255	65,690	65,126	64,561
080	Mosquito - Grand Forks, Area 'D'	93,656	89,908	90,106	90,308	93,515
081	Mosquito Control - Christina Lake	28,014	24,065	24,106	24,148	26,191
090	Weed Control - 'A' - Columbia Gardens	33,069	33,006	34,202	35,442	36,727
091	Weed Control - Christina Lake Milfoil	341,394	329,927	322,060	328,499	335,067
092	Noxious Weed Control - Area 'D' & 'E'	255,215	249,729	251,731	253,774	255,857
101	Street Lighting - Big White	22,494	16,439	16,768	17,103	17,445
103	Street Lighting - Beaverdell	1,893	2,040	2,080	2,122	2,164
120	House Numbering - Areas 'A' & 'C'	6,000	6,109	6,111	6,113	6,115
121	House Numbering - Area 'D'	3,000	3,109	3,111	3,113	3,115
122	House Numbering - Area 'B'	3,000	3,109	3,111	3,113	3,115
123	House Numbering - Area 'E'	3,000	3,109	3,111	3,113	3,115
140	Library - Grand Forks, Area 'C' & 'D'	426,252	432,906	441,564	450,395	459,403
141	Library - Specified Area 'E'	3,750	3,750	3,750	3,750	3,750
145	Greenwood, Area 'E' Cemetery Service	21,555	7,750	7,755	7,760	7,766
150	Cemeteries - East End	615,424	472,840	477,809	482,804	482,915
170	Boundary Integrated Watershed	953,121	162,842	163,472	166,155	168,892
Total Government Services		44,899,368	37,210,424	35,017,735	36,881,151	34,439,416



**2021 - 2025 Financial Plan**  
Expenditure Summary  
As at March 26, 2021

DESCRIPTION		Budget				
		2021	2022	2023	2024	2025
500	Beaver Valley Water Supply	3,516,971	3,077,497	883,011	858,994	869,651
550	Christina Lake Water Supply Utility	1,302,010	1,306,267	408,870	396,650	401,823
600	Columbia Gardens Water Supply Utility	45,933	37,829	40,615	41,387	42,174
650	Rivervale Water & Street Lighting Utility	216,109	187,564	191,677	193,082	197,864
700	East End Regionalized Sewer Utility	2,904,602	33,158,417	34,752,850	3,612,951	3,652,722
700-102	East End Regionalized Sewer Utility - Rossland Only	-	-	-	-	-
700-103	East End Regionalized Sewer Utility - Warfield & Rossland	16,885	12,123	12,366	12,613	12,865
710	Mill Road Collection System Service	-	-	-	-	-
800	Oasis-Rivervale Sewer Utility	69,349	60,745	61,660	62,594	63,545
900	East End Transit	2,631,414	3,887,822	1,961,178	1,985,202	2,019,906
950	Boundary Transit	141,265	114,400	114,288	114,213	114,178
TOTAL ANNUAL BUDGET		\$ 55,743,906	\$ 79,053,088	\$ 73,444,251	\$ 44,158,837	\$ 41,814,144



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
FIVE YEAR FINANCIAL PLAN

SERVICE NO 079  
ECONOMIC DEVELOPMENT - ELECTORAL AREA 'E'

PARTICIPANTS: Electoral Area 'E' / West Boundary

	PAGE	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	Increase(Decrease) between 2020 BUDGET and 2021 BUDGET		-96.32% 2022 BUDGET	-0.85% 2023 BUDGET	-0.86% 2024 BUDGET	-0.87% 2025 BUDGET
							\$	%				
<b>REVENUE</b>												
Property Tax Requisition	2	31,434	36,812	36,812	0	99,643	62,830	170.68	66,255	65,690	65,126	64,561
11 210 100 Federal Grant In Lieu	3	1	0	1	(1)	0	0	0.00	0	0	0	0
11 210 172 Government/Agency Grants	4	0	0	0	0	0	0	0.00	0	0	0	0
11 590 159 Miscellaneous Revenue	5	0	0	0	0	1,500,000	1,500,000	0.00	0	0	0	0
11 911 100 Previous Year's Surplus	6	0	4,651	4,651	0	0	(4,650)	(99.99)	0	0	0	0
11 920 002 From General Capital Fund	7	0	0	0	0	200,000	200,000	0.00	0	0	0	0
11 921 205 Revenue From Reserve	8	0	0	0	0	0	0	0.00	0	0	0	0
<b>Total Revenue</b>		<b>31,435</b>	<b>41,463</b>	<b>41,463</b>	<b>(0)</b>	<b>1,799,643</b>	<b>1,758,180</b>	<b>4,240.36</b>	<b>66,255</b>	<b>65,690</b>	<b>65,126</b>	<b>64,561</b>
<b>EXPENDITURE</b>												
12 698 210 Travel & Conference & Admin	9	0	0	0	0	0	0	0.00	0	0	0	0
12 698 226 Contracted Services	10	25,350	40,000	40,000	0	55,500	15,500	38.75	24,000	24,000	24,000	24,000
12 698 229 E.D.C. Projects	11	0	0	0	0	1,500,000	1,500,000	0.00	0	0	0	0
12 698 230 Board Fee	12	1,434	1,463	1,463	0	1,492	29	1.98	172	175	179	182
12 698 239 Memberships	13	0	0	0	0	0	0	0.00	0	0	0	0
12 698 570 Community Tourism Prgm Projects	14	0	0	0	0	0	0	0.00	0	0	0	0
12 698 716 Other Grants	15	0	0	0	0	0	0	0.00	0	0	0	0
<b>Total Operating</b>		<b>26,784</b>	<b>41,463</b>	<b>41,463</b>	<b>0</b>	<b>1,556,992</b>	<b>1,515,529</b>	<b>3,655.14</b>	<b>24,172</b>	<b>24,175</b>	<b>24,179</b>	<b>24,182</b>
12 698 610 Capital	16	0	0	0	0	200,000	200,000	0.00	0	0	0	0
<b>Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
12 698 820 Debt Interest	17	0	0	0	0	2,651	2,651	0.00	2,083	1,515	947	379
12 698 830 Debt Principal	18	0	0	0	0	40,000	40,000	0.00	40,000	40,000	40,000	40,000
<b>Total Debt</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42,651</b>	<b>42,651</b>	<b>0.00</b>	<b>42,083</b>	<b>41,515</b>	<b>40,947</b>	<b>40,379</b>
12 698 741 Contribution To Reserve	19	0	0	0	0	0	0	0.00	0	0	0	0
12 698 990 Previous Year's Deficit	20	0	0	0	0	0	0	0.00	0	0	0	0
12 698 999 Contingencies	21	0	0	0	0	0	0	0.00	0	0	0	0
<b>Total Other</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditure</b>		<b>26,784</b>	<b>41,463</b>	<b>41,463</b>	<b>0</b>	<b>1,799,643</b>	<b>1,758,180</b>	<b>4,240.36</b>	<b>66,255</b>	<b>65,690</b>	<b>65,126</b>	<b>64,561</b>
<b>Surplus (Deficit)</b>		<b>4,651</b>		<b>0</b>		<b>-</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Reserve Balance</b>						<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
FIVE YEAR FINANCIAL PLAN

SERVICE NO 001  
GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICES

PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,  
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'



		GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICES					Increase(Decrease)			Kootenay Boundary			
		PAGE	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	Between 2020 BUDGET and 2021 BUDGET \$ %		-17.64% 2022 BUDGET	2.22% 2023 BUDGET	1.44% 2024 BUDGET	2.87% 2025 BUDGET
REVENUE:													
11 210 100	Property Tax Requisition	4	251,589	549,420	549,420	(0)	559,371	9,951	1.81	1,055,181	1,083,439	1,069,675	1,112,038
11 400 003	Federal Grant In Lieu	5	784	3,000	1,683	1,317	3,060	60	2.00	3,121	3,184	3,247	3,312
11 400 004	Rental - Trail Facilities	6	0	150	0	150	150	0	0.00	150	150	150	150
11 400 005	Rent GF Office - Planning	7	7,323	7,619	7,469	150	7,626	7	0.09	0	0	0	0
11 400 004	Rent GF Office - Building	8	22,680	22,680	22,680	0	23,157	477	2.10	0	0	0	0
11 550 100	Interest Earned	9	113,603	52,020	106,895	(54,875)	50,000	(2,020)	(3.88)	51,000	52,020	53,060	54,122
11 550 106	Woodstove Exchange - BC Lung	10	870	7,171	3,360	3,811	3,811	(3,360)	(46.85)	0	0	0	0
11 550 107	Woodstove Exchange - Other Income	11	500	0	0	0	0	0	0.00	0	0	0	0
11 590 159	Miscellaneous Revenue	12	104,067	193,001	134,682	58,319	820,556	627,555	325.16	11,688	2,844	2,901	2,959
11 590 400	Columbia Basin Trust	13	17,749	17,748	17,748	0	17,748	0	0.00	17,748	17,748	17,748	17,748
11 590 990	Recovery of Common Costs	14	108,347	113,514	113,517	(3)	103,831	(9,683)	(8.53)	711,488	725,717	740,232	755,036
11 592 001	Board Fee Revenue	15-18	683,639	696,145	696,145	0	681,135	(15,010)	(2.16)	687,052	700,793	714,808	729,105
11 621 100	Local Government Act - Grant	19	160,000	160,000	160,000	0	160,000	0	0.00	160,000	160,000	160,000	160,000
11 621 150	Province of BC CARIP	20	41,783	36,113	41,783	(5,670)	46,255	10,142	28.08	47,180	48,124	49,086	50,068
11 759 159	Province of BC - Misc Revenue	21	0	0	0	0	0	0	0.00	0	0	0	0
11 759 940	Hydro Generation Grant in Lieu	22	1,499,946	1,304,165	1,389,650	(85,485)	1,039,650	(264,515)	(20.28)	1,077,443	1,115,992	1,155,312	1,195,418
11 911 100	Previous Year's Surplus	23	467,339	153,639	153,017	622	25,718	(127,921)	(83.26)	0	0	0	0
11 921 205	Transfer from Reserve	24	17,201	628,000	51,759	576,241	1,102,000	474,000	75.48	3,000	0	0	0
11 990 100	Hospital District Contract	25	0	0	0	0	0	0	0.00	0	0	0	0
Total Revenue			3,497,419	3,944,385	3,449,808	494,578	4,644,069	699,683	17.74	3,825,051	3,910,010	3,966,220	4,079,956
EXPENDITURE:													
12 110 130	Director Remuneration	26	322,528	341,297	305,295	36,001	339,598	(1,698)	(0.50)	346,390	353,318	360,385	367,592
12 110 210	Director Travel	27	45,970	54,060	18,104	35,956	25,000	(29,060)	(53.76)	51,000	52,020	53,060	54,122
12 110 211	Directors Expenses	28	41,269	27,540	11,708	15,832	18,900	(8,640)	(31.37)	29,712	30,228	30,755	31,292
12 110 251	Office Supplies - Directors	29	780	6,304	1,061	5,243	3,000	(3,304)	(52.41)	3,060	3,121	3,184	3,247
Total Directors Remuneration			410,547	429,200	336,168	93,032	386,498	(42,702)	(9.95)	430,162	438,688	447,383	456,253
12 121 111	Salaries and Benefits	30-31	1,618,733	1,855,848	1,729,307	126,542	2,066,371	210,522	11.34	2,100,587	2,157,738	2,169,393	2,212,781
12 121 190	Labour Relations	32	0	8,837	7,212	1,624	9,000	163	1.85	9,180	9,364	9,551	9,742
12 121 210	Travel Expense	33	24,368	20,400	5,100	15,300	10,000	(10,400)	(50.98)	21,224	21,649	22,082	22,523
12 121 239	Staff Development	34	28,688	36,482	13,121	23,361	38,218	1,736	4.76	38,488	39,258	40,043	40,844
Total Salaries & Benefits			1,671,788	1,921,567	1,754,739	166,828	2,123,589	202,022	10.51	2,169,480	2,228,008	2,241,069	2,285,890
12 121 212	Postage	35	9,276	20,400	9,639	10,761	15,000	(5,400)	(26.47)	15,300	15,606	15,918	16,236
12 121 213	Telephone	36	34,416	39,780	37,904	1,876	40,615	835	2.10	41,428	42,256	43,101	43,963
12 121 214	FCM Dues	37	6,763	7,458	6,491	967	7,500	42	0.57	7,650	7,803	7,959	8,118
12 121 221	Advertising	38	22,004	22,564	22,455	109	22,500	(64)	(0.28)	19,890	20,288	20,694	21,107
12 121 230	Carbon Offset & Climate Change Initiati	39	0	0	0	0	0	0	0.00	0	0	0	0
12 121 231	Information Technology	40	219,732	260,201	242,497	17,704	216,257	(43,944)	(16.89)	221,095	229,478	237,200	242,200
12 121 247	Office Equipment	41	7,395	7,700	3,435	4,265	25,000	17,300	224.68	25,500	26,010	26,530	27,061
12 121 251	Office Supplies	42	38,716	37,740	19,211	18,529	38,533	793	2.10	39,303	40,089	40,891	41,709
12 121 252	Building Maintenance	43	154,359	180,383	142,469	37,914	160,333	(20,050)	(11.12)	158,440	161,608	164,841	168,137
12 121 253	Vehicle Operating	44	33,285	38,112	26,853	11,259	37,413	(699)	(1.83)	38,161	38,924	39,703	40,497
12 121 261	Equipment Lease Photocopier	45	11,337	23,300	13,582	9,718	23,789	489	2.10	24,265	24,750	25,245	25,750
12 121 263	Equipment Lease Postage Machine	46	3,434	4,276	3,795	481	3,600	(676)	(15.81)	3,672	3,745	3,820	3,897
12 121 810	Bank Service Charge	47	61,955	51,434	65,562	(14,129)	64,264	12,830	24.94	65,549	66,860	68,197	69,561
12 121 995	Operating Grants Provided	48	10,000	10,000	10,000	0	10,000	0	0.00	0	0	0	0
Total Operating			602,671	693,347	593,893	99,454	654,804	(38,543)	(5.56)	660,253	677,419	694,100	708,238
12 121 232	Legal Fees	49	70,800	71,400	102,847	(31,447)	71,400	0	0.00	72,828	74,285	75,770	77,286
12 121 233	Consultants Fees	50	161,694	226,612	105,511	121,101	321,384	94,772	41.82	25,941	14,262	20,487	14,717
12 121 234	External Audit	51	44,375	40,800	47,953	(7,153)	38,650	(2,150)	(5.27)	39,423	40,211	41,016	41,836

2021-03-26

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
FIVE YEAR FINANCIAL PLAN

SERVICE NO 001  
GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICES

PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,  
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'



								Increase(Decrease) Between 2020 BUDGET and 2021 BUDGET					
		PAGE	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	\$	%	-17.64% 2022 BUDGET	2.22% 2023 BUDGET	1.44% 2024 BUDGET	2.87% 2025 BUDGET
12 121 237	Liability Insurance	52	48,655	50,148	49,182	966	59,903	9,754	19.45	61,101	62,323	63,569	64,841
12 121 238	Property Insurance	53	16,210	56,534	48,018	8,516	48,338	(8,196)	(14.50)	49,305	50,291	51,297	92,323
Total Professional Fees/Insurance			341,733	445,494	353,510	91,984	539,675	94,181	21.14	248,597	241,371	252,139	291,001
12 121 610	Capital	54	21,310	306,000	174,217	131,783	314,000	8,000	2.61	174,000	180,000	185,000	190,000
Total Capital			21,310	306,000	174,217	131,783	314,000	8,000	2.61	174,000	180,000	185,000	190,000
12 121 811	Interest Expense - Short Term	55	43,177	40,000	66,326	(26,326)	60,000	20,000	50.00	61,200	62,424	63,672	64,946
12 121 830	Debt - Principal Payments	56	0	0	0	0	0	0	0.00	0	0	0	0
Total Debt			43,177	40,000	66,326	-26,326	60,000	20,000	50.00	61,200	62,424	63,672	64,946
12 121 905	Woodstove - Coordinator	57	-21	908	860	48	48	(860)	(94.69)	0	0	0	0
12 121 906	Woodstove - Rebates Paid	58	1,250	5,500	2,500	3,000	3,000	(2,500)	(45.45)	0	0	0	0
12 121 907	Woodstove - Other Expenses	59	144	763	0	763	763	0	0.00	0	0	0	0
12 121 908	Woodstove - Workshops	60	0	0	0	0	0	0	0.00	0	0	0	0
Total Woodstove Exchange Program			1,374	7,171	3,360	3,811	3,811	(3,360)	(46.85)	0	0	0	0
12 121 741	Contribution to Reserve	61	205,658	71,045	111,784	(40,739)	87,744	16,699	23.50	58,759	59,398	60,050	60,715
12 121 990	Previous Year's Deficit	62	0	0	0	0	0	0	0.00	0	0	0	0
12 121 999	Contingencies	63	35,522	20,560	20,092	468	463,947	443,387	2,156.55	22,600	22,702	22,806	22,912
Total Other			241,180	91,605	131,876	-40,271	551,691	460,086	502.25	81,359	82,100	82,856	83,627
Total Expenditure			3,343,780	3,944,385	3,424,090	520,296	4,644,069	699,683	17.74	3,825,051	3,910,010	3,966,220	4,079,956
Surplus/(Deficit)			153,639		25,718		-			-	-	-	-
Reserve Balance							3,599,447			3,655,206	3,714,604	3,774,654	3,835,369

3,811 Woodstove Income  
3,811 Woodstove Expense  
0



## Staff Report

**Date:** 09 Mar 2021

**To:** Chair Langman and Board of Directors

**From:** Anitra Winje, Manager of Corporate Administration/Corporate Officer

**Re: Proposed "Records Management Bylaw No. 1760, 2021"**

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### **Issue Introduction**

The staff report dated March 9, 2021 from A. Winje, Manager of Corporate Administration/Corporate Officer, presenting a records management bylaw for three readings, is presented.

The bylaw will provide guidance for the successful development, implementation, use and maintenance of an RDKB records management system.

### **History/Background Factors**

To date, the RDKB has not had a corporate-wide, systemic records management system in place.

A records management system is a vital component of an organization that produces and receives such a vast volume of documents. A local government has a duty to keep safe some records and to make others accessible, as per legislation.

In its 2020 Work plan, the Administration department included "Electronic and Paper Management (RDKB Internal Filing Systems)" as a priority. In its 2020 Financial Plan, the Board approved the hire of a temporary staff person to assist the Corporate Officer with this project.

In order to move this project forward, it is recommended that the RDKB adopt a records management bylaw to:

- Affirm the importance of records management to the organization, which may foster greater buy-in among users
- Delegate authority to the corporate officer to create, manage and maintain a records management system
- Facilitate the creation and implementation of the RDKB's first records management system, including a manual of procedures that will assist staff

in the management (creation, retention and disposal) of physical files and electronic records

The Administration department will provide training and support to RDKB staff in the use of the manual. Admin and IT staff will work together to train staff to use LaserFiche.

### **Implications**

**Historical:** the RDKB has a responsibility to preserve historical documents to show precedents, how decisions were reached and which actions were taken. Some documents must be kept permanently (i.e. minutes, bylaws, etc.). RDKB documents may also be beneficial to historians and scholars.

**Legal:** a records management system can help the RDKB manage risk and ensure regulatory compliance. It can facilitate timely responses to Freedom of Information requests or discoveries. It is also important that the RDKB develop and apply a records retention and disposal procedure.

**Business Continuity/Emergency Management:** a well-managed records system may protect records from disaster and ensure the continuity and the sustainability of the organization.

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

Records management ensures the RDKB's records of critical historical, legal and fiscal value are organized, identified, easily accessible and preserved resulting in the Board and the public having timely access to information while assisting the organization to be transparent, accountable and open to its stakeholders.

**Financial:** the RDKB already has a license in place for LaserFiche, a content and document management system. The RDKB included the hire of a temporary records analyst in its 2020 General Government – Administration budget. There are no direct costs associated with the adoption of a bylaw.

A records management system has the potential to save the RDKB considerable costs associated with paper products, filing cabinets, toner, and other office supplies. The RDKB will save on staff time once a system is implemented.

**Legislative:** Local governments must demonstrate openness, transparency and accountability. These are keystones of good governance. Some records must be made available to the public as per legislation: the *Freedom of Information and Protection of Privacy Act*, the *Local Government Act*, the *Assessment Act* and the *Community Charter*. Various legislative requirements exist for local government records. For example:



- - personal information must be protected from public disclosure;
- - public information must be made publicly available;
- - details regarding properties must be maintained permanently;
- - personnel records must be protected from public disclosure and maintained in accordance with that person's employment.

The corporate officer, per the *Local Government Act*, is required to maintain, keep safe and provide access to corporate records.

### **Advancement of Strategic Planning Goals**

- Environmental Stewardship/Climate Preparedness:  
While the RDKB will likely never be a totally paper-free organization, a shift to an electronic system can drastically cut down on the consumption and disposal of paper products, toner, storage and others supplies. This will reduce our carbon footprint.
- Exceptional Cost Effective and Efficient Services:  
A shift to a predominantly electronic filing system will save money by using less paper, filing cabinets and printing supplies. A well-organized system will make retrieval time of files faster, thus saving staff time. It will also enable staff to respond to public enquires more quickly, thereby providing better service. Additionally, the ability to retrieve records that demonstrate how decisions were made can result in improved decision making in future.
- Improve and Enhance Communication:  
Local governments have a responsibility to be as transparent and open as possible. A well-managed, easy-to-navigate records information management system will enable staff to respond to public requests faster. Staff can also share files and collaborate on projects more easily in a well-organized digital records management system.
- Responding to Demographic/Economic/Social Change:  
Ever-evolving technology has resulted in local governments needing to respond to requests more frequently and rapidly. The public expects faster service. A records management system will enable staff to facilitate this exchange of information more efficiently. New staff may come from former work environments that had records management systems in place. Younger staff (digital natives) may also come to expect that such systems be in place. A records management system can help new staff navigate and understand the corporation more quickly and easily.

### **Background Information Provided**

Copy of 2020 Administration Work Plan

**Alternatives**

The Board may want to limit the authority of the Corporate Officer to develop, implement and manage a records management system.

**Recommendation:**

That "Regional District of Kootenay Boundary Records Management Bylaw No. 1760" be read a FIRST, SECOND and THIRD time."

**Attachment**

1. Proposed Bylaw No. 1760, being "Regional District of Kootenay Boundary Records Management Bylaw No. 1760, 2021."

Respectfully submitted,

Anitra Winje

**Project: Electronic and Paper Records Management (RDKB Internal Filing Systems) (2019-2020)**

**Project Description:**

Records management is part of the RDKB's wide-ranging functions of governance, managing risk and compliance. At this time, this project concerns the filing of electronic records and electronic filing naming conventions only at the RDKB Trail office as well as reorganizing the Administration Department's paper file folders. The project is ongoing and as part of the broader RDKB "document management" piece, Administration will work with Information Services. The work includes creating electronic folders and sub-folders on the RDKB's internal common network drive for some of the RDKB's common records that all employees need access to, organizing all future Administration Department's general files as electronic records, scanning and filing important historical paper files, studies, consultant reports into the network drive and creating a records retention schedule.

Given the uniqueness of some of the RDKB's services, not all departments wish to file in an overall corporate system. This results in the project shifting to a records management system (paper and electronic), using the Local Government Management Association (LGMA) model, for only the Administration Department's general files and the overall Corporation's contracts, leases agreements, etc.

**Project Timelines and Milestones:**

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

Began January 2019 and Continues Beyond 2020

- February 2019 to September 2019 – Begin process to simplify and clean up Electronic Filing on the RDKB Trail office network. **Complete.**
- February 2019 to April 2019: Reorganize and create additional space for the Administration Department's paper file folders. **Complete.**
- May 2019-Fall 2019 – Add extensions to both paper file folders and the electronic files (e.g. as per the LGMA Records Management model). **Complete.**
- Fall 2019 and Ongoing into 2020 - Where appropriate, look ahead to organizing other Trail office departmental paper files into the overall organizational file folder system. **This part of the project has been removed.**

**2021**

- January 2020 - March 2020 Continue to identify which current historical paper records should be digitized and begin the duplication process onto the network drive.
- March-May 2020 - Continue to research and review a Records Retention Schedule(s) and bylaw **COMPLETED March 2021.**
- **March 2021—develop an organizational records management survey (in progress)**
- **March 2021—develop a**
- **March 31, 2021** – Move towards adoption of a records retention bylaw. Consult with solicitors and records management professional—(as the bylaw is based on other local government bylaws and the LGMA's model records management bylaw, a legal opinion necessary).
- **Spring 2021**—post for part-time, temporary records analyst position

- Fall 2020 - Work with Information Department in the overall RDKB document management system (LaserFiche). Consult with professional.

#### **Project Risk Factors:**

This project continues to require a fairly significant amount of time from Administration and Information Technology Staff. The timelines and milestones targeted for 2020 could possibly be delayed with unforeseen and or other emergent work that may arise. The work to completion will be ongoing in 2020 and beyond. Staff are discussing a temporary term-position (e.g. librarian, records management specialist) to assist and funds have been included in the 2020 General Government - Administration budget

#### **Internal Resource Requirements:**

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

#### **Estimated Cost and Identified Financial Sources (2020):**

- ~~Approximately \$1,500 for solicitor's opinions and legal work on the records retention bylaw.~~
- The proposed 2021 Budget includes funds for a temporary, term-position to work with the Corporate Office to move towards completion.
- Staff resources and time.

#### **Metrics for Term Position Work**



#### **Work Commencing Approx. June 2020 to December 2020 (Updates for BoD Jan 30\_20)**

- Work with Corporate Officer to become familiar with the work that has been completed to date both for paper and electronic records.
- Engage with Department/Service Managers to determine the level of support for an organizational- wide records management system.
- Review, explain and introduce the Local Government Management Association (LGMA) of BC Records Management System as well as other potential options for the RDKB, which in general will organize document management and access overall.
- Review and suggest possible options for departments that may not fit into an overall system.
- Determine level of willing overall departmental participation.
- Work with Corporate Officer and Manager of Information Systems (IS) to organize moving forward with electronic/digital filing within the overall document management system.
- Review the current RDKB records management classification system, subject headings, file naming conventions.
- Review possible policies and procedures.
- Records Classification System.
- ~~Model Records Management Bylaw~~, Records Retention Bylaw.
- Look ahead to FoIPPA requirements both paper and electronic.
- Begin to develop training of relevant designated Staff.
- Archiving, records-destruction, quality assurance and auditing will need to be considered and work executed to move forward.

**Relationship to Board Priorities:**

- *RDKB Mission Statement: "...to provide a professional level of governance and advocacy both responsive and accountable to the needs of our regional community:*
  - Records management ensures the RDKB's records of critical historical, legal and fiscal value are organized, identified, easily accessible and preserved resulting in the Board having timely access to information and assisting the Board to be transparent, accountable and open with the public and government.

**RDKB Strategic Objectives:**

	<b><i>Exceptional Cost Effective and Efficient Services -</i></b> Records Management provides for more <i>efficient and effective management</i> of the organization's documents keeping records filed and organized in a systematic manner. Electronic filing reduces the cost for storage equipment, paper and other stationary supplies and provides benefits for staff time management as a proper system should reduce the time it takes to search for, and locate records. Records management allows information-sharing with the public, the Board and the overall internal corporation to become more efficient.
	<b><i>Environmental Stewardship/Climate Preparedness -</i></b> The electronic component of records management reduces the volume of paper, file- folders and other stationary from going into our landfills.

**Project:**      **CityView Upgrade**

**Project Description:**

Update of the 2006 era Building Inspection (BI) software called CityView with the latest version of CityView. Despite bearing the same names, these are fundamentally different products, separated by more than a decade of development and innovation.

**Project Timelines and Milestones:**

Specifying and configuring a new BI software suite will encompass enterprise considerations, so may take much of 2019/20. At this time, the scope and schedule of the Building Inspection module replacement project has been defined such that a fully operational, modern Building Inspection service should be in place by Q2 of 2020. However, CityView 2018 is a full-featured municipal software suite, so implementing further modules for other administrative functions like bylaw enforcement and development permit management is the logical next phase of this project to more fully leverage the core investment and diversify costs.

**Project Risk Factors:**

There's always a risk of scope creep and inconsistent buy in from stakeholders. Mitigating these risks

is the function of the project champion. As always, there's also the risk of cost overruns and underestimation of IT cycles required for new software systems to succeed.

**Internal Resource Requirements:**

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

**Relationship to Board Priorities:**

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





**REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
RECORDS MANAGEMENT  
BYLAW NO. 1760**

**A Bylaw to establish Records Management Procedures for Records of the  
Regional District of Kootenay Boundary**

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**WHEREAS** the Regional District of Kootenay Boundary desires to establish, implement, manage and maintain a records management system;

**AND WHEREAS** the Regional District of Kootenay Boundary desires to provide specific regulations with respect to the retention and disposition of corporate records;

**NOW THEREFORE BE IT RESOLVED** that the Board of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

**TITLE**

1. This bylaw may be cited as the "Regional District of Kootenay Boundary Records Management Bylaw No. 1760, 2021."

**DEFINITIONS**

2. In this bylaw:

**"Designated Officer"** means the person designated and authorized to act on behalf of the District to manage and maintain the records management systems and includes the Corporate Officer or the person acting in the Corporate Officer's place, or another person designated by resolution of the Board to act in their place;

**"District"** means the Regional District of Kootenay Boundary;

**"Record"** includes books, documents, emails, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;

**"Records Management System"** includes a system used by the District to manage the records of the District from record creation through to records disposal;

**RECORDS MANAGEMENT SYSTEM ESTABLISHED**

3. The records management system of the District is established and authorized.

**COMPLIANCE WITH RECORDS MANAGEMENT SYSTEM**

4. All records in the custody and control of the employees of the District are the property of the District. All records of the District must comply with this records management system and this bylaw. All employees of the District must comply with this bylaw.

**MANUAL OF PROCEDURES AND POLICY**

5. (a) The Designated Officer is authorized to create and maintain a manual of procedures and policy (the "Manual") based on the current edition of the manual prepared by the Local Government Management Association of British Columbia. Records of the District are created, accessed, maintained and disposed of only as provided by the Manual.
5. (b) The Manual must provide for management of the records of the District and include provisions regarding:
- the making, receiving and capturing and organization of records, including records not authorized for creation;
  - the collection of records (including records not authorized for collection);
  - access to records;
  - disclosure of records;
  - maintenance of records;
  - managing records;
  - using records;
  - retention of records;
  - security of records, including protection;
  - storage of records;
  - preservation of records;
  - disposal of records, including destruction; and
  - any other matter(s) the Designated Officer authorizes to be included in the Manual.

**INTEGRITY AND AUTHENTICITY MAINTAINED**

6. The records management system must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.



**AUTHORIZATION TO AMEND MANUAL**

7. The Designated Officer is authorized to amend the Manual.

**COMPLIANCE WITH LAW**

8. The records management system must comply with the Manual, applicable laws and any provincial, national or international standards adopted for use and contained in the Manual.

**SEVERABILITY**

9. If any section, subsection, paragraph, subparagraph or clause of "Regional District of Kootenay Boundary Records Management Bylaw No. 1760, 2021" is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of "Regional District of Kootenay Boundary Records Management Bylaw No. 1760, 2021."

**COMING INTO EFFECT**

10. "Regional District of Kootenay Boundary Records Management Bylaw No. 1760, 2021" comes into effect upon adoption.

**Read a FIRST, SECOND and THIRD time** the                      day of                      ,                      2021.

**ADOPTED** the                      day of,                      ,                      2021.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Manager of Corporate Administration



## Staff Report

**Date:** 15 Mar 2021

**To:** Chair Langman and Board of Directors

**From:** Anitra Winje, Manager of Corporate Administration/Corporate Officer

**Re: Updated Officers' bylaw**

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### Issue Introduction

The staff report dated March 15, 2021 from A. Winje, Manager of Corporate Administration/Corporate Officer, recommending that the Board give a new Officers' bylaw three readings and adoption, is presented.

### History/Background Factors

The RDKB's current Officers bylaw dates to 1999. The citations are outdated (it references the former *Municipal Act*) and the titles are incorrect (Director of Corporate Administration, Deputy Directors [sic] of Corporate Administration, Director of Finance, and Deputy Director of Finance).

### Implications

Section 234 of the *Local Government Act* states that a local government must, by bylaw, establish officer positions. By repealing Bylaw 1050 and adopting Bylaw 1761, the RDKB will ensure that terminology is consistent with the current statute.

### Background Information Provided

Bylaw 1050, "Regional District of Kootenay Boundary Officer Establishment Bylaw No. 1050, 1999" is attached.

### Recommendations

1. That "Regional District of Kootenay Boundary Officers Establishment Bylaw No. 1761, 2021" be read a FIRST, SECOND and THIRD time.
2. That "Regional District of Kootenay Boundary Officers Establishment Bylaw No. 1761, 2021" be ADOPTED; FURTHER, that the Chair and the Corporate Officer be authorized to sign the bylaw.

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY**

**BYLAW NO. 1050**

A bylaw to establish officer positions for the Regional District of Kootenay Boundary.

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**WHEREAS** pursuant to Section 196 of the Municipal Act, RSBC, c. 323, a local government may by bylaw establish officer positions;

**AND WHEREAS** the Board of the Regional District of Kootenay Boundary deems it advisable to establish officer position's pursuant to Sections 197, 198 and 199 of the Municipal Act RSBC, c. 323;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of the Regional District of Kootenay Boundary in open meeting assembled enacts as follows:

1. The position of Chief Administrative Officer is hereby established and the duties and responsibilities shall be consistent with Section 197 of the Municipal Act RSBC, c. 323;
2. The position of Director of Corporate Administration is hereby established and the duties and responsibilities shall be consistent with Section 198 of the Municipal Act RSBC, c. 323;
3. The position of Deputy Directors of Corporate Administration shall be consistent with Section 198 of the Municipal Act RSBC, c. 323;
4. The position of Director of Finance is hereby established and the duties and responsibilities shall be consistent with Section 199 of the Municipal Act RSBC, c. 323;
5. The position of Deputy Director of Finance is hereby established and the duties and responsibilities shall be consistent with Section 199 of the Municipal Act RSBC, c. 323;
6. The Chief Administrative Officer is further designated the authority to perform the following:
  - a) appoint, promote, discipline and dismiss staff not designated as an officer;
  - b) recommend to the Regional District of Kootenay Boundary Board of Directors the appointment or termination of appointment of officers;
7. In exercising authority under this Bylaw, the Chief Administrative Officer shall comply with the Regional District of Kootenay Boundary Collective Agreement(s) labour related policies and contracts of employment, whichever is applicable;
8. This Bylaw shall be cited as Regional District of Kootenay Boundary Officer Establishment Bylaw No. 1050, 1999.

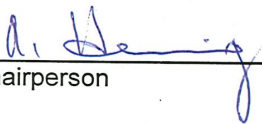
**INTRODUCED** this 7th day of January, 1999.

Read a **FIRST** time this 7th day of January, 1999.

Read a **SECOND** time this 7th day of January, 1999.

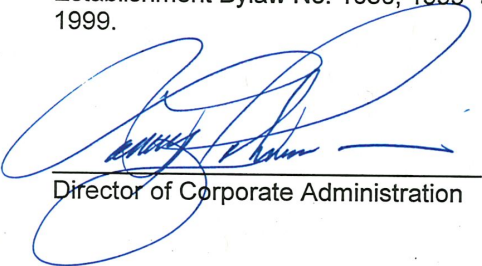
Read a **THIRD** time this 7th day of January, 1999.

RECONSIDERED and finally adopted this 7th day of January, 1999.

  
Chairperson

  
Director of Corporate Administration

I, Larry Robinson, Director of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1050 cited as "Regional District of Kootenay Boundary Officer Establishment Bylaw No. 1050, 1999" as reconsidered and finally adopted this 7th day of January, 1999.

  
Director of Corporate Administration



**REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
BYLAW NO. 1761**

**A Bylaw to establish officer positions for the  
Regional District of Kootenay Boundary**

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**WHEREAS** pursuant to Section 234 of the *Local Government Act*, a local government must, by bylaw, establish officer positions;

**AND WHEREAS** the Regional District of Kootenay Boundary deems it advisable to establish officers' positions pursuant to Sections 235, 236 and 237 of the *Local Government Act*;

**NOW THEREFORE BE IT RESOLVED** that the Board of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

1. The position of Chief Administrative Officer is hereby established and the powers, duties and functions shall be consistent with Section 235 of the *Local Government Act*.
2. The position of Manager of Corporate Administration/Corporate Officer is hereby established and the powers, duties and functions shall be consistent with Section 236 of the *Local Government Act*.
3. The position of Chief Financial Officer is hereby established and the powers, duties and functions shall be consistent with Section 237 of the *Local Government Act*.
4. The Chief Administrative Officer is further designated the authority to perform the following:
  - a. appoint, promote, discipline and dismiss staff not designated as an officer;
  - b. recommend to the Regional District of Kootenay Boundary Board of Directors the appointment or termination of officers;
  - c. the powers, duties and functions of the Deputy Corporate Officer.
5. In exercising authority under this bylaw, the Chief Administrative shall comply
6. Bylaw No. 1050, "Regional District of Kootenay Boundary Officer Establishment Bylaw No. 1050, 1999" is hereby repealed.
7. This bylaw may be cited as the **"Regional District of Kootenay Boundary Officers Establishment Bylaw No. 1761, 2021."**

**Read a FIRST, SECOND and THIRD time** the                      day of                      ,                      2021.

**ADOPTED** the                      day of,                      ,                      2021.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Manager of Corporate Administration