



**Board of Directors**  
**OPEN REGULAR MEETING**

**Thursday, May 27, 2021**  
**1:00 pm**

**Zoom**

**Join Zoom Meeting**

<https://zoom.us/j/92891972345?pwd=SjNLMWZ2enFIMi9QMXUwa0FjSHB6UT09>

Meeting ID: 928 9197 2345  
Passcode: 391038  
+1 778 907 2071 Canada

**A G E N D A**

**1. Call to Order**

**2. Land Acknowledgement**

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

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

- 3.a)** The agenda for the open regular Board meeting of May 27, 2021 is presented.

**Recommendation: Corporate Vote Unweighted**

That the agenda for the open regular Board meeting held May 27, 2021 be adopted with the addition of two late items:

- East End Services Transit Annual Operating Agreement
- Discussion regarding north/south transportation corridor.

**4. Draft Minutes**

- 4.a)** The minutes of the open regular Board meeting held May 12, 2021 are presented.

[Board of Directors - 12 May 2021 - Minutes BOD May 27 2021](#)

**Recommendation: Corporate Vote Unweighted**

That the minutes of the open regular Board meeting held May 12, 2021 be adopted as presented.

**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 - None
  - 10.b) RDKB Committee Minutes
    - Solid Waste Management Plan Steering and Monitoring Committee - Nov. 12, 2020
    - Utilities Committee - Feb. 10, 2021
    - East End Services Committee - April 20, 2021
    - Beaver Valley Regional Parks & Regional Trails Committee - April 28, 2021
  - 10.c) Recreation Commission Minutes
    - Grand Forks District Recreation - April 8, 2021
    - Electoral Area C/Christina Lake Parks & Rec - April 14, 2021
  - 10.d) Draft Advisory Planning Commission (APC) Minutes:
    - Area B - May 3, 2021
    - Area E - May 3, 2021
    - Big White - May 4, 2021
- Receipt of Item 11 - Board Appointment Updates

**Recommendation: Corporate Vote Unweighted**

That Consent Agenda items 9, 10 and 11 be received by general consent of the Board.

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

**6.a) Roly Russell, MLA and Parliamentary Secretary for Rural Development**

**7. Delegations**

None.

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

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

- 9.a)** The letter dated May 11, 2021 from Josie Osborne, Minister of Municipal Affairs, describing how the provincial government is supporting BC communities to achieve climate goals.

[Climate Goals BC Govt BOD May 27 2021](#)

- 9.b)** The letter dated May 14, 2021 from Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs, providing a follow-up to the May 2021 Regional Calls with Ministers Josie Osborne and Lisa Beare.

[BC Govt Regional Calls BOD May 27 2021](#)

- 9.c)** The "Trails Strategy Review - What We Heard Report: Local Governments" received from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development on May 20, 2021.

[Trails Strategy Review BOD May 27 2021](#)

**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.

[Solid Waste Management Plan Steering & Monitoring Committee - 12 Nov 2020 - Minutes -BOD May 27 2021](#)

[Utilities Committee - 10 Feb 2021 - Minutes-BOD May 27 2021](#)

[East End Services - 20 Apr 2021 Minutes - BOD May 27 2021](#)

[Electoral Area Services Committee - 21 Apr 2021 - Minutes BOD May 27 2021](#)

[BV Regional Park Trails Ctte - 28 Apr 2021 - Minutes-  
BOD May 27 2021](#)

**10.c) Recreation Commission Minutes**

[Minutes- Grand Forks District Recreation Commission - April 8  
2021 BOD May 27 2021](#)

[Minutes - Electoral Area C - Parks Recreation Commission - April 14  
2021 BOD May 27 2021](#)

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

[APC Minutes-Area B-Board-May 27 2021](#)

[APC Minutes-Area E -Board - May 27 2021](#)

[APC Minutes-Big White-Board-May 27 2021](#)

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

- 11.a)**
- Economic Trust of the Southern Interior (ETSI-BC ) - 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

[CRT LGC Monthly Update Apr 2021 BOD May 27 2021](#)

**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**

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

**M. Andison, Chief Administrative Officer**

**Recommendation: Corporate Vote Unweighted**

That the COVID-19 verbal reports provided May 27, 2021 by Mark Stephens, Manager of Emergency Programs, and Mark Andison, Chief Administrative Officer, be received.

**13.b) Appointments to Economic Trust of the Southern Interior (ETSI-BC) Regional Advisory Committee**

*Staff note:* ETSI-BC requires a certified resolution concerning the RDKB's appointments to the Regional Advisory Committee.

Currently, the following Directors serve on the ETSI RAC: Director McGregor, Director Worley and Councillor Krog from Grand Forks.

**Recommendation: Corporate Vote Unweighted**

That the following elected officials be appointed to the Economic Trust of the Southern Interior's Regional Advisory Committee for 2021-2023:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**13.c) Response from Interior Health Authority re: Integrated Treatment Teams**

The letter dated May 13, 2021 from Susan Brown, President and CEO of Interior Health, in response to the RDKB's query about supports for substance users in the Kootenay Boundary, is presented.

[IH CEO Response to RDKB Substance Use – Integrated Treatment Teams BOD May 27 2021](#)

**Recommendation: Corporate Vote Unweighted**

That the letter dated May 13, 2021 from Susan Brown, President and CEO of Interior Health, in response to the RDKB's query about supports for substance users in the Kootenay Boundary, be received.

**13.d) Missing and Murdered Indigenous Women, Girls and Two-spirit People**

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

*Director McGregor*

The staff report dated May 17, 2021 from Anitra Winje, Corporate Officer, regarding Missing and Murdered Indigenous Women, Girls and Two-spirit People, is presented.

[Staff Report MMIW Proclamation BOD May 27 2021](#)

**Recommendation: Corporate Vote Unweighted**

That the staff report dated May 17, 2021 from Anitra Winje, Corporate Officer, regarding Missing and Murdered Indigenous Women, Girls and Two-spirit People, be received.

**Recommendation: Corporate Vote Unweighted**

**Whereas** the National Inquiry into Missing and Murdered Indigenous Women and Girls concluded that the exact number of missing and murdered Indigenous women, girls and two spirit people in Canada is unknown, but that thousands of deaths and disappearances have gone unrecorded over the decades; and

**Whereas** this issue has been known for many decades and Indigenous families have long called for recognition and awareness; and

**Whereas** the REDress Project was first created by Manitoba artist Jaime Black as a way to break the silence around, and draw attention to, this violence against Indigenous women; and

**Whereas** support for the REDress Project and missing and murdered Indigenous women, girls and two spirit people has increased and gained visibility across Canada; and

**Whereas** you can help to raise awareness and show support by wearing red on May 5 and hanging a red dress in your window or

yard leading up to May 5 (and for one week after) in honour and recognition of the thousands of Indigenous women, girls and two spirit people who have gone missing or been murdered;

**Now Therefore**, the Board of Directors proclaims that henceforth, May 5th shall be observed as a day of awareness for missing and murdered Indigenous women, girls and Two-spirit people in the Regional District of Kootenay Boundary.

**13.e) Christina Lake Fire Protection Alternative Approval Process  
A. Winje, Manager of Corporate Administration/Corporate Officer**

The staff report dated May 18, 2021 from Anitra Winje, Manager of Corporate Administration/Corporate Officer, requesting the Board amend the resolution establishing the deadline for elector response forms for the Christina Lake Fire Protection AAP, is presented.

[Staff Report-CL Fire LA AAP May 27 2021](#)

**Recommendation: Corporate Vote Unweighted**

That Resolution 191-21, being:

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."

*be amended to:*

That the Regional District of Kootenay Boundary Board of Directors approves **4:00 p.m., Monday, July 12, 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."

**13.f) Agricultural Land Commission Referral (Transport, Utility and Recreation - Area E/West Boundary)**  
**D. Patterson, Planner**

The staff report dated May 20, 2021 from Danielle Patterson, Planner, presenting a referral from the Agricultural Land Commission for road dedications, is presented.

[Uphill ALR RoadDedication BOD May 27 2021](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward, without a recommendation, the application to the Agricultural Land Commission the Transport, Utility, & Recreation proposal for a road dedication, submitted by McLeod & Schneiderat, Lawyers, on behalf of Allan Uphill and Evelyn Uphill for the parcel legally described as Plan KAP1186, Sublot 11, District Lot 2704, Similkameen Division of Yale Land District, Portion south 1/2, Except Plan 23484, located in Electoral Area 'E'/West Boundary.

**13.g) Payment in in Lieu of Taxes Policies**  
**B. Ihlen, General Manager of Finance/CFO**  
*Director McGregor, Finance Liaison*

The staff report dated May 21, 2021 from Barb Ihlen, General Manager of Finance/CFO, presenting Payment in Lieu of Taxes (PILT) policies from other regional districts and an initial recommendation regarding a policy for the RDKB, is presented.

[Staff Report - PILT Policies from other RDs BOD May 27 2021](#)

[BC Government Circular - PILT BOD May 27 2021](#)

[RDCK PILT Policy BOD May 27 2021](#)

[Columbia Shuswap RD - Policy PILT BOD May 27 2021](#)

[Squamish-Lillooet RD - PILT Policy BOD May 27 2021](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the staff report from Barb Ihlen regarding payment in lieu of taxes policies and provide direction to Staff as to the next steps regarding the development of a Payment In Lieu of Taxes policy.

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

The Corporate Communications Officer will present a report to the Board at its June 9, 2021 meeting.

**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) Electoral Area Services Committee - April 21, 2021**  
**D. Patterson, Planner**

The staff report dated May 13, 2021 from Danielle Patterson, Planner, presenting an application for a development variance permit in Electoral Area C/Christina Lake, is presented.

[Hammond DVP EAS BOD May 27 2021](#)

**Recommendation: Stakeholders Only Vote (Electoral Area Participants) Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approve the Development Variance Permit application submitted by WSA Engineering (2012) Ltd., on behalf of Darryl Hammond and Heather Hammond, to vary Section 403.6 of the Electoral Area C Zoning Bylaw No. 1300 to reduce the interior side parcel line setback from 1.5 to 0 metres – a variance of 1.5 metres; and vary the setback to the natural boundary of Christina Lake from 7.5 to 2.2 metres – a variance of 5.3 metres for the dwelling on the parcel legally described as Lot 10, District Lot 969, Similkameen Division of Yale District, Plan 9357, Electoral Area C/Christina Lake.

**15.b) Electoral Area Services Committee - April 21, 2021**  
**D. Patterson, Planner**

The staff report dated May 13, 2021 from Danielle Patterson, Planner, presenting an application for a floodplain bylaw exemption in Electoral Area C/Christina Lake, is presented.

[Hammond Floodplan EX EAS BOD May 27 2021](#)

**Recommendation: Stakeholders Only Vote (Electoral Area Participants) Unweighted**

That the application for a Site-Specific Exemption the Floodplain Bylaw Section 5.b(iv) to reduce the setback from the natural boundary of any lake, marsh, or pond from 7.5 m to 2.2 m – a variance of 5.3 m, submitted by WSA Engineering (2012) Ltd., on behalf of Darryl Hammond and Heather Hammond, for the reconstruction of an existing deck on the property legally described as Lot 10, District Lot 969, Similkameen Division of Yale District, Plan 9357, Electoral Area C/Christina Lake, be granted, with the following conditions:

- 1)The property owners provide documentation that retaining wall construction is complete and meets the BC Ministry of Ministry of Forests, Lands, Natural Resource Operations' requirements;
- 2)The property owners follow the recommendations provided in the report provided by Ground Up Geotechnical Ltd.; and
- 3)The property owners register a standard floodplain covenant on title in favour of the Regional District of Kootenay Boundary.

**15.c) Policy & Personnel Committee - April 29, 2021**

**Policy Development & Review Policy**

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

[Policy Development and Review Policy - FINAL - BOD - May 27 21](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors adopt the Policy Development & Review Policy as presented to, and approved by, the Policy and Personnel Committee on April 29, 2021. **FURTHER**, that the Policy be distributed accordingly.

**15.d) Policy & Personnel Committee - April 29, 2021**

**Management Hiring Policy**

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

[Managment Hiring Policy - FINAL 2021 - BOD - May 27 21](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors adopt the Management Hiring Policy as presented to, and approved by, the Policy and Personnel Committee on April 29, 2021. **FURTHER**, that the Policy be distributed accordingly.

**15.e) Policy & Personnel Committee - April 29, 2021**  
**Records Management Policy**

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

[Records Management Policy - FINAL 2021 - BOD - May 27 21](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors adopt the Records Management Policy as presented to, and approved by, the Policy and Personnel Committee on April 29, 2021. **FURTHER**, that the Policy be distributed accordingly.

**15.f) East End Services Committee - May 18, 2021**  
**J. Chandler, General Manager of Operations/Deputy CAO**

The staff report dated May 12, 2021 from James Chandler, General Manager of Operations/Deputy CAO, seeking approval of the East End Transit annual operating agreement, is presented.

[Staff report - Work plan updates May 2021 Transit](#)  
[Annual Operating Agreement Letter BOD May 27 2021](#)  
[Annual Operating Agreement-2021-22 BOD May 27 2021](#)

**Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approve the 2021-2022 BC Transit Annual Operating Agreement, as presented on May 18, 2021; **FURTHER**, that staff be authorized to execute the agreement.

**15.g) East End Services Committee - May 18, 2021**  
*Director Morel*

Discussion Item: North/South Transportation Corridor

**16. New Business**

**16.a) Appointment to Big White Advisory Planning Commission**

**Recommendation: Corporate Vote Unweighted**

That the following individual be appointed to the Area E/Big White Advisory Planning Commission for a term to end December 31, 2021:

- Mike Figurski

**16.b) Agricultural Land Commission Referral (Subdivision) - Area E/West Boundary  
D. Patterson, Planner**

The staff report dated May 27, 2021 from Danielle Patterson, Planner, presenting a referral from the Agricultural Land Commission for a subdivision application in Area E/West Boundary, is presented.

[ALR Subdivision App RosegardenHoldings BOD May 27 2021](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward, without a recommendation, the application to the Agricultural Land Commission for a subdivision, submitted by Sage Environmental Consulting Ltd. on behalf of Rosegarden Holdings Ltd. for the parcel legally described as Lot 1, Plan KAP89123, District Lot 534s 1488s, Similkameen Division of Yale Land District, located in Electoral Area 'E'/West Boundary.

**16.c) Parkland Provision for Subdivision - Area C/Christina Lake  
D. Patterson, Planner**

The staff report dated May 27, 2021 from Danielle Patterson, Planner, presenting options around a proposed parkland dedication in Area C, is presented.

[Staff Report Manson ParklandProvision Board-May 27 2021](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors review the staff report "Parkland Provision for Subdivision – Manson," associated with the proposed subdivision of Lot 1, Plan KAP6813, District Lot 963, Similkameen Division of Yale Land District, Except Plan 29141, and provide direction to staff on which parkland provision option to finalize with the property owners.

**16.d) Food Primary Liquor License - Area E/West Boundary  
D. Patterson, Planner**

The staff report dated May 27, 2021 from Danielle Patterson, Planner, regarding a referral request for a Food Primary Liquor License in Beaverdell, is presented.

[Staff Report Riverdell Adventures Board-May 27 2021](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional Board of Kootenay Boundary Board of Directors direct staff to make arrangements to gather the views of the public for the Food Primary Liquor License with a Patron Participation Endorsement submitted by Alison Koch on behalf of Riverdell Adventures Ltd., for easting establishment on the property legally described as Lot 3, Plan EPP34890, District Lot 3307, Similkameen Division of Yale Land District, Beaverdell, Electoral Area 'E'/West Boundary. Further, that the method for gathering the views of the public take the form of a public notice for a request for written submissions, communicated as follows:

1. Posting of two signs on the subject property by the applicant;
2. Mail outs to properties within a 1.5 m radius of the subject property; and
3. Posting the request for written submissions on the RDKB website.

**16.e) Work Plan Update: Solid Waste Services  
J. Dougall, General Manager of Environmental Services  
*Director Morel, Environmental Services Liaison***

The staff report dated May 27, 2021 from Janine Dougall, General Manager of Environmental Services, providing an update on the 2021 Solid Waste Service (010/064) is presented.

[Solid Waste Services \(010 64\) Work Plan Update-BOD May 27 2021](#)

**Recommendation: Corporate Vote Unweighted**

That the Board of Directors receive the May 2021 - Work Plan update for Solid Waste Services (010/064), as presented to the Board of Directors on May 27, 2021.

**16.f) Work Plan Update: 9-1-1 Emergency Communications Service (015)**

**D. Derby, Regional Fire Chief**

The staff report dated May 6, 2021 from Dan Derby, Regional Fire Chief, providing an update on the 2021 9-1-1 Emergency Service Work Plan, is presented.

[Staff report - 9-1-1 Emergency Communications Work Plan update-BOD May 27 2021](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District Kootenay Boundary Board of Directors receive the May 2021 – Work Plan update for the 9-1-1 Emergency Communications Service (015), as presented to the Board of Directors on May 27, 2021.

**16.g) Work Plan Update: Emergency Preparedness (012)**

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

*Director Worley, Protective Services Liaison*

The staff report dated May 27, 2021 from Mark Stephens, Manager of Emergency Programs, providing an update on the 2021 Emergency Preparedness Work Plan, is presented.

[Emergency Preparedness Service Work Plan update-BOD May 27 2021](#)

**Recommendation: Corporate Vote Unweighted**

That the Board of Directors receive the May 2021 – Work Plan update for Emergency Preparedness Service (012), as presented to the Board of Directors on May 27, 2021.

**16.h) Work Plan Update - Building Inspection Services (004)**

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

The staff report dated May 27, 2021 from Brian Champlin, Manager of Building Inspection Services, providing an update on the 2021 Building Inspection Services Work Plan, is presented.

[Building Inspection WorkPlan update BOD May 27 2021](#)

**Recommendation: Corporate Vote Unweighted**

That the Board of Directors receive the May 2021 – Work Plan update for Building Inspection Services (004), as presented to the Board of Directors on May 27, 2021.

**16.i) Work Plan Update - General Government Service (001)  
M. Andison, Chief Administrative Officer**

The staff report dated May 20, 2021 from Mark Andison, CAO, providing an update on the 2021 General Government Service Work Plan, is presented.

[Gen Govt Services Work Plan Update BOC May 27 2021](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the May 2021 – Work Plan update for the General Government Service (001), as presented to the Board of Directors on May 27, 2021.

**16.j) 2021 First Quarter Budget Variance Report  
B. Ihlen, General Manager of Finance/CFO  
*Director McGregor, Finance Liaison***

The staff report dated May 21, 2021 from Barb Ihlen, General Manager of Finance/CFO, regarding the financial variance report for the first quarter of 2021, is presented.

[Staff Report-2021 1st Quarter Budget Variance Report BOD May 27 2021](#)  
[2021 Q1 Budget Variance Report BOD May 27 2021](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the 2021 First Quarter Budget Variance report.

**16.k) Grants in Aid - as of May 20, 2021:**

[Grants in Aid-Board-May 27, 2021](#)

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

That the following grants-in-aid be approved:

- Kidney Foundation, BC & Yukon – Kidney Walk Trail – Electoral Area A - \$500
- Montrose Recreation Commission – Village of Montrose – Family Day Treasure Hunt/ Escape Room – Electoral Area A - \$500
- Kidney Foundation, BC & Yukon – Kidney Walk Trail – Electoral Area B/Lower Columbia-Old Glory - \$500
- Grand Forks and District Fall Fair – Aluminum Bleachers – Electoral Area D/Rural Grand Forks - \$4,500
- Big White Mountain Community Development Association – Community Garden Irrigation System – Electoral Area E/West Boundary - \$5,000
- Midway Fire and Rescue – Road Rescue Team – Hydraulic Ram – Electoral Area E/West Boundary - \$4,000

**17. Bylaws**

None.

**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 bases identified in the following subsection:

(1)(c) labour relations or other employee relations;

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors proceed to a closed meeting pursuant to Section 90(1)(c) of the *Community Charter*.

**22. Adjournment**



## Board of Directors

### MINUTES

Wednesday, May 12, 2021 • 1:00 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
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/Recording Secretary  
 J. Chandler, General Manager of Operations/Deputy CAO  
 B. Ihlen, General Manager of Finance/Chief Financial Officer  
 M. Forster, Executive Assistant  
 J. Dougall, General Manager of Environmental Services  
 C. Pires, Emergency Program Coordinator  
 G. Denkovski, Manager of Infrastructure and Planning  
 F. Maika, Corporate Communications Officer

#### Delegation:

Andras Lukacs, Executive Director, Tourism Rossland Society

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*Board of Directors – Open Meeting Minutes*

*May 12, 2021*

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**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 open regular Board meeting of May 12, 2021 was presented.

Moved/Seconded:

- 255-21** That the agenda for the May 12, 2021 open regular Board meeting be adopted with the addition of three late items from Directors Grieve and McGregor.

Carried.

**4. Draft Minutes**

The draft minutes of the April 29, 2021 open regular Board meeting were presented.

Moved/Seconded:

- 256-21** That the minutes of the Regional District of Kootenay Boundary Board of Directors' open regular meeting of April 29, 2021 be adopted with the following change:

That Resolution No. 244-21 be amended to include the reason the referral is being sent to the Area E Advisory Planning Commission.

Carried.

**5. Consent Agenda**

- Receipt of Item 9 - Communications (Information Only):
  - History of the Gilpin Ungulate Winter Range
- Receipt of Items 10:
  - 10.a) Monthly Cheque Register: April 2021
  - 10.b) RDKB Committee Minutes:
    - Policy & Personnel - March 31, 2021
    - Boundary Services Committee - April 7, 2021
  - 10.c) Recreation Commission Minutes:
    - Beaver Valley Rec - April 20, 2021
  - 10.d) Draft Advisory Planning Commission (APC) Minutes:
    - none
- Receipt of Item 11 - Board Appointment Updates: none  
(will appear on May 27 agenda)

Moved/Seconded:

**257-21** That Consent Agenda items 9 and 10 be received by general consent of the Board.

Carried.

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

None.

**7. Delegation**

- a. Tourism Rossland Society**  
**Spokesperson: Andras Lukacs, Executive Director**  
**Re: Municipal and Regional District Tax Renewal**

Mr. Lukacs asked the RDKB for a letter of support for Tourism Rossland's application for a five-year renewal of the Municipal and Regional District Tax. The 3% tax, which is added to the purchase of accommodation, raises revenue for local tourism marketing, programs and projects. It also boosts revenues and job opportunities. In 2019/2020, the tax brought \$127,000 into Rossland.

Mr. Lukacs left the meeting at 1:18 p.m.

Moved/Seconded:

- 258-21** That the letter dated May 4, 2021 from Andras Lukacs, Executive Director of Tourism Rossland, requesting that the Regional District of Kootenay Boundary confirm its support of Tourism Rossland's application to renew the Municipal and Regional District Tax for the next five years, be received.

Carried.

Moved/Seconded:

- 259-21** That the Regional District of Kootenay Boundary send a letter to Tourism Rossland confirming its support of Tourism Rossland's application to renew the Municipal and Regional District Tax for the next five years.

Carried.

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

None.

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

- a.** The communication from Barry Brandow Sr. asking that the RDKB request that the provincial government support a review of the 2014 Grand Forks ATV initiative and its possible impact on the Gilpin ungulate winter range.

**10. Reports - Consent Agenda**

**a. Monthly Cheque Register Summary - April 2021**

**b. RDKB Committee Minutes**

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

- Policy and Personnel Committee – March 31, 2021
- Boundary Services Committee – April 7, 2021

**c. Recreation Commission Minutes**

- Beaver Valley Recreation – May 12, 2021

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

None.

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

Reports will be provided at the May 27, 2021 Board meeting.

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

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

**13. Unfinished Business**

**a. COVID-19 Verbal Update**

Manager Stephens reported that the seven-day test positive rate is 4.8%. The seven-day new case average in Interior Health is 48 per day, which is down from 80 four weeks ago. Currently, there are 22 active cases in our region. BC has delivered 2.2 million vaccinations to date, which represents over 50% of the population.

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

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

Moved/Seconded:

**260-21**

That the COVID-19 verbal report provided by M. Stephens on May 12, 2021 be received.

Carried.

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

The Corporate Communications Officer will present a report to the Board at the May 27, 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. Boundary Services Committee - May 5, 2021**

Moved/Seconded:

- 261-21** That the Regional District of Kootenay Boundary Board of Directors supports awarding \$10,000 to the Okanagan Nation Alliance from the BIWS grant to contribute to the Speckled Dace Monitoring and Habitat Assessment Project.

Carried.

Moved/Seconded:

- 262-21** That the Regional District of Kootenay Boundary Board of Directors supports awarding \$10,000 to the Christina Lake Stewardship Society from the BIWS grant to contribute to the Boundary Streamflow Monitoring Program (Phase 1).

Carried.

**16. New Business****a. Appointment to Advisory Planning Commission (Area E/West Boundary)**

Moved/Seconded:

- 263-21** That the following individual be appointed to the Area E/West Boundary Advisory Planning Commission for a term to expire December 31, 2021:

- Rod MacLeod

Carried.

**b. Boundary Food Hub: Plan and Budget**  
**J. Chandler, General Manager of Operations/Deputy CAO**

The staff report dated May 6, 2021 from James Chandler, General Manager of Operations/Deputy CAO, providing an overview of the 2021 Food Hub plan and budget, was presented.

Moved/Seconded:

- 264-21** That the staff report dated May 6, 2021 from James Chandler, General Manager of Operations/Deputy CAO, providing an overview of the 2021 Food Hub plan and budget, be received.

Carried.

Moved/Seconded:

- 265-21** That the Regional District of Kootenay Boundary Board of Directors approve the Food Hub plan and budget as presented to the Board of Directors on May 12, 2021.

Carried.

**c. Gas Tax Application: Electoral Area A**

Moved/Seconded:

- 266-21** That the Regional District of Kootenay Boundary Board of Directors approve the Gas Tax application submitted by Fruitvale Elementary School/School District No. 20 and the allocation of \$5,000 from Electoral Area A for costs associated with installing community benches at Fruitvale Elementary; FURTHER, that the Board approves the RDKB authorized signatories to sign the agreement.

Carried.

**d. Grants in Aid - as of May 6, 2021:**

Moved/Seconded:

**267-21** That the following grants-in-aid be approved:

- Village of Fruitvale – Community Meals – Electoral Area A - \$1,000
- Shredology Association for Women – Workshops for Women Cyclists – Electoral Area B/Lower Columbia-Old Glory - \$2,000
- Christina Lake Stewardship Society – “Clean, Drain, Dry” Billboards – Electoral Area C/Christina Lake - \$2,436
- Christina Lake Stewardship Society – Lake Cleanup Day – Electoral Area C/Christina Lake - \$500

Carried.

**17. Bylaws**

**a. Bylaw No. 1764: "Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1764, 2021"**

Moved/Seconded:

**268-21** That "Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1764, 2021" be read a FIRST, SECOND and THIRD time with the following correction to "service connection rates": Seven hundred dollars be changed to Two thousand dollars.

Carried.

Moved/Seconded:

**269-21** That "Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1764, 2021" be

ADOPTED; **Further**, that the Chair and the Corporate Officer be authorized to sign the bylaw.

Carried.

## **18. Late (Emergent) Items**

### **a. Missing and Murdered Indigenous women, girls and two-spirit people**

That the issue of Missing and Murdered Indigenous women, girls and two-spirit people be brought to the June 9, 2021 Board meeting for discussion.

### **b. The Potholes at Christina Lake**

Moved/Seconded:

**270-21** That the RDKB send a letter to BC Parks citing concerns over hazards at the Crown Land located at The Potholes on Mcrae Creek at Christina Lake and request that the Ministry install signage at the site.

Carried.

### **c. Active Transportation Infrastructure Grant Program**

CAO Andison will send information about the Active Transportation Infrastructure Grant Program to the Board.

Moved/Seconded:

**271-21** That the issue of Active Transportation Infrastructure Grant Program funding opportunities be referred to the next Education and Advocacy Committee meeting.

Carried.

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

None.

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

None.

**21. Closed Meeting**

None.

**22. Adjournment**

Moved/Seconded:

**272-21** That the meeting adjourn at 1:52 p.m.

Carried.

Certified correct:

\_\_\_\_\_  
Diane Langman, Chair

\_\_\_\_\_  
Anitra Winje, Corporate Officer



May 11, 2021

Ref: 266895

Dear Mayors and Chairs:

I am writing in follow up to a recent update from Okenge Yuma Morisho, Deputy Minister of Municipal Affairs, to Chief Administrative Officers regarding the Climate Action Revenue Incentive Program (CARIP). As you may be aware, 2021 will mark the wind down and final year of grant payments under this program. Budget 2021 also commits new funding to help local governments reduce greenhouse gas emissions through planning for compact, energy-efficient communities. The purpose of this letter is to thank British Columbia's local governments for your continued leadership and to describe how our government continues to work with local governments to achieve our collective climate goals.

Since the 2008 inception of the Climate Action Charter (CAC), almost every local government in B.C. has signed the CAC, committing to take action and develop strategies to achieve the following three goals:

- Work toward becoming carbon neutral in their local government corporate operations
- Measure and report on their community greenhouse gas (GHG) emissions profile
- Create complete, compact, energy-efficient rural and urban communities

As of 2018, the last year of full reporting prior to the pandemic, 187 local governments had signed on to the CAC and were publicly reporting on their progress toward meeting their climate action goals, 147 were measuring and reporting GHG emissions, and 50 local governments had achieved carbon neutrality in their operations. Communities across B.C. both large and small have consistently demonstrated leadership in taking action on climate change, in areas as broad as local food production, renewable energy generation and planning for public transit and active transportation. Thank you for your continued ambition and efforts to reduce greenhouse gas emissions in your corporate operations, and more broadly to inspire and work within your communities to tackle climate change.

Under CleanBC, the Province of British Columbia has put a priority on reducing pollution, boosting energy-efficient solutions and building a low-carbon economy. Local governments will continue to be a key partner in our collective efforts to address the challenges of a changing climate, playing a specific and important role in B.C.'s climate goals.

.../2

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Ministry of Municipal Affairs

Office of the Minister

Mailing Address:  
PO Box 9056 Stn Prov Govt  
Victoria BC V8W 9E2  
Phone: 250 387-2283  
Fax: 250 387-4312

Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
<http://www.gov.bc.ca/muni>

Mayors and Chairs  
Page 2

Just as local governments' actions on climate solutions have evolved in the past decade, our government is responding to support you with tools and funding programs such as:

- Updating the BC Action Climate Toolkit and the Green Communities Committee Carbon Neutral Framework.
- Investing \$110 million in combined provincial and federal funding to help local governments and Indigenous communities develop energy efficiency and clean energy projects through the Investing in Canada Infrastructure Program CleanBC Communities Fund.
- Working with the federal government to assess the climate impacts of all major infrastructure being funded under the Investing in Canada Infrastructure Program to reduce GHG emissions and increase resilience to climate change, which benefits communities and creates jobs.
- Boosting active transportation infrastructure with \$18 million through the Ministry of Transportation and Infrastructure.
- Making sure commuters can get out of their cars with historic investments in public transit, such as the Broadway Subway Line, and free transit for kids 12 and under starting this September.

Building on record investments in CleanBC, the province will continue to strengthen our work with local governments and support the CAC.

As noted, Budget 2021 commits \$11 million in new funding to help local governments plan for compact, energy-efficient communities, directly supporting the CAC's commitment to create complete, compact, energy-efficient rural and urban communities. I look forward to working with all local governments through Union of BC Municipalities and the Green Communities Committee on how to support greener and more livable communities.

Our government remains committed to working with local governments to reach our climate goals and make life better for people across British Columbia.

Sincerely,



Josie Osborne  
Minister

pc: Chief Administrative Officers



May 14, 2021

Ref: 267054

Mayors and Regional District Chairs of British Columbia  
Attendees of May 2021 Regional Calls with Minister Josie Osborne and Minister Lisa Beare

Dear Mayors and Chairs:

Thank you for taking the time to join Minister Josie Osborne and Minister Lisa Beare for the May 2021 regional calls. As Minister Osborne and Minister Beare said, these conversations continue to be a great opportunity to hear from you about the key issues and opportunities that you are working on in your communities. This email answers some of your questions and details links and resources for some of the topics raised.

The May 2021 calls were focused on connectivity. Working to connect all people in BC – regardless of where they live – is a priority for our government. Communications technology in all its rapidly changing forms is embedded into all aspects of our day-to-day lives as it enables a broad spectrum of possibilities including access to healthcare, education, culture, public safety and economic activity, as well as day-to-day social interactions during the challenging times of the pandemic.

Building on the Province's most recent investments totalling \$180 million, Budget 2021 establishes stable **base funding** of \$40 million over the plan to further invest in the Province's connectivity strategy. This will provide better high-speed internet and cell coverage to help connect more people in rural areas and remote communities. (See more Budget 2021 highlights below.)

There were a number of themes that came up during the calls including inaccurate federal data on broadband internet speeds, cell coverage along highways, redundancy, and low earth orbit satellites (LEOS) as an alternative to ground infrastructure. Providing the same level of access, quality and affordability in rural and remote areas as in urban areas is a key priority for the provincial government and we are working towards that goal.

The [Connected Communities](#) team within the Ministry of Citizens' Services would be happy to answer any further questions regarding connectivity programs or planning, highway cellular, satellite services or any recent announcements pertaining to connectivity in your area. Please email [ConnectedCommunitiesBC@gov.bc.ca](mailto:ConnectedCommunitiesBC@gov.bc.ca).

### Internet Speed Study

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)

Mayors and Chairs

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Communities have raised concerns that the federal data on broadband Internet speeds, which is used to determine eligibility for connectivity funding programs, may not accurately reflect the broadband Internet speeds experienced in homes, businesses, and other locations at the community level.

The Ministry of Citizens' Services, UBCM, and Northern Development Initiative Trust are responding collaboratively to these concerns with an [independent study](#) of differences between the broadband Internet speeds experienced in some BC communities, and the 50/10 Mbps speed identified on the federal government's National Broadband Internet Service Availability [Map](#). The study which is underway, will produce factual information on Internet speeds in rural and remote communities, supporting analysis and informing dialogue between the Northern Development Initiative Trust, Indigenous and local governments, Internet service providers, the Province, and the federal government. Data gathering and analysis will occur over the spring and summer months, with reporting of study results expected in fall 2021.

A **key step** in this process is to identify which communities in BC have noted inconsistencies between the 50/10 Mbps Internet speed that federal maps indicate should be available, versus actual Internet speeds currently experienced by residents and businesses in the area.

Local governments with reports of Internet speeds lower than the 50/10 Mbps speeds shown on federal maps, are invited to self-identify by contacting [Reiko Tagami](#), Policy Analyst, UBCM to request to be included in the study.

Local governments wishing to participate in the Internet speed study are encouraged to complete a [questionnaire](#), providing contextual and background information about Internet speeds experienced in their community. For the purpose of this study, local governments can improve the accuracy and depth of the Internet speed data for their area, by having their residents, businesses, and other community stakeholders complete the CIRA Internet speed test. More information on the Internet speed questionnaire & performance data can be found [here](#).

#### **BC Budget 2021 Highlights**

On April 20, 2021, Finance Minister Selina Robinson tabled the 2021 provincial budget in the legislature. Budget 2021 includes significant new funding commitments of interest to local governments, including those for mental health and substance use; housing affordability and homeless populations; economic recovery; childcare, and broadband connectivity. Due to COVID-19 pandemic impacts, the budget projects deficits of \$9.7 billion this year, \$5.5 million next year, and \$4.3 million in the year following. For more information see provincial government's [Budget 2021](#) or [UBCM BC Budget Highlights](#).

#### ***Mental Health Funding and Substance Use***

The budget allocates \$3.1 billion over three years to improve health and mental health care, including \$500 million to continue to expand mental health and substance use services. \$330 million over the fiscal plan provide a full spectrum of substance-use treatment and recovery services, including \$152

Mayors and Chairs

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million for opioid treatment. There will be 195 new substance use treatment and recovery beds in communities throughout the province to help more people get on a path to recovery.

#### *Housing Affordability and Homeless Population*

The budget provides additional funding to expand the HousingHub program to construct 9,000 more rental homes for middle-income house holds and families over the next 3-5 years.

In addition to continued investments in the Homes for B.C. Supportive Housing Fund, the Province is partnering with the federal government through the Rapid Housing Initiative to convert existing buildings into supportive housing, and to support development of modular housing to expedite housing solutions for homeless or other vulnerable populations.

The budget allocates funding to extend supports and services for people experiencing homelessness and includes funding to help maintain more than 3,000 temporary emergency shelter and hotel spaces that have been secured during the pandemic. Funding is also provided to extend the additional 650 urgent shelter spaces, rent supplements, and supportive housing sites used to support recent decampments efforts in Vancouver and Victoria, with on-site health and other supports.

#### *Economic Recovery*

Budget 2021 continues to prioritize investments that help BC respond to the pandemic and to prepare for a strong recovery. These investments build on the over \$10 billion that has been provided to support people, businesses and communities since the pandemic began. The budget provides a record \$26.4 billion in taxpayer-supported capital investments that are expected to create over 85,000 jobs over the three-year plan. These investments will ensure the right infrastructure is in place by making critical upgrades to hospitals, schools, and highway and transit projects.

#### *Childcare*

The budget included a \$233 million increase in base funding over three years for childcare to create new spaces. This will more than double the number of \$10-a-day childcare spaces and contribute to raising wages for early childhood educators. New federal funding will help BC to build on this commitment.

#### **Infrastructure Funding**

Public announcements for the Investing in Canada Infrastructure COVID-19 Infrastructure Resilience Stream are expected next month. We understand that you are all interested in finding out the decisions. Ministry staff are working with our partners at Infrastructure Canada to finalize approvals at this time. Please stay tuned for further announcements.

In addition, Budget 2021 includes provincial funding commitments of \$41 million over the fiscal plan, or \$247 million over the next six years to maximize federal contributions and continue to support local governments, not-for-profit entities and First Nations in accessing community infrastructure funding.

**The ministry will be communicating further details on the Investing in Canada Infrastructure Program (ICIP) application process for new intakes in the fall of 2021.**

Mayors and Chairs  
Page 4

#### COVID-19 Update

The strengthened [province-wide restrictions](#) that came into effect on March 29 are still in place through to May 25, including that everyone should stay within their local communities. Travel restrictions for non-essential travel in BC are also in place until May 25. Read the travel restrictions [here](#).

Dr. Henry stresses that although a high number of people are being vaccinated every day, it will take some time before all of us can let our guard down and right now, we all need to continue doing the things that prevent transmission of the virus.

Please stay tuned for further announcements from Provincial Health Officer Dr. Bonnie Henry and check the [provincial government COVID-19 website](#) regularly for more information.

#### Vaccination Roll Out

Dr. Bonnie Henry and Minister of Health, Adrian Dix, urge everyone to [register](#) online or call 1-833-838-2323 for vaccination as soon as possible. Getting vaccinated will help stop transmission and infections in vaccinated people are generally milder compared to those in unvaccinated people.

Starting today at 7 p.m. (Pacific time), booking invitations will begin for people who are registered and are born in 1996 or earlier (25 and up). On Saturday at 7 p.m., booking invitations will begin for people who are registered and are born in 2001 or earlier (20 and up) and on Sunday at 7 p.m., booking invitations will begin for people who are registered and are born in 2003 or earlier (18 and up). We encourage you to share this information with your residents.

The latest vaccine information can be found at [www.bccdc.ca](http://www.bccdc.ca).

#### Home Owner Grant Centralization

As a reminder, effective 2021 all home owner grant applications must be submitted directly to the BC provincial government through a secure online application. **Municipalities no longer need to and should not accept any applications.** There are no changes to program eligibility criteria.

Homeowners can apply for their current year or their retroactive home owner grants 24/7 online at [gov.bc.ca/homeownergrant](http://gov.bc.ca/homeownergrant) or they can call toll free: 1-888-355-2700 Monday to Friday from 8:30 am to 5 pm to speak with an agent. **We encourage you to share this information with your residents.**

The next regional calls will be in June. Ministry staff will be in touch with you about the June date, time, and meeting information. Our tentative plan after June is to take a summer break from these calls and restart them in September.

Mayors and Chairs  
Page 5

The more restrictive COVID-19 measures over the next few weeks are hard for all of us – for governments, for businesses, for individuals in communities throughout BC. Once again, I cannot thank you enough as local government leaders for your continued leadership and dedication during this difficult time.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Faganello', with a stylized, cursive script.

Tara Faganello  
Assistant Deputy Minister

pc: Chief Administrative Officers  
Gary MacIsaac, Executive Director, UBCM  
Nancy Taylor, Executive Director, LGMA  
Todd Pugh, Executive Director, CivicInfo



MARCH 31<sup>st</sup>, 2021

# TRAILS STRATEGY REVIEW

## WHAT WE HEARD REPORT: LOCAL GOVERNMENTS

PREPARED FOR: B.C. MINISTRY OF FORESTS, LANDS, NATURAL  
RESOURCE OPERATIONS AND RURAL DEVELOPMENT

PREPARED BY: MNP LLP

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## Trails Strategy Review

### What We Heard Report: Local Governments

## Introduction

British Columbia offers an unparalleled diversity of landscapes and endless outdoor recreation opportunities. Trails are a fundamental means to explore and enjoy these spectacular unique natural amenities. Trails are also integral to the landscape and enable meaningful connections between people and nature.

Adopted in 2013, the Trails Strategy for B.C. is a call to action that invites all British Columbians to join in supporting and developing a sustainable network of trails throughout the Province.

The Provincial Trails Advisory Body (PTAB) advises the government on implementation and updates to the Trails Strategy for B.C. and is a partnership between:

- The Recreation, Sites and Trails BC (RSTBC) branch of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD).
- Ministry of Environment and Climate Change Strategy (B.C. Parks).
- Ministry of Tourism, Arts and Culture.
- Ministry of Transportation and Infrastructure.
- Outdoor Recreation Council of B.C.
- B.C. Wildlife Federation.
- Wilderness Tourism Association.
- B.C. Recreation and Parks Association.
- Six public representatives from the Outdoor Recreation Council's membership.

The following principles guide this collaborative undertaking:

- Sound Environmental Stewardship and Management.
- Respect and Recognition for First Nations' Interests.
- Mutual Respect between Trail Interests and Other Resource Users.
- Respect and Understanding among Diverse Trail Interests.
- Partnerships and Collaboration.
- Secure Recreation Opportunities for All Trail Users.
- Benefits for Individuals, Communities and the Province.

In 2019, the PTAB, together with Recreation Sites and Trails B.C., began a formal review of the Trails Strategy to ensure its continued relevance and importance to recreationists, communities, First Nations, tourism proponents and the Province as a whole.

The formal review began with a detailed look at available academic literature and publications documenting the importance of trails to reconciliation, health, mental health, tourism and economic development. Following this, key stakeholders from the outdoor recreation sector and

**Trails Strategy Review****What We Heard Report: Local Governments**

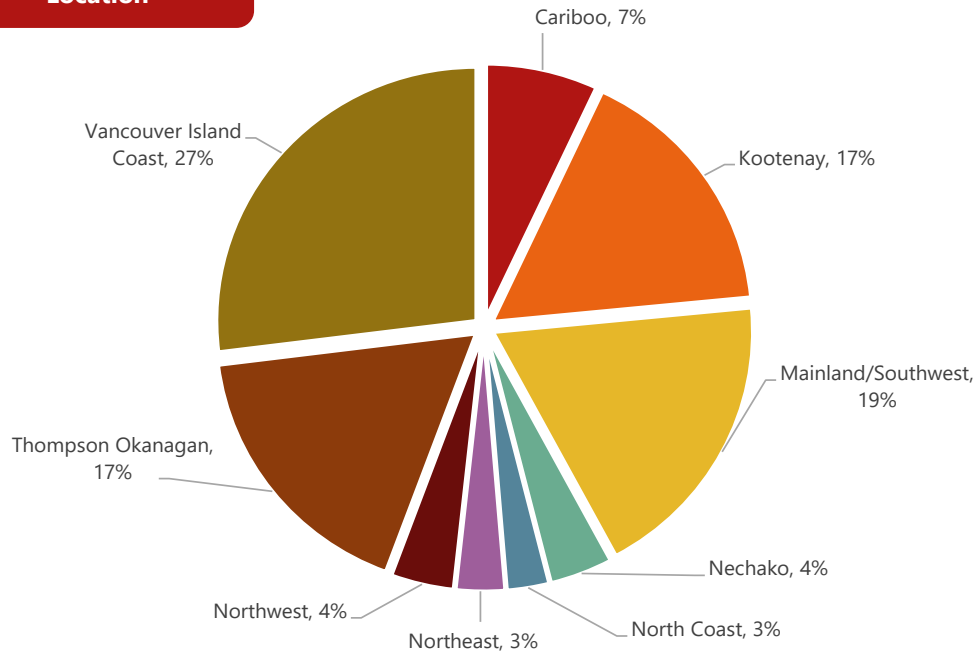
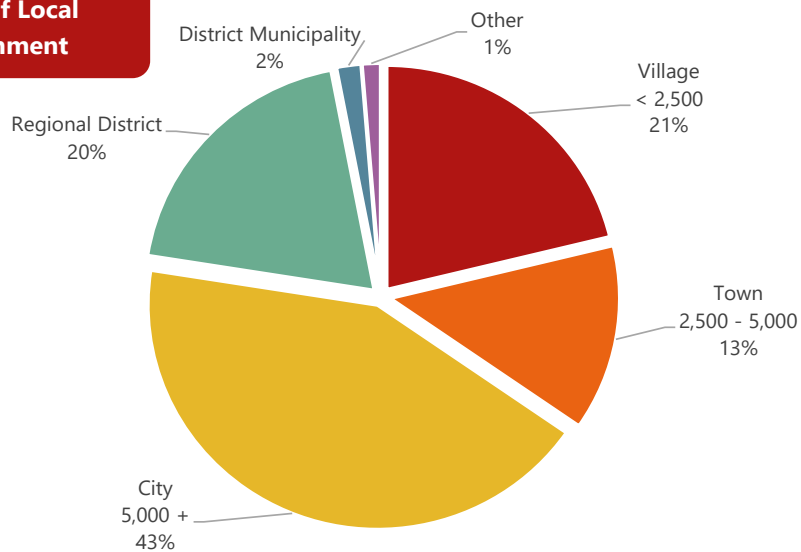
the Provincial government were engaged through interviews and webinar focus groups. The resulting insights and learnings were used to develop a public engagement survey.

Following the public engagement, MNP embarked on a second phase to consult local governments. Building on previous findings, a survey was developed.

The survey launched on May 22, 2020, and closed on July 4, 2020.

Concurrent to these phases, staff from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development have been engaging directly with First Nations to discuss the Trails Strategy.

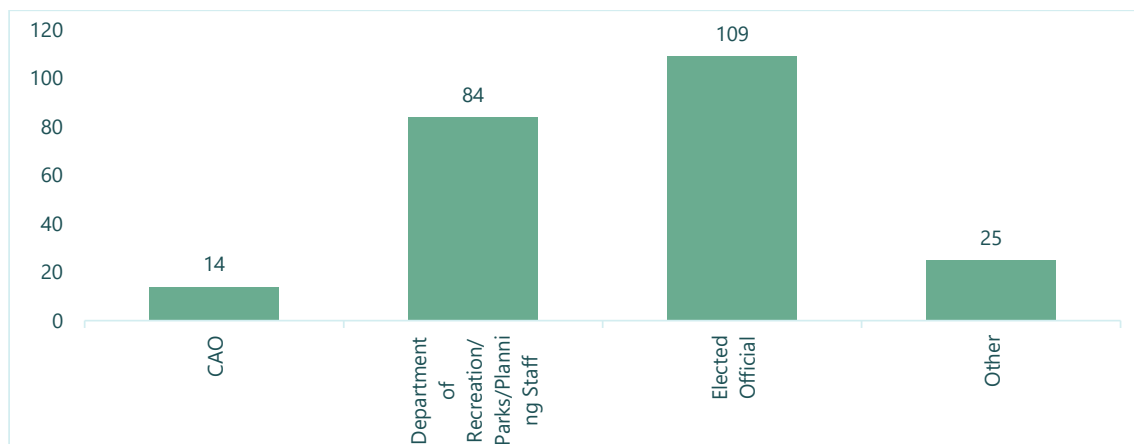
The following report outlines the findings of the local government survey.

**Trails Strategy Review****What We Heard Report: Local Governments****Whom Did We Hear From?****Respondent  
Location****Types of Local  
Government**

## Trails Strategy Review

### What We Heard Report: Local Governments

In total, we heard from **233 respondents** from **145 different municipalities and Regional Districts**. Out of this, **57%** of them were aware of the Trails Strategy. **Their roles were:**



Respondents who indicated "other" primarily referenced roles related to economic development.

### Involvement in the Trails Strategy

We heard that these governments were involved in trail **planning, building, maintenance, promotion, and management**.

**78%** are actively involved in the development and maintenance of local trails.

**54%** participate in trail planning engagements between landowners, trail stewards, and First Nations.

**64%** map local trails.

**68%** manage and operate parks with trails in them.

However, these respondents stated that they struggle to properly support trails due to:



A lack of funding.



Limited human resource capacity.



The absence of a coordinated approach to trail management across jurisdictions.



Proximity to private lands.

## Trails Strategy Review

What We Heard Report: Local Governments

## Vision, Guiding Principles, and Actions

### Vision

Overall, we found that most of those surveyed agree with the existing vision of the Trails Strategy:

**Vision: a world-renowned, sustainable network of trails, with opportunities for all, which provides benefits for trail users, communities and the province.**

However, respondents made the following suggestions to strengthen the vision statement:

### Access

- Respondents believe that the vision should mention **access** and **accessibility**. The related reasoning varied:
  - Guaranteeing long-term access and stopping the industry from blocking entry.
  - Focusing on trails for users of different skills and diverse physical and cognitive abilities.
  - Increasing the number of trails that are accessible from home.
- There was a belief that “**opportunities for all**” should be better qualified. For example, one respondent suggested making it “**opportunities for all ages and abilities.**”

### Collaboration and Partnerships

- Some respondents would like the vision to include **partnerships** and **collaborations**, as they believe that **more cooperation** is needed.

### Environment

- Some respondents would like the strategy's vision to place a greater emphasis on the **protection of the natural environment**.
- Respondents also echoed comments from earlier engagement, stating that the word “**sustainable**” **does not provide enough environmental consideration**.

### Funding

- Some respondents stated that they would like a mention of **sustainable funding** in the Trails Strategy vision. They believe that more sustainable funding sources are needed to **develop** and **maintain** trails in British Columbia effectively.

## Trails Strategy Review

### What We Heard Report: Local Governments

#### Guiding Principles

While there was **general support** for all guiding principles, those surveyed raised that the wording is **too vague** and **overlaps**. Additionally, respondents wanted to include guiding principles around:

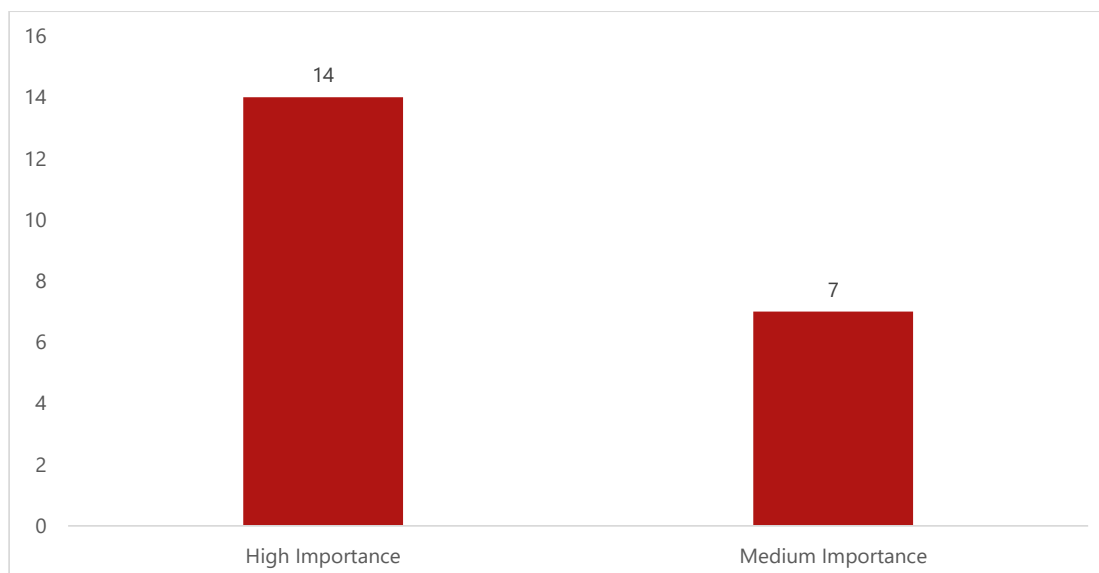
1. The environment and sustainability.
2. Financial sustainability.

#### Guiding Principles:

- **Benefits for individuals, communities and the province.**
- **Secure recreation opportunities for all trail users.**
- **Partnerships and collaborations.**
- **Respect and understanding among diverse trail interests.**
- **Mutual respect between trail interests and other resource users.**
- **Respect and recognition for First Nations' interests.**
- **Sound environmental stewardship and management.**

#### Actions

We heard that respondents generally found most actions of the strategy **to be of high importance**.








**Trails Strategy Review**

What We Heard Report: Local Governments

**Opportunities for the Trail System in B.C.**

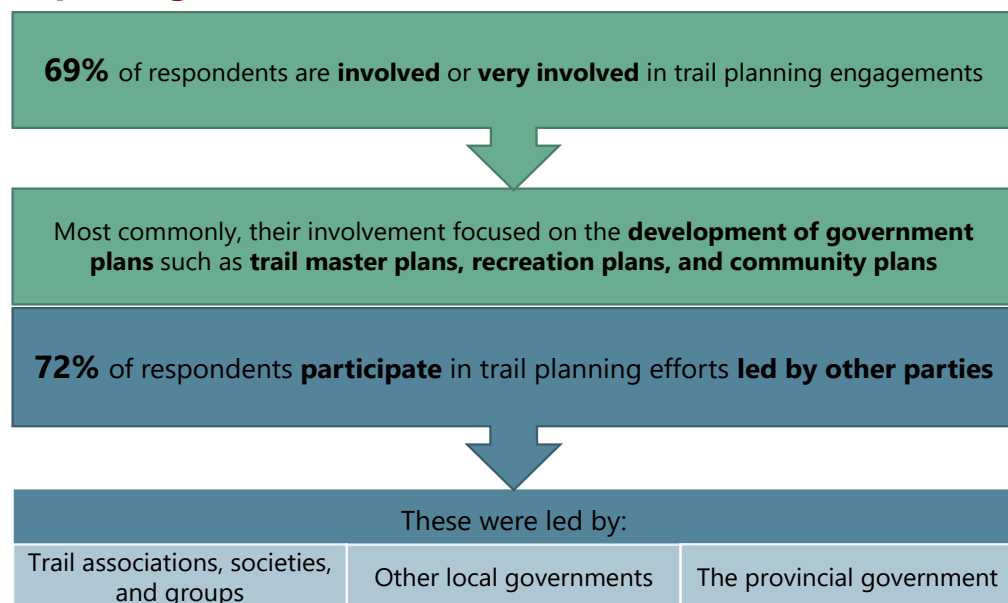
We heard from local government representatives that the **best opportunities to improve** the trail system are to:

-  Focus additional efforts toward connecting trails to a wider network
-  Increase funding for the maintenance of trails
-  Increase funding for the development of trails
-  Broaden the accessibility of trails
-  Put additional effort into developing an active transportation network

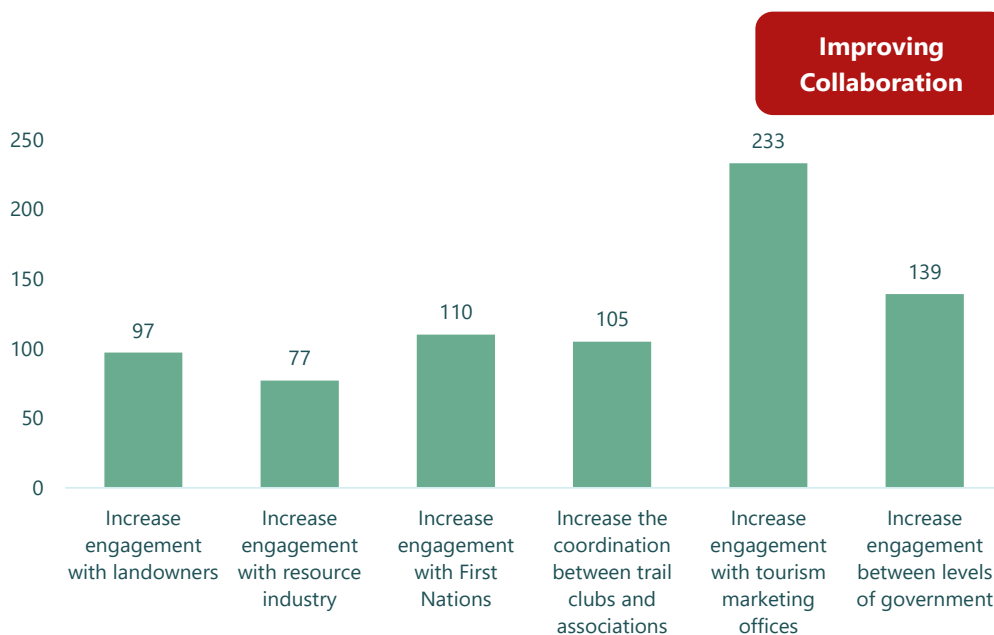
## Trails Strategy Review

### What We Heard Report: Local Governments

## Improving Consultation and Collaboration



We heard from respondents that collaboration could be improved by **increasing engagement with tourism marketing offices, between levels of government, and with First Nation groups.**



### Trails Strategy Review

#### What We Heard Report: Local Governments

When prompted to provide more detail on increasing engagement between levels of government, respondents stated that they would like to see the **provincial government**, **regional districts**, and **the federal government** playing a more prominent role in **trail planning activities**. When it came to the provincial government, respondents also suggested that the following groups be involved:

1. Recreation Sites and Trails B.C.
2. B.C. Parks.
3. The Ministry of Transportation and Infrastructure.
4. The Agricultural Land Commission.
5. The Ministry of Forests, Lands, Natural Resource Operations, and Rural Development.

### First Nation Collaboration

We heard that First Nation collaboration is important to local government, with **59% of respondents** expressing that there were **relationship-building opportunities** between **local government**, **trail associations**, and **First Nation groups** within their regions.

We heard that some initiatives are occurring to involve First Nation groups in trail planning, with **42% of respondents agreeing or strongly agreeing** that ongoing initiatives related to trails **positively impact the communities**. According to these respondents, these initiatives are successful because:

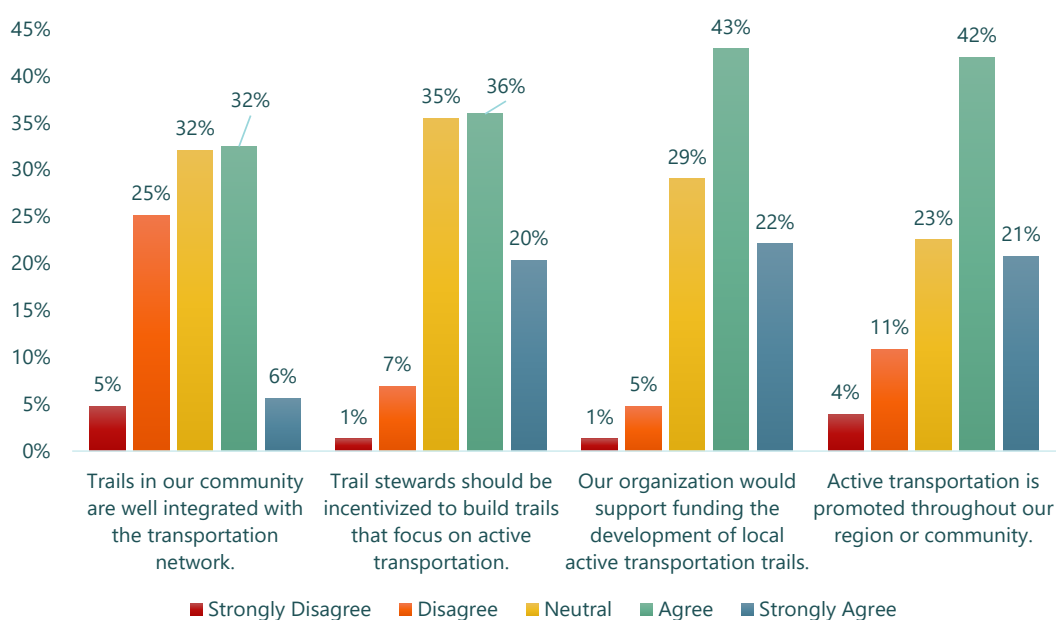
1. The First Nation group sits on the trail planning leadership team.
2. There is active and continuous engagement.
3. They co-manage the trail network.
4. There is strong collaboration.
5. Communication and trust are robust.

## Trails Strategy Review

### What We Heard Report: Local Governments

## The Integration of Trails into the Transportation Network

Local government representatives indicated that they **promote active transportation throughout their region and community**. That said, communities varied when it came to integrating trails with the active transportation network. With this in mind, there was some level of support (**56%**) for **incentivizing trail stewards to build trails that focus on active transportation**; representatives believe their organization would support funding the development of local active transportation trails.



**Trails Strategy Review****What We Heard Report: Local Governments****Private Landownership and the Trail Network**

We heard that local governments had developed partnership agreements with landowners or trail associations to **reduce liability risk for landowners**. Additionally, local governments provide help and expertise to landowners to **identify** and **mitigate hazards**.

The survey asked respondents to identify the most significant **challenges** and **opportunities** the region faces with private landownership. These included:

**Challenges**

- Formal access to trails on private lands.

**Opportunities**

- Incentivize private landowners to allow public access.
- Create more formalized access to trails on private lands.
- Increase cooperation and communication with private landowners.

## Trails Strategy Review

### What We Heard Report: Local Governments

## Increasing the Financial Sustainability of Trails

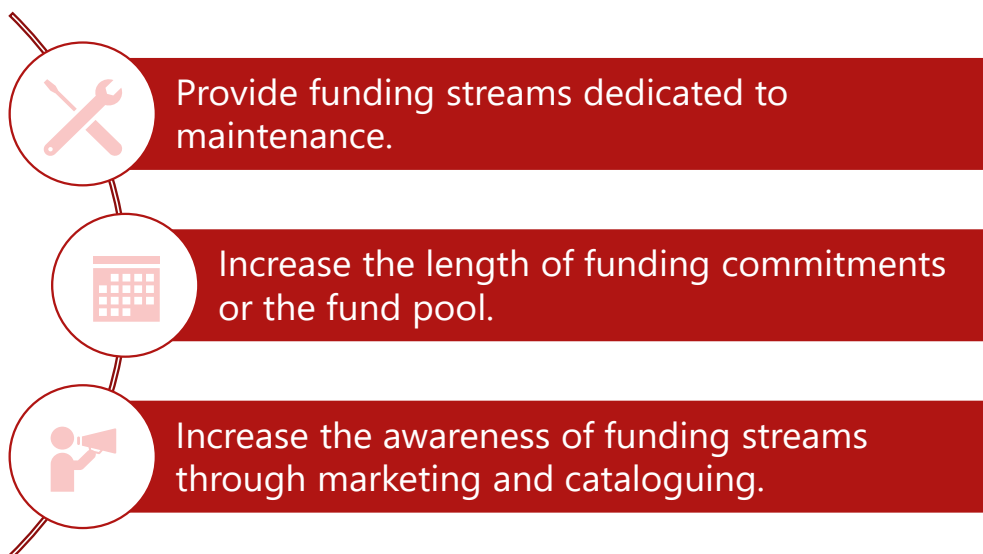
We heard that local governments would like a reliable and diverse funding model to support B.C.'s trail system, with **74% of respondents** indicating that their local government provides funding to develop and maintain trails through:

1. Operational and capital budgets.
2. Grants.

Additionally, **70%** apply for funding from outside sources. The most common sources were:

1. The Rural Dividend Fund.
2. Bike BC funding.
3. Northern Development Initiative Trust.
4. Unspecified federal funding sources.
5. Infrastructure funding—Active Transportation, General, and Capital.

We also heard that local government representatives generally believe that **trails' funding should be the Province's responsibility**. Respondents suggested the following improvements to **increase the financial sustainability** of the trail system in British Columbia:



## Trails Strategy Review

What We Heard Report: Local Governments

### Guidelines, Standards, and Education

#### *Standards and Guidelines*

We heard from respondents that **their governments use tools, standards, and guidelines** to help them **build and maintain** trails in their region.

In terms of standards and guidelines, **respondents most commonly use** the following:

1. Internal trail standards and adaptations of other standards.
2. International Mountain Bike Association.
3. Whistler Trail Standards.

#### *Education Programs*

When prompted to state whether their local government **promoted** or **used** education programs around **proper trail etiquette**, we heard that only **38%** did so. This group also raised that they use **signage** and **social media** as their primary tool to deliver this education. Further, these respondents promoted other external education sources, such as the Adventure Smart program.

## Trails Strategy Review

### What We Heard Report: Local Governments

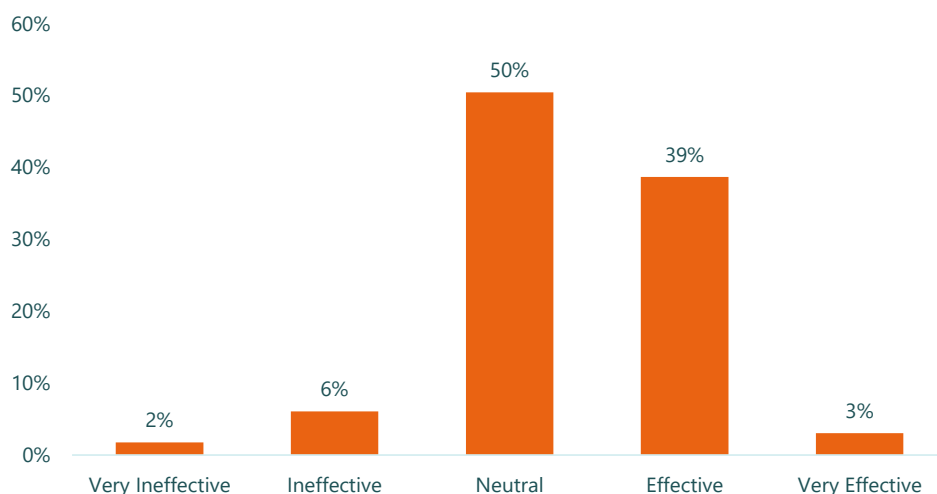
## Environmental Awareness and Tools

When prompted on environmental stewardship tools, we heard that:

**43%** of respondents stated that environmental stewardship tools were used in the region when building trails.

**51%** of respondents were unsure if environmental stewardship tools were used in the region when building trails.

Local governments partner with associations to build trails, using the associations' internal expertise or tools. In some cases, respondents hired professional consultants, environmental experts, engineers, and biologists to design trails. When prompted to provide details on the effectiveness of existing tools used to address environmental concerns, we heard from respondents that these were either neutral or effective.



In previous engagements, we found that trail associations **effectively enhance the environmental awareness and appreciation of their members**. However, more could be done to **educate tourists and the general public**.

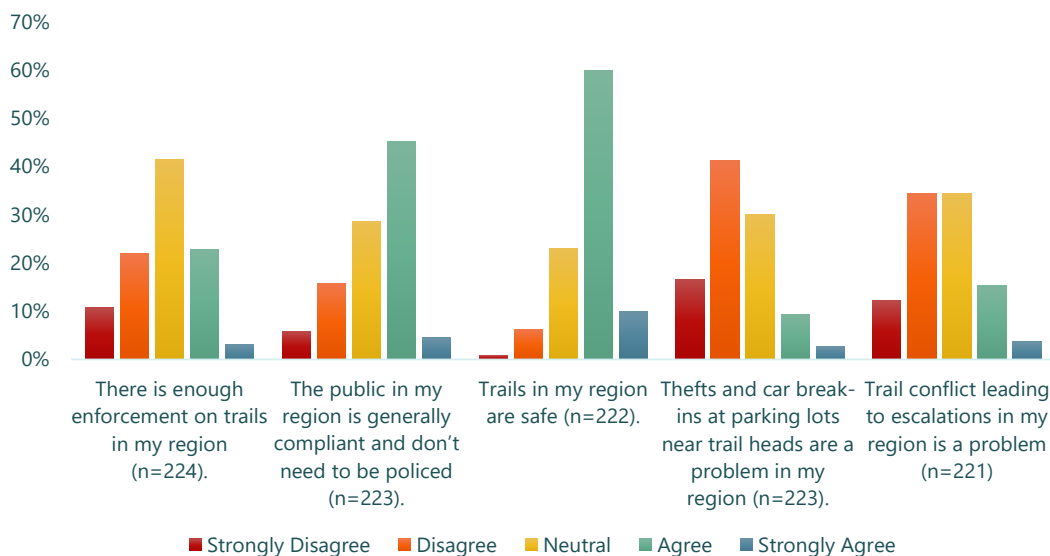
We heard that local government representatives most **firmly believe** that the Province should **develop educational tools to raise the environmental awareness and appreciation of users** and should **centralize environmental education efforts**. That said, they were also supportive of having local tourism offices play a role in educating tourists.

## Trails Strategy Review



### What We Heard Report: Local Governments

## Enforcement

We heard that local government representatives **felt that trails in their region are safe (70%)** and that the public is generally compliant and **does not** need to be policed (**49%**). Additionally, respondents generally did not believe that **thefts** and **trail conflicts** were significant issues in their region.



Regarding issues related to enforcement, the most cited areas needing increased attention to ensure compliance were:

-  Off-leash dogs in mandatory on-leash areas
-  Unauthorized trail building
-  Motorized users accessing non-motorized areas
-  Conflict between the various user types
-  Theft in parking lots

## Trails Strategy Review

### What We Heard Report: Local Governments

## Communication and Marketing

Overall, local government representatives were generally **neutral** when it came to questions around their perception of marketing efforts in the Province. Respondents typically did not have a strong opinion on its overall success and whether the marketing messaging adequately represented their region. However, there was a general appetite to shift the focus of marketing efforts to educate trail users.

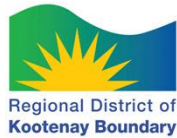


We heard from **75% of all respondents** that their local government had mapped the local trails in their community, with **95%** of those communities **making this publicly available**.

**Trails Strategy Review****What We Heard Report: Local Governments****Conclusion and Next Steps**

We appreciate all survey responses provided during this local government engagement period. We have heard that trails are essential to local governments across the Province, but additional support is required on behalf of the provincial government to maintain, fund, and build trails. Additionally, we heard that local governments would like to increase communication and partnerships among stakeholders to better trails in British Columbia, preserve trails and the environment for future generations, and ensure accessibility.

The PTAB will take this report, other engagements, and research into consideration to help them finalize their recommendations to the provincial government to update the Trail Strategy. The Province may then formally update the strategy to reflect the considerable information provided by the various stakeholder groups engaged in this process.



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

**Thursday, November 12, 2020  
Via Zoom Online Video Conferencing**

Directors Present:

Director G. McGregor, Chair  
Director L. Worley  
Director V. Gee  
Director S. Morissette  
Director R. Cacchioni  
Alternate Director M. Tollis

Staff Members Present:

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

**CALL TO ORDER**

The Chair called the meeting to order at 1:00 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 AGENDA (ADDITIONS/DELETIONS)**

The agenda for the November 12, 2020 Solid Waste Management Plan Steering & Monitoring Committee meeting was presented.

Moved / Seconded

That the agenda for the November 12, 2020 Solid Waste Management Plan Steering & Monitoring Committee meeting be adopted as presented.

Carried.

**MINUTES**

The minutes for the Solid Waste Management Plan Steering & Monitoring Committee meeting held on May 14, 2020 were presented.

Moved / Seconded

That the minutes of the Solid Waste Management Plan Steering & Monitoring Committee meeting held on May 14, 2020 be adopted as presented.

Carried.

**UNFINISHED BUSINESS**

There was no unfinished business for the Committee to discuss.

**NEW BUSINESS**

**T. Dueck, Solid Waste Coordinator**

**Re: Proposed Changes to the BC Recycling Regulation**

A staff report from Tim Dueck, Solid Waste Program Coordinator regarding the proposed changes to the *BC Recycling Regulation* was presented.

The Provincial Government is proposing to make changes to the B.C. Recycling Regulations and has asked for feedback to be submitted by November 20, 2020.

Tim Dueck highlighted the proposed changes and outlined the RDKB's response.

Moved / Seconded

That the Solid Waste Management Plan Steering and Monitoring Committee approve the submission of the drafted response letter regarding the Recycling Regulation Policy Intentions Paper.

Carried.

### **ITEMS FOR DISCUSSION**

Verbal update regarding the East End Curbside Collection Working Group

The Working Group has met several times.

The Terms of Reference were adopted.

A survey regarding organics & garbage collection was sent to the Municipalities and Electoral Areas in the McKelvey Creek Waste Shed.

Based on the responses, a model was developed that would have the individual Municipalities continue to be responsible for garbage pick up and the RDKB would collect the organics and provide garbage pick up for Electoral Areas 'A' & 'B' through the tag-a-bag system. There would be flexibility to change the model in the future, if necessary.

This program had to be developed quickly as a grant opportunity became available that would pay for 66% of the cost of the collection bins and the public education component of the program.

Letters outlining the preferred model have been sent to the Municipalities and Electoral Areas and the Working Group is awaiting for responses.

The Committee discussed the possibility for adopting a bylaw that requires the residential use of garbage cans.

**LATE (EMERGENT) ITEMS**

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

**DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

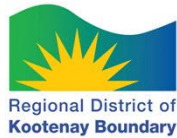
There was no discussion of items for future meetings.

**CLOSED (IN CAMERA) SESSION**

A closed (in camera) session was not required.

**ADJOURNMENT**

There being no further business to discuss, the Chair adjourned the meeting at 1:34 pm.



**Utilities Committee  
Minutes  
Wednesday, February 10, 2021  
Via Zoom Online Video Conferencing**

**Committee Members Present:**

Director R. Cacchioni, Chair  
Alternate Director B. Wenman, Vice-Chair  
Director G. McGregor  
Director A. Grieve  
Director L. Worley  
Director V. Gee  
Director D. Langman  
Director A. Morel

**Staff Members Present:**

M. Andison, CAO Regional District of Kootenay Boundary  
J. Dougall, General Manager of Environmental Services  
B. Ihlan, General Manager of Finance  
G. Denkovski, Manager of Infrastructure and Sustainability  
M. Foster, Executive Assistant  
S. Surinak, Secretary/Clerk/Receptionist/Recording Secretary

**Guests:**

L. Pasin, Mayor of Trail

**CALL TO ORDER**

The Chair called the meeting to order at 11:03 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.

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

The agenda for the February 10, 2021 Utilities Committee meeting was presented.

Moved / Seconded

That the agenda for the February 10, 2021 Utilities Committee meeting be adopted as presented.

Carried.

**ADOPTION OF MINUTES**

The minutes of the Utilities Committee meeting held on January 13, 2021 were presented.

Moved / Seconded

That the minutes of the Utilities Committee meeting held on January 13, 2021 be adopted as presented.

Carried.

**CONSENT AGENDA**

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

**GENERAL DELEGATIONS**

There were no general delegations to this meeting.

**UNFINISHED BUSINESS**

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

**Re: Big White Street Lights Service (101) Final 2021-2025 Five Year Financial Plan**

The final 2021 Big White Street Light Service (101) 2021-2025 Five Year Financial Plan was presented.

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors approve the Big White Street Light Service (101) 2021-2025 Five Year Financial Plan as presented to the Utilities Committee 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.

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

**Re: Beaverdell Street Lights Service (103) Final 2021-2025 Five Year Financial Plan**

The final 2021 Beaverdell Street Light Service (103) 2021-2025 Five Year Financial Plan was presented.

Moved / Seconded

That the contribution to reserves be eliminated and that the property tax requisition be reduced accordingly.

Carried.

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors approve the Beaverdell Street Light Service (103) 2021-2025 Five Year Financial Plan as presented to the Utilities Committee 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.

**G. Denkovski, Manager of Infrastructure and Sustainability**  
**Re: Beaver Valley Water Service (500) Final 2021-2025 Five Year Financial Plan for Review**

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the final 2021 Beaver Valley Water Service (500) 2021-2025 Five Year Financial Plan was presented.

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors approve the Beaver Valley Water Service (500) 2021-2025 Five Year Financial Plan as presented to the Utilities Committee 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.

**G. Denkovski, Manager of Infrastructure and Sustainability**  
**Re: Christina Lake Water Utility Service (550) Final 2021-2025 Five Year Financial Plan**

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the final 2021 Christina Lake Water Utility Service (550) 2021-2025 Five Year Financial Plan was presented.

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors approve the Christina Lake Water Utility Service (550) 2021-2025 Five Year Financial Plan as presented to the Utilities Committee 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.

**G. Denkovski, Manager of Infrastructure and Sustainability**  
**Re: Columbia Gardens Water Utility Service (600) Final 2021-2025**  
**Five Year Financial Plan**

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the final 2021 Columbia Gardens Water Utility Service (600) 2021-2025 Five Year Financial Plan was presented.

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors approve the Columbia Gardens Water Utility Service (600) 2021-2025 Five Year Financial Plan as presented to the Utilities Committee 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.

**G. Denkovski, Manager of Infrastructure and Sustainability**  
**Re: Rivervale Water Utility Service (650) Final 2021-2025 Five Year**  
**Financial Plan**

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the final 2021 Rivervale Water Utility Service (650) 2021-2025 Five Year Financial Plan was presented.

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors approve the Rivervale Water Utility Service (650) 2021-2025 Five Year Financial Plan as presented to the Utilities Committee 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.

**G. Denkovski, Manager of Infrastructure and Sustainability**  
**Re: East End Regional Sewer Service (700) Final 2021-2025 Five Year Financial Plan**

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the final 2021 East End Regional Sewer Service (700) 2021-2025 Five Year Financial Plan was presented.

Director Cacchioni expressed concerns regarding the amounts allocated to Board Fees over the Five-Year Plan.

M. Andison stated the Board Fees numbers are subject to change.

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors approve the East End Regional Sewer Utility Service (700) 2021-2025 Five Year Financial Plan as presented to the Utilities Committee 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.

**G. Denkovski, Manager of Infrastructure and Sustainability**  
**Re: Trail and Rossland Sole Benefiting East End Regional Sewer Services (700-101 and 700-102) Final 2021-2025 Five Year Financial Plan**

The 2021 Trail and Rossland Sole Benefiting East End Regional Sewer Services (700-101 and 700-102) Final 2021-2025 Five Year Financial Plan was presented.

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors approve the Trail and Rossland Sole Benefiting East End Regional Sewer Services (700-101 and 700-102) 2021-2025 Five Year Financial Plans as presented to the Utilities Committee 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.

**G. Denkovski, Manager of Infrastructure and Sustainability**  
**Re: Rossland and Warfield Dual Benefiting East End Regional Sewer Service (700-103) Final 2021-2025 Five Year Financial Plan**

The 2021 Rossland and Warfield Dual Benefiting East End Regional Sewer Service (700-103) Final 2021-2025 Five Year Financial Plan was presented.

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors approve the Rossland and Warfield Dual Benefiting East End Regional Sewer Service (700-103) 2021-2025 Five Year Financial Plans as presented to the Utilities Committee 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.

**G. Denkovski, Manager of Infrastructure and Sustainability**  
**Re: Oasis and Rivervale Sewer Service (800) Final 2021-2025 Five Year Financial Plan**

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the final 2021 Oasis and Rivervale Sewer Service (800) 2021-2025 Five Year Financial Plan was presented.

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors approve the Oasis Rivervale Sewer Utility Service (800) 2021-2025 Five Year Financial Plan as presented to the Utilities Committee 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.

### **NEW BUSINESS**

**G. Denkovski, Manager of Infrastructure and Sustainability**  
**Re: Bylaw No. 1754, 2021-Beaver Valley Water Services Rates Bylaw**

The main change to this Bylaw is the percentage increases from year to year. Changes can be made as needed.

Moved / Seconded

First, Second and Third Readings and Adoption

Carried.

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

There were no late (emergent) items.

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

There were no items for discussion at future meetings suggested by the Committee.

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

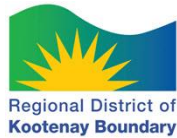
A question period for the public and the media was not required.

**CLOSED (IN CAMERA) SESSION**

A closed (in camera) session was not required.

**ADJOURNMENT**

There being no further business to discuss, the Chair adjourned the meeting at 11:20 a.m.



## **East End Services Committee**

### **Minutes Tuesday, April 20, 2021 ZOOM**

#### **Committee members:**

Director L. Worley, Chair - Area B/Columbia-Old Glory  
Director A. Grieve, Vice-Chair - Area A  
Director A. Morel, City of Rossland  
Director R. Cacchioni, City of Trail  
Director M. Walsh, Village of Montrose  
Director S. Morissette, Village of Fruitvale  
Alternate Director A. Parkinson, Village of Warfield

#### **Staff present:**

M. Andison, Chief Administrative Officer  
M. Forster, Executive Assistant/Recording Secretary  
J. Chandler, General Manager of Operations/Deputy CAO  
B. Ihlen, General Manager of Finance/CFO  
F. Maika, Corporate Communications Officer  
T. Grouette, LCIC  
D. Dorazio, LCIC  
D. Ashman, LCIC  
P. Stamper, LCIC  
T. Hickey, LCIC  
L. Pasin, Mayor – City of Trail

#### **Call to Order**

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

#### **Land Acknowledgement**

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

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

The agenda for the April 20, 2021 East End Services Committee meeting was presented.

The agenda was amended by the addition of a discussion on: Director M. Walsh, Bylaw Enforcement Services.

Moved / Seconded

That the agenda for the April 20, 2021 East End Services Committee meeting be adopted as amended.

Carried.

**Minutes**

The minutes of the East End Services Committee meeting held on March 16, 2021 were presented.

Moved / Seconded

That the minutes of the East End Services Committee meeting held on March 16, 2021 be adopted as presented.

Carried.

**Delegations**

**Tim Grouette/Dino Dorazio/Dan Ashman/Pete Stamper/Thomson Hickey  
Re: North - South Corridor & Waneta Bridge, Advocacy Brief, 2005 Highway Corridor Study**

LCIC members attended the meeting to request support from the East End Services Committee and the RDKB to bring the issue of replacement of the Waneta Bridge and related infrastructure forward to the Provincial and Federal governments.

Discussion ensued on the state of the Waneta Bridge. The East End Services Committee members were in support of this request.

Moved / Seconded

That the East End Services Committee members will write letters to LCIC in support of pursuing options on moving the north-south transportation corridor. **FURTHER**, that letters be sent to the local MLA and/or MP in this regard.

Carried.

The delegation left the meeting at 11:00 am.

### **Unfinished Business**

#### **J. Chandler, General Manager of Operations/Deputy CAO Re: East End Services Committee Terms of Reference Review**

James Chandler presented the latest draft of the East End Services Committee Terms of Reference. Discussion ensued on the Committee's duties. A fulsome discussion will be deferred until a later date.

Moved / Seconded

That the East End Services Committee receive the draft Terms of Reference as presented on April 20, 2021.

Carried.

### **New Business**

#### **Information**

#### **Re: BC Transit - Funding Announcement - Installations of Bus Shelters**

James Chandler provided the Committee with communication from BC Transit regarding the location of bus shelter installations scheduled for 2021/22. The bus shelter assessment report from Trail Transit will be shared with the Committee.

Moved / Seconded

That the East End Services Committee receive the letter from BC Transit as presented on April 20, 2021.

Carried.

The Committee recessed at 12:09 pm and reconvened at 12:20 pm.

**Director Grieve**  
**Re: Discussion - LCIC Reporting**

Director A. Grieve brought to the Committee's attention the similarities in reporting on operations and activities between LCIC/LCCDTS and the local Chamber of Commerce. She raised a question of duplication of services.

Moved / Seconded

That the East End Services Committee direct staff to send a letter to LCIC requesting clarity around the reporting of current activities and operations.

Carried.

**Director Grieve**  
**Re: Discussion - CBT/CIP Procedures**

Director A. Grieve invited discussion around the delivery procedures of CBT/CIP applications. The majority of Committee members agreed that receiving short application versions in hard copy and full versions by electronic means was the preferred method of delivery.

**Director Worley**  
**Re: Discussion - Procedures for Agenda Items**

Director L. Worley spoke to the procedures around requesting the addition of items for discussion to agendas. The procedure policy will be sent to Committee members for information.

**Late (Emergent) Items**

**Director M. Walsh**  
**Re: Bylaw Enforcement**

Director M. Walsh spoke to correspondence recently by the Village of Montrose from the Planning and Development Department regarding bylaw enforcement in the Beaver Valley.

**Discussion of items for future agendas**

A discussion of items for future agendas was not required.

**Question Period for Public and Media**

A question period for public and media was not required.

**Closed (In camera) Session**

The Committee proceeded to a closed meeting pursuant to Section 90 (1)(c) of the *Community Charter* at 12:34 pm.

Moved / Seconded

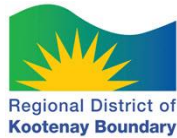
That the East End Services Committee proceed to a closed meeting pursuant to Section 90 (1) (c) of the Community Charter at 12:34 pm.

Carried.

The East End Services Committee reconvened to the open meeting at 1:02 pm.

**Adjournment**

The meeting was adjourned at 1:03 pm.



## **Electoral Area Services Committee**

Minutes  
Wednesday, April 21, 2021  
ZOOM Video Conference

### **Committee members present:**

Director A. Grieve, Chair - Area A  
Director G. McGregor, Vice-Chair - Area C/Christina Lake  
Director V. Gee, Area E/West Boundary-Big White  
Director L. Worley, Area B/Columbia-Old Glory  
Director D. O'Donnell, Area D/Rural Grand Forks

### **Staff present:**

M. Andison, Chief Administrative Officer  
B. Ihlen, General Manager of Finance  
D. Dean, Manager of Planning and Development  
L. Moore, Senior Planner  
F. Maika, Corporate Communication Officer  
B. Rafuse, Bylaw enforcement Officer  
M. Forster, Executive Assistant  
M. Ciardullo, Recording Secretary

### **Members of the public present:**

Mike Peterson

### **CALL TO ORDER**

Chair Grieve called the meeting to order at 1:30 p.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)**

April 15, 2021

Moved / Seconded

That the April 15, 2021 Electoral Area Services Agenda be adopted as presented.

Carried.

**MINUTES**

March 11, 2021

Moved / Seconded

That the March 11, 2021 Electoral Area Services Minutes be adopted as presented.

Carried.

**CONSENT AGENDA**

**DELEGATIONS**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**Michael and Chrissy Peterson**

**RE: Development Variance Permit**

185 Caitlin Road, Electoral Area C/Christina Lake

RDKB File: C-93-04239.370

Moved / Seconded

That the Development Variance Permit application submitted by Chrissy Peterson and Michael Peterson, to vary Section 404.8(b) of the Electoral Area C/Christina Lake Zoning Bylaw No. 1300, 2007 to increase the permitted height of an accessory building from 4.6 m to 5.2 m – a variance of 0.6 m, for the construction of a combined carport and enclosed storage accessory building on the property legally described as Lot 18, Plan KAP82119, District Lot 963, Similkameen Division of Yale

Page 2 of 7  
Electoral Area Services  
April 21, 2021

Page 2 of 7

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.

**Daniel & Holly Anne Benson**

**RE: Development Permit**

1887 & 1889 Ritchie Road, Electoral Area C/Christina Lake

RDKB File: C-970-04361.000

Moved / Seconded

That the staff report regarding the Environmentally Sensitive Waterfront Development Permit application submitted by Daniel Benson and Holly Benson for the parcel legally described as Lot 1, Plan KAP7123, District Lot 970, Similkameen Division of Yale Land District, Except Plan KAP9129, Electoral Area `C'/Christina Lake, be received.

Carried.

**Coreen Tara Bobocel**

**RE: Development Permit**

1658 Highway 3, Electoral Area C/Christina Lake

RDKB File: C-498-02995.020

Moved / Seconded

That the staff report regarding the General Commercial Development Permit application submitted by Jason McMullin on behalf of the owner Coreen Bobocel for the parcel legally described as Lots 1 and 3, Plan KAP12628, District Lot 498, SDYD, Electoral Area C/Christina Lake, be received.

Carried.

**Rudolph & Christina Elischer**

**RE: Development Permit**

Strata Lot 62 Whiskey Jack Rd., Big White

RDKB File: MB-100s-01400.305

Should read Mt. Baldy.

Moved / Seconded

That the staff report regarding the Eagle Residential Development Permit application submitted by Christine Elischer and Rudolph Elischer for the parcel legally described as Strata Lot 62, Plan KAS1840, District Lot 100s, Similkameen Division of Yale Land District, Mount Baldy, Electoral Area 'E'/West Boundary, be received.

Carried.

**Adyna Investments Ltd.**

**RE: Development Permit**

Strata Lot 24, Feathertop Way, Big White  
RDKB File: BW-4222-07500.720

Moved / Seconded

That the staff report regarding the Development Permit application submitted by Shauna Wizinsky, Weninger Construction & Design, on behalf of owner Adyna Investments Ltd, to construct a single family dwelling in Big White on the parcel legally described as Strata Lot 24, DL 4222, SDYD, Plan KAS3134, Big White, Electoral Area E/West Boundary, be received.

Carried.

**Pfenning/Kinnear/Szabadi**

**RE: Development Permit**

400 Feathertop Way, Big White  
RDKB File: BW-4222-07500.835

Moved / Seconded

That the staff report regarding the Alpine Environmentally Sensitive Landscape Reclamation Development Permit application submitted by Brad Pfenning, on behalf of the owners Lorilee Kinnear, Matthew Kinnear, Brad Pfenning, Cindee Pfenning, Thomas Szabadi, and Kimberley Szabadi for the parcel legally described as Strata Lot 47, Plan KAS3134, District Lot 4222, Similkameen Division of Yale Land District, Big White, Electoral Area 'E'/West Boundary, be received.

Carried.

**Dave Kotler & Trisha Mackle**

**RE: Development Permit**

Strata Lot 48, Feathertop Way, Big White  
RDKB File: BW-4222-07500.840

Moved / Seconded

That the staff report regarding the Development Permit application submitted by Shauna Wizinsky, Weninger Construction & Design, on behalf of owners David Kotler and Trisha Mackle, to construct a single family dwelling in Big White on the parcel legally described as Strata Lot 48, DL 4222, SDYD, Plan KAS3134, Big White, Electoral Area E/West Boundary, be received.

Carried.

**Protech Consulting**

**RE: MOTI Subdivision**

5535 Highway 33, Electoral Area E/West boundary

RDKB File: E-1322-04733.040

Moved / Seconded

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed two lot conventional subdivision, for the parcel legally described as District Lot 3307, Similkameen Division of Yale Land District, Except Plan H9293, & Exc Plan EPP34890, located in Electoral Area 'E'/West Boundary be received.

Carried.

**Electoral Area Services Committee Terms of Reference**

Discussion on the Terms of Reference included the following:

- services that no longer fall under EAS to be removed;
- Standardize the term to 4 years instead of 3;
- Strike out the word 'alone';
- Wording change from 'Director' to 'Manager';
- 'Staff' reference -either be more specific or more general;
- Removal of gas tax applications as they now go to the Board;

Moved / Seconded

That the revised Electoral Area Services Committee Terms or Reference presented on April 21, 2021 be forwarded to the Policy and Personnel Committee for consideration.

Carried.

### Bylaw Enforcement Summary

Updates included the bylaw enforcement summary, communication strategies and conversations with member municipalities. The following update was provided by B. Rafuse:

Area	New	Closed	Existing
<b>A</b>	5	3	26
<b>B</b>	1	0	22
<b>C</b>	4	3	17
<b>D</b>	9	4	35
<b>E</b>	5	3	5
<b>BW</b>	2	2	10

F. Maika, RDKB Communications Officer, described the 3 items with regards to communications: video, news release and flyer.

The Electoral Area E/West Boundary flyer will be different since few areas are covered by land use bylaws.

### Grant in Aid Report

Moved / Seconded

That the Grant in Aid report be received.

Carried.

### ALR Exclusion Application Policy Development

Liz Moore, Senior Planner, provided information regarding ALC changes that impact the ability for private landowners to apply for exclusion.

Directors feel that further discussion is needed and that each Electoral Area's need are unique. It was suggested that Staff look into practices and policies of other Regional Districts and draft policies regarding circumstances where the RDKB would consider forwarding application.

**LATE (EMERGENT) ITEMS**

**Program Funding - Strengthening Communities Services program and Local Government Development Approvals**

Moved / Seconded

That EAS supports staff to research workplan and see what can be managed.

Carried.

**Timely payments to Electoral Area Services (Director McGregor)**

There was discussion regarding the timing of and payments to community groups.

**Board of Variance Member Recruitment**

There was discussion regarding Board of Variance recruitment. The directors will consider potential members.

**Bylaw Enforcement Discussion (Chair Grieve)**

There was concern expressed about Electoral Area Directors involvement in bylaw enforcement files.

**DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

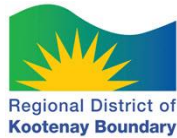
There were no items for future meetings.

**CLOSED (IN CAMERA) SESSION**

A closed meeting was not required.

**ADJOURNMENT**

There being no further business to discuss, Chair Grieve adjourned the meeting at 3:05 p.m.



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

Minutes  
Tuesday, May 18, 2021  
ZOOM

### **Committee members present:**

Director A. Grieve, Chair, Area A  
Director S. Morissette, Vice-Chair, Village of Fruitvale  
Director M. Walsh, Village of Montrose

### **Staff present:**

M. Daines, Manager of Facilities and Recreation  
M. Forster, Executive Assistant  
M. Zahn, Clerk/Secretary/Receptionist/Recording Secretary

### **CALL TO ORDER**

The meeting was called to order at 8:30 am.

### **LAND ACKNOWLEDGEMENT**

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

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

The agenda for the May 18, 2021 Beaver Valley Regional Parks and Regional Trail Committee was presented.

The agenda was amended to add discussion on the 2021 JL Crowe Secondary School graduation acknowledgement.

Moved / Seconded

That the agenda for the May 18, 2021 Beaver Valley Regional Parks and Regional Trails Committee be adopted as amended.

Carried.

### **ADOPTION OF MINUTES**

The minutes from the April 28, 2021, Beaver Valley Regional Parks and Regional Trails Committee meeting were presented.

Moved / Seconded

That the minutes from the April 28, 2021, Beaver Valley Regional Parks and Regional Trails Committee special meeting be adopted as presented.

Carried.

### **DELEGATIONS**

#### **Stewart Spooner, Kootenay Columbia Trails Society (KCTS) Re: KCTS 2020 Financial Statements**

Mr. Spooner will present the KCTS 2020 financial statements to the members of the Beaver Valley Regional Parks and Regional Trails Committee at the East End Services Committee meeting later today.

### **UNFINISHED BUSINESS**

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

Moved / Seconded

That the Beaver Valley Regional Parks and Regional Trails Committee receive the Committee Action Items memo as presented.

Carried.

#### **M. Daines, Manager of Facilities and Recreation Re: Pump Park Update**

Staff were directed to write a letter to Scouts Canada in follow up to the requested lease of the land for the pump park.

Moved / Seconded

That the update on the pump park from M. Daines, Manager of Facilities and Recreation be received.

Carried.

**M. Daines, Manager of Facilities and Recreation**  
**Re: Train Station Update**

Staff were directed to develop a process regarding donations for the train station including guidelines on how the donations are handled with the public.

Moved / Seconded

That the update on the train station from M. Daines, Manager of Facilities and Recreation be received.

Carried.

**M. Daines, Manager of Facilities and Recreation**  
**Re: Beaver Valley Family Park Campground Update**

M. Daines informed the Beaver Valley Regional Parks and Regional Trails Committee that Kootenay Boundary Regional Fire Rescue Services Chief Derby and the RCMP Trail & Greater District Detachment Sergeant Wicentowich advised that the Beaver Valley Family Park Campground can be opened for the 2021 season. M. Daines also advised that a fire smart program is being conducted to clean up brush, debris, old railway ties, etc. before opening this Friday May 21, 2021.

The committee would like the new availability of wireless internet at the campground to be highlighted on the Fruitvale, Montrose and RDKB websites.

Moved / Seconded

That the update on the Beaver Valley Family Park campground from M. Daines, Manager of Facilities and Recreation be received.

Carried.

**NEW BUSINESS**

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

**Re: 2021 Beaver Valley Regional Parks and Regional Trails Service (019) Work Plan Update**

A staff report from M. Daines, Manager of Facilities and Recreation regarding an update on the 2021 Beaver Valley Regional Parks and Regional Trails (019) Work Plan.

Moved / Seconded

That the Beaver Valley Regional Parks and Regional Trails committee receive the staff report from M. Daines, Manager of Facilities and Recreation regarding an update on the 2021 Beaver Valley Regional Parks and Regional Trails Service (019) work plan.

Carried.

**Newsletter additions**

The committee noted items for the Fall newsletter.

**LATE (EMERGENT) ITEMS**

**2021 JL Crowe Secondary School Graduation Acknowledgement**

Moved / Seconded

That the Beaver Valley Regional Parks and Regional Trails Committee allocate up to \$500 for the 2021 JL Crowe Secondary School graduation acknowledgement.

Carried.

**DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

None

**QUESTION PERIOD FOR PUBLIC AND MEDIA**

None

**CLOSED (IN CAMERA) SESSION**

None

**ADJOURNMENT**

The meeting was adjourned at 9:02 am.



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

**Commission Members Present:****Chairperson:** Bob MacLean**Vice Chairperson:** Susan Routley

Cheryl Ahrens

Chris Moslin

Danna O'Donnell

Jaime Massey

Laura Lewis

**Absent:****Staff Present:**

Paul Keys

Melina Van Hoogevest

**Others Attending:**

Tiffany Trithardt

**1. Call to Order**

- 1.a) Chairperson, B. MacLean, called the meeting to order at 8:43am

**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 April 14, 2021 Grand Forks & District Recreation Commission meeting was presented.

**27-21** Moved: Chris Moslin                      Seconded: Jaime Massey

That the Agenda for the April 14, 2021 Grand Forks & District Recreation Commission meeting be adopted as presented.

Carried

**4. Draft Minutes**

- 4.a) The draft minutes of the Grand Forks & District Recreation Commission meeting held on March 11, 2021 was presented and it was;

28-21 Moved: Cheryl Ahrens Seconded: Jaime Massey

That the draft minutes for the Grand Forks & District Recreation Commission meeting held on March 11, 2021 be adopted with the following amendments:

6.a) Election of Officers, motion 21-21; The Grand Forks & District Recreation Commission Members recommend that S. Routley serve as Vice Chairperson on the Grand Forks & District Recreation Commission and it was;

Moved: Jaime Massey Seconded: Cheryl Ahrens

That S. Routley, not B. MacLean, serve as Vice Chairperson, not Chairperson, on the Grand Forks & District Recreation Commission.

Carried

**5. Delegations**

- 5.a) Tiffany Trithardt  
Recreation Commission Members, Staff and Tiffany introduced themselves to one another.

**6. Election of Officers**

- 6.a) Commission Member Appointment –Tiffany Trithardt

The Grand Forks & District Recreation Commission Members recommend that Tiffany Trithardt serve as a Member at Large on the Grand Forks & District Recreation Commission and it was;

29-21 Moved: Danna O'Donnell Seconded: Cheryl Ahrens

That Tiffany Trithardt serve as a Member at Large on the Grand Forks & District Recreation Commission.

Carried

**7. Unfinished Business**

- 7.a) Subcommittee Report- Bylaw 927 Review – **Staff Report**  
A written Staff Report was included in the agenda package and staff followed up with a verbal report.

The Grand Forks Recreation Commission has begun to review the terms and references of Bylaw No. 927. The subcommittee met on March 19, 2021, to begin the review process. A summary of discussions of the sub-committee meeting was presented in the April 8<sup>th</sup> agenda package. The next sub-committee meeting is scheduled for April 30, 2021 at 8:45am.

## **8. New Business**

- 8.a)** There was no new business to consider.

## **9. Communications-Information Only**

- 9.a)** Aquatic Centre Energy Study Report – **Staff Report**  
A written Staff Report was included in the agenda package and staff followed up with a verbal report.

In the fall of 2020, a new project was started to generate an Energy Study Report for the Aquatic Centre. Engineering firm BES (Building Energy Solutions) was awarded the contract to apply to Fortis for grant funding. That funding was approved by Fortis with a deadline to submit the report of March 31, 2021, in order to be eligible for 100% cost recovery.

RDKB Staff has been engaged with BES representatives since December to assist in gathering information to inform the study. Due to Covid-19, everything was conducted virtually, including facility tours, follow up meeting, and all the gathering and submission of information. The completed Energy Study Report was submitted to Fortis on March 30, 2021, along with an invoice to cover 100% of the cost of generating the report. An executive summary, taken directly from the 81 page report received and submitted to Fortis, was included in the Staff Report with a high level overview of the overall report. Commission Members were informed that they are welcome to see the full report upon request.

*\* It was noted that C. Moslin departed the meeting with regret at 9:16am*

## **10. Reports**

### **10.a) Financial Reports**

- New Plumbing / Gasfitting and Electrical Service Contracts awarded  
Three year term contracts, with the option for a fourth year, were awarded to Romaine Industries Ltd. for plumbing and gasfitting services and Ramco Electric for electrical services.

### **10.b) Supervisor Reports**

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

- Aquatic Maintenance Coordinator
- Aquatic Program Coordinator

- Arena Maintenance Chief Engineer
- Recreation Program Services Supervisor

The Supervisor Reports for the April 8, 2021 Grand Forks & District Recreation Commission meeting were presented and it was;

**30-21** Moved: Cheryl Ahrens Seconded: Susan Routley

That the Supervisor Reports for the April 8, 2021 Grand Forks & District Recreation Commission meeting be adopted as presented.

Carried

## **11. Round Table**

### **11.a) School District No. 51**

J. Massey reported that Anna Lautard, Acting Superintendent of Schools, sent a letter to all School District No. 51 families on April 1, 2021 informing them that mask guidelines for students from grades 4 to 12 were being strengthened as COVID-19 cases were rising across the province. All grade 4 to 12 students are now wearing masks indoors in schools and on school buses – both within and outside their learning groups. While students in Kindergarten to Grade 3 are encouraged to wear a mask while indoors at school and on school buses, mask wearing ultimately remains a personal or family/caregiver choice for these students, and that choice would be respected.

### **11.b) Library and Arts Societies (Culture)**

C. Ahrens reported that the annual report pamphlet for the Grand Forks & District Public Library is now available and it highlights that this was the first library in B.C. to reopen their doors after the pandemic closure with the ability to browse and check out items only. It was also reported that usage has been up in the Idea Lab, however, there is an occupancy limit of four in that space during Covid-19.

### **11.c) City Council**

No report submitted.

### **11.d) Community Members at Large**

No reports provided.

## **12. Late (Emergent) Items**

There were no late emergent items to consider.

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

A discussion was not necessary.

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

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

**15. Adjournment**

The next scheduled meeting will be held on May 13, 2021. There being no further business to discuss, the meeting was adjourned (time: 9:30am).

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

\_\_\_\_\_  
Bob MacLean,  
Chairperson



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

Wednesday, April 14, 2021

8:00am

### Zoom Electronic Meeting

#### Minutes

#### Commission Members Present:

**Chairperson:** Paul Beattie

**Vice Chairperson:** Vacant

Adam Moore

Erica McCluney

Josh Strzelec

Sandi Gniewotta

#### Area Director

Grace McGregor- **Absent with Regret**

#### Absent:

Joe Sioga- **Absent with Regret**

Tara Bobocel- **Absent with Regret**

#### Staff Present:

Paul Keys

Melina Van Hoogevest

#### Alternate Area Director

Donna Wilchynski

#### Others Attending

#### 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 April 14, 2021 Electoral Area C - Christina Lake Parks & Recreation Commission meeting was presented.

The agenda was amended with the addition of Project Updates; 8.b) iv. Disc Golf Course, 8.b) v. Pump Track and Late Emergent Item; 9.a) Youth Concerns and Future Outreach Opportunities.

**14-21** Moved: Sandi Gniewotta Seconded: Adam Moore

That the Agenda for the April 14, 2021 Electoral Area C - Christina Lake Parks & Recreation Commission meeting be adopted as amended.

Carried

**4. Draft Minutes**

- 4.a)** The draft minutes of the Electoral Area C - Christina Lake Parks and Recreation Commission meeting held on March 10, 2021 was presented and it was;

**15-21** Moved: Sandi Gniewotta                      Seconded: Josh Strzelec

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

Carried

**5. Delegation(s)**

- 5.a)** **Jonathan Finley** – Area Supervisor East Okanagan BC Parks  
Jonathan was not able to attend the meeting, but plans on attending in May to give an update on seasonal work plans, including June/July work on Xenia Lake Trail.

**6. New Business**

- 6.a)** Vice-Chair resignation / Election of Officer  
Brenda Auge resigned as Vice Chairperson and as a member of the Electoral Area C - Christina Lake Parks & Recreation Commission on April 7, 2021.

Chairperson, P. Beattie, called for Vice Chairperson nominations.  
J. Strzelec allowed his name to stand as Vice Chairperson.  
Chairperson, P. Beattie, called for additional nominations a second time.  
No Response.

The Electoral Area C - Christina Lake Parks and Recreation Commission Members ask that J. Strzelec serve as Vice Chairperson for the next year on the Electoral Area C - Christina Lake Parks and Recreation Commission and it was;

**16-21** Moved: Ben Koppin                      Seconded: Adam Moore

That J. Strzelec serve as Vice Chairperson for the next year on the Electoral Area C - Christina Lake Parks and Recreation Commission.

**7. Unfinished Business**

- 7.a)** **Triathlon- Staff Report**  
A written Staff Report was included in the agenda package and staff followed up with a verbal report.  
The Christina Lake Recreation Commission formed a sub-committee to review the annual Christina Lake Triathlon. The goals set forth at the March 24, 2021 sub-committee meeting were to identify reasons why the triathlon registration

numbers have dropped over the past 10 years, and to brainstorm options to revitalize or reshape the annual event. A summary of discussions of the sub-committee meeting was presented in the April 14<sup>th</sup> agenda package. The next sub-committee meeting is scheduled for April 22, 2021 at 8:00am.

**7.b) Swanson Road Checkerboard Sign**

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

Staff contacted MOTI who was supportive of placing a checkerboard sign on Swanson Road as per the request of the Recreation Commission Members. MOTI hesitated to post a speed limit sign as Swanson Road, and noted it is not within an incorporated community and therefore the unposted limit is 80 kmph. MOTI recommended that people take pictures or video of traffic offenders and report the incidents to the RCMP as dangerous driving. MOTI agreed to set up a speed reader board to collect data on Swanson before posting a sign.

Staff spoke with a local RCMP officer who expressed that the lack of a posted speed limit made it tougher for them to enforce and suggested a call to MOTI. Staff submitted a letter from Grand Forks RCMP Detachment Commander, Sergeant Darryl Peppler, and a letter from Chairperson, P. Beattie, from the Electoral Area C - Christina Lake Parks and Recreation Commission to MOTI, expressing the RCMP concerns, and the concerns of the Recreation Commission. The letters were included in the April 14, 2021 agenda package.

**8. Reports**

**8.a) Financial Report**

i. There was nothing to report.

**8.b) Project Updates**

i. Court Development

Staff provided a verbal report that Outland Design Landscape Architecture will have an updated drawing available in the next two months.

ii. BC Wildfire – Dog Park, Nature Park

Staff provided a verbal report that BC Wildfire is close to completing the burn piles at the Dog Park. BC Wildfire has used this opportunity to train their employees on chainsaw operations, which in turn has slowed the completion of this project. Staff is working to get BC Wildfire to the Nature Park to take down some trouble trees there.

iii. Viewing Dock

Staff provided a verbal report that The Osoyoos Indian Band has had no response from the archaeologists they have reached out to for services. Staff has prepared a Request For Proposals and is waiting approval from Management and OIB to post that RFP.

iv. Disc Golf Course

Staff provided a verbal report that the RDKB planning department is assisting Staff with determining whether or not the land on Swanson Road can be used for a Disc Golf Course, and what paper work is going to have to be filed to get those permissions.

v. Pump Track

Staff provided a verbal report that six dangerous tress have been removed and clean up is underway at the Pump Track. B. Koppin reported that there have been some local teens altering the pump track jumps, but after speaking with them, they were understanding and apologetic. Concerns were noted in regards to the current ground material on the track. B. Koppin will reach out to Interfor for a donation of wood chips to use as mulch and set up a beautification work meeting onsite with a small group of volunteers.

**8.c) Sub Committee Report**

i. Trail Updates

J. Strzelec reported that the Dewdney Trail from the trail head to 7km has been cleared and raked. Currently, near the Dewdney Trail, there is active logging taking place which has widened the road in and created a great view at the lookout. The Dave Swetland Trail, DST, has been cleared as well. Spooner Creek Trail still has snowpack at 9km and won't be ready to ride for three more weeks. Deer Point to Sandner Creek Trail is fully accessible after ten people volunteered for trail clearing. There are large trees with root lift that has narrowed the trail in certain areas. J.Strzelec will send photos to Jonathan Finley, Area Supervisor East Okanagan BC Parks. Adam Williams started the Trail Maintenance Program on April 9<sup>th</sup>, 2021.

**8.d) Staff Monthly Report**

i. Recreation Program Services Supervisor Report

A written Staff Report was included in the agenda package. Staff followed up with a verbal report highlighting that fitness classes have been suspended under the new Provincial Health Order as of March 29<sup>th</sup>, 2021. Aquafit classes at the Aquatic Centre are exempt from this suspension.

**8.e) Community Events Report**

i. RCMP 2020 Crime Statistics Report

The RCMP 2020 Crime Statistics Report was included in the agenda package.

ii D. Wilchynski reported that the Pickleball Club Hook, Line & Dinker Tournament scheduled for August 27, 2021 has 186 registered players to date. The Pickleball Club has increased in membership numbers from 12 to 60. It was suggested that information about the Court Development project be available during the tournament.

The Reports of the Electoral Area C - Christina Lake Parks & Recreation Commission held on April 14, 2021 were presented and it was;

**17-21** Moved: Donna Wilchynski Seconded: Josh Strzelec

That the Reports for the Electoral Area C - Christina Lake Parks & Recreation Commission meeting held on April 14, 2021 be adopted as presented.

Carried

**9. Late (Emergent) Items**

- 9.a)** Community Concerns and Future Outreach Opportunities  
B. Koppin reported that there has been a number of teen related misconduct and vandalism in Christina Lake targeting the Community Hall roof, CLES roof, Pump Track, and the windows at The Village. Concerns were raised that there are no sport, recreational or leisure opportunities available for the teenage youth in Christina Lake. Suggestions for engagement included Marshal Arts, a Virtual Reality Lounge, and volunteerism for trail maintenance. D. Wilchynski will bring this concern to the Gateway meeting where all community groups are represented.

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

A discussion was not necessary.

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


There were no questions from the public or media.

**12. Adjournment**

- 12. a)** The next scheduled meeting will be held on May 12, 2021. There being no further business to discuss, the meeting was adjourned (time: 9:10 am)

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

\_\_\_\_\_  
Paul Beattie  
Chairperson

 <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, May 3, 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 7:06 p.m.

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

It was moved and seconded that the May 3, 2021 Electoral Area B/Lower Columbia-Old Glory APC agenda be adopted.

**3. ADOPTION OF MINUTES**

It was moved and seconded that the March 1<sup>st</sup> and 22<sup>nd</sup>, 2021 Electoral Area B/Lower Columbia-Old Glory APC minutes be adopted.

**4. DELEGATIONS**

**5. UPDATES TO APPLICATIONS AND REFERRALS**

**6. NEW BUSINESS**

**Ecotex Healthcare Linen Service**

**RE: Development Permit**

RDKB File: B-7187-08836.100

Discussion/Observations:

Very detailed application

**Recommendation:**

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

**Fern Acton**

**RE: MOTI Subdivision**

RDKB File: B-Twp8A-10831.040

Discussion/Observations:

Explained reason for pan handle so one property had a proper drive.

**Recommendation:**

It was moved, seconded and resolved that the APC recommends to the Regional District that the referral be supported. All in favour

**7. FOR INFORMATION**

**8. FOR DISCUSSION**

**9. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 7:24 p.m.



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

Monday, May 3, 2021 via Zoom video-conference commencing at 6:00 p.m.

**PRESENT:** Florence Hewer, Michael Fenwick-Wilson, Jamie Haynes, Dave Anderson, Stewart Dobson

**ABSENT** with notification Lynne Storm

**Absent** without notification Grant Harfman

**RDKB DIRECTOR:** Vicki Gee

**RDKB STAFF:**

**GUEST:** Rod MacLeod (potential new member); George Bergevin (principal – Rosegarden Holdings)

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1. **CALL TO ORDER** The meeting was called to order at 6:04 PM. Director Gee introduced everyone to potential new member Rod MacLeod.

2. **ADOPTION OF AGENDA**

**Recommendation:** That the May 3, 2021 Electoral Area E/West Boundary Planning Commission Agenda be adopted as presented with the late addition to New Business of File # E-2704-0673.500 ALC Referral (Transport, Utility, and Recreation) – Uphill.

3. **ADOPTION OF MINUTES**

**Recommendation:** That the April 5, 2021 Electoral Area E/West Boundary Planning Commission Minutes be adopted as presented. Moved by Flo, seconded by Michael; Carried.

4. **DELEGATIONS**

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Electoral Area E/West Boundary APC Minutes  
 May 3, 2021  
 Page 1 of 3

## **5. UPDATES TO APPLICATIONS AND REFERRALS**

In response to the members request for updates on the Powder Renegade Lodge application and the subdivision application on Hwy 33, Director Gee reported that there is no system in place through RDKB for getting updates on referrals made to Front Counter BC and MOTI.

RDKB received a letter from the Mountain Resorts Branch of BC with response to comments from the two APC's for the master plan for Big White.

Director Gee noted comments prepared by the watershed planner in regard to the BCTS referral from last month.

## **6. NEW BUSINESS**

### **a. Rosegarden Holding Ltd.**

#### **RE: ALC Subdivision**

RDKB File: E-376-02721.200

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

Director Gee noted that this subdivision application came to the table once before and was not supported, but now new information is being brought forwards.

George was asked if he wanted to make a submission and he said no, he just wanted to attend to be available to answer any questions. George then answered questions regarding Rosegarden Holdings, his unsuccessful attempts at farming the upper section, neighbouring properties, and clarification of the red outlined parcels on the map.

Director Gee noted that neither the APC nor the District have approval status, and because we have no zoning it would be referred with no recommendation.

#### **Recommendation:**

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

**b. Uphill, Alan & Evelyn**  
**RE: ALC Referral (Transport, Utility and Recreation)**  
 RDKB File: E-2704-06737.500

**Discussion/Observations:**

Director Gee noted that the original Uphill application was supported by this APC, then came back and was confusing so went on to the Board and further information showed that it wasn't a subdivision application but instead is a road dedication. The application was discussed and there were no concerns expressed.

**Recommendation:**

It was moved by Stewart, seconded by Dave, and resolved that the AP recommends to the Regional District that the application be supported. CARRIED.

**7. FOR INFORMATION**

**a. Grizzly Discoveries Inc.**  
**RE: Front Counter BC – Notice of Mining work**  
 RDKB File: E-10

Company is a penny stock company without deep pockets, money should be set aside for reclamation costs.

Old growth trees should be protected.

Spruce budworm and pine beetle are in the area and the bucking up/dispersing of green timber could accelerate the spread of these nests – green timber should be left standing or burned if cut.

Estimates of reclamation costs appear to be completely inadequate for the size of areas in need of reclamation.

**8. FOR DISCUSSION**

**9. ADJOURNMENT**

It was moved by Stewart, seconded by Dave to adjourn at 7:30 p.m. CARRIED.



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

**ADVISORY PLANNING COMMISSION**

**MINUTES**

Tuesday, May 4, 2021 via zoom.  
Minutes taken by: John LeBrun.

**PRESENT:** Peter Hutchinson, John LeBrun, Paul Sulyma, Anastasia Byrne  
and Rachelle Hawk.

**ABSENT:** None

**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 1603.

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

**Recommendation:** That the May 4, 2021 Electoral Area E/West Boundary (Big White) Advisory Planning Commission Agenda be adopted.

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

**ADOPTED**

**3. ADOPTION OF MINUTES**

**Recommendation:** That the April 6, 2021 Electoral Area E/West Boundary (Big White) Advisory Planning Commission Minutes be adopted.

**Motion to adopt by Rachelle seconded by Anastasia**

**ADOPTED**

**4. DELEGATIONS. None**

**5. UPDATED APPLICATIONS AND REFERRALS.**

Letter from the Province forwarded to the APC from Donna Dean RDKB detailing answer to some of the questions that came up about the Big White Master Plan was discussed. It was determined that the APC members would review the comments provided and meet again on Tuesday May 11, 2021 at 1530 to discuss.

**6. NEW BUSINESS****A. Greg and Debbie Kornell****RE: Development Permit**

RDBK File: BW-4222-07500.805

**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-4222-07500.805 be;

**Supported without comment.**

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

**ADOPTED**

**B. Jessie and Laie East****RE: Development Permit**

RDKB File: BW-4222-07500.915

**Discussion/Observation:**

There was nothing for discussion or observation.

**Recommendation:**

It was moved, seconded and resolved that the APC recommends to the Regional District that the Development Permit BW-4222-07500.915 be;

**Supported without comment.**

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

**ADOPTED**

**C. Bad Bike Ventures Inc.**  
**RE: Development Permit**  
RDBK File: BW-4222-07499.014

**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-4222-07499.014 be;

**Supported without comment.**

**Motion to adopt by Paul seconded by Rachell.**

**ADOPTED**

**7. FOR DISCUSSION**

- A. It was observed that building site are not being cleaned up after construction and that in some cases the building debris is being dumped on adjacent building sites. This has been reported by the APC during previous meetings.
- B. There appears to be little to no environmental control on building sites for erosion control pertaining to water runoff.
- C. There was a power outage on the mountain and it was determined that a snow removal piece of equipment hit a green Fortis electrical box. The box in question had no protection. It was noted that most of these electrical boxes have steel poles on each corner to prevent accidental damage to the box.

**8. FOR INFORMATION**

The RDKB is working on a pamphlet to be given out explaining about the different By-laws and measures that can be implemented to enforcement. Questions came up about how residents would get the pamphlet; by mail, e-mail or maybe through the strata councils.

**9. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 1645.



## Columbia River Treaty Monthly Update for the Local Governments' Committee – April 2021

***Issued May 4, 2021***

### **Highlights**

- Koocanusa Reservoir weir/dam feasibility summary report
- CBRAC climate change webinar
- Valemount air quality project
- Columbia River Treaty Heritage Project
- Basin agriculture support initiative

### **Treaty Negotiations**

- There are no new updates regarding Canada-U.S. Columbia River Treaty negotiations.
- We continue to await a response from the U.S. to the proposal tabled by the Canadian team at the 10<sup>th</sup> round of negotiations in June 2020.
- A delay is understandable given the shift in U.S. administration and other U.S. priorities such as their COVID-19 response.
- Sylvain Fabi, Canada's Chief Negotiator for the Columbia River Treaty, continues to be in touch with U.S. lead negotiator, Jill Smail, conveying that Canada is ready to resume discussions when they are.

### **Public Engagement**

#### **Columbia Basin Regional Advisory Committee (CBRAC)**

- CBRAC welcomed two new members in April: Kymme Paul from Baynes Lake, and Giles Shearing from Revelstoke. They are filling positions of outgoing members Pam Turyk and Ken Norrie both of whom had been with CBRAC since its inception in 2014.
- CBRAC met by Zoom on April 21, 2021 to learn about climate change projections for the Columbia Basin. LGC members who are not already part of CBRAC joined the webinar as well.
- Also in attendance were alumni and faculty from the Wildsight Columbia River Field School, who were invited as part of the Province's efforts to engage more young people from the Basin in CRT related discussions.



- Presentations were delivered by climate science experts: Markus Schnorbus of the Pacific Climate Impacts Consortium at the University of Victoria; Greg Utzig of Kutenai Nature Investigations; Janice Brahney of Utah State University and Howard Stiff of the Department of Fisheries and Oceans Canada.
- During the 2 hour session, presenters explained climate models, anticipated watershed and landscape changes, and impacts to fish and aquatic communities in the Basin.
- Cindy Pearce, facilitator for the CRT Ecosystem Function Sub-Committee, explained how this information is being considered as part of the Indigenous-led CRT ecosystem studies.
- All materials will be posted on the [CBRAC webpage](#) in the next week.
- CBRAC's next webinar is May 25, 2021 and will feature an operations update from BC Hydro.

#### **CRT Newsletter**

- The [latest CRT Newsletter](#) was published on April 27, 2021.
- This edition marks the debut of a new feature, *the Youth Spotlight*, in which young people from the Basin share their perspectives on the river and/or the Columbia River Treaty. In the first installment, Ali Giesbrecht shares her experiences as a student of the Wildsight Columbia River Field School.
- Other articles in this issue describe: B.C.-based work on key Treaty-related priorities; the CRT virtual town hall hosted by the Province in February; recent efforts to explore the feasibility of building a weir/dam across the Koocanusa Reservoir; a new approach to supporting agriculture in the Columbia Basin; and a look at integrating social and economic interests into discussions about how the Columbia River is managed.
- Subscribe to the newsletter and read previous editions on the [B.C. CRT website](#).

#### **Koocanusa Weir/Dam Feasibility Summary Report**

- The B.C. CRT Team is in the final stages of developing a report summarizing recent efforts to explore the feasibility of building a weir/dam across Koocanusa Reservoir. These efforts are in response to some local residents' concerns about summer changes to Koocanusa water levels and their impact on recreation and tourism on the Canadian side of the reservoir.
- The forthcoming report includes a summary of feedback received on [BGC Engineering Inc.'s preliminary study](#) of the costs, benefits and impacts related to the feasibility of building a weir/dam across Koocanusa Reservoir, and the B.C. CRT Team's assessment of that feedback.
- The summary report will be published in May, 2021.



### **Ongoing Communication**

- The Province continues to communicate with the public through its CRT Newsletter, website and social media channels. As always, the B.C. CRT Team is open to suggestions for how to connect more effectively with Basin residents, especially youth, on the CRT. Please email [Brooke.McMurchy@gov.bc.ca](mailto:Brooke.McMurchy@gov.bc.ca) if you are aware of any opportunities in your communities.

### **Community Interest Projects**

The B.C. CRT Team continues work on addressing community interests that have been raised throughout the Province's public engagement on the Treaty. Progress updates on some of the projects are listed below.

#### **Columbia Basin Agriculture**

- In late fall 2020, the B.C. CRT team completed a table matching Columbia Basin agriculture interests with over 30 existing federal and provincial support programs and services. The table was updated in April 2021.
- The CRT Team will be seeking feedback from Basin residents on the effectiveness of these programs and initiatives in addressing the interests and help to identify where there may be gaps. The [April 27, 2021 Columbia River Treaty newsletter](#) includes a description of the project and notice of the call for feedback.
- The table, 'Overview of Agricultural Interests in the Columbia Basin and Existing Agricultural Programs and Initiatives', and information on how to submit feedback, will be posted to the [Province's CRT website](#) in the coming weeks.

#### **Columbia River Treaty Heritage Project**

- The Denise Cook Design team has begun work on Phase 1 of the Columbia River Treaty Heritage Project. Phase 1 will focus on engagement and research leading to commemorative elements at four to five Indigenous and four to five non-Indigenous locations of interest. A virtual map of these new commemorative elements as well as existing CRT-related heritage elements is also planned.
- Work on the development of the CRT Heritage Project's identity (brand) is underway. This identity will be used for all project communication and to identify commemorative elements on the touring route. A small survey to collect information that will inform the creative process was sent in mid-April to select Columbia Basin residents and members of the CRT Heritage Project Steering Committee.
- Discussions continue with Columbia Basin Trust regarding their planned contribution towards Phase 1 community commemorative projects.



### **Creston Valley Dikes Management**

- A meeting was held on April 22, 2021 attended by diking districts, Yaqa Nukiy, Town of Creston (mayor and staff), and Regional District of Central Kootenay (area director and staff). The purpose of the meeting was to review updates to the Terms of Reference and Memorandum of Understanding for the group and provide information on the application process for the Community Emergency Preparedness Fund. The Terms of Reference and Memorandum of Understanding for the group will continue to be further refined.
- Discussions continue with Columbia Basin Trust regarding potential support for the collaborative group.
- The next meeting will be fall 2021 unless funding is received from the Community Emergency Preparedness Fund. UBCM is expected to announce funding recipients at the end of May 2021.

### **Valemount Air Quality Project**

- Hemmera Envirochem Inc. is continuing with their review of air particulate matter data collected in Valemount (March 2013 – December 2019) along with information on local meteorological measurements, Kinbasket Reservoir levels, satellite imagery, and documented observed dust storms.
- A draft technical report is expected in the coming weeks.

### **Lardeau Valley**

- On April 27, 2021 the B.C. CRT Team received a complementary copy of the Lardeau Valley Community Development report.
- The Team will review the report to identify any opportunities to provide support or help make connections.

### ***Projects Being Monitored***

#### **Duncan Dam Fish Passage**

- No new updates since March 2021.
- BC Hydro has decided to proceed to the detailed design and installation phase to replace the fish weir at Duncan Dam. The detailed design for the project will be completed by the fall of 2021, and construction is expected to take place in the summers of 2023 and 2024.



### **Connectivity/Broadband**

- No new updates since March 2021.
- A cross-government working group is being formed to look at opportunities to improve deployment of cellular and broadband infrastructure as part of the Province's focus on supporting economic recovery and getting high-speed internet to as many communities as possible as quickly as possible. The group's terms of reference are under development.
- The B.C. CRT Team will be represented on the working group.

### **Ecosystem Enhancement – Spatial Mapping Products**

- No new updates since Jan. 2021.
- Arrow and Kinbasket Reservoir spatial mapping data was given to the CRT Ecosystem Function Sub-Committee and to Selkirk College for the CRT portal being developed as part of their [Rural Open Data](#) initiative.
- The process to enable public access to the CRT Portal is in progress.

### **Nakusp Marina and Breakwater Repairs**

- No new updates since July 2020.
- The first phase of the Nakusp marina and breakwater repair project was completed in July 2020. The Village of Nakusp is seeking funding to repair another 300 feet of the breakwater at a later date.

### ***Projects on Pause***

- **Kinbasket Recreational Opportunities** – Waiting for a project proposal from Golden Community Coop.
- **Grants in Lieu of Taxes** – Standing by for questions from the LGC.



May 13, 2021

Diane Langman, Chair  
Regional District of Kootenay Boundary  
202 – 843 Rossland Avenue  
Trail, BC V1R 45B

Sent by email: [corporate@rdkb.com](mailto:corporate@rdkb.com)

Dear Chair Langman,

Thank you for your letter of April 30, 2021 regarding substance use services in the Regional District of Kootenay Boundary. The five communities chosen for treatment teams were selected based on an assessment of population need including rates of substance use hospitalizations and illicit drug toxicity deaths. The implementation of integrated treatment teams was one component of a larger investment made in substance use services across Interior Health.

Recognizing the ongoing dual public health emergencies and the continuing high rates of overdoses and deaths, we are taking steps to make it easier for people experiencing opioid addiction to access treatment. I'm pleased to share that in addition to physicians and nurse practitioners, registered nurses with special training are now able to prescribe medications to treat opioid use disorder to people located in Trail, as well as in Castlegar, Nelson and seven other communities across the Interior. We have established a substance use connection team in five Interior communities, including Grand Forks. These teams facilitate planning for people with substance use disorders when they are ready to leave the hospital to ensure smooth transition to appropriate, longer term community supports.

We have also expanded regional services available to all residents of the Interior, such as the 20 new youth substance use treatment beds we announced earlier this year. Located in Kamloops and Kelowna, these beds are available to any youth in our region between the ages of 12-18 who needs bed-based services to address significant and complex substance use challenges. A 24-hour Addiction Medicine Consultation service is available to provide expert advice to support clinicians providing care to clients with substance use issues. Finally, a new 310-MHSU phone number has been introduced across Interior Health as part of our ongoing commitment to simplify access to community Mental Health and Substance Use services. Callers are automatically routed to the Mental Health and Substance Use Centre nearest them, where they are connected to appropriate services/resources based on their needs.

We continue to monitor the health needs of Interior residents and service utilization, in conjunction with local service partners and the Ministry of Mental Health and Addictions to ensure our services meet local needs. If you have additional questions or would like to discuss this in more detail, please don't hesitate to contact Roger Parsonage, VP, Clinical Operations, IH North, who is our lead for mental health and substance use, at [roger.parsonage@interiorhealth.ca](mailto:roger.parsonage@interiorhealth.ca).

Sincerely,

Susan Brown  
President and Chief Executive Officer

Cc: Honourable Adrian Dix, Minister of Health  
Honourable Sheila Malcolmson, Minister of Mental Health and Addictions  
Regional District Kootenay Boundary Board of Directors  
Regional District of Central Kootenay Board of Directors  
West Kootenay Boundary Regional Hospital District

**Bus:** (250) 469-7070 ext. 12805  
**Email:** [Susan.BrownCEO@interiorhealth.ca](mailto:Susan.BrownCEO@interiorhealth.ca)  
**Web:** [www.interiorhealth.ca](http://www.interiorhealth.ca)

INTERIOR HEALTH  
Corporate Administration  
505 Doyle Ave, Kelowna BC V1Y 0C5



## Staff Report

**Date:** 17 May 2021

**To:** Chair Langman and Board of Directors

**From:** Anitra Winje, Manager of Corporate Administration/Corporate Officer

**Re:** Missing and Murdered Indigenous Women, Girls and Two-spirit People

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### Issue Introduction

The staff report dated May 17, 2021 from CO Anitra Winje, presenting information on the issue of Missing and Murdered Indigenous Women, Girls and Two-spirit People, is presented.

### History/Background Factors

At its May 12, 2021 meeting, the Board directed staff to bring the issue of Missing and Murdered Indigenous Women, Girls and Two-spirit People to the May 27, 2021 meeting for discussion.

This past May 5<sup>th</sup>, the City of Prince George issued a proclamation for 'Missing and Murdered Indigenous Women, Girls, and Two-Spirit People awareness day' after two men removed a red dress installation in Ladysmith.

ReDress Day coincides with the National Day of Awareness for Missing and Murdered Indigenous Women and Girls in both Canada and the United States. May 5<sup>th</sup> is a day to raise awareness around the number of females and Two-spirit persons who have gone missing or been murdered. Initiated in 2010 by Anishnaabe artist Jaime Black, the project features red dresses as in some aboriginal cultures, that colour is the only one that "spirits can see."<sup>1</sup>

Indigenous women are much more likely to become homicide victims compared to their non-Indigenous counterparts.<sup>2</sup> According to Statistics Canada, Indigenous

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<sup>1</sup> REDress Project. Wikipedia. [https://en.wikipedia.org/wiki/REDress\\_Project](https://en.wikipedia.org/wiki/REDress_Project)

<sup>2</sup> My Prince George Now. May 5, 2021. <https://www.myprincegeorgenow.com/140900/we-have-no-justice-red-dress-day-hits-home-for-prince-george/>

women are almost six times more likely than non-Indigenous women to become homicide victims.

British Columbia has the highest number of cases of murdered/missing Indigenous women in Canada.<sup>3</sup> Of the 160 cases of missing and murdered Indigenous women and girls in BC:

- 63% are murder cases
- 24% are cases of missing persons

The numbers of missing and murdered women are primarily concentrated in two parts of the province: Prince George and the Downtown East Side in Vancouver.

According to the Inter-American Commission on Human Rights, "The disappearance and murders of indigenous women in Canada are part of a broader pattern of violence and discrimination against indigenous women in the country."<sup>4</sup>

<b>Figure 3: Missing and Murder Cases by Age</b>				
Age	Missing		Murdered	
	National	British Columbia	National	British Columbia
18 and under	24%	18%	17%	17%
19 - 30	36%	44%	44%	47%
31 - 44	21%	23%	24%	27%
45 and over	10%	8%	9%	2%
Unknown	10%	8%	7%	7%
Total	100%	100%	100%	100%

### **Implications**

There is no financial cost to issue a proclamation.

The RDKB has the authority to issue proclamations.

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

- Respond to Demographic/Economic/Social Change

<sup>3</sup> *Fact Sheet: Missing and Murdered Aboriginal Women and Girls in British Columbia*. Native Women's Association of Canada. <https://www.nwac.ca/wp-content/uploads/2015/05/2010-Fact-Sheet-British-Columbia-MMAWG.pdf>

<sup>4</sup> *Missing and Murdered Indigenous Women in British Columbia, Canada*. Inter-American Commission on Human Rights.

By issuing a proclamation, the RDKB is helping to raise awareness about this important social issue.

### **Alternatives**

That the Board take no action.

### **Recommendation:**

*Whereas* the National Inquiry into Missing and Murdered Indigenous Women and Girls concluded that the exact number of missing and murdered Indigenous women, girls and two spirit people in Canada is unknown, but that thousands of deaths and disappearances have gone unrecorded over the decades; and

*Whereas* this issue has been known for many decades and Indigenous families have long called for recognition and awareness; and

*Whereas* the REDress Project was first created by Manitoba artist Jaime Black as a way to break the silence around, and draw attention to, this violence against Indigenous women; and

*Whereas* support for the REDress Project and missing and murdered Indigenous women, girls and two spirit people has increased and gained visibility across Canada; and

*Whereas* you can help to raise awareness and show support by wearing red on May 5 and hanging a red dress in your window or yard leading up to May 5 (and for one week after) in honour and recognition of the thousands of Indigenous women, girls and two spirit people who have gone missing or been murdered.

*Now Therefore*, the Board of Directors proclaims that henceforth, May 5<sup>th</sup> be observed as a day of awareness for missing and murdered Indigenous women, girls and two-spirit people in the Regional District of Kootenay Boundary.

Respectfully submitted,

Anitra Winje



## Staff Report

**Date:** 18 May 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 amend the elector response form deadline associated with the Alternative Approval Process (AAP) 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 the May 10, 2021 open regular meeting, the Board gave three readings to "Portion of Electoral Area C/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021."

At the May 31, 2021 Board meeting, resolutions were passed authorizing staff to proceed to alternative approval process.

Staff received notice on May 13<sup>th</sup> that Bylaw No. 1758 received statutory approval on May 11<sup>th</sup>, thereby allowing the RDKB to initiate the AAP process. This approval came later than staff anticipated; therefore, the deadline for the submission of elector response forms must be amended.

### Implications

The Board must amend Resolution 191-21 to reflect the new deadline for receipt of Elector Response Forms.

### 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).

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Christina Lake Fire Protection AAP  
Board meeting: May 27, 2020  
Page 1 of 2

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 have increased throughout the region. New property owners will require fire protection.

### **Alternative**

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 \_\_\_\_, the Floating Daily Rate is 0.90000%.

### **Recommendation**

That Resolution 191-21, being:

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."

*be amended to:*

That the Regional District of Kootenay Boundary Board of Directors approves **4:00 p.m., Monday, July 12, 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."

Respectfully submitted,

Anitra Winje



## Staff Report

<b>RE:</b>	Agricultural Land Commission Referral (Transport, Utility, & Recreation) – Uphill		
<b>Date:</b>	May 20, 2021	<b>File #:</b>	E-2704-06737.500
<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) has received a Transport, Utility, & Recreation referral from the Agricultural Land Commission (ALC) for property located in the Agricultural Land Reserve (ALR) in Electoral Area E/West Boundary, northeast of Rock Creek (see Attachment 1 – Site Location Map).

Property Information	
<b>Owner(s):</b>	Allan Uphill and Evelyn Uphill
<b>Applicant:</b>	McLeod & Schneiderat, Lawyers
<b>Location:</b>	2200 Nicholson Creek Road
<b>Electoral Area:</b>	Electoral Area E/West Boundary
<b>Legal Description:</b>	Plan KAP1186, Sublot 11, District Lot 2704, Similkameen Division of Yale Land District, Portion south 1/2, Except Plan 23484
<b>Area:</b>	36.44 ha (90.05 ac)
<b>Current Use(s):</b>	Residential
Land Use Bylaws – Not Applicable	
Other	
<b>ALR:</b>	Approximately 2/3 in ALR (~ 24 ha of 36.44 ha)
<b>Waterfront / Floodplain:</b>	Nicholson Creek and tributaries

### History / Background Information

The subject property is located roughly 10 km northeast of Rock Creek (see Attachment 2 – Subject Property Map). Nicholson Creek traverses diagonally through the property from the northeast corner towards the southwest corner.

The subject property is surrounded by Crown land for grazing on the south, west, and east and a single family dwelling is north of the subject property. Approximately 24 ha (59 ac) along the west portion of the subject property is located outside of the Agricultural Land Reserve (ALR). The property has a small single detached dwelling built in the 1970s and

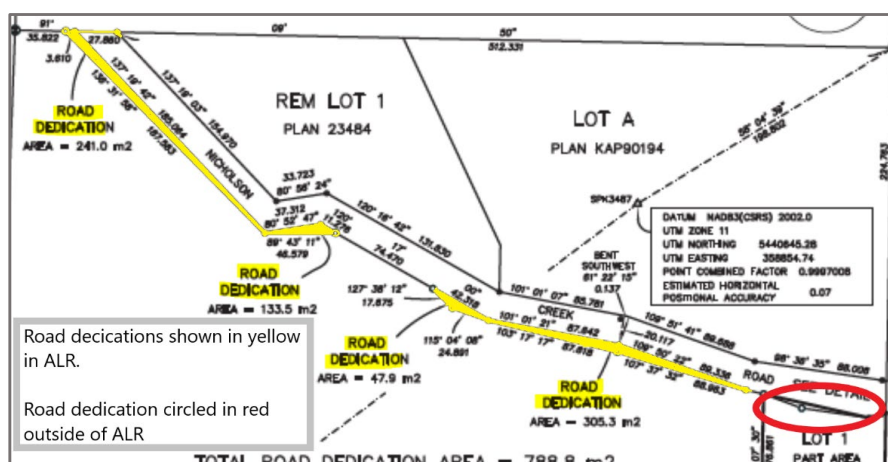
some cleared land. The rest of the parcel is treed. The application states there is no agriculture taking place on the subject property.

In 2018 the Ministry of Transportation and Infrastructure (MoTI) gave preliminary subdivision approval for a different configuration of a two lot subdivision on the subject property that followed the ALR boundary but final subdivision was never approved.

The property owners are now seeking a conventional two-lot subdivision on the subject property, which follows the ALR boundary. As part of the subdivision process, they are required to provide road dedication. Most of the land proposed for road dedication is located in the ALR. As such, an Agricultural Land Commission (ALC) Transport, Utility, & Recreation approval is required.

## Proposal

The applicant is requesting five small road dedications along Nicholson Creek Road with four of the five areas located in the ALR (see Attachment 3 – Applicant Submission). The areas of these four slivers of road dedication, going west to east, are 241.0 m<sup>2</sup>, 133.5 m<sup>2</sup>, 47.9 m<sup>2</sup>, 305.3 m<sup>2</sup>, with a total road dedication area of 727.7 m<sup>2</sup> (see image below):



These road dedications are a requirement of the MoTI for their conventional two lot subdivision. A review by the RDKB is part of the ALC's process for Transport, Utility, & Recreation applications, including road dedications.

## Advisory Planning Commission (APC)

**April 5, 2021:** At the time of the APC's April 5, 2021 review, the APC, based on the staff report, believed the application was for a two-lot subdivision near the boundary of the ALR. The staff report stated the following: *"Staff has been in contact with the applicant to let them know they erroneously submitted a Transport, Utility, & Recreation rather than a subdivision application."*

This staff comment was based on two factors: 1) all of the content in the application referred to a subdivision with no discussion of transport, utility, or recreation uses, and 2)

staff called and emailed the applicant's agent stating it looked like the application was for a subdivision and did not receive any information to the contrary.

The APC noted they could not tell from the maps where the subdivision would be and recommended *"that the referral be not supported at this time until clearer information is provided"*.

Based on the APC's comments, staff contacted the applicant's agent again to obtain clarification on what slivers of the ALR would be subdivided off of the rest of the subject property. It was at that time the agent confirmed the application for was a road dedication as part of subdivision requirements of the MoTI.

**May 3, 2021:** At the April 29, 2021 Board of Directors Meeting, the Board of Directors passed a motion to direct this application back to the APC for review now that application clarification has been received.

At the May 3, 2021 meeting, the APC passed a motion recommending support of the application.

### **Implications**

There are no land use, zoning or OCP bylaws within this portion of Electoral Area E/West Boundary. As such, there are no land use policies to reference regarding the road dedication and/or transportation routes in or around the ALR. The staff recommendation does not include support or non-support for the applicant's proposal, based on past RDKB practices for ALR applications in the portions of Electoral Area E that do not have zoning or OCP bylaws in place.

### **Recommendation**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward, without a recommendation, the application to the Agricultural Land Commission the Transport, Utility, & Recreation proposal for a road dedication, submitted by McLeod & Schneiderat, Lawyers, on behalf of Allan Uphill and Evelyn Uphill for the parcel legally described as Plan KAP1186, Sublot 11, District Lot 2704, Similkameen Division of Yale Land District, Portion south 1/2, Except Plan 23484, located in Electoral Area 'E'/West Boundary.

### **Attachments**

1. Site Location Map
2. Subject Property Map
3. Applicant Submission

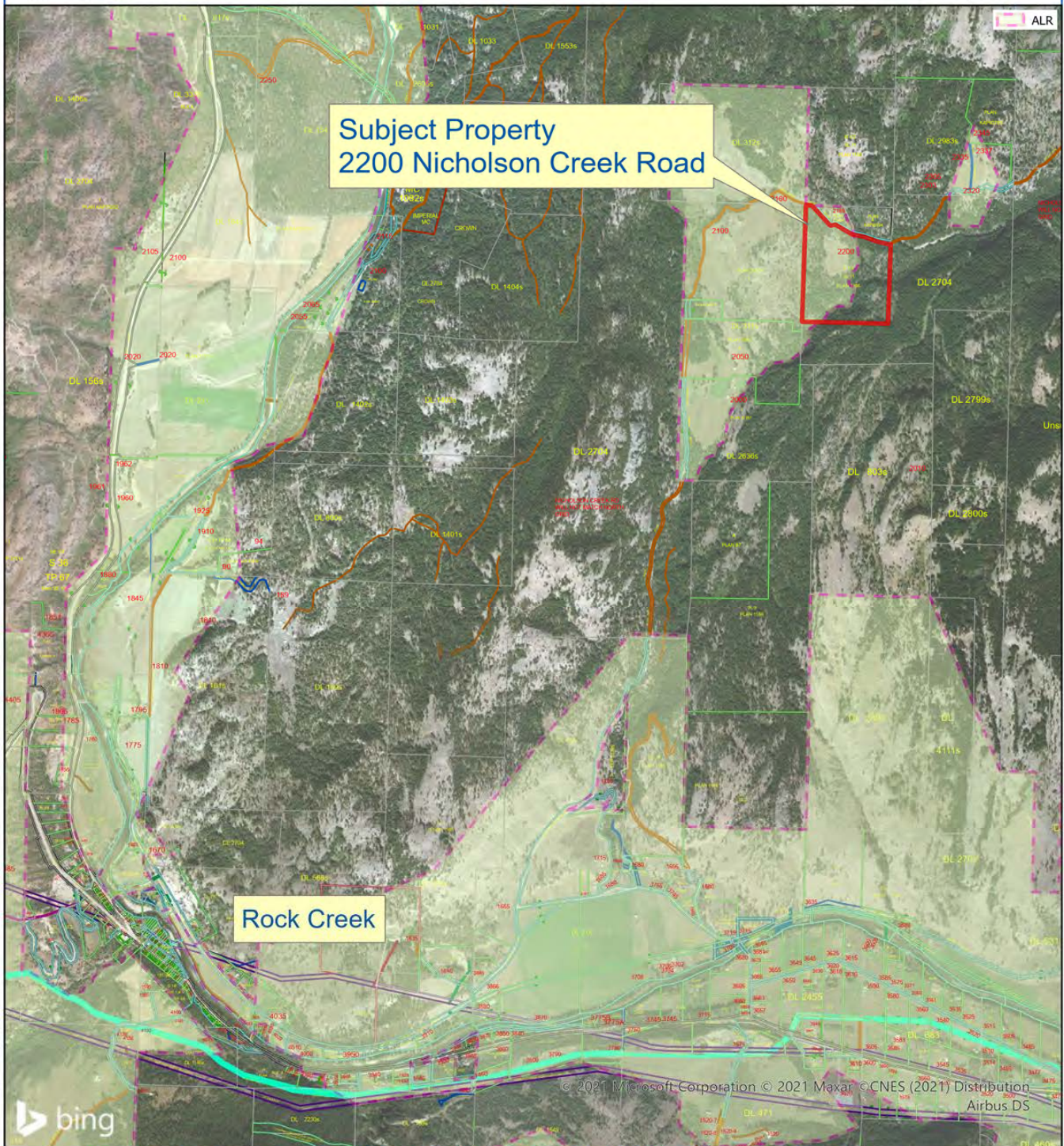
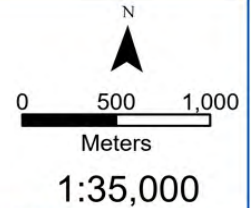


Regional District of  
Kootenay Boundary

Date: 2021-03-15

# Site Location Map

Plan KAP1186, Sublot 11,  
District Lot 2704,  
Similkameen Div of Yale Land District



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

Document Path: P:\PD\EA\E\E-2704-06737.500\_Uphill\_ALC\_referral\2021-03-15\_Maps\_E-2704-06737.500\_Uphill\_ALC\_referral.aprx

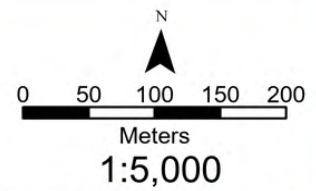


Regional District of  
Kootenay Boundary

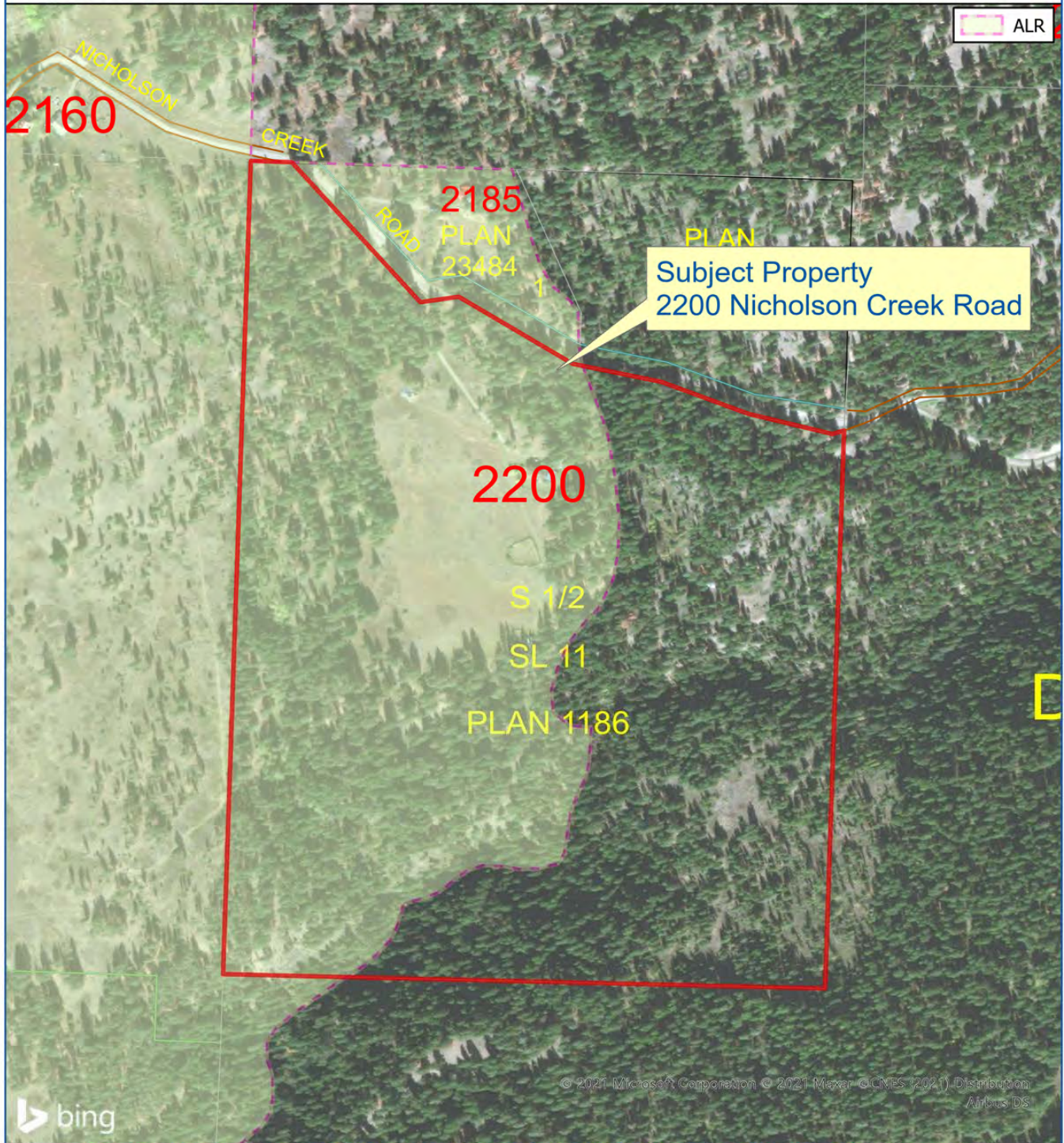
Date: 2021-03-15

## Subject Property Map

Plan KAP1186, Sublot 11,  
District Lot 2704,  
Similkameen Div of Yale Land District



ALR



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# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 62563

**Application Status:** Submitted to ALC

**Applicant:** Allan Uphill , Evelyn Uphill

**Agent:** McLeod & Schneiderat, Lawyers

**Local Government:** Kootenay Boundary Regional District

**ALC Date of Receipt:** 03/03/2021

**Proposal Type:** Transport, Utility, & Recreation

**Proposal:** To subdivide the property into 2 lots. To keep ownership of the lot with the residency on it and sell the newly created lot. The lot the house will be an area of 27.7 ha and the new lot will be 10.7ha. The new lot will be located on the eastern edge of the property adjacent to Crown grazing land. It will start at 71 metres wide for a length approximate 76 metres. It will then reduce down to 30 feet until and crossing Nicholson Creek. The area on the north side of Nicholson Creek will be comprised of 0.8 ha. It will then expand to the west for a size of 9.93 ha on the south side of Nicholson Creek.

## Agent Information

**Agent:** McLeod & Schneiderat, Lawyers

**Mailing Address:**

474 Main Street

Penticton, BC

V2A 5C5

Canada

**Primary Phone:** [REDACTED]

**Email:** [REDACTED]

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 011-777-320

**Legal Description:** THE S 1/2 OF SUBL 11 DL 2704 SIMILKAMEEN DIVISION YALE DISTRICT PL 1186 EXC PL 23484

**Parcel Area:** 21.8 ha

**Civic Address:** 2200 Nicholson Creek Road, Rock Creek, BC

**Date of Purchase:** 11/03/1975

**Farm Classification:** No

**Owners**

1. **Name:** Allan Uphill

**Address:**

[REDACTED]

**Applicant:** Allan Uphill , Evelyn Uphill

Phone: [REDACTED]

2. Name: Evelyn Uphill

Address:

[REDACTED]

Phone:

Email:

[REDACTED]

### Current Use of Parcels Under Application

**1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

*None*

**2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**

*None*

**3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**

*general household activities*

### Adjacent Land Uses

#### North

**Land Use Type:** Residential

**Specify Activity:** single-family dwelling

#### East

**Land Use Type:** Other

**Specify Activity:** Crown grazing land

#### South

**Land Use Type:** Other

**Specify Activity:** Crown grazing land

#### West

**Land Use Type:** Residential

**Specify Activity:** single-family dwelling

### Proposal

**1. What is the purpose of the proposal? Include the length and average width of the proposed project.**

*To subdivided the property into 2 lots. To keep ownership of the lot with the residency on it and sell the newly created lot. The lot the house will be an area of 27.7 ha and the new lot will be 10.7ha. The new lot will be located on the eastern edge of the property adjacent to Crown grazing land. It will start at 71*

**Applicant:** Allan Uphill , Evelyn Uphill

*metres wide for a length approximate 76 metres. It will then reduce down to 30 feet until and crossing Nicholson Creek. The area on the north side of Nicholson Creek will be comprised of 0.8 ha. It will then expand to the west for a size of 9.93 ha on the south side of Nicholson Creek.*

**2. Specify any agricultural activities such as livestock operations, greenhouses or horticultural activities in proximity to the proposal. Please include the farm activity's location relative to the proposal.**

*None*

**3. What steps will you take to reduce potential negative impacts on surrounding agricultural lands?**

*n/a*

**4. Could this proposal be accommodated on lands outside of the ALR? Include all alternative corridor alignment considerations. Alternate alignment maps can be uploaded in the Upload Attachments section.**

*Not that we are aware of.*

**5. Total area of corridor** *10.7 ha*

**6. All affected property owners with land in the ALR must be notified as required by Section 7 of the *Agricultural Land Reserve General Regulation*. Please attach the "Transportation, Utility, and Recreational Trail Use Proof of Serving Notice" in the "Upload Attachments" section. I confirm that all affected property owners with land in the ALR have been notified.**

*Yes*

### **Applicant Attachments**

- Agent Agreement-McLeod & Schneiderat, Lawyers
- Notice of Affected Landowners-62563
- Proposal Sketch-62563
- Other correspondence or file information-Tax Certificate
- Original application-62563
- Certificate of Title-011-777-320

### **ALC Attachments**

*None.*

### **Decisions**

*None.*

**Applicant:** Allan Uphill , Evelyn Uphill

**SUBDIVISION PLAN OF PART OF THE  
SOUTH 1/2 OF SUBLOT 11, DL 2704, SDYD,  
PLAN 1186, EXCEPT PLAN 23484.**

PURSUANT TO SECTION 67 L.T.A.  
BOOK 506/006

0 20 40 60 80 100  
ALL DISTANCES SHOWN ARE IN METRES  
THE INTENDED SIZE OF THIS PLAN IS 854 mm  
IN WIDTH BY 600 mm IN HEIGHT BY 500  
WHEN PLOTTED AT A SCALE OF 1:2000

**LEGEND**

- ⊙ DEVISED STANDARD CAPPED POST FOUND
- ⊙ DEVISED STANDARD CAPPED POST PLACED
- ⊙ DEVISED STANDARD IRON POST PLACED
- ⊙ DEVISED STANDARD IRON POST FOUND
- ⊙ DEVISED NON-STANDARD POST (OF 6mm. OVERSIZED) FOUND
- ⊙ DEVISED TRANSFER IRON PLACED
- ⊙ DEVISED UNARMED MEASURED POINT

NOTE: BEARINGS TO BEARING TREES ARE MAGNETIC.  
GRID BEARINGS ARE DERIVED FROM GNSS DATA  
RESIDENT OBSERVATIONS AND ARE REFERRED  
TO THE CENTRAL MERIDIAN OF UTM ZONE 11  
TO OBTAIN LOCAL ASTROGNOMIC BEARINGS REFERRED  
TO THE MERIDIAN THROUGH THE TRANSVERSE 448  
LABELLED "TRUNCATED" SUBTRACT 1° 27' 45"  
THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES  
UNLESS OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES  
MULTIPLY GROUND-LEVEL DISTANCES BY THE AVERAGE  
COMBINED FACTOR OF 0.9997008. THE AVERAGE COMBINED  
FACTOR HAS BEEN ESTIMATED BASED ON AN ELLIPSOIDAL  
ELEVATION OF 817 METRES.  
THE UTM COORDINATES AND ESTIMATED HORIZONTAL POSITIONAL  
ACCURACY ADVICES ARE DERIVED FROM GNSS DATA, PRECISION  
OBSERVATIONS USING NATURAL RESOURCES CANADA PPP SERVICES.

POINT	NORTHING	EASTING	POINT	NORTHING	EASTING
PH0004	3440333.5	308001.1	PH0070	3440333.5	308001.1
PH0005	3440333.5	308001.9	PH0071	3440333.5	308001.9
PH0006	3440333.5	308001.4	PH0072	3440333.5	308001.4
PH0007	3440333.5	308001.3	PH0073	3440333.5	308001.3
PH0008	3440333.5	308001.8	PH0074	3440333.5	308001.8
PH0009	3440333.5	308001.8	PH0075	3440333.5	308001.8
PH0010	3440333.5	308001.8	PH0076	3440333.5	308001.8
PH0011	3440333.5	308001.8	PH0077	3440333.5	308001.8
PH0012	3440333.5	308001.8	PH0078	3440333.5	308001.8
PH0013	3440333.5	308001.8	PH0079	3440333.5	308001.8
PH0014	3440333.5	308001.8	PH0080	3440333.5	308001.8
PH0015	3440333.5	308001.8	PH0081	3440333.5	308001.8
PH0016	3440333.5	308001.8	PH0082	3440333.5	308001.8
PH0017	3440333.5	308001.8	PH0083	3440333.5	308001.8
PH0018	3440333.5	308001.8	PH0084	3440333.5	308001.8
PH0019	3440333.5	308001.8	PH0085	3440333.5	308001.8
PH0020	3440333.5	308001.8	PH0086	3440333.5	308001.8
PH0021	3440333.5	308001.8	PH0087	3440333.5	308001.8
PH0022	3440333.5	308001.8	PH0088	3440333.5	308001.8
PH0023	3440333.5	308001.8	PH0089	3440333.5	308001.8
PH0024	3440333.5	308001.8	PH0090	3440333.5	308001.8
PH0025	3440333.5	308001.8	PH0091	3440333.5	308001.8
PH0026	3440333.5	308001.8	PH0092	3440333.5	308001.8
PH0027	3440333.5	308001.8	PH0093	3440333.5	308001.8
PH0028	3440333.5	308001.8	PH0094	3440333.5	308001.8
PH0029	3440333.5	308001.8	PH0095	3440333.5	308001.8
PH0030	3440333.5	308001.8	PH0096	3440333.5	308001.8
PH0031	3440333.5	308001.8	PH0097	3440333.5	308001.8
PH0032	3440333.5	308001.8	PH0098	3440333.5	308001.8
PH0033	3440333.5	308001.8	PH0099	3440333.5	308001.8
PH0034	3440333.5	308001.8	PH0100	3440333.5	308001.8

THIS PLAN LIES WITHIN THE  
AGRICULTURAL LAND ZONING.

A CONVEYANCE IN THE NAME OF:

HIS MAJESTY THE QUEEN IN RIGHT OF  
THE PROVINCE OF BRITISH COLUMBIA  
AS REPRESENTED BY THE MINISTER OF  
TRANSPORTATION AND INFRASTRUCTURE,  
AND

THE REGIONAL DISTRICT OF HOODYAK BOUNDARY.

PURSUANT TO SECTION 216 OF THE  
LAND TITLE ACT IS A CONDITION OF  
APPROVAL FOR THIS SUBDIVISION.

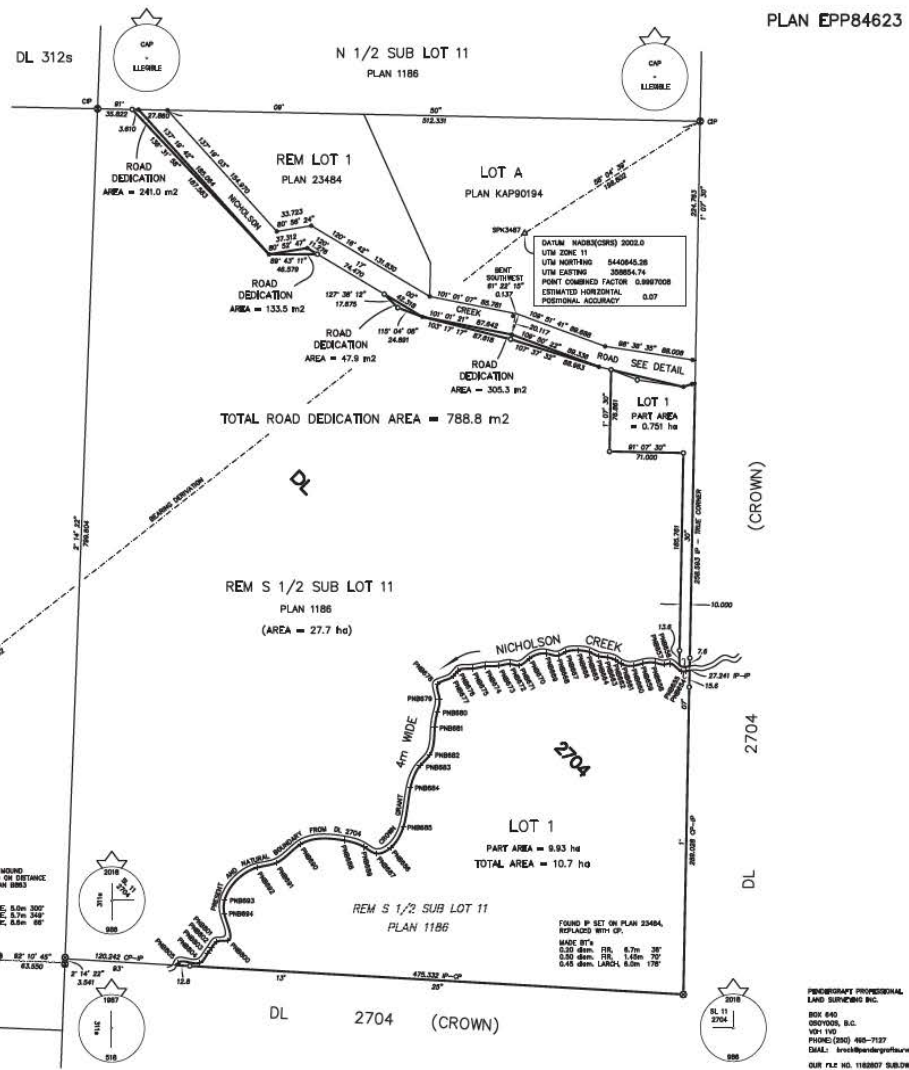
THIS PLAN LIES WITHIN THE  
JURISDICTION OF THE APPROVING  
OFFICE FOR THE MINISTRY OF  
TRANSPORTATION AND INFRASTRUCTURE  
WITH FILE: 2018-00718

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED  
ON THE 18TH DAY OF JULY, 2018.  
BOOK: 506/006/006, BOOK 506

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT  
OF HOODYAK BOUNDARY.



**DETAIL**  
10 0 10 20 30  
ALL DISTANCES SHOWN ARE IN METRES  
SCALE OF 1:2000  
AT INTENDED PLOT SIZE OF PLAN



PROFESSIONAL  
LAND SURVEYOR INC.  
BOOK 506  
GROVER, B.C.  
V1V 1V0  
PHONE (250) 465-7127  
FAX: (250) 465-7127  
OUR FILE NO. 1188077 SUBDIVISION



## STAFF REPORT

**Date:** 21 May 2021 **File**  
**To:** Chair Langman and  
 Members of the Board  
**From:** Barb Ihlen,  
 General Manager of Finance/CFO  
**Re:** Payment in Lieu of Taxes (PILT)  
 Policies from other Regional Districts

### Issue Introduction

A staff report from Barb Ihlen, General Manager of Finance/CFO, regarding Payment in Lieu of Taxes (PILT) Policies from other Regional Districts and an initial recommendation regarding a policy for the RDKB.

### History/Background Factors

During the last budget cycle, there was significant discussion about the funding received from BC Hydro in the form of Payment in Lieu of Taxes (PILT). The decision to make changes to the distribution of funds to other services occurred in March prior to the adoption of the Five Year Financial Plan. The Board directed staff to review policies from other regional districts with the intent of developing a policy for the RDKB.

There are only four regional districts in the province that receive a significant amount of PILT, due to hydro electric dams operated by BC Hydro and other Crown agencies like Columbia Basin Trust/Columbia Power Corporation. Attached are three policies from the Regional District of Central Kootenay, Shuswap Columbia Regional District, and Squamish Lillooet Regional District. The intent of providing this information is to provide an opportunity for the Board to discuss and provide direction to Staff on what direction the Board would like to take in the development of a PILT policy for the RDKB.

### Background Information Provided

Examples of Regional District PILT policies (3)  
 BC Government Circular - PILT

### Recommendation

That the Regional District of Kootenay Boundary Board of Directors receive the staff report and provide direction to Staff as to the next steps regarding the development of a Payment In Lieu of Taxes policy.

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Government of British Columbia

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**Ministry of Municipal Affairs and Housing**

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LGD Home > ... > Infrastructure & Finance > Financial Circulars > Circular No. 10:14
Thursday, January 18, 2018

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## Regional District Financial Management of BC Hydro Payments in lieu of Taxes

**Circular No. 10:14**  
**ARCS File#: 195-20**

---

September 24, 2010

**To: Selected Regional District Chief Administrative Officers and Chief Financial Officers**

**Re: Regional District Financial Management of BC Hydro Payments in lieu of Taxes**

**Purpose:**  
This circular is intended to provide advice and direction to regional districts (RDs) that receive payments in lieu of taxes in respect of BC Hydro generating facilities.

**Background:**  
BC Hydro makes Payments in lieu of Taxes (PILT) to RDs (and municipalities) in respect of electricity generating facilities located within an electoral area. The current scheme of BC Hydro PILT was introduced in 1989, providing for payments to both municipalities and RDs. The formula for calculating the amount of the payments to individual local governments is not the subject of this circular. However, based on the formula, the amounts of the payments are established by Order in Council on a periodic basis, under the authority of the *Hydro and Power Authority Act*. The current amounts are described in OIC No. 796/08, with 2008 being the base year for the amounts.

Ministry Circular No. 90:09 provided advice and direction to RDs about how the PILT should be managed. This circular updates that advice and direction.

**Principles:**  
The payments by BC Hydro are "in lieu of taxes", for specific facilities, and must be managed by RDs within the framework of financing services. This leads to the following:

- The PILT received for each electricity generating facility should be managed separately in the context of its specific location;
- The PILT must be shown as revenue in the appropriate RD service budgets; and
- The PILT must only be shown as revenue for service(s) for which the service area (SA) includes the location of the specific facility for which the PILT is paid.

MFA  
Statistics  
UBCM

**Options:**

Circular No. 90:09 described three options for managing the PILT in respect of how the payments should be distributed among services. This update describes a broader range of options, as follows: Director, Local Government Finance

1. Apply the entire PILT to the general administration service, for which the SA is the entire RD. This option provides for the benefit of the PILT to be region-wide, since it effectively reduces the amount of the general administration requisition. The general administration service can only be used to fund administration costs that cannot be attributed to other services [ref: s. 803.1(1), *Local Government Act*].
2. Apply the entire PILT to another service for which the SA is the entire RD. This option also provides for the benefit of the PILT to be region-wide, but allows the board to direct the funding to another specific region-wide service, as an alternative to the general administration service.
3. Apply the PILT to a group of services for which each of the SAs is the entire RD. This option also provides for the benefit of the PILT to be region-wide. However, the board can determine a particular distribution of the PILT among the other region-wide services. A possible basis of the distribution would be to pro-rate the PILT among those services according to the relative requisition for each service; however, the board could determine any basis of distribution that it wishes.
4. Apply the PILT for the specific facility to the group of services for which each of the SA includes the location of the specific facility. That is, no amount of the PILT should be applied to services that do not include the specific facility. This option is more complex, since the benefit of the PILT will be variable. A specific facility will, in addition to being in the SA for general administration and other region-wide services, be in the SA of services that include:
  - all electoral areas (e.g., electoral area administration);
  - the single electoral area (e.g., grants-in-aid); and
  - potentially, a local or sub-regional area (e.g., fire protection, recreation).

For this option, the board will need to determine how the PILT is to be distributed among the group of services, as follows:

- as a default, the PILT should be pro-rated according to the amount of the requisition for each of the services (from region-wide to local); or
- the board could determine an alternative basis of distribution as it wishes.

**Considerations:**

Each RD that receives a BC Hydro PILT will have a different set of circumstances, in relation to both the significance of the amount of PILT and the services to which the PILT may be applied. It is recommended that the board make a specific decision on which option to choose, if that has not been done previously. As a financial matter, the "weighted" voting rule will apply for the decision.



**300-09-12**  
**REGIONAL DISTRICT OF CENTRAL KOOTENAY**  
**Policy**

**Chapter:** Finance

**Section:** Transfer To Other Organizations

**Subject:** **Community Development Program Grants**

<b>Board</b>	518/20	<b>Established</b>	2020-08-20	<b>Revised</b>	2020-08-20
<b>Resolution:</b>		<b>Date:</b>		<b>Date:</b>	

## **POLICY:**

### **PURPOSE AND BACKGROUND :**

The purpose of this policy is to outline the requirements and limitations for grants awarded from the Community Development Program.

The Community Development Program is funded through grants in lieu of taxes provided to the RDCK by Crown Corporation generating assets. The purpose of the community development grant program is to support initiatives that further the social, economic and/or environmental wellbeing of regional district residents and organizations and/or to reduce regional district tax requisitions.

### **SCOPE:**

This policy applies to any application to or award of a grant from the Community Development program

### **DEFINITIONS:**

**Recipient** – means any organization, company or individual receiving funds through the Community Development Program

**External Grant Recipients** - means any non –RDCK organization or society, or any entity delivering an RDCK service but that is not operationally controlled by the RDCK, which receives funds through the Community Development Program

**Funding Agreement**- means a valid contract between the RDCK and the Recipient which outlines the terms and conditions of the grant award



**300-09-12**  
**REGIONAL DISTRICT OF CENTRAL KOOTENAY**  
**Policy**

**POLICY:**

**Community Development Program Administration**

Grants-in-lieu of taxes from Crown corporation power generation assets are received as revenue to the RDCK's community development grant service and allocated as follows:

- 5% to General Administration as an administrative fee
- 6.5% to Rural Administration as an administrative fee
- Of the remaining amount:
  - 12.20% to each of Areas D, E, H, J and K
  - 3.48% to each of Areas A, B, C G, I and F
  - 3.48% to municipalities greater than 1,000 in population, except Nelson and Castlegar
  - 1.39% to municipalities of less than 1,000 in population

Dedicated monies not spent in one fiscal year shall accrue to the electoral area or participating municipality to which they were first attributed.

**Eligibility**

- Societies, organizations, municipal councils and RDCK services are eligible to be Recipients.
- Individuals may receive funds only through a eligible Recipient.
- Recipients that do not comply with RDCK requirements or are otherwise unable to demonstrate that the grant funds were expended substantively in accordance with the grant application may not be considered for future Community Development Program funding.

**Grant Applications**

Applications to the Community Development Program must adhere to the following :

- All applications for funds must be received by the Board on the designated form (Appendix A to this policy)
- An application will not be considered complete unless signed by an authorized representative of the Recipient organization.



**300-09-12**  
**REGIONAL DISTRICT OF CENTRAL KOOTENAY**  
**Policy**

- An application will not be considered complete unless signed by the applicable elected official from whose designated funds the grant will be awarded.
- Applications submitted by member municipalities must include a Council resolution approving the grant application.

#### **Grant Award**

- Grants may only be awarded by the RDCK Board of Directors, by way of a resolution.
- To limit the administrative burden of the Community Development Program, Directors are encouraged to consider grants above a minimum \$500 value. For RDCK- funded services Directors are encouraged to consider grants above a minimum \$5,000 value.
- External Grant Recipients are required to enter into a Funding Agreement with the RDCK where the total grant value exceeds \$5,000.
- The RDCK Board may, at the request of the applicable Director, , require a Funding Agreement be signed for Recipients receiving less than \$5,000.
- Funding Agreements shall require Recipients to submit a report on how the funds were spent within two years of project completion.
- Funding Agreements shall require that the RDCK holdback 10% of the awarded funds to be released to the Recipient upon satisfactory receipt of a final report and indication that the funds were disbursed in accordance with the original project description.
- Payment of the grant will only be made in the name of the Recipient, by way of electronic fund transfer or mailed cheques.

#### **Restrictions On Grant Awards Prior to Elections**

In the event of an election for the position of Director being scheduled in an electoral area, the Board shall neither consider a request, nor approve the release of money, from such electoral area director for disbursement of Community Development grant funds during the period of 45 days prior to the election through to the inaugural Board meeting, except in the following instances:

- Grant-in-aid disbursements from an electoral area director who has been declared by the Chief Elections Officer to be elected by acclamation
- Grant-in-aid disbursements deemed to be emergency allocations and having received an affirmative vote of at least 2/3 of the votes cast at a Board meeting.

#### **Appendix A- Community Development Grant Application**



**300-09-12**  
**REGIONAL DISTRICT OF CENTRAL KOOTENAY**  
**Policy**

Policy F-29

**BC HYDRO GRANTS-IN-LIEU FOR POWER-GENERATING FACILITIES**

1. That the BC Hydro Grants in Lieu of Taxes (PILT) with respect to dams, reservoirs and powerhouses available to CSRD each and every year be divided into three components:

- a) An apportionment to the following functions:

20% General Government	(010)
10% Electoral Government	(011)
4% Area B Recreation	(330)
4% Golden and District Arena	(340)
3% Area B Fire Protection	(031)
3% Area A Community Parks	(321)
3% Sicamous Rec Centre	(345)
2% Area E Community Parks	(325)

- b) An apportionment payable directly for the following:

1% Revelstoke Community Centre

- c) Balance of PILT apportioned to those members deemed to be the **Impact Area** as follows:

20% Golden and Electoral Area 'A' EOF  
 20% Revelstoke and Electoral Area 'B' EOF  
 10% Sicamous and Electoral Area 'E' EOF

## Policy F-29

The **Impact Area** component is for the purpose of establishing Economic Opportunity Funds (EOF). The EOF were created specifically as a means of compensating for the loss of economic opportunities on those lands affected by the dams and reservoirs and the resultant economic impacts to the affected communities. As such, the EOF are to provide funding assistance for projects deemed by the participating members and ratified by the Corporate Board to be worthy of support in an effort to stimulate economic development within the impact areas.

Criteria for accessing each EOF will be based on the demonstrable and enduring benefit to the economy of the affected communities at large. The EOF are designed to stimulate economic generators, transportation facilities and infrastructure development supportable jointly by the participating members involved and approved by the Board.

The EOF shall not be used as grant-in-aid funding. The funding formula maintains 50% of the BC Hydro PILT available for the EOF.

All monies extracted from each EOF must be:

- a) Approved by both participating members; and
- b) Ratified by the Board.

2. This Policy amendment is based on direction given in the attached Circular No. 10:14 from the Ministry of Community and Rural Development which forms part of this policy (Appendix A).

1990 03 29  
 1991 09 12  
 1993 02 18  
 2007 06 21  
 February 24, 2011  
 March 17, 2011  
 March 15, 2012

Policy F-29

## APPENDIX A

## MINISTRY OF COMMUNITY AND RURAL DEVELOPMENT CIRCULAR NO 10:14



Ministry of Community  
and Rural Development

Local Government Infrastructure  
and Finance  
PO Box 9838 Stn Prov Govt  
(4<sup>th</sup> Floor - 800 Johnson Street)  
Victoria BC V8W 9T1

## CIRCULAR

Circular No. 10:14  
ARCS File #: 195-20

September 24, 2010

To: Selected Regional District Chief Administrative Officers and Chief Financial Officers

Re: Regional District Financial Management of BC Hydro Payments in lieu of Taxes

**Purpose:**

This circular is intended to provide advice and direction to regional districts (RDs) that receive payments in lieu of taxes in respect of BC Hydro generating facilities.

**Background:**

BC Hydro makes Payments in lieu of Taxes (PILT) to RDs (and municipalities) in respect of electricity generating facilities located within an electoral area. The current scheme of BC Hydro PILT was introduced in 1989, providing for payments to both municipalities and RDs. The formula for calculating the amount of the payments to individual local governments is not the subject of this circular. However, based on the formula, the amounts of the payments are established by Order in Council on a periodic basis, under the authority of the *Hydro and Power Authority Act*. The current amounts are described in OIC No. 796/08, with 2008 being the base year for the amounts.

Ministry Circular No. 90:09 provided advice and direction to RDs about how the PILT should be managed. This circular updates that advice and direction.

**Principles:**

The payments by BC Hydro are "in lieu of taxes", for specific facilities, and must be managed by RDs within the framework of financing services. This leads to the following:

- The PILT received for each electricity generating facility should be managed separately in the context of its specific location;
- The PILT must be shown as revenue in the appropriate RD service budgets; and
- The PILT must only be shown as revenue for service(s) for which the service area (SA) includes the location of the specific facility for which the PILT is paid.

.../2

## Policy F-29

**Options:**

Circular No. 90:09 described three options for managing the PILT in respect of how the payments should be distributed among services. This update describes a broader range of options, as follows:

1. Apply the entire PILT to the general administration service, for which the SA is the entire RD. This option provides for the benefit of the PILT to be region-wide, since it effectively reduces the amount of the general administration requisition. The general administration service can only be used to fund administration costs that cannot be attributed to other services [ref: s. 803.1(1), *Local Government Act*].
2. Apply the entire PILT to another service for which the SA is the entire RD. This option also provides for the benefit of the PILT to be region-wide, but allows the board to direct the funding to another specific region-wide service, as an alternative to the general administration service.
3. Apply the PILT to a group of services for which each of the SAs is the entire RD. This option also provides for the benefit of the PILT to be region-wide. However, the board can determine a particular distribution of the PILT among the other region-wide services. A possible basis of the distribution would be to pro-rate the PILT among those services according to the relative requisition for each service; however, the board could determine any basis of distribution that it wishes.
4. Apply the PILT for the specific facility to the group of services for which each of the SA includes the location of the specific facility. That is, no amount of the PILT should be applied to services that do not include the specific facility. This option is more complex, since the benefit of the PILT will be variable. A specific facility will, in addition to being in the SA for general administration and other region-wide services, be in the SA of services that include:
  - all electoral areas (e.g., electoral area administration);
  - the single electoral area (e.g., grants-in-aid); and
  - potentially, a local or sub-regional area (e.g., fire protection, recreation).

For this option, the board will need to determine how the PILT is to be distributed among the group of services, as follows:

- as a default, the PILT should be pro-rated according to the amount of the requisition for each of the services (from region-wide to local); or
- the board could determine an alternative basis of distribution as it wishes.

**Considerations:**

Each RD that receives a BC Hydro PILT will have a different set of circumstances, in relation to both the significance of the amount of PILT and the services to which the PILT may be applied. It is recommended that the board make a specific decision on which option to choose, if that has not been done previously. As a financial matter, the "weighted" voting rule will apply for the decision

.../3.

Policy F-29

Should you have any questions or comments regarding this topic, please contact your Financial Officer.



Talitha Soldera  
Director  
Local Government Finance

Distribution to following Regional Districts:

Alberni-Clayoquot  
Bulkley- Nechako (re: Alcan MOU)  
Capital  
Central Coast  
Central Kootenay  
Columbia Shuswap  
Comox Valley  
East Kootenay  
Fraser-Fort George  
Fraser Valley  
Kitimat-Stikine (re: Alcan MOU)  
Kootenay Boundary  
North Okanagan  
Peace River  
Skeena-Queen Charlotte  
Squamish-Lillooet  
Strathcona  
Sunshine Coast



## Policies & Procedures Manual

### Policy No. 2.2 (BP- BC Hydro Payments in Lieu of Taxes)

#### BC Hydro Payments in Lieu of Taxes

- The allocation of BC Hydro Payments in Lieu of Taxes ("PILT") be on a percentage of overall PILT funds received formula basis.
- The following percentage allocations be made as at December 31, 2013:
  - 45% - General Government
  - 30% - Land Use Planning
  - 1% to General Select Funds
  - 19% to Electoral Area Select Funds (to be divided equally among the 4 Electoral Areas)
  - 5% allocated as follows [based on 2016 amounts]:
    - Lillooet Recreation Centre - \$12,088
    - Seton Portage Fire Service - \$7,110
    - Squamish Public Library - \$14,221
    - to Electoral Area A (40%), Electoral Area B (40%) and the District of Lillooet (20%) as part of their allocation under the following bullet (previously to Pemberton Area Transit) - \$20,620
- In accordance with the methodology in Schedule "A" attached hereto, beginning January 1, 2014, annual incremental increases to the Northern Areas PILT Funding from the Province to the SLRD (Bridge River 1, Bridge River 2, La Joie), up to a maximum of 4% per year, shall be allocated as follows:
  - To Electoral Area A – 40%
  - To Electoral Area B – 40%
  - To District of Lillooet – 20%

until such time as the following annual amounts of the total Northern Areas PILT Funding have been reached (37.5% in total of the total Northern Areas PILT Funding):

- Area A – 15%
- Area B – 15%
- District of Lillooet – 7.5%

and upon reaching the above annual amounts, no further annual increase increments will be allocated to Area A, Area B and the District of Lillooet and the annual allocations under SLRD

Approving Authority: Board	Page 1 of 3
Policy Name: BC Hydro Payments in Lieu of Taxes	Policy No: 2.2
Date of Approval: November 25, 1996	<i>Dates of Amendment: November 23, 1998; February 2, 1999; December 17, 2003; April 28, 2008; October 22, 2012; September 30, 2013; July 28, 2014; August 24, 2016; April 19, 2017; August 23, 2017</i>
Policies Superseded: N/A	Related Enactments:

Board Policy 2.2 BC Hydro Payments in Lieu of Taxes will be adjusted to proportionately reflect the inclusion of Area A, Area B and the District of Lillooet on the above annual basis.

- The SLRD shall provide the District of Lillooet their portion of the annual Northern Areas PILT increase increment for their use.
- Incremental increases to the Northern Areas PILT amounts for Areas A and B shall be used for regional district services, capital projects and special projects, and, specifically, not for grants-in-aid.
- In accordance with the methodology in Schedule "A" attached hereto, beginning January 1, 2014, annual incremental increases to the Southern Areas PILT Funding from the Province to the SLRD (Cheakamus), up to a maximum of 4% per year, shall be allocated until such time as the annual amount of 37.5% of the total Southern Areas PILT Funding has been reached.

Upon reaching the above annual amount, no further annual increase increments will be allocated to the Southern Areas PILT Funding and the annual allocations under SLRD Board Policy 2.2 BC Hydro Payments in Lieu of Taxes will be adjusted to proportionately reflect the inclusion of the Southern Areas PILT Funding on the above annual basis.

- Incremental increases to the Southern Areas PILT amount shall be used for the benefit of Electoral Area D and District of Squamish citizens most affected by the BC Hydro infrastructure (Cheakamus/Daisy Lake Dam); this would include people living in the Cheakamus River / Paradise Valley areas.
- Any annual increase increment in PILT Funding in excess of 4% per year shall be allocated to cost centre #1000, General Government.
- SLRD Board Policy 2.2 BC Hydro Payments in Lieu of Taxes shall be reviewed in five (5) years (i.e. in 2019).
- A change in PILT funding received by the SLRD from the Province of greater than or equal to 10% will result in a review of the SLRD Board Policy 2.2 BC Hydro Payments in Lieu of Taxes.

Approving Authority: Board	Page 2 of 3
Policy Name: BC Hydro Payments in Lieu of Taxes	Policy No: 2.2
Date of Approval: November 25, 1996	<i>Dates of Amendment: November 23, 1998; February 2, 1999; December 17, 2003; April 28, 2008; October 22, 2012; September 30, 2013; July 28, 2014; August 24, 2016; April 19, 2017; August 23, 2017</i>
Policies Superseded: N/A	Related Enactments:

- Where allocations of prior and future years Electoral Area Select Funds have been made for specific identifiable projects which relate to an established service, the allocation will be transferred to an appropriate reserve fund for that service.
- A monthly “Grant Approvals Report” setting out Electoral Area Select Fund usage will be placed on the agenda of each regular Electoral Area Directors meeting.

Approving Authority: Board	Page 3 of 3
Policy Name: BC Hydro Payments in Lieu of Taxes	Policy No: 2.2
Date of Approval: November 25, 1996	<i>Dates of Amendment: November 23, 1998; February 2, 1999; December 17, 2003; April 28, 2008; October 22, 2012; September 30, 2013; July 28, 2014; August 24, 2016; April 19, 2017; August 23, 2017</i>
Policies Superseded: N/A	Related Enactments:

Schedule "A" - BC Hydro PILT Grant Allocations Spreadsheet

					Actual Increase per year		4.26%	2.40%	4.17%	4.77%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	
					Maximum Cumulative Increase per year to Northern/Southern Allocations		4.00%	2.40%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	
					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12		Year 13		
Facility	Current (2013) % of Total Grant	Alloc. % to the Northern & Southern	Alloc. \$ to North/South Areas (Based on 2013)	New (2026 and future) % of Total Grant##	Difference from Current Allocation	2013 Grant provided per Facility*	2014 Grant provided per Facility @ actual increase	2015 Grant provided per Facility @ estimated increase	2016 Grant provided per Facility @ estimated increase	2017 Grant provided per Facility @ estimated increase	2018 Grant provided per Facility @ estimated increase	2019 Grant provided per Facility @ estimated increase	2020 Grant provided per Facility @ estimated increase	2021 Grant provided per Facility @ estimated increase	2022 Grant provided per Facility @ estimated increase	2023 Grant provided per Facility @ estimated increase	2024 Grant provided per Facility @ estimated increase	2025 Grant provided per Facility @ estimated increase	2026 Grant provided per Facility @ estimated increase##	New (2026 and future) % of Total Grant##
Northern:																				
Bridge River 1	30.00%					324,231	338,060	346,184	360,624	377,829	392,942	408,659	425,006	442,006	459,686	478,074	497,197	517,084	537,768	
Bridge River 2	42.00%					453,924	473,283	484,658	504,873	528,960	550,118	572,123	595,008	618,808	643,561	669,303	696,075	723,918	752,875	
La Joie	4.00%					43,230	45,074	46,157	48,083	50,377	52,392	54,487	56,667	58,934	61,291	63,743	66,292	68,944	71,702	
Subtotal - Northern	76.00%					821,386	856,417	876,999	913,580	957,165	995,452	1,035,270	1,076,681	1,119,748	1,164,538	1,211,119	1,259,564	1,309,947	1,362,345	
Southern:																				
Cheakamus	24.00%					259,385	270,448	276,947	288,499	302,263	314,353	326,928	340,005	353,605	367,749	382,459	397,757	413,668	430,214	
Total Grant	100.00%					1,080,771	1,126,865	1,153,946	1,202,079	1,259,428	1,309,805	1,362,197	1,416,685	1,473,353	1,532,287	1,593,578	1,657,322	1,723,614	1,792,559	
					Increase In Year	46,094	27,081	48,133	57,349	50,377	52,392	54,488	56,667	58,934	61,291	63,743	66,293	68,945		
Up to 4% Cumulative Increase per Year - Northern							32,855	53,437	109,137	145,680	183,967	223,785	265,196	308,263	353,053	399,634	448,079	498,462		
Up to 4% Cumulative Increase per Year - Southern							10,375	16,875	27,953	39,493	51,583	64,157	77,234	90,835	104,979	119,689	134,987	150,897		
Up to 4% Cumulative Increase per Year							43,231	70,312	137,090	185,173	235,550	287,942	342,430	399,098	458,032	519,323	583,066	649,359		
Allocated to:																				
- General Government	45.00%			29.32%	(17.59%)	486,347	489,210	489,210	491,185	500,451	500,451	500,451	500,451	500,451	500,451	500,451	500,451	500,451	525,532	29.32%
- Land Use Planning	30.00%			18.75%	(11.25%)	324,231	324,231	324,231	324,231	324,231	324,231	324,231	324,231	324,231	324,231	324,231	324,231	324,231	336,105	18.75%
- Feasibility Study Reserve	0.00%			0.00%	0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
- General Select	1.00%			0.63%	(0.38%)	10,808	10,808	10,808	10,808	10,808	10,808	10,808	10,808	10,808	10,808	10,808	10,808	10,808	11,203	0.63%
	76.00%			48.69%	(29.22%)	821,386	824,249	824,249	826,224	835,490	835,490	835,490	835,490	835,490	835,490	835,490	835,490	835,490	872,841	48.69%
Standing Commitments:																				
- Lillooet Recreation Centre	1.12%			0.00%	0.00%	12,088	12,088	12,088	0	0	0	0	0	0	0	0	0	0	0	0.00%
- Seton Fire Dept	0.66%			0.00%	0.00%	7,110	7,110	7,110	0	0	0	0	0	0	0	0	0	0	0	0.00%
- Pemberton Transit	1.91%			0.00%	0.00%	20,620	20,620	20,620	0	0	0	0	0	0	0	0	0	0	0	0.00%
- Squamish Public Library	1.32%			0.00%	0.00%	14,221	14,221	14,221	0	0	0	0	0	0	0	0	0	0	0	0.00%
	5.00%			0.00%	0.00%	54,039	54,039	54,039	0	0	0	0	0	0	0	0	0	0	0	0.00%
Electoral Area Select Services:																				
- Electoral Area A	4.75%			2.97%	(1.78%)	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	53,217	2.97%
- Electoral Area B	4.75%			2.97%	(1.78%)	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	53,217	2.97%
- Electoral Area C	4.75%			2.97%	(1.78%)	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	53,217	2.97%
- Electoral Area D	4.75%			2.97%	(1.78%)	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	51,337	53,217	2.97%
	19.00%			11.88%	(7.13%)	205,346	205,346	205,346	205,346	205,346	205,346	205,346	205,346	205,346	205,346	205,346	205,346	205,346	212,866	11.88%
Northern Allocation:																				
- Electoral Area A	0.00%	15.00%	123,208	11.40%	11.40%	0	13,142	21,375	43,655	58,272	73,587	89,514	106,078	123,305	141,221	159,854	179,232	199,385	204,352	11.40%
- Electoral Area B	0.00%	15.00%	123,208	11.40%	11.40%	0	13,142	21,375	43,655	58,272	73,587	89,514	106,078	123,305	141,221	159,854	179,232	199,385	204,352	11.40%
- District of Lillooet	0.00%	7.50%	61,604	5.70%	5.70%	0	6,571	10,687	21,827	29,136	36,793	44,757	53,039	61,653	70,611	79,927	89,616	99,692	102,176	5.70%
	0.00%	37.50%	308,020	28.50%	28.50%	0	32,855	53,437	109,137	145,680	183,967	223,785	265,196	308,263	353,053	399,634	448,079	498,462	510,879	28.50%
- Lillooet Recreation Centre	0.00%			0.70%	(0.42%)	0	0	0	12,088	12,088	12,088	12,088	12,088	12,088	12,088	12,088	12,088	12,088	12,530	0.70%
- Seton Volunteer Fire Dept.	0.00%			0.41%	(0.25%)	0	0	0	7,110	7,110	7,110	7,110	7,110	7,110	7,110	7,110	7,110	7,110	7,371	0.41%
Southern Allocation:																				
- For Area D/DoS residents most affected	0.00%	37.50%	97,269	9.00%	9.00%	0	10,375	16,875	27,953	39,493	51,583	64,157	77,234	90,835	104,979	119,689	134,987	150,897	161,330	9.00%
- Squamish Public Library	0.00%			0.82%	(0.49%)	0	0	0	14,221	14,221	14,221	14,221	14,221	14,221	14,221	14,221	14,221	14,221	14,741	0.82%
TOTAL	100.00%		405,289	100.00%	0.00%	1,080,771	1,126,865	1,153,946	1,202,079	1,259,428	1,309,805	1,362,197	1,416,685	1,473,353	1,532,287	1,593,578	1,657,322	1,723,614	1,792,559	100.00%

\* Was 45% in 2013 due to no allocation to Feasibility Study Reserve required. No Feasibility Reserve after 2016 due to change in policy.

^^ Allocations are based on the amounts generated by the North and South, respectively. 40/40/20 allocation of the Northern to Area A, Area B and District of Lillooet, respectively. Any annual increase > 4% is allocated to General Government.

## Once the allocations noted in the above line to the Northern & Southern areas have been reached, this is the new formula. The presumption is that once the appropriate allocation of the current year has been reached, the allocation will change and the new allocation will be used for future years.

Allocation to North/South  
estimated to be  
reached in this year

Allocation based  
on new %'s



## Electoral Area Services (EAS) Committee Staff Report

<b>RE:</b>	Development Variance Permit – Hammond (638-19V)		
<b>Date:</b>	May 13, 2021	<b>File #:</b>	C-969-04329.000
<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) received an application for a development variance permit for the reconstruction of an existing deck on in Electoral Area C/Christina Lake (See Attachment 1 – Site Location Map).

### History / Background Information

Property Information	
<b>Owner(s):</b>	Darryl Hammond and Heather Hammond
<b>Agent:</b>	WSA Engineering (2012) Ltd.
<b>Location:</b>	141 Brown Road
<b>Electoral Area:</b>	Electoral Area C/Christina Lake
<b>Legal Description(s):</b>	Lot 10, District Lot 969, Similkameen Division of Yale District, Plan 9357
<b>Area:</b>	279 m <sup>2</sup> (3,003 ft <sup>2</sup> )
<b>Current Use(s):</b>	Single family dwelling
Land Use Bylaws	
<b>OCP Bylaw 1250:</b>	Waterfront Residential
<b>DP Area:</b>	Waterfront Environmentally Sensitive
<b>Zoning Bylaw 1300:</b>	Waterfront Residential 2
Other	
<b>ALR:</b>	NA
<b>Waterfront / Floodplain:</b>	Christina Lake (partial)
<b>Service Area:</b>	NA

The subject property is located on Brown Road, along the east side of Christina Lake (see Attachment 2 – Subject Property Map). It is located in both the floodplain as well as the Environmentally Sensitive Waterfront Development Permit Area. Additionally, the Christina Lake Foreshore Inventory Mapping shows the area adjacent to the property as a known Kokanee spawning habitat.

The parcel was originally created by subdivision in 1958. The single family dwelling was constructed sometime thereafter; however, there is no building permit in our records for its original construction. It is possible that the construction took place prior to the first zoning bylaw or floodplain bylaw being in place. Both the main part of the house and the deck encroach into the required 7.5 m setback from the natural boundary of Christina Lake.

In addition, the building and two-tiered deck were constructed partially encroaching on the neighbouring property to the west (Lot 11 – 143 Brown Road), which is shown on the attached plans. A flooding event in 2018 caused damages to the two-tiered deck as well as two retaining walls, one of which appears to extend below the natural boundary of Christina Lake.

The applicant's proposal has been reviewed by both the Electoral Area C/Christina Lake Advisory Planning Commission (APC) and the Electoral Area Services Committee (EAS Committee) (see Attachment 3 - Original April 16, 2020 staff EAS report). On April 16, 2020, the EAS Committee passed the following motion:

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

The applicant received approval from the BC Ministry of Forests, Lands, Natural Resource Operations, and Rural Development (FLNRORD) to replace the two retaining walls with *"a single reinforced, cast-in-place concrete retaining wall,"* and that work was completed during Fall 2020. Now that this work is complete, the applicant has reactivated their development variance permit application for consideration by the EAS Committee.

## Proposal

The applicant has submitted an updated design plan for their requested variances (see Attachment 4 – Applicant Submission). The applicant is proposing to reconstruct the portion of the existing approximately 40 m<sup>2</sup> (450 ft<sup>2</sup>) deck. The new deck would be the same size as what is existing on the subject property. The portion of the deck that is encroaching on Lot 11 would be removed completely.

The applicant's updated proposal also includes removing the 76.2 cm (2.5 ft) of the dwelling that encroaches on the neighbouring property on Lot 11, which was not part of the original application.

The applicant has removed reference to the retaining wall as retaining walls are considered to be landscape structures and do not require building permits.

The applicant's request would require the following variances to Zoning Bylaw 1300:

1. Section 403.6 – Setbacks: reduce the the interior side parcel line setback from 1.5 m to 0 m, a variance of 1.5 m (dwelling); and,

2. Section 403.6 – Setbacks: reduce the natural boundary of Christina Lake setback from 7.5 m to 2.2 m, a variance of 5.3 m (for the deck).

As the deck is located within the 7.5 m floodplain setback from Christina Lake (Floodplain Bylaw No. 677, 1995), a site-specific exemption to the Floodplain Bylaw is also required. That application is discussed in a separate report.

### **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 applicants have provided the following rationale for their variance request:

1. The proposal will remove encroaching portions of the deck from the neighbouring property. In order to remove encroaching portions of the deck from Lot 11, the owner of Lot 10 must have authorization from the owners of Lot 11. The owners of Lot 10 have been notified of this requirement;
2. The requested variances now addresses the encroachment of the remaining portion of the single family dwelling on Lot 11;
3. In the consulting engineer's opinion, the proposal would be an improvement over what is existing, as the deck and retaining walls are not considered to be safe for long-term use.

Staff note that the subject property is approximately 19.5 m deep. The Zoning Bylaw requires a 4.5 m front parcel setback for principal buildings and a 7.5 m setback from the natural boundary of Christina Lake. If the property were to meet the required setbacks, approximately 7.5 m would remain for a building footprint.

### **Recommendation**

That the Development Variance Permit application submitted by WSA Engineering (2012) Ltd., on behalf of Darryl Hammond and Heather Hammond, to vary Section 403.6 of the Electoral Area C Zoning Bylaw No. 1300 to reduce the interior side parcel line setback from 1.5 to 0 metres – a variance of 1.5 metres; and vary the setback to the natural boundary of Christina Lake from 7.5 to 2.2 metres – a variance of 5.3 metres for the dwelling on the parcel legally described as Lot 10, District Lot 969, Similkameen Division of Yale District, Plan 9357, Electoral Area C/Christina Lake, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

### **Attachments**

1. Site location map
2. Subject property map
3. Original April 16, 2020 staff EAS report
4. Applicant's updated submission

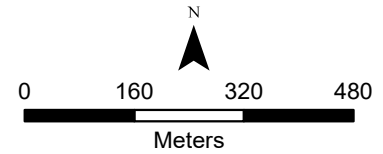


Regional District of  
Kootenay Boundary

Date: 23-Jan-2020

## Site Location Map

Lot 10, DL 969,  
SDYD, Plan 9357



1:9,600



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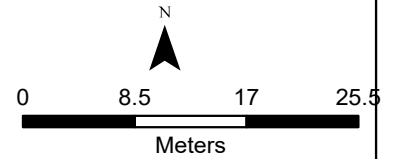


Regional District of  
Kootenay Boundary

Date: 23-Jan-2020

## Subject Property Map

Lot 10, DL 969,  
SDYD, Plan 9357



1:500



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Original April 16, 2020 Staff Report and Attachments

**Electoral Area Services (EAS) Committee  
Staff Report**

<b>RE:</b>	Development Variance Permit – Hammond		
<b>Date:</b>	April 16, 2020	<b>File #:</b>	C-969-04329.000
<b>To:</b>	Chair Grieve and Members of the EAS Committee		
<b>From:</b>	Corey Scott, Planner		

### Issue Introduction

We have received an application for a development variance permit from WSA Engineering (2012) Ltd., on behalf of Darryl and Heather Hammond, for the reconstruction of an existing deck and retaining wall in Electoral Area C/Christina Lake (see attachments).

Property Information	
<b>Owner(s):</b>	Darryl and Heather Hammond
<b>Agent:</b>	WSA Engineering (2012) Ltd.
<b>Location:</b>	141 Brown Road
<b>Electoral Area:</b>	Electoral Area C/Christina Lake
<b>Legal Description(s):</b>	Lot 10, DL 969, SDYD, Plan 9357
<b>Area:</b>	279m <sup>2</sup> (0.07acr)
<b>Current Use(s):</b>	Single family dwelling
Land Use Bylaws	
<b>OCP Bylaw 1250:</b>	Waterfront Residential
<b>DP Area:</b>	Waterfront Environmentally Sensitive
<b>Zoning Bylaw 1300:</b>	Waterfront Residential 2
Other	
<b>ALR:</b>	N/A
<b>Waterfront / Floodplain:</b>	Partial
<b>Service Area:</b>	NA

### History / Background Information

The subject property (Lot 10 – 141 Brown Road) is located along the east side of Christina Lake in Electoral Area C/Christina Lake. It has a “Waterfront Residential” Official Community Plan (OCP) land use designation and is zoned “Waterfront Residential 2”. Christina Lake abuts the southern boundary of the property. As such, it is within the floodplain as well as the Environmentally Sensitive Waterfront

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Development Permit Area. Additionally, the Christina Lake Foreshore Inventory Mapping shows the area adjacent to the property as a known Kokanee spawning habitat.

The parcel was originally created by subdivision in 1958. The single family dwelling was constructed sometime thereafter; however there is no building permit in our records for its original construction. It's possible that the construction took place prior to the first zoning bylaw or floodplain bylaw being in place. Both the main part of the house and the deck encroach into the required 7.5m setback from the natural boundary of Christina Lake.

In addition, the building and two-tiered deck were constructed partially encroaching on the neighbouring property to the west (Lot 11 – 143 Brown Road), which is shown on the attached plans.

A variance was issued in 2008 to reduce the front parcel boundary from 4.5m to 0m for an accessory structure (carport) that was constructed without permit.

A flooding event in 2018 caused damages to the two-tiered deck as well as two retaining walls, one of which appears to extend below the natural boundary of Christina Lake.

The applicant may be required to remove their deck in order to remove the existing retaining walls and construct a new one. As the deck's location is entirely non-conforming to our Zoning Bylaw regulations, there is uncertainty in whether reconstruction of the deck will be permitted should the Province grant approval for reconstructing the retaining wall.

A new septic system was installed on the subject property in 2019 although no building modifications took place. The system was filed with Interior Health in order to meet the requirements of the *Sewerage System Regulation*. A Waterfront Environmentally Sensitive Development Permit was not required in 2019 nor is it required at this time since no additional habitable area was or is planned.

### Proposal

The applicant has submitted a design brief that describes the proposal (see attachments). The applicant is proposing to reconstruct the portion of the existing approximately 40m<sup>2</sup> (450ft<sup>2</sup>) deck. The new deck would be the same size as what is existing on the subject property. The portion of the deck that is encroaching on Lot 11 would be removed completely. The deck's reconstruction will require the removal of two retaining walls, and replacement by one single retaining wall at the property line (see attachments).

The applicant is requesting to vary the following for the deck's reconstruction:

1. the interior side parcel boundary setback from 1.5m to 0m, a variance of 1.5m; and,
2. the setback from the natural boundary of Christina Lake from 7.5m to 2.2m, a variance of 5.3m, for the deck, which is attached to the house.

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Because the deck is located within the 7.5 m floodplain setback from Christina Lake (Floodplain Bylaw No. 677, 1995), a site-specific exemption to the Floodplain Bylaw is also required. That application is discussed in a separate report.

### **Implications**

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

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

The proposal will remove encroaching portions of the deck from the neighbouring property. In order to remove encroaching portions of the deck from Lot 11, the owner of Lot 10 must have authorization from the owners of Lot 11. The owners of Lot 10 have been notified of this requirement.

In the consulting engineer's opinion, the proposal would be an improvement over what is existing, as the deck and retaining walls are not considered to be safe for long-term use.

Approval of the requested variances does not address the encroachment of the remaining portion of the single family dwelling on Lot 11 (see attachments). The encroachment is a trespass and is an issue for private parties to resolve.

The property is approximately 19.5m deep. The Zoning Bylaw requires a 4.5m front parcel setback for principal buildings and a 7.5m setback from the natural boundary of Christina Lake. If the property were to meet the required setbacks, approximately 7.5m would remain for a building footprint.

### Retaining Walls

There are two retaining walls in disrepair that will be affected by the proposal. The applicant proposes to remove these two walls and is requesting to replace them with a single retaining wall at the rear parcel boundary, adjacent to Christina Lake (see attachments).

Retaining walls are considered to be landscape structures and do not require Building Permits. As such, there is no trigger from a permitting perspective to ensure they meet siting requirements. The applicant has been referred to FrontCounter BC and directed to apply to for a *Water Sustainability Act* approval. Approval of the variance could be subject to the necessary Provincial permitting being in place.

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

The Electoral Area C/Christina Lake APC considered the application at their February 4, 2020 meeting. Upon discussion of the application and hearing from the applicants, consideration was deferred pending receipt of more information on the deck's design. We have since received:

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- an updated Geotechnical Report that addresses our feedback from the first submission;
- detailed design drawings with additional notes for clarity; and,
- site photos to provide additional context.

The APC reconsidered the application at their April 7, 2020 meeting and provided the following recommendation:

"It was moved, seconded and resolved that the APC recommend to the Regional District that the application be: not supported, due to the encroachment on a shore spawning beach. It was discussed that as there are alternatives to rebuilding the decks as they are currently constructed and options that might allow the wall to require less of a variance to the Lake boundary. Vote was 5 opposed, 4 in favor."

### Staff Comments

Reconstruction of the retaining wall at the natural boundary of Christina Lake is a matter that is left up to the authority of the Province through an application to FrountCounter BC for a *Water Sustainability Act* approval. As the Province's process for works "in and about a stream" more thoroughly addresses potential impacts to the natural environment and fish habitat, it may be more appropriate for the applicant to first seek Provincial approval for the retaining wall prior to finalizing the plans for the reconstruction of their deck.

### Recommendation

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

### Attachments

Site Location Map

Subject Property Map

Applicant Submission: January 22, 2020 WSA letter and February 14 WSA letter



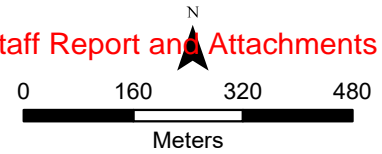
Regional District of  
Kootenay Boundary

Date: 23-Jan-2020

## Site Location Map

Lot 10, DL 969,  
SDYD, Plan 9357

Original April 16, 2020 Staff Report and Attachments



1:9,600



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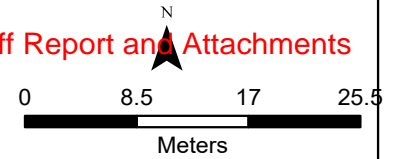
Regional District of  
Kootenay Boundary

Date: 23-Jan-2020

## Subject Property Map

Lot 10, DL 969,  
SDYD, Plan 9357

Original April 16, 2020 Staff Report and Attachments



1:500



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## Original April 16, 2020 Staff Report and Attachments



**ENGINEERING (2012) LTD**  
2248 Columbia Avenue Castlegar, BC V1N 2X1

Tel 1-888-617-6927  
e-mail: [mail@wsaeng.ca](mailto:mail@wsaeng.ca)

January 22, 2020

Project Number: C19001 – 081R2

RDKB  
843 Rossland Avenue  
Trail, BC  
V1R 4S8

Attn: Corey Scott

***RE: HAMMOMD – 141 BROWN ROAD –  
DEVELOPMENT VARIANCE PERMIT APPLICATION – R2***

The following is reference to the Development Permit Application for 141 Brown Road, Christina Lake, BC. Legally described as Lot 10, DL 969, SDYD Plan 9357.

The subject lot is comprised of an existing home, carport, and retaining walls. The southwest corner of the home and deck both encroach onto the neighbouring property to the West (see attached site plan prepared by Hango Land Surveys).

All attempts to resolve the encroachment have been met with resistance from the neighbour. The homeowners are prepared to modify the layout of the deck so that it no longer encroaches onto the neighbour's lot. This will remove the majority of the trespass. However, modification of the house to remove the remaining 50mm of encroachment is not practical. Thus, it will remain unresolved for now.

To resolve the above the homeowners are requesting a variance to allow reconstruction of the deck off the neighbouring property but still within the side yard setback. Please see attached site plan.

In addition, the remainder of the deck and retaining wall on the lake side of the house are in need of repair. These encroach into the 7.5m back yard setback and thus this application also includes a request for a variance to permit reconstruction of the deck within the back yard setback. There is no intention to increase the nonconformance of the deck, simply to replace what is there with new material.

The Hammonds are requesting a variance to reduce the side yard setback to 0m and the rear yard setback to 2.2m (a variance of 5.3m).

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This application is accompanied with a Geotechnical Engineering Report in support of a Site Specific Exemption to the Flood Plain Set Back.

The septic system has recently been upgraded under the direction of a Professional Engineering. The design was filed with IHA and a Letter of Certification prepared by the Project Engineer.

We trust that you find the documentation in order. Please call with any questions. We are also prepared to attend a review meeting with you in the Trail Office if you feel that would be helpful.

Sincerely,

**WSA ENGINEERING LTD.**

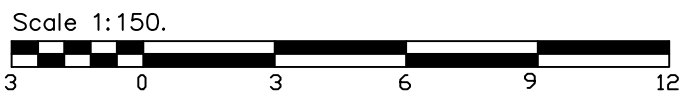
A handwritten signature in black ink, appearing to read 'Dan Sahlstrom', with a horizontal line extending to the right.

Dan Sahlstrom, P.Eng

DS: aj

Encl. DVP Application  
Site Specific Flood Plain Setback Exemption Report  
Survey Plot Plan  
Proposed Variance Boundaries Sketch

SITE PLAN SHOWING SELECT FEATURES  
ON AND AROUND LOT 10 DL 969  
SDYD PLAN 9357.

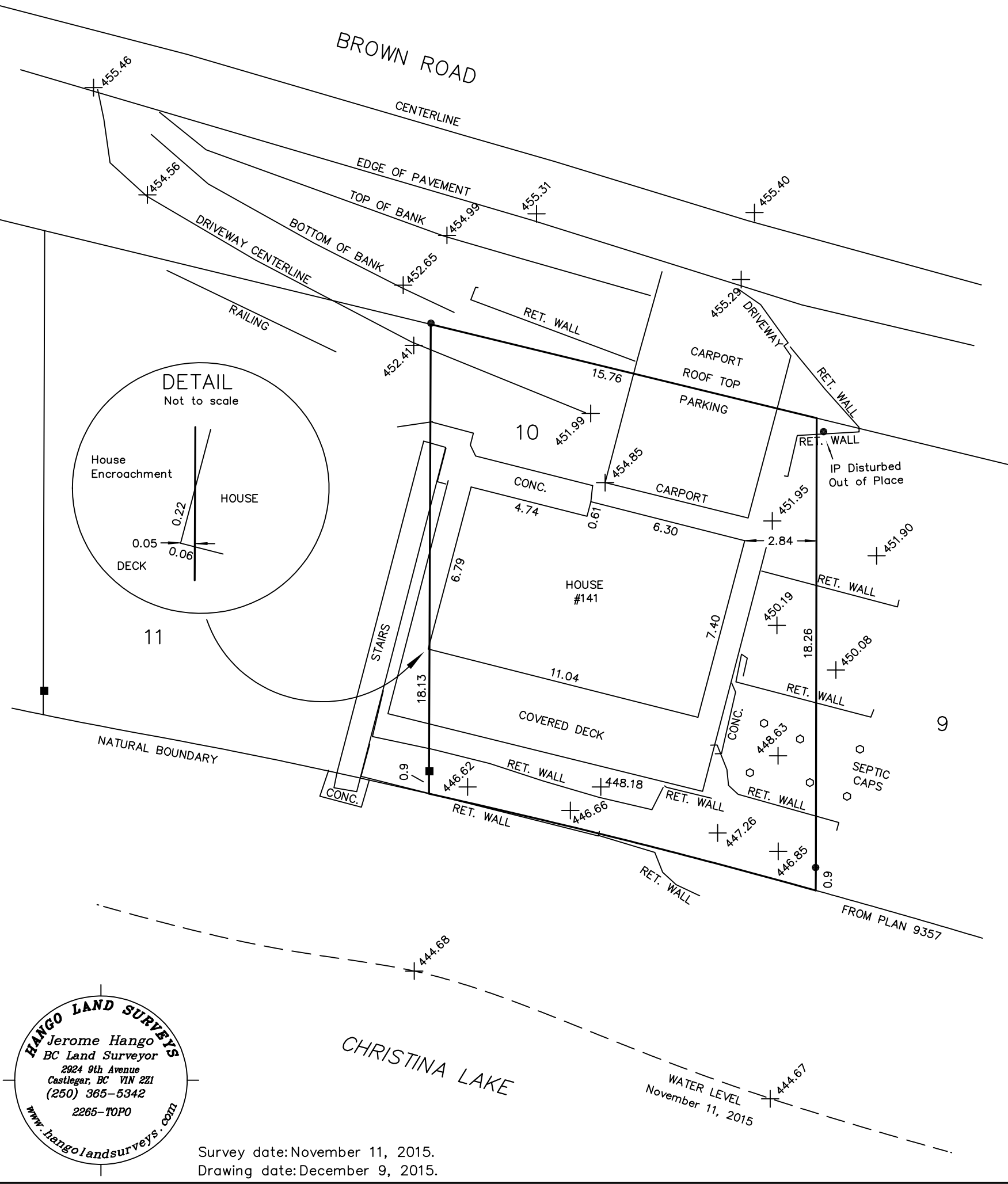


LEGEND

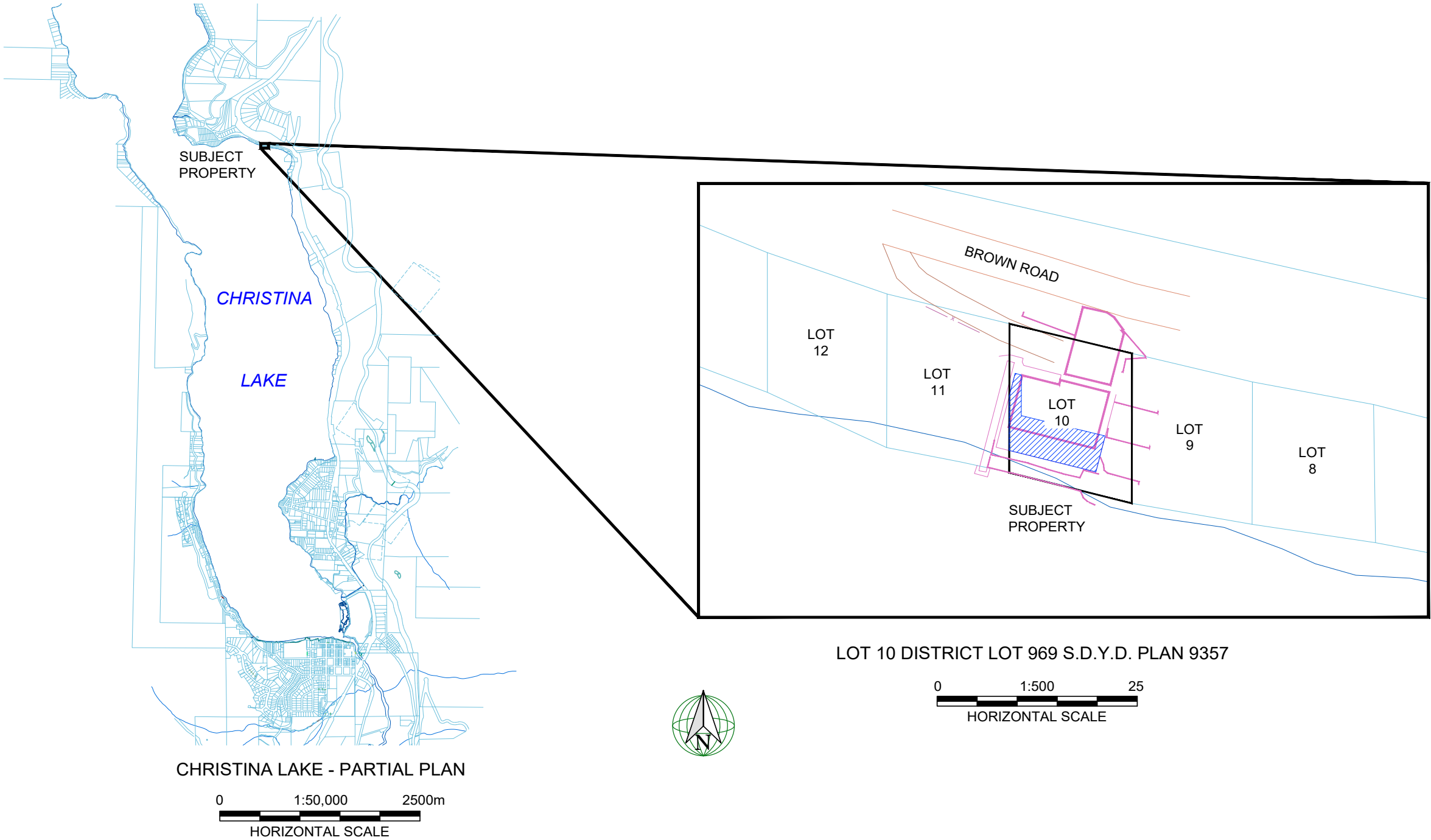
Dimension are derived from Plan 9357.  
Elevations are derived from PPP GNSS observations.  
All distances in metres.  
+323.65 Spot elevation.

- Found
- Standard iron post
  - Standard lead plug

Original April 16, 2020 Staff Report and Attachments



Survey date: November 11, 2015.  
Drawing date: December 9, 2015.



A	15/11/2019	SC	FIGURE TO ACCOMPANY DVP APPLICATION	DS
	DD/MM/YYYY	BY	ISSUES	ENG.



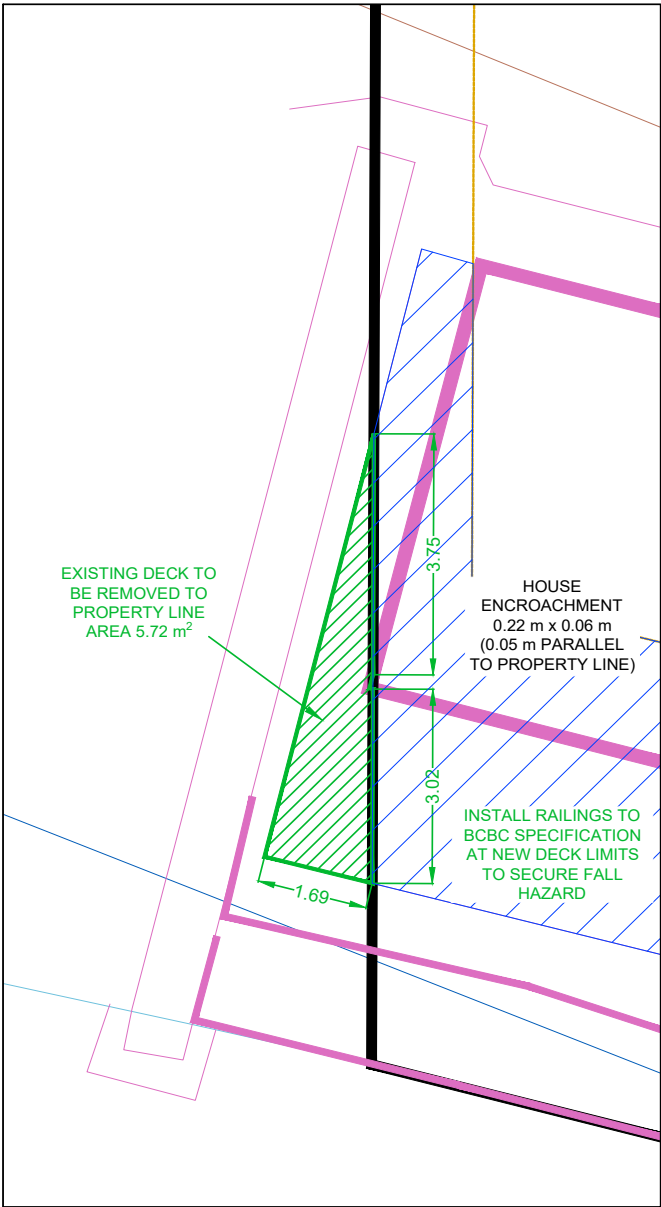
**ENGINEERING (2012) LTD.**  
Civil and Structural Engineering  
2248 Columbia Ave. Castlegar, B.C. V1N 2X1 Pk: 1-888-617-6927

DESIGN BY	DATE
SC	15/11/2019
DRAWN BY	DATE
SC	15/11/2019
CHECKED BY	DATE
DS	15/11/2019
APPROVED BY	DATE
DS	15/11/2019

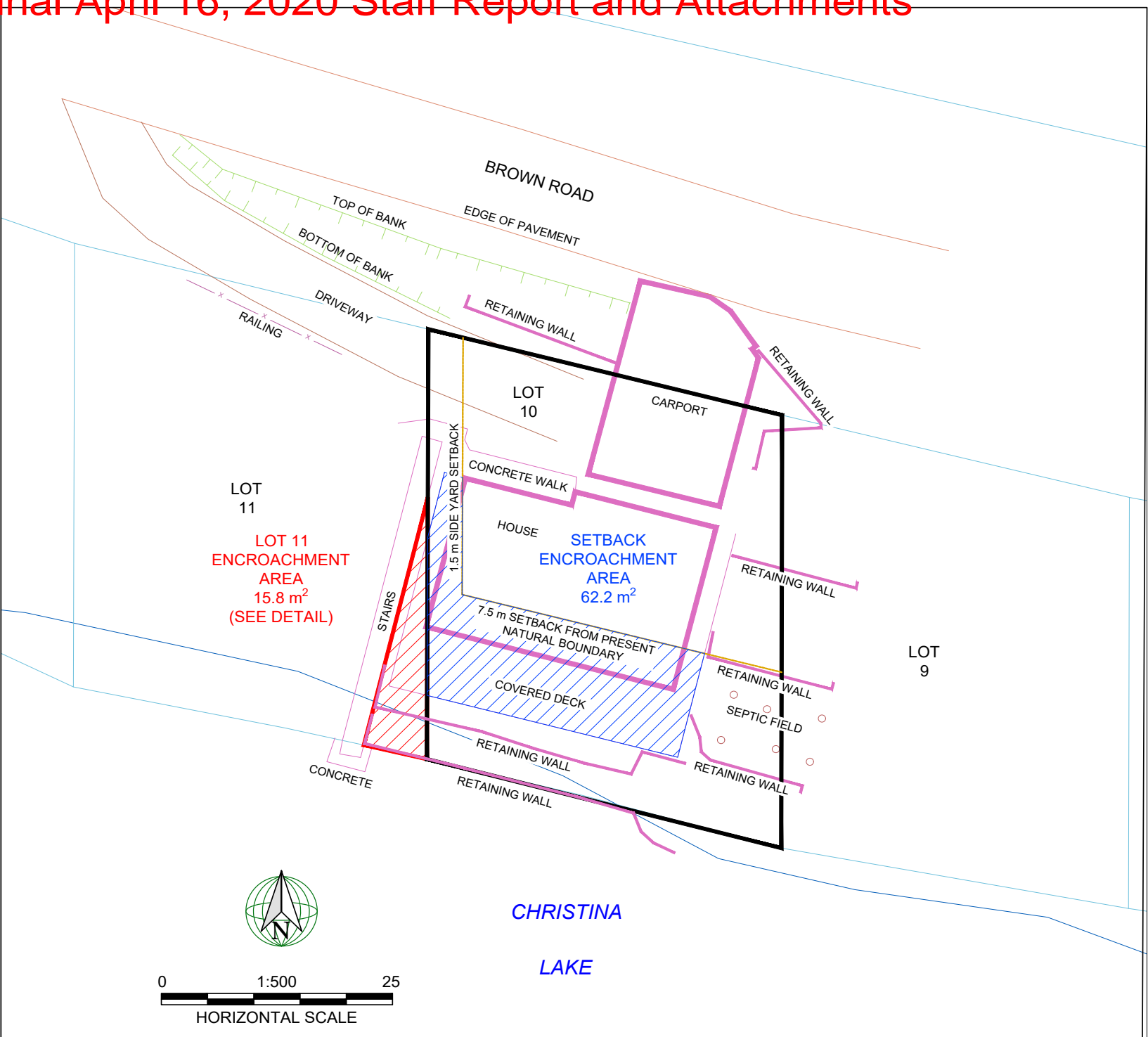
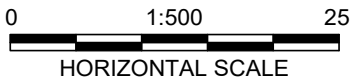
**HAMMOND RETAINING WALL AND DECK**  
**141 BROWN ROAD, CHRISTINA LAKE**  
LOT 10 DISTRICT LOT 969 S.D.Y.D. PLAN 9357

**LOCATION PLAN**

HOR. SCALE	AS SHOWN	VERT. SCALE
PROJECT FILE No.	C19001-081	
FIGURE	1	



LOT 11 ENCROACHMENT AREA DETAIL



A	15/11/2019	SC	FIGURE TO ACCOMPANY DVP APPLICATION	DS
	DD/MM/YYYY	BY	ISSUES	ENG.



**ENGINEERING (2012) LTD.**  
Civil and Structural Engineering  
2248 Columbia Ave. Castlegar, B.C. V1N 2X1 Ph: 1-888-617-6927

DESIGN BY	DATE
SC	15/11/2019
DRAWN BY	DATE
SC	15/11/2019
CHECKED BY	DATE
DS	15/11/2019
APPROVED BY	DATE
DS	15/11/2019

**HAMMOND RETAINING WALL AND DECK**  
**141 BROWN ROAD, CHRISTINA LAKE**  
LOT 10 DISTRICT LOT 969 S.D.Y.D. PLAN 9357

**SITE PLAN**

HOR. SCALE	AS SHOWN	VERT. SCALE
PROJECT FILE No.	C19001-081	
FIGURE	2	

Original April 16, 2020 Staff Report and Attachments



**ENGINEERING (2012) LTD**  
2248 Columbia Avenue Castlegar, BC V1N 2X1

Tel 1-888-617-6927  
e-mail: [mail@wsaeng.ca](mailto:mail@wsaeng.ca)

February 14, 2020

Project Number: C19001 – 081

RDKB  
843 Rossland Avenue  
Trail, BC  
V1R 4S8

Attn: Corey Scott

***RE: HAMMOMD – 141 BROWN ROAD – SITE PHOTOS***



Figure 1: Hammond Residence

Original April 16, 2020 Staff Report and Attachments



Figure 2: Hammond Residence – Corner of house that encroaches (house with satellite)

Original April 16, 2020 Staff Report and Attachments



Figure 3: Beach Adjacent to Hammond Residence (looking East)

# HAMMOND RETAINING WALL

## 141 BROWN ROAD

## CHRISTINA LAKE B.C.

### GENERAL NOTES:

- ALL WORK TO CONFORM TO THE BRITISH COLUMBIA BUILDING CODE LATEST EDITION, LOCAL CODES AND BY-LAWS OF AUTHORITIES HAVING JURISDICTION.
- ALL WORK TO BE PERFORMED WITH RESPECT TO GOOD BUILDING PRACTICES.
- CONTRACTOR TO CAREFULLY INSPECT THE SITE OF WORK AND BE FULLY INFORMED OF EXISTING CONDITIONS AND LIMITATIONS
- NO WORK TO COMMENCE WITHOUT PROPER PERMITS AND LICENSES.
- MEASUREMENTS, GRADES AND LEVELS ARE TO BE VERIFIED AT THE SITE BEFORE CONSTRUCTION.
- CONTRACTOR TO CHECK AND VERIFY ALL DIMENSIONS, ELEVATIONS, DRAWINGS, DETAILS AND SPECIFICATIONS AND REPORT ALL ERRORS OR DISCREPANCIES TO THE OWNER PRIOR TO PROCEEDING WITH THE WORK.
- CONTRACTOR TO VERIFY LOCATIONS AND DETAILS OF ALL CONCEALED SERVICES, PROTECT AND RELOCATE WHERE INDICATED ALL SERVICES FROM DAMAGE DURING CONSTRUCTION PERIOD..
- CONTRACTOR TO MAKE GOOD AND REPAIR ALL EXISTING PARTS AND SURFACES DAMAGED BY DEMOLITION OR NEW CONSTRUCTION, REFINISH TO MATCH SURROUNDING AREA BETWEEN CORNERS OR ABUTMENTS COMPLETE.
- DEMOLISH WHERE NOTED, AND REMOVE DEBRIS FROM SITE, MINIMIZE DISRUPTION TO NEIGHBOURS. ALL SALVAGE MATERIAL (TO BE CONFIRMED BY OWNER) REMAIN THE PROPERTY OF THE OWNER UNLESS OTHERWISE NOTED.
- VERIFY LOCATION OF ALL UNDERGROUND LINES WITHIN THE AREA OF CONSTRUCTION PRIOR TO COMMENCING EXCAVATION. NOTIFY OWNER AT TIME OF EXCAVATION.
- DETERMINE LOCATION OF PARTITIONS NOT DIMENSIONED BY THEIR RELATION TO COLUMN FACE OR CENTRE, WINDOW JAMB OR MULLION, OR OTHER SIMILAR FIXED ITEM.
- DO NOT DRILL OR CUT FLOOR JOISTS, BEAMS, COLUMNS OR OTHER STRUCTURAL ELEMENTS UNLESS SPECIFICALLY INDICATED. DRILL SLABS WHERE APPROVED. CORE DRILL CIRCULAR OPENINGS THROUGH SLABS. LINE DRILL OR SAW CUT RECTANGULAR OPENINGS.
- PROVIDE BLOCKING FOR SOLID BACKING BEHIND ALL WALL AND CEILING MOUNTED DOOR HARDWARE, ACCESSORIES, MILLWORK, PLY EDGES, MISC. METAL ITEMS, GYPSUM BOARD EDGES ETC.
- TAPE, FILL AND SAND ALL NEW G.W.B.
- INSTALL CARBON MONOXIDE DETECTORS TO SATISFY B.C.B.C. 2006 (9.32.4.2 'CARBON MONOXIDE ALARMS')
- INTERIOR GARAGE WALLS SEPARATING THE GARAGE FROM THE HOUSE SHALL HAVE 6 MIL U.V. POLY VAPOUR BARRIER INSTALLED ON THE HOUSE SIDE OF THE WALL. ALL AREAS AROUND DOORS, SWITCHES & OUTLETS SHALL BE PROPERLY TAPED & SEALED.
- ALL FLASHING TO BE PREFINISHED TO SUIT OWNERS COLOUR SCHEME, FLASHING TO BE INSTALLED AT ALL CHANGES IN HORIZONTAL EXTERIOR FINISHES AND OVER ALL UNPROTECTED EXTERIOR OPENINGS. CAULKING TO BE INSTALLED AROUND ALL UNFLASHED EXTERIOR OPENINGS. FLASHING TO BE INSTALLED AT ALL PENETRATIONS IN THE ROOF SYSTEM AND AT ALL CHANGES IN THE ROOF PLANE.
- VAPOUR BARRIER TO MIN. 6 MIL. SEAL ALL JOINTS AND HOLES TO PREVENT LEAKAGE. PROVIDE ALSO 12" WIDE LAPS BELOW SLAB ON GRADE.
- A FREE VENT AREA OF 1/300 OF THE INSULATED ATTIC AREA SHALL BE PROVIDED AT THE ROOF, APPROXIMATELY HALF FROM THE EAVES AND HALF FROM THE TOP (WITH NOT LESS THAN 25% OF THE OPENINGS AT THE TOP OF THE SPACE & NOT LESS THAN 25% OF THE OPENINGS AT THE BOTTOM OF THE SPACE. SEE B.C.B.C 9.19 ROOF SPACES)
- PROVIDE GASKET TO U/S OF SILL PLATES. (POLYETHYLENE FILM OR TYPE S ROLL ROOFING)
- SILL PLATES TO BE PRESSURE TREATED, LEVELLED AND FASTENED TO FOUNDATION WALL WITH 1/2"x3" ANCHOR BOLTS (UNLESS NOTED OTHERWISE) EMBEDDED MIN. 4" @ 6'-0" o/c. MAX. (OR IF SHEAR WALL AS PER DETAIL) WITH MIN. 2 IN EACH SILL.
- ALL TRUSSES TO ENGINEERED AND INSTALLED TO MANUFACTURERS SPECS. PROVIDE ALL GIRDERS, HANGERS, SUPPORTS, HARDWARE, BRACING, ETC. AS REQUIRED. MANUFACTURER TO BRING TO THE ATTENTION OF OWNER/CONTRACTOR ANY FURTHER BEARING REQUIRED FOR TRUSSES PROVIDED.
- TRUSS/JOIST MANUFACTURER TO PROVIDE ALL PERTINENT DRAWINGS AND DESIGN INFORMATION INCLUDING MEMBER REACTIONS TO STRUCTURAL ENGINEER FOR REVIEW PRIOR TO CONSTRUCTION.
- ALL BEARING COLUMNS OF GIRDER TRUSSES TO AND SUPPORT BEAMS ARE TO BE POSTED TO FOUNDATION.
- ALL FOOTINGS TO BE TAKEN TO SOLID BEARING (MIN. 30" BELOW GRADE)
- ALL LINTELS TO EXTERIOR OR BEARING WALLS TO BE 3 - 2"x10" U.N.O.
- HEADER JOISTS EMBEDDED IN CONCRETE TO BE TREATED.
- PROVIDE JOIST HANGERS AT FLUSH FRAMED WOOD MEMBERS.
- DOUBLE OR TRIPLE STUD UNDER LINTELS AND BEAMS, AS REQUIRED OR UNLESS OTHERWISE NOTED.
- GRADE AND SPECIES OF FRAMING AS FOLLOWS. (UNLESS NOTED OTHERWISE ON DRAWING)
  - BEAMS, POSTS, COLUMNS, HEADERS, LEDGERS, JOISTS, etc. (No. 1 & 2 OR BETTER, DOUGLAS FIR LARCH OR S.P.F.)
  - STUDS (No. 1 & 2 OR BETTER SPRUCE)
  - EXTERIOR WALL SHEATHING TO BE 1/2" O.S.B. OR 1/2" PLYWOOD
  - ROOF SHEATHING TO BE MIN. 5/8" PLYWOOD UNLESS OTHERWISE NOTED.
  - ALL SUBFLOORING TO BE MIN. 3/4" T&G PLYWOOD UNLESS OTHERWISE NOTED.
- FLOOR JOISTS TO BE RESTRAINED FROM TWISTING WITH CROSS BRIDGING, SOLID BLOCKING OR EQUIV.
- SOLID BLOCKING TO BE INSTALLED FOR ADEQUATE SUPPORT OF TOWEL BARS, CURTAIN AND CLOSET RODS, SHELVES, GRAB BARS AND SIMILAR FIXTURES WHERE REQUIRED.
- MULTI-PLY LVL'S SHALL BE CONNECTED AND INSTALLED AS PER MANUFACTURER'S SPECIFICATIONS.

### CONCRETE:

- PROVIDE CONCRETE AND PERFORM WORK IN ACCORDANCE WITH CSA-A23.1.
- A MINIMUM 4" THICK CONCRETE SLAB SHALL BE PROVIDED BELOW ALL CONCRETE NORMAL WEIGHT CONCRETE TYPE 10. CEMENT TYPE I PORTLAND CEMENT SHALL BE USED FOR ALL CONCRETE EXCEPT 1 1/4" MAXIMUM AGGREGATE FOR CHUTE PLACED SLABS ON GRADE. SUBMIT PROPOSED MIX DESIGN TO THE ENGINEER FOR APPROVAL.

### INDUSTRIAL/COMMERCIAL

LOCATIONS	STRENGTH MPa (PSI)	AIR %	SLUMP +20mm	EXPOS. CLASS
FOOTINGS	25 (3600)	1-4	70	-
SUSPENDED SLABS & BEAMS	25 (3600)	4-7	70	F2
RETAINING WALL	25 (3600)	4-7	70	F2
INTERIOR S.O.G.	25 (3600)	1-4	60	-
EXPOSED S.O.G.	32 (4640)	4-8	60	C2
WALLS & COLUMNS	25 (3600)	1-4	70	-
	30 (4350)	4-7	70	F2

- DO NOT USE ADMIXTURES OTHER THAN AIR ENTRAINMENT, STANDARD WATER REDUCERS OR SUPER PLASTICIZERS WITHOUT PRIOR APPROVAL OF THE ENGINEER.
- REJECT ALL CONCRETE WHEN TIME BETWEEN BATCHING AND PLACING EXCEEDS 2 HOURS.
- DO NOT ADD WATER TO THE CONCRETE ON SITE UNLESS AUTHORIZED BY THE ENGINEER.
- CONSOLIDATE ALL CONCRETE USING MECHANICAL VIBRATORS.
- CONTROL JOINTS FOR SLAB-ON-GRADE: SAWCUT TO A DEPTH OF 25% OF SLAB THICKNESS AS SOON AS POSSIBLE AND NO LATER THAN 20 HOURS AFTER POURING AT MAXIMUM 6.1m SPACING OR AT LOCATIONS SHOWN ON THE DRAWINGS.
- CONSTRUCTION JOINTS: AS SHOWN ON THE DRAWINGS OR AS DIRECTED BY THE ENGINEER.
- PROTECT CONCRETE FROM ADVERSE WEATHER CONDITIONS IN ACCORDANCE WITH CSA A23.1, A23.3
- CONSTRUCT FORMWORK IN ACCORDANCE WITH WCB REGULATIONS AND CSA S269.3. FORMWORK DESIGN IS THE RESPONSIBILITY OF THE CONTRACTOR.

### REINFORCING:

- NEW DEFORMED BARS TO CSA G30.18 GRADE 400 (60 KSI), WELDED WIRE FABRIC TO CSA G30.5, ANCHOR BOLTS TO ASTM A307.
- PLACE REINFORCING BARS TO CSA A23.1. TIE ALL BARS SECURELY IN PLACE TO PREVENT DISPLACEMENT. SUPPORT SLAB REINFORCING ON SUITABLE CHAIRS OR SUPPORTS AT MAXIMUM 4 FT. CENTRES. PROVIDE CORNER BARS TO MATCH HORIZONTAL WALL REBAR.
- PROVIDE CLEAR CONCRETE COVER FOR REBAR AS FOLLOWS:

SURFACE POURED AGAINST GROUND	3"
FORMED SURFACE EXPOSED TO GROUND OR WEATHER	2"
BEAMS	2" TO MAIN STEEL
COLUMNS	2" TO MAIN STEEL
WALLS	1 1/2"
SLABS ON GRADE	1 1/2"
- SPlice REBAR AS FOLLOWS (UNLESS OTHERWISE NOTED):

BAR SIZE-	25M	20M	30M	15M	10M
LAP SPlice-	51"	31"	71"	25"	18"
- MINIMUM 2-15M REINFORCING AROUND OPENING LARGER THAN 12" AT EACH SIDE OF OPENING. EXTEND 2'-0" PAST CORNER.
- CONTRACTOR TO PROVIDE 24 HOURS NOTICE FOR REBAR INSPECTION.
- WHERE SUSPENDED SLAB DRAWINGS ONLY SHOW PRINCIPAL REINFORCING IN ONE DIRECTION, PROVIDE SHRINKAGE AND TEMPERATURE REINFORCING PERPENDICULAR TO PRINCIPAL REINFORCING AND LOCATE BETWEEN MAIN TOP AND BOTTOM REINFORCING, PER PLANS.
- PROVIDE CORNER BARS FOR ALL HORIZONTAL WALL REINFORCING
- PLACE REINFORCING BARS UNIFORMLY AND SYMMETRICALLY, U.N.O.
- WHERE NEW CONCRETE POUR MEETS ABUTTING CONCRETE, DRILL AND GROUT ALL LONGITUDINAL REINFORCING 6" I.N.O. DRILLING AND GROUTING OF REINFORCING SHALL BE WITH HILTI HY-150 SYSTEM OR APPROVED EQUIAL
- NO WELDING OF ANY CONCRETE REINFORCING STEEL IS PERMITTED WITHOUT WRITTEN APPROVAL FROM THE STRUCTURAL ENGINEER.

### FIELD REVIEW:

WSA ENGINEERING LTD. PROVIDES FIELD REVIEW FOR THE WORK SHOWN ON THE STRUCTURAL DRAWINGS. THE REVIEW IS LIMITED TO THE WORK SHOWN ON THE DRAWINGS. THE REVIEW IS NOT A GUARANTEE OF THE WORK. THE REVIEW IS LIMITED TO THE WORK SHOWN ON THE DRAWINGS. THE REVIEW IS NOT A GUARANTEE OF THE WORK. THE REVIEW IS LIMITED TO THE WORK SHOWN ON THE DRAWINGS. THE REVIEW IS NOT A GUARANTEE OF THE WORK.

2. ALL NON-CONFORMING WORKS THAT REQUIRE REMEDIAL ACTION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. ANY EXTRA TIME OR COST INCURRED TO WSA ENGINEERING LTD. TO ASSIST OR ADVISE THE CONTRACTOR IN RECTIFYING THE WORK SHALL BE BORNE BY THE CONTRACTOR.

3. ENSURE THAT WORK TO BE INSPECTED IS COMPLETE AT THE TIME OF INSPECTION AND IN ACCORDANCE WITH THE CONTRACT DOCUMENTS. ADDITIONAL INSPECTIONS REQUIRED DUE TO INCOMPLETE WORK OR POORLY EXECUTED WORK, AS JUDGED BY WSA ENGINEERING LTD. AS WELL AS ADDITIONAL DESIGN OR REMEDIAL WORK CAUSED BY DEVIATIONS FROM THESE DRAWINGS, MAY BE CHARGED TO THE GENERAL CONTRACTOR AT THE DISCRETION OF WSA ENGINEERING LTD.

4. A MINIMUM OF 24 HOURS NOTICE SHALL BE GIVEN BY THE CONTRACTOR FOR ANY INSPECTION TO BE CARRIED OUT BY WSA ENGINEERING LTD.. INSPECTIONS ARE REQUIRED PRIOR TO CONCEALING ANY STRUCTURAL WORK SHOWN ON THESE DRAWINGS.

### FOUNDATIONS:

- FOUNDATION CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE B.C. BUILDING CODE AND THE GEOTECHNICAL REPORT PREPARED BY THE GEOTECHNICAL ENGINEER ON RECORD.
- BEAR ALL FOOTINGS ON UNDISTURBED SOIL (OR APPROVED ENGINEERED FILL). NOTWITHSTANDING THE ELEVATIONS INDICATED ON THE DRAWINGS, PROVIDE FROST COVER TO ALL FOOTINGS IN ACCORDANCE WITH LOCAL REGULATIONS.
- REMOVE ALL ORGANIC MATERIAL AND UNSUITABLE FILL FROM THE BUILDING AREA.
- PROTECT EXCAVATIONS FOR FOOTINGS FROM RAIN, SNOW, FREEZING TEMPERATURES, STANDING WATER, AND DRYING.
- SHORE AND UNDERPIN EXCAVATIONS TO PREVENT DISTURBANCE TO ADJACENT STRUCTURES, STREETS, SIDEWALKS, AND UTILITIES.
- DO NOT BACKFILL RETAINING WALLS, INCLUDING PERIMETER BASEMENT WALLS, BEFORE THEY ARE ADEQUATELY SUPPORTED BY THE SUPPORTING FLOOR(S). ALL CONCRETE SUPPORTING FLOORS MUST HAVE CURED FOR A MINIMUM 7 DAYS AND ATTAINED MINIMUM 75% OR THEIR 28 DAY STRENGTH. ALL BACKFILLING IS TO COMPLY WITH THE REQUIREMENTS PROVIDED BY THE GEOTECHNICAL ENGINEER.
- STRIPPING AND SHORING NOTES: DO NOT REMOVE FORMS AND SHORING BEFORE THE CONCRETE HAS ATTAINED SUFFICIENT STRENGTH TO ENSURE THE SAFETY OF THE STRUCTURE AND NOT BEFORE THE FOLLOWING MINIMUM AND LONG TERM PERFORMANCE PERIODS OF TIME AFTER PLACING CONCRETE.

24 HOURS-	COLUMNS, WALLS, FOOTINGS, AND BEAM SIDES
28 DAYS-	BEAM SOFFITS, SLABS AND OTHER STRUCTURAL MEMBERS

### NON-STRUCTURAL COMPONENTS:

1. NON-STRUCTURAL COMPONENTS ARE NOT THE RESPONSIBILITY OF WSA ENGINEERING LTD. BUT ARE DESIGNED, DETAILED, SPECIFIED AND REVIEWED IN THE FIELD BY OTHERS. LETTERS OF CERTIFICATION OF ADEQUACY, INSTALLATION, ETC. OF SUCH COMPONENTS ARE BY OTHERS.

2. MANUFACTURERS OF NON-STRUCTURAL COMPONENTS WHICH AFFECT THE STRUCTURAL FRAMING SHALL SUBMIT SHOP DRAWINGS TO THE ARCHITECT AND WSA ENGINEERING LTD. FOR REVIEW. THE SHOP DRAWINGS SHALL CLEARLY INDICATE THE LOAD IMPOSED ON THE STRUCTURE. REVIEW WILL BE LIMITED TO THE EFFECT OF THE COMPONENTS ON THE STRUCTURAL FRAMING.

- EXAMPLES OF NON-STRUCTURAL COMPONENTS INCLUDE BUT ARE NOT LIMITED TO:
  - ARCHITECTURAL COMPONENTS SUCH AS HANDRAILS, GUARDRAILS, RAILINGS, FLAG POST, REMOVABLE CANOPIES, CEILINGS, VEHICLE PROTECTION SYSTEMS, ORNAMENTAL COMPONENTS
  - ARCHITECTURAL PRECAST CONCRETE AND ITS ATTACHMENTS
  - ARCHITECTURAL GLASS BLOCKS AND THEIR ATTACHMENTS
  - BRICK AND BLOCK VANEERS, REINFORCING, AND TIES
  - LANDSCAPING COMPONENTS SUCH AS BENCHES, LIGHT POSTS, PLANTERS
  - CURTAIN WALL SYSTEMS, CLADDING, SKYLIGHT, WINDOW MULLIONS
  - INTERIOR AND EXTERIOR NON-LOADING STEEL STUD WALLS
  - SUPPORT AND BRACINGS OF MECHANICAL AND ELECTRICAL SYSTEMS AND EQUIPMENT FOR NON-GRAVITY AND SEISMIC LOADS
  - WINDOW WASHING EQUIPMENT AND ITS ATTACHMENTS
  - ELEVATORS, ESCALATORS, AND OTHER CONVEYING SYSTEMS, INCLUDING PROPRIETARY SUPPORT BEAMS AND ATTACHMENTS
  - NON-STRUCTURAL MASONARY

### DESIGN LOADS (CHRISTINA LAKE) PER BCBC 2018:

- SPECIFIED DEAD LOADS:

ROOF	15 PSF (0.72 kPa)
FLOOR	15 PSF (0.72 kPa)
  - SPECIFIED LIVE LOADS:

FLOOR	40 PSF (4.2 kPa)
-------	------------------
  - CLIMATIC DATA:

GROUND SNOW (Sg)	69 PSF (3.3 kPa)
ROOF SNOW (S)	88.6 PSF (4.24 kPa)
RAIN (Sr)	2.0 PSF (0.10 kPa)
- WIND LOADS:

(1/10)	5.4 PSF (0.26 kPa)
(1/50)	8.6 PSF (0.41 kPa)
- SEISMIC LOADS:

Sa(0.2) = 0.133
Sa(0.5) = 0.108
Sa(1.0) = 0.082
PGA = 0.061

### DRAWING INDEX

SHEET S1.0 - SITE PLAN  
SHEET S2.0 - EXISTING BUILDING  
SHEET S3.0 - PROPOSED NEW



ENGINEERING (2012) LIMITED

Civil • Structural  
2248 Columbia Ave. Castlegar, B.C. V1N 2X1 Ph: (888) 617-6927

C19001 - 081  
HAMMOND RETAINING WALL  
141 BROWN ROAD  
CHRISTINA LAKE, B.C.

ISSUED FOR  
VARIANCE APPLICATION

SITE PLAN SHOWING SELECT FEATURES  
ON AND AROUND LOT 10 DL 969  
SDYD PLAN 9357.

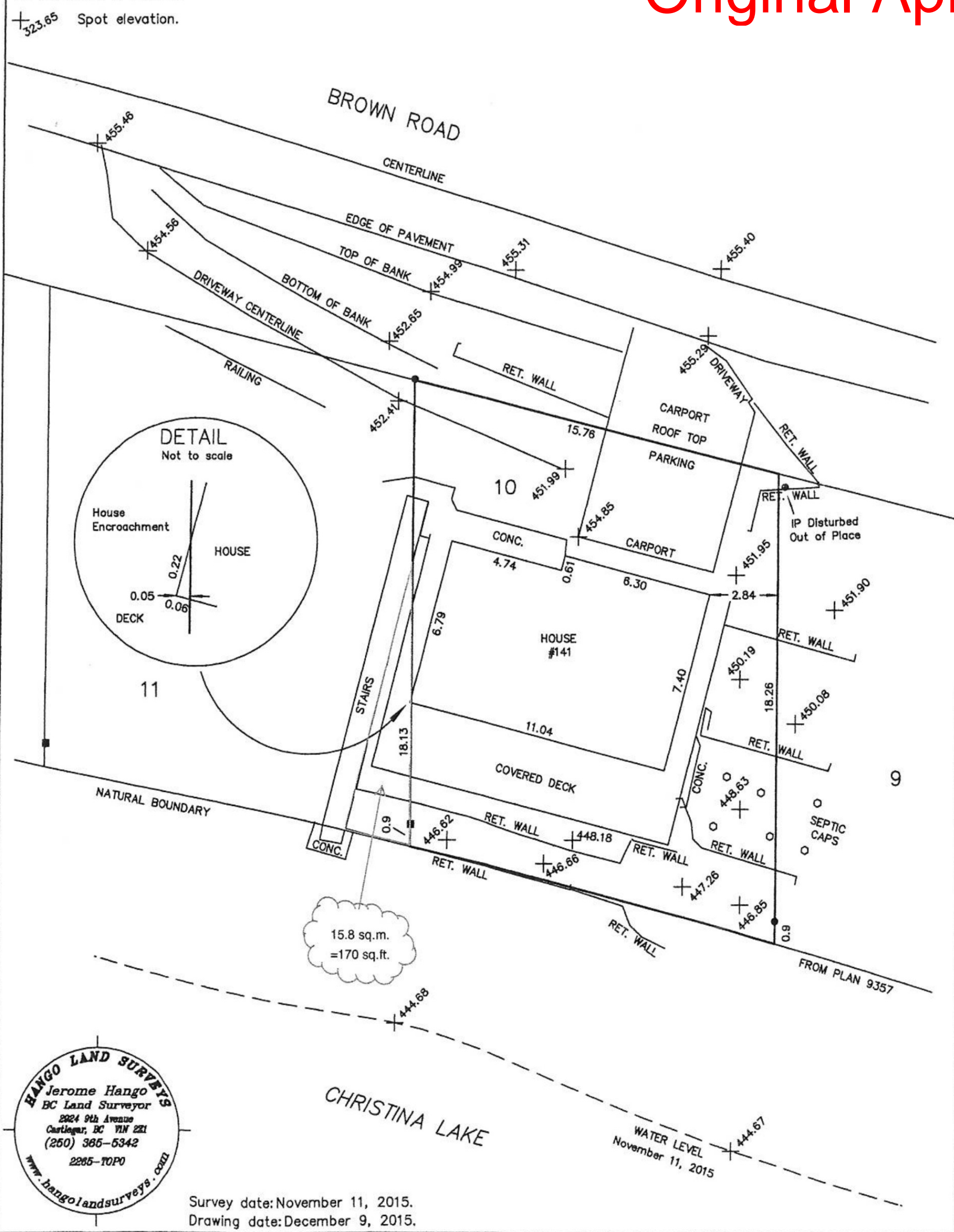


LEGEND

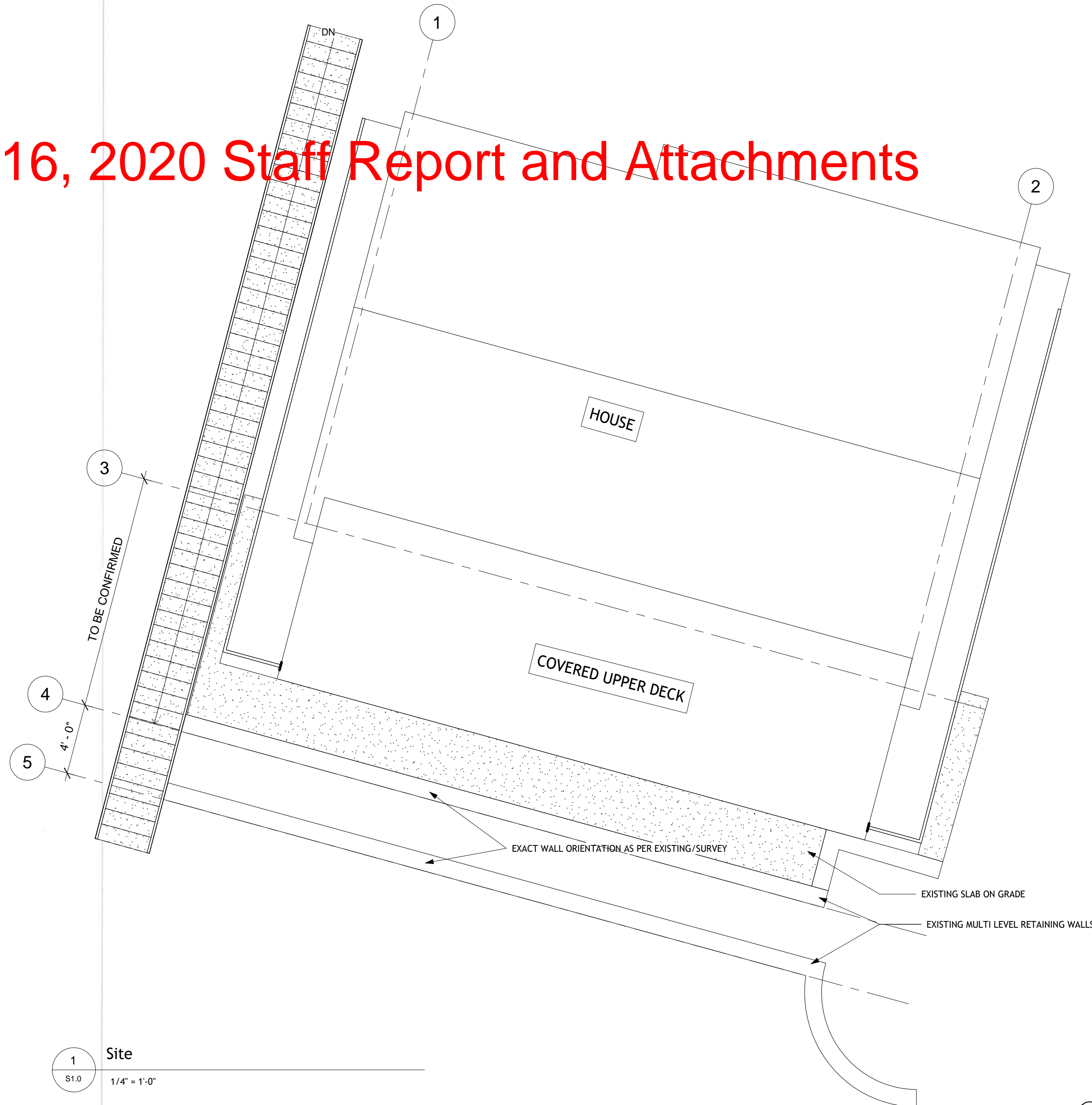
Dimension are derived from Plan  
9357.  
Elevations are derived from PPP GNSS  
observations.  
All distances in metres.  
Spot elevation.

Found

- Standard iron post
- Standard lead plug



Original April 16, 2020 Staff Report and Attachments



Dimensions to Face of Foundation or  
Framing Stud UNO.

This plan and design is the property  
of WSA Engineering (2012) Ltd. and is solely  
for the use of the client with which  
WSA Engineering (2012) Ltd. has entered into  
agreement with, and cannot be used in  
whole or in part without the written  
consent of WSA Engineering (2012) Ltd.

DO NOT SCALE DRAWINGS  
Written dimensions shall govern.

All dimensions to be verified on site by  
the contractor/builder. Report all errors or  
additions to the owner or designer prior to  
proceeding with the work

A	Feb 19/20	ISSUED FOR VARIANCE APPLICATION
No.	Date	Issue/Revision

Professional  
Engineer  
Stamp:

WSA ENGINEERING (2012) LTD.  
Civil - Structural  
2248 Columbia Ave. Carleton Place, ON N4C 1Y3 Tel: (905) 881-0477

Project  
HAMMOND RETAINING  
WALL

141 BROWN ROAD  
CHRISTINA LAKE, BC

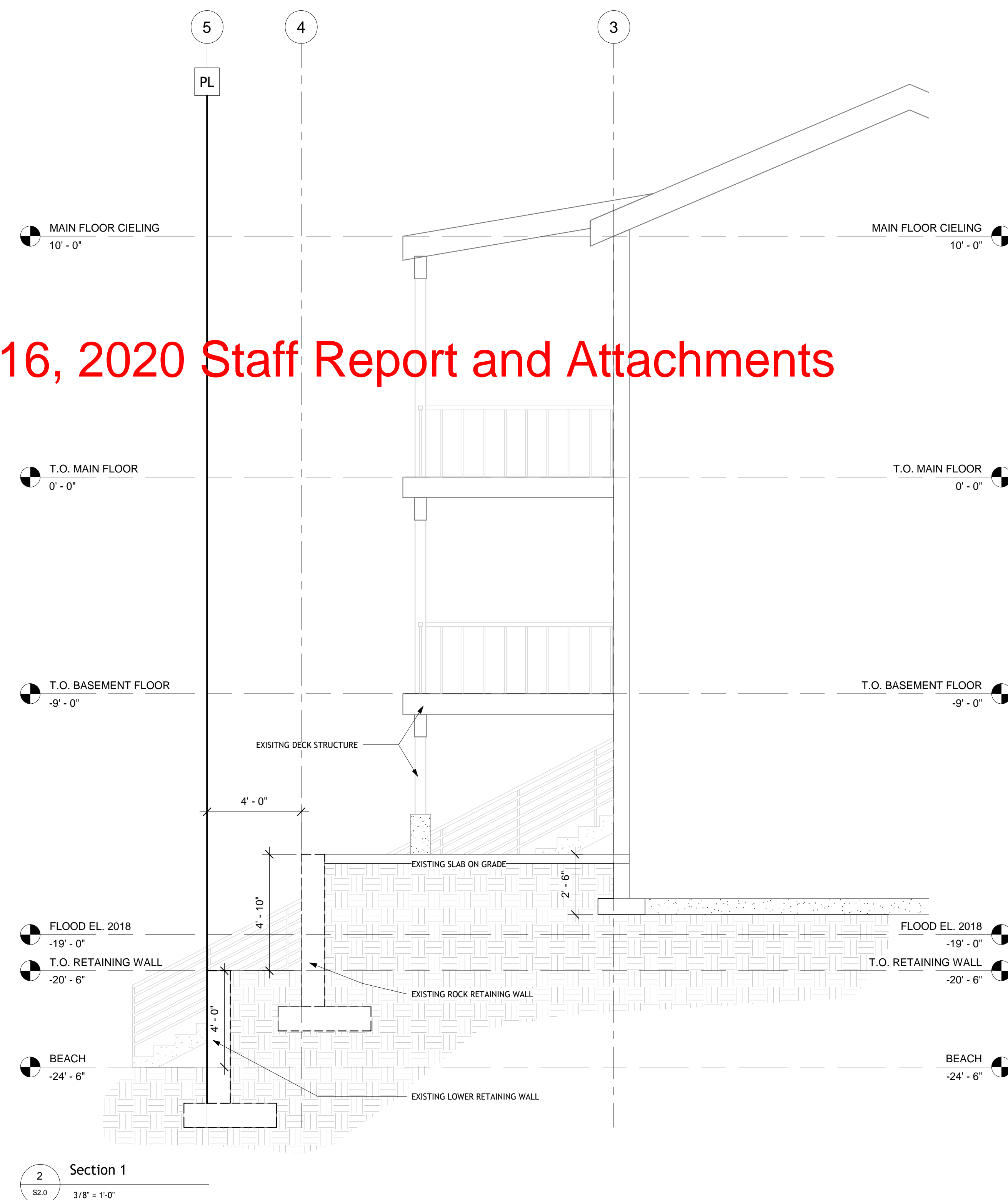
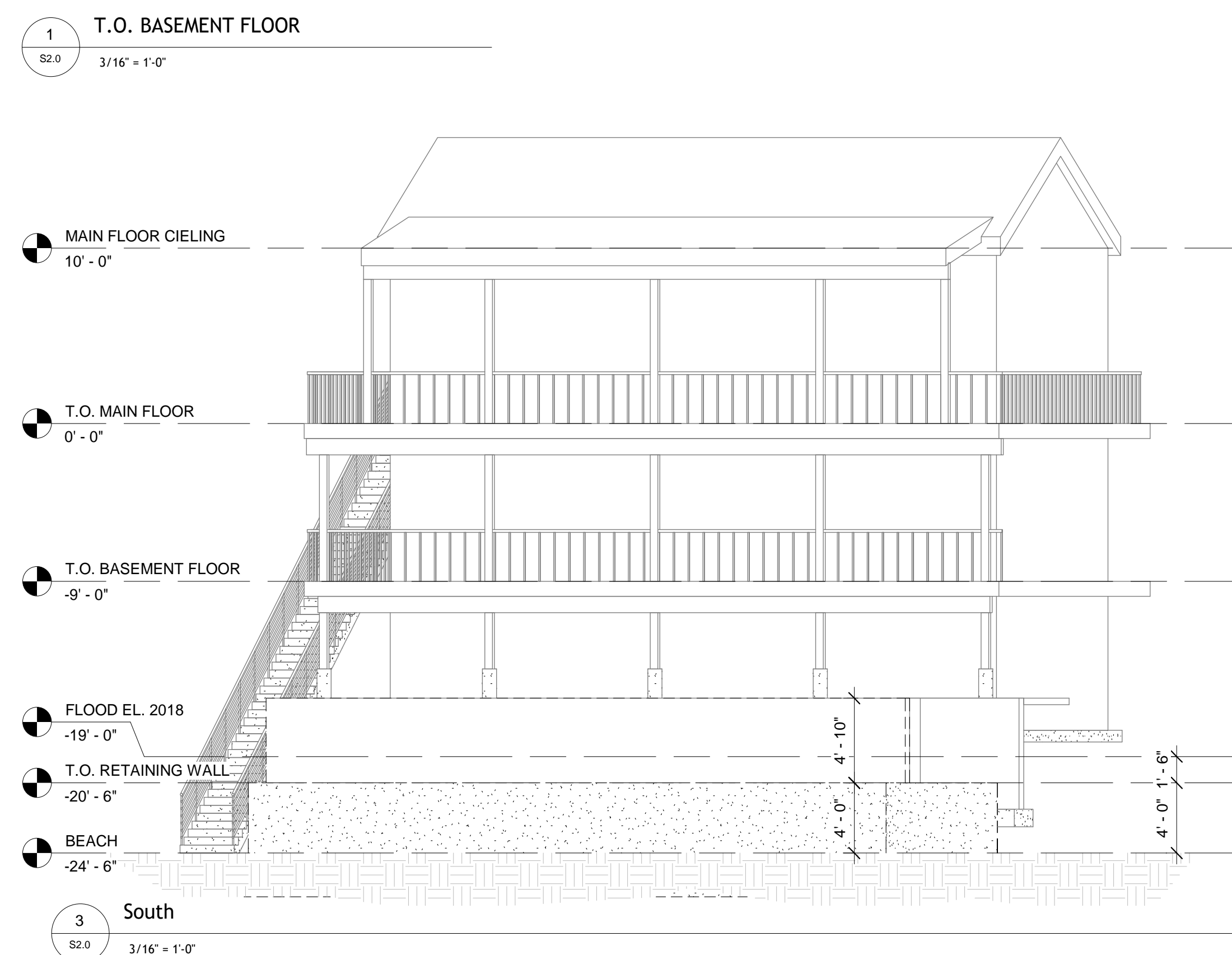
Drawing  
SITE PLAN

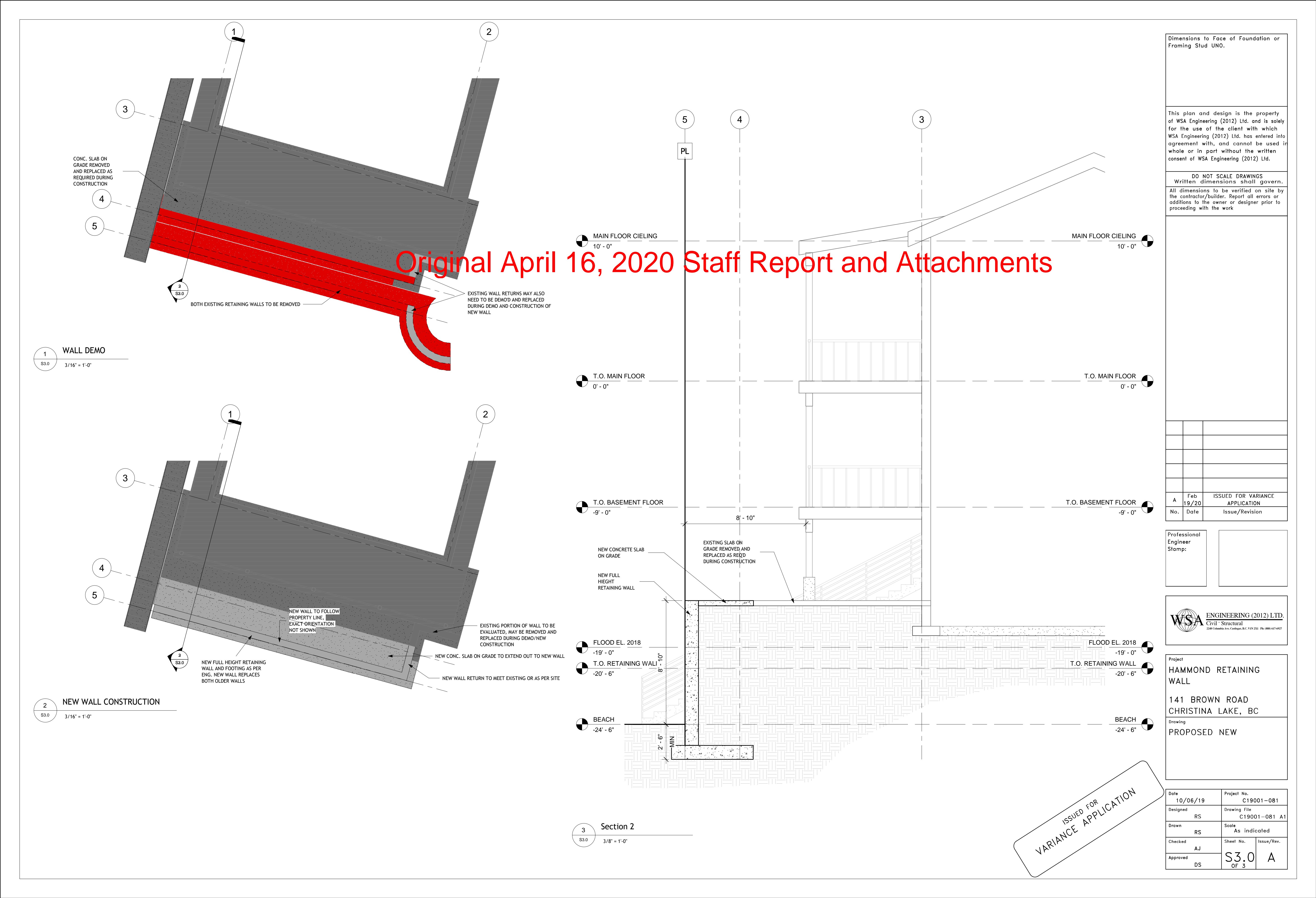
Date	10/06/19	Project No.	C19001-081
Designed	RS	Drawing File	C19001-081 A1
Drawn	RS	Scale	1/4" = 1'-0"
Checked	AJ	Sheet No.	S1.0
Approved	DS	Issue/Rev.	A

ISSUED FOR  
VARIANCE APPLICATION

ISSUED FOR  
VARIANCE APPLICATION

Date	10/06/19	Project No.	C19001-081
Designed	RS	Drawing File	C19001-081 A1
Drawn	RS	Scale	As indicated
Checked	AJ	Sheet No.	Issue/Rev.
Approved	DS	S2.0 OF 3	A







August 14, 2020

Job Number: 114481  
vFCBC Tracking Number: 100313846

Darryl Hammond  
141 Brown RD  
Christina Lake, BC V0H 1E1  
[ckhd@live.ca](mailto:ckhd@live.ca)

Dear Darryl Hammond,

Change Approval - Changes In and About a Stream (File 4007772)

---

**Darryl Hammond** is hereby authorized to make changes in and about a stream as follows:

- a) The name of the stream is Christina Lake.
- b) The changes to be made in and about the stream are: Bank erosion protection, replacing two retaining walls with a single reinforced, cast-in-place concrete retaining wall.
- c) The location of the works are at the following address, as provided by the applicant: 141 Brown Road, Christina Lake
- d) All works shall be completed in accordance with the document titled Hammond Retaining Wall Replacement – WSA Engineering (2012) Ltd. submitted by Dan Salhstrom and dated on May 14, 2020.
- e) All works shall take place between August 17, 2020 and October 31, 2020
- f) Fuelling and servicing of vehicles and equipment must occur a minimum of 30 metres away from all streams, lakes and waterbodies. Keep a spill containment kit on site and train onsite staff in its use. Immediately report any spill of a substance that is toxic, polluting, or deleterious to aquatic life of reportable quantities to the Dangerous Goods Incident Report 24-hour phone line at **1-800-663-3456**.

August 14, 2020

Job Number: 114481  
File Number: 4007772

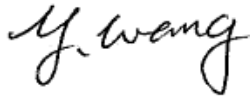
- g) The holder of this approval shall take reasonable care to avoid damaging any land, works, trees, or other property and shall make full compensation to the owners for any damage or loss resulting from the exercise of the rights granted with this approval.
- h) Riparian areas which are disturbed by the works shall be restored to their original condition and protected from erosion.
- i) Measures must be taken to ensure that no harmful material (e.g. fuel and other hydrocarbons, soil, road fill, or sediment) which could adversely impact water quality, fish and other aquatic life, and/or fish habitat, be allowed to enter the wetted perimeter as a result of the project activities.
- j) All rock used in the works shall be clean and free of sediment producing material, durable, non-acid generating and suitably graded.
- k) Embankment rip rap must not use natural rock from the lakebed. Any rock moved to allow the construction of the rip rap embankment must be returned to the lakebed adjacent to the worksite.
- l) All works must be conducted under dry conditions – i.e. the current lake level must be below the project footprint before construction may proceed. This includes the area from which machinery will operate on the foreshore.
- m) If debris are to be stockpiled on the foreshore, a material barrier must be used to prevent contact of the debris with the foreshore.
- n) All construction materials and refuse must be removed from the site upon completion of the project.
- o) All machinery used for the project must be free of excess soil and plant material prior transport to the site. If any machine has previously operated within aquatic environments, it must be adequately disinfected/cleaned to removed aquatic invasive species before use on site.
- p) The activities authorized under this approval may be halted at any time by an Order in writing from a Water Manger under the *Water Sustainability Act* to ensure compliance with the terms and conditions authorized herein.

August 14, 2020

Job Number: 114481  
File Number: 4007772

- q) This Approval, or a copy of it, must be kept or posted on the work site so that it may be shown to a Ministry official upon request.

Sincerely,



Yong Wang  
Assistant Water Manager

Cc:

Habitat Management, Attn: Tim Davis [tim.davis@gov.bc.ca](mailto:tim.davis@gov.bc.ca)  
Compliance and Enforcement Branch, Attn: Murray Watt [murray.watt@gov.bc.ca](mailto:murray.watt@gov.bc.ca)  
First Nations Relations, Attn: Carol Atherton [carol.atherton@gov.bc.ca](mailto:carol.atherton@gov.bc.ca)  
Ktunaxa Nation Council: [Referrals@ktunaxa.org](mailto:Referrals@ktunaxa.org)  
WSA Engineering (2012) Ltd., Attn: Dan Sahlstrom [dans@wsaeng.ca](mailto:dans@wsaeng.ca)

Enclosure:

Change Approval – Changes In and About a Stream (File 4007772)  
Chance Find Procedures for Archaeological Material



**ENGINEERING (2012) LTD**  
2248 Columbia Avenue Castlegar, BC V1N 2X1

Tel 1-888-617-6927  
e-mail: mail@wsaeng.ca

April 28, 2021

Project Number: C19001 – 081

RDKB  
843 Rossland Avenue  
Trail, BC  
V1R 4S8

Attn: Danielle Patterson

***RE: HAMMOMD – 141 BROWN ROAD – DECK DVP APPLICATION***

The following is in reference to the Development Permit Application for the Hammond Deck, located at 141 Brown Road, Christina Lake, BC.

**BACKGROUND**

The DVP Application presented for the reconstruction of the Hammond's deck was tabled until confirmation that the Ministry of Environment (MOE) was satisfied with the application. In order to gain MOE approval WSA applied for a Section 11 Application on behalf of the Hammonds. This approval was obtained on August 14, 2020.

Further discussion with the RDKB building department confirmed that no building permit is required for a retaining wall and thus it no longer forms part of this application. That work was completed in the fall/winter of 2020 under the authorization and within the requirements set out by MOE and engineering by WSA.

**CURRENT STATUS**

The homeowner is now ready to continue the application for a variance to reconstruct the deck for the purpose of removing the portion that encroaches onto the neighbour's property. The proposed layout has not changed from the original application where they proposed to reconstruct the deck so that the corner no longer encroaches on the neighbour's property but will require a variance to construct within the setback. At the time of construction, the homeowner would also like to remove the 2 ½" of the home that encroach on the neighbouring lot. A side yard and back yard variance are required.

Updated drawings highlighting the portion of deck to be removed and the required setback variance have been included, please see attached.

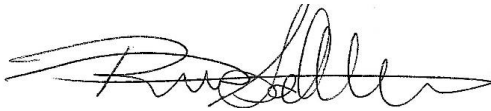
**CLOSING**

In summary, the original application that was submitted for DP was for the purpose of the reconstruction of the deck, in its original location (minus the encroachment into the neighbours lot) into the lakeside and side yard setbacks and to formalize the existing nonconformity of the house also being within the setback. This has not changed; drawings have simply been updated to exclude the retaining wall that has been reconstructed since the original application was submitted.

We trust that the above along with the attached drawings are sufficient to move the application forward. If you have any questions or comments, please do not hesitate to contact our office at 1.888.617.6927.

Sincerely,

**WSA ENGINEERING (2012) LTD.**

A handwritten signature in black ink, appearing to read 'Dan Sahlstrom', with a long horizontal flourish extending to the right.

Dan Sahlstrom, P.Eng

DS:aj

Encl: Structural Drawing Set

cc: Darryl Hammond

*April 28, 2021  
Hammond Deck – WSA Engineering (2012) Ltd. – Deck DVP Cover  
Page: 2*

# HAMMOND RETAINING WALL

## 141 BROWN ROAD

## CHRISTINA LAKE B.C.

### GENERAL NOTES:

- ALL WORK TO CONFORM TO THE BRITISH COLUMBIA BUILDING CODE LATEST EDITION, LOCAL CODES AND BY-LAWS OF AUTHORITIES HAVING JURISDICTION.
- ALL WORK TO BE PERFORMED WITH RESPECT TO GOOD BUILDING PRACTICES.
- CONTRACTOR TO CAREFULLY INSPECT THE SITE OF WORK AND BE FULLY INFORMED OF EXISTING CONDITIONS AND LIMITATIONS
- NO WORK TO COMMENCE WITHOUT PROPER PERMITS AND LICENSES.
- MEASUREMENTS, GRADES AND LEVELS ARE TO BE VERIFIED AT THE SITE BEFORE CONSTRUCTION.
- CONTRACTOR TO CHECK AND VERIFY ALL DIMENSIONS, ELEVATIONS, DRAWINGS, DETAILS AND SPECIFICATIONS AND REPORT ALL ERRORS OR DISCREPANCIES TO THE OWNER PRIOR TO PROCEEDING WITH THE WORK.
- CONTRACTOR TO VERIFY LOCATIONS AND DETAILS OF ALL CONCEALED SERVICES, PROTECT AND RELOCATE WHERE INDICATED ALL SERVICES FROM DAMAGE DURING CONSTRUCTION PERIOD..
- CONTRACTOR TO MAKE GOOD AND REPAIR ALL EXISTING PARTS AND SURFACES DAMAGED BY DEMOLITION OR NEW CONSTRUCTION, REFINISH TO MATCH SURROUNDING AREA BETWEEN CORNERS OR ABUTMENTS COMPLETE.
- DEMOLISH WHERE NOTED, AND REMOVE DEBRIS FROM SITE, MINIMIZE DISRUPTION TO NEIGHBOURS. ALL SALVAGE MATERIAL (TO BE CONFIRMED BY OWNER) REMAIN THE PROPERTY OF THE OWNER UNLESS OTHERWISE NOTED.
- VERIFY LOCATION OF ALL UNDERGROUND LINES WITHIN THE AREA OF CONSTRUCTION PRIOR TO COMMENCING EXCAVATION. NOTIFY OWNER AT TIME OF EXCAVATION.
- DETERMINE LOCATION OF PARTITIONS NOT DIMENSIONED BY THEIR RELATION TO COLUMN FACE OR CENTRE, WINDOW JAMB OR MULLION, OR OTHER SIMILAR FIXED ITEM.
- DO NOT DRILL OR CUT FLOOR JOISTS, BEAMS, COLUMNS OR OTHER STRUCTURAL ELEMENTS UNLESS SPECIFICALLY INDICATED. DRILL SLABS WHERE APPROVED. CORE DRILL CIRCULAR OPENINGS THROUGH SLABS. LINE DRILL OR SAW CUT RECTANGULAR OPENINGS.
- PROVIDE BLOCKING FOR SOLID BACKING BEHIND ALL WALL AND CEILING MOUNTED DOOR HARDWARE, ACCESSORIES, MILLWORK, PLY EDGES, MISC. METAL ITEMS, GYPSUM BOARD EDGES ETC.
- TAPE, FILL AND SAND ALL NEW G.W.B.
- INSTALL CARBON MONOXIDE DETECTORS TO SATISFY B.C.B.C. 2006 (9.32.4.2 'CARBON MONOXIDE ALARMS')
- INTERIOR GARAGE WALLS SEPARATING THE GARAGE FROM THE HOUSE SHALL HAVE 6 MIL U.V. POLY VAPOUR BARRIER INSTALLED ON THE HOUSE SIDE OF THE WALL. ALL AREAS AROUND DOORS, SWITCHES & OUTLETS SHALL BE PROPERLY TAPED & SEALED.
- ALL FLASHING TO BE PREFINISHED TO SUIT OWNERS COLOUR SCHEME, FLASHING TO BE INSTALLED AT ALL CHANGES IN HORIZONTAL EXTERIOR FINISHES AND OVER ALL UNPROTECTED EXTERIOR OPENINGS. CAULKING TO BE INSTALLED AROUND ALL UNFLASHED EXTERIOR OPENINGS. FLASHING TO BE INSTALLED AT ALL PENETRATIONS IN THE ROOF SYSTEM AND AT ALL CHANGES IN THE ROOF PLANE.
- VAPOUR BARRIER TO MIN. 6 MIL. SEAL ALL JOINTS AND HOLES TO PREVENT LEAKAGE. PROVIDE ALSO 12" WIDE LAPS BELOW SLAB ON GRADE.
- A FREE VENT AREA OF 1/300 OF THE INSULATED ATTIC AREA SHALL BE PROVIDED AT THE ROOF, APPROXIMATELY HALF FROM THE EAVES AND HALF FROM THE TOP. (WITH NOT LESS THAN 25% OF THE OPENINGS AT THE TOP OF THE SPACE & NOT LESS THAN 25% OF THE OPENINGS AT THE BOTTOM OF THE SPACE. SEE B.C.B.C 9.19 ROOF SPACES)
- PROVIDE GASKET TO U/S OF SILL PLATES. (POLYETHYLENE FILM OR TYPE S ROLL ROOFING)
- SILL PLATES TO BE PRESSURE TREATED, LEVELLED AND FASTENED TO FOUNDATION WALL WITH 1/2"x3" ANCHOR BOLTS (UNLESS NOTED OTHERWISE) EMBEDDED MIN. 4" @ 6'-0" o.c. MAX. (OR IF SHEAR WALL AS PER DETAIL) WITH MIN. 2 IN EACH SILL.
- ALL TRUSSES TO ENGINEERED AND INSTALLED TO MANUFACTURERS SPECS. PROVIDE ALL GIRDERS, HANGERS, SUPPORTS, HARDWARE, BRACING, ETC. AS REQUIRED. MANUFACTURER TO BRING TO THE ATTENTION OF OWNER/CONTRACTOR ANY FURTHER BEARING REQUIRED FOR TRUSSES PROVIDED.
- TRUSS/JOIST MANUFACTURER TO PROVIDE ALL PERTINENT DRAWINGS AND DESIGN INFORMATION INCLUDING MEMBER REACTIONS TO STRUCTURAL ENGINEER FOR REVIEW PRIOR TO CONSTRUCTION.
- ALL BEARING COLUMNS OF GIRDER TRUSSES TO AND SUPPORT BEAMS ARE TO BE POSTED TO FOUNDATION.
- ALL FOOTINGS TO BE TAKEN TO SOLID BEARING (MIN. 30" BELOW GRADE)
- ALL LINTELS TO EXTERIOR OR BEARING WALLS TO BE 3 - 2"x10" U.N.O.
- HEADER JOISTS EMBEDDED IN CONCRETE TO BE TREATED.
- PROVIDE JOIST HANGERS AT FLUSH FRAMED WOOD MEMBERS.
- DOUBLE OR TRIPLE STUD UNDER LINTELS AND BEAMS, AS REQUIRED OR UNLESS OTHERWISE NOTED.
- GRADE AND SPECIES OF FRAMING AS FOLLOWS. (UNLESS NOTED OTHERWISE ON DRAWING)
  - BEAMS, POSTS, COLUMNS, HEADERS, LEDGERS, JOISTS, etc. (No. 1 & 2 OR BETTER, DOUGLAS FIR LARCH OR S.P.F.)
  - STUDS (No. 1 & 2 OR BETTER SPRUCE)
  - EXTERIOR WALL SHEATHING TO BE 1/2" O.S.B. OR 1/2" PLYWOOD
  - ROOF SHEATHING TO BE MIN. 5/8" PLYWOOD UNLESS OTHERWISE NOTED.
  - ALL SUBFLOORING TO BE MIN. 3/4" T&G PLYWOOD UNLESS OTHERWISE NOTED.
- FLOOR JOISTS TO BE RESTRAINED FROM TWISTING WITH CROSS BRIDGING, SOLID BLOCKING OR EQUIV.
- SOLID BLOCKING TO BE INSTALLED FOR ADEQUATE SUPPORT OF TOWEL BARS, CURTAIN AND CLOSET RODS, SHELVES, GRAB BARS AND SIMILAR FIXTURES WHERE REQUIRED.
- MULTI-PLY LVL'S SHALL BE CONNECTED AND INSTALLED AS PER MANUFACTURER'S SPECIFICATIONS.

### CONCRETE:

- PROVIDE CONCRETE AND PERFORM WORK TO CSA-A23.3.
- MINIMUM 28 DAY COMPRESSIVE STRENGTHS AS INDICATED BELOW. ALL CONCRETE NORMAL WEIGHT - 150 PCF, TYPE 10 CEMENT, TYPE F FLYASH, MAXIMUM 3/4" AGGREGATE FOR ALL CONCRETE EXCEPT 1 1/4" MAXIMUM AGGREGATE FOR CHUTE PLACED SLABS ON GRADE. SUBMIT PROPOSED MIX DESIGN TO THE ENGINEER FOR APPROVAL:

#### INDUSTRIAL/COMMERCIAL

LOCATIONS	STRENGTH MPa (PSI)	AIR %	SLUMP +20mm	EXPOS. CLASS
FOOTINGS	25 (3600)	1-4	70	-
SUSPENDED SLABS & BEAMS	25 (3600)	4-7	70	F2
RETAINING WALL	25 (3600)	4-7	70	F2
INTERIOR S.O.G.	25 (3600)	1-4	60	-
EXPOSED S.O.G.	32 (4640)	4-8	60	C2
WALLS & COLUMNS	25 (3600)	1-4	70	-
	30 (4350)	4-7	70	F2

- DO NOT USE ADMIXTURES OTHER THAN AIR ENTRAINMENT, STANDARD WATER REDUCERS OR SUPER PLASTICIZERS WITHOUT PRIOR APPROVAL OF THE ENGINEER.
- REJECT ALL CONCRETE WHEN TIME BETWEEN BATCHING AND PLACING EXCEEDS 2 HOURS.
- DO NOT ADD WATER TO THE CONCRETE ON SITE UNLESS AUTHORIZED BY THE ENGINEER.
- CONSOLIDATE ALL CONCRETE USING MECHANICAL VIBRATORS.
- CONTROL JOINTS FOR SLAB-ON-GRADE: SAWCUT TO A DEPTH OF 25% OF SLAB THICKNESS AS SOON AS POSSIBLE AND NO LATER THAN 20 HOURS AFTER POURING AT MAXIMUM 6.1m SPACING OR AT LOCATIONS SHOWN ON THE DRAWINGS.
- CONSTRUCTION JOINTS: AS SHOWN ON THE DRAWINGS OR AS DIRECTED BY THE ENGINEER.
- PROTECT CONCRETE FROM ADVERSE WEATHER CONDITIONS IN ACCORDANCE WITH CSA A23.1, A23.3
- CONSTRUCT FORMWORK IN ACCORDANCE WITH WCB REGULATIONS AND CSA S269.3. FORMWORK DESIGN IS THE RESPONSIBILITY OF THE CONTRACTOR.

### REINFORCING:

- NEW DEFORMED BARS TO CSA G30.18 GRADE 400 (60 KSI), WELDED WIRE FABRIC TO CSA G30.5, ANCHOR BOLTS TO ASTM A307.
- PLACE REINFORCING BARS TO CSA A23.1. TIE ALL BARS SECURELY IN PLACE TO PREVENT DISPLACEMENT. SUPPORT SLAB REINFORCING ON SUITABLE CHAIRS OR SUPPORTS AT MAXIMUM 4 FT. CENTRES. PROVIDE CORNER BARS TO MATCH HORIZONTAL WALL REBAR.
- PROVIDE CLEAR CONCRETE COVER FOR REBAR AS FOLLOWS:

SURFACE POURED AGAINST GROUND	3"
FORMED SURFACE EXPOSED TO GROUND OR WEATHER	2"
BEAMS	2" TO MAIN STEEL
COLUMNS	2" TO MAIN STEEL
WALLS	1 1/2"
SLABS ON GRADE	1 1/2"
- SPLICE REBAR AS FOLLOWS (UNLESS OTHERWISE NOTED):

BAR SIZE:	25M	20M	30M	15M	10M
LAP SPLICE:	51"	31"	71"	25"	18"
- MINIMUM 2-15M REINFORCING AROUND OPENING LARGER THAN 12" AT EACH SIDE OF OPENING. EXTEND 2'-0" PAST CORNER.
- CONTRACTOR TO PROVIDE 24 HOURS NOTICE FOR REBAR INSPECTION.
- WHERE SUSPENDED SLAB DRAWINGS ONLY SHOW PRINCIPAL REINFORCING IN ONE DIRECTION, PROVIDE SHRINKAGE AND TEMPERATURE REINFORCING PERPENDICULAR TO PRINCIPAL REINFORCING AND LOCATE BETWEEN MAIN TOP AND BOTTOM REINFORCING, PER PLANS.
- PROVIDE CORNER BARS FOR ALL HORIZONTAL WALL REINFORCING
- PLACE REINFORCING BARS UNIFORMLY AND SYMMETRICALLY, U.N.O.
- WHERE NEW CONCRETE POUR MEETS ABUTTING CONCRETE, DRILL AND GROUT ALL LONGITUDINAL REINFORCING & I.N.O. DRILLING AND GROUTING OF REINFORCING SHALL BE WITH HILTI HY-150 SYSTEM OR APPROVED EQUAL
- NO WELDING OF ANY CONCRETE REINFORCING STEEL IS PERMITTED WITHOUT WRITTEN APPROVAL FROM THE STRUCTURAL ENGINEER.

### FIELD REVIEW:

- WSA ENGINEERING LTD. PROVIDES FIELD REVIEW FOR THE WORK SHOWN ON THE STRUCTURAL DRAWINGS PREPARED BY WSA ENGINEERING LTD. THIS REVIEW IS A PERIODIC REVIEW AT THE PROFESSIONAL JUDGEMENT OF WSA ENGINEERING LTD. THE PURPOSE IS TO ASCERTAIN THAT THE WORK IS IN GENERAL CONFORMANCE WITH THE PLANS AND SUPPORTING DOCUMENTS PREPARED BY WSA ENGINEERING LTD. AND TO FULFILL THE REQUIREMENTS FOR THE COMPLETION OF LETTERS OF ASSURANCE REQUIRED BY THE APPLICABLE BUILDING CODE.
- ALL NON-CONFORMING WORKS THAT REQUIRE REMEDIAL ACTION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. ANY EXTRA TIME OR COST INCURRED TO WSA ENGINEERING LTD. TO ASSIST OR ADVISE THE CONTRACTOR IN RECTIFYING THE WORK SHALL BE BORNE BY THE CONTRACTOR.
- ENSURE THAT WORK TO BE INSPECTED IS COMPLETE AT THE TIME OF INSPECTION AND IN ACCORDANCE WITH THE CONTRACT DOCUMENTS. ADDITIONAL INSPECTIONS REQUIRED DUE TO INCOMPLETE WORK OR POORLY EXECUTED WORK, AS JUDGED BY WSA ENGINEERING LTD. AS WELL AS ADDITIONAL DESIGN OR REMEDIAL WORK CAUSED BY DEVIATIONS FROM THESE DRAWINGS, MAY BE CHARGED TO THE GENERAL CONTRACTOR AT THE DISCRETION OF WSA ENGINEERING LTD.
- A MINIMUM OF 24 HOURS NOTICE SHALL BE GIVEN BY THE CONTRACTOR FOR ANY INSPECTION TO BE CARRIED OUT BY WSA ENGINEERING LTD.. INSPECTIONS ARE REQUIRED PRIOR TO CONCEALING ANY STRUCTURAL WORK SHOWN ON THESE DRAWINGS.

### FOUNDATIONS:

- FOUNDATION CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE B.C. BUILDING CODE AND THE GEOTECHNICAL REPORT PREPARED BY THE GEOTECHNICAL ENGINEER ON RECORD.
- BEAR ALL FOOTINGS ON UNDISTURBED SOIL (OR APPROVED ENGINEERED FILL). NOTWITHSTANDING THE ELEVATIONS INDICATED ON THE DRAWINGS, PROVIDE FROST COVER TO ALL FOOTINGS IN ACCORDANCE WITH LOCAL REGULATIONS.
- REMOVE ALL ORGANIC MATERIAL AND UNSUITABLE FILL FROM THE BUILDING AREA.
- PROTECT EXCAVATIONS FOR FOOTINGS FROM RAIN, SNOW, FREEZING TEMPERATURES, STANDING WATER, AND DRYING.
- SHORE AND UNDERPIN EXCAVATIONS TO PREVENT DISTURBANCE TO ADJACENT STRUCTURES, STREETS, SIDEWALKS, AND UTILITIES.
- DO NOT BACKFILL RETAINING WALLS, INCLUDING PERIMETER BASEMENT WALLS, BEFORE THEY ARE ADEQUATELY SUPPORTED BY THE SUPPORTING FLOOR(S). ALL CONCRETE SUPPORTING FLOORS MUST HAVE CURED FOR A MINIMUM 7 DAYS AND ATTAINED MINIMUM 75% OR THEIR 28 DAY STRENGTH. ALL BACKFILLING IS TO COMPLY WITH THE REQUIREMENTS PROVIDED BY THE GEOTECHNICAL ENGINEER.
- STRIPPING AND SHORING NOTES: DO NOT REMOVE FORMS AND SHORING BEFORE THE CONCRETE HAS ATTAINED SUFFICIENT STRENGTH TO ENSURE THE SAFETY OF THE STRUCTURE AND NOT BEFORE THE FOLLOWING MINIMUM AND LONG TERM PERFORMANCE PERIODS OF TIME AFTER PLACING CONCRETE.  
24 HOURS- COLUMNS, WALLS, FOOTINGS, AND BEAM SIDES  
28 DAYS- BEAM SOFFITS, SLABS AND OTHER STRUCTURAL MEMBERS

### NON-STRUCTURAL COMPONENTS:

- NON-STRUCTURAL COMPONENTS ARE NOT THE RESPONSIBILITY OF WSA ENGINEERING LTD. BUT ARE DESIGNED, DETAILED, SPECIFIED AND REVIEWED IN THE FIELD BY OTHERS. LETTERS OF CERTIFICATION OF ADEQUACY, INSTALLATION, ETC. OF SUCH COMPONENTS ARE BY OTHERS.
- MANUFACTURERS OF NON-STRUCTURAL COMPONENTS WHICH AFFECT THE STRUCTURAL FRAMING SHALL SUBMIT SHOP DRAWINGS TO THE ARCHITECT AND WSA ENGINEERING LTD. FOR REVIEW. THE SHOP DRAWINGS SHALL CLEARLY INDICATE THE LOAD IMPOSED ON THE STRUCTURE. REVIEW WILL BE LIMITED TO THE EFFECT OF THE COMPONENTS ON THE STRUCTURAL FRAMING.
- EXAMPLES OF NON-STRUCTURAL COMPONENTS INCLUDE BUT ARE NOT LIMITED TO:
  - ARCHITECTURAL COMPONENTS SUCH AS HANDRAILS, GUARDRAILS, RAILINGS, FLAG POST, REMOVABLE CANOPIES, CEILINGS, VEHICLE PROTECTION SYSTEMS, ORNAMENTAL COMPONENTS
  - ARCHITECTURAL PRECAST CONCRETE AND ITS ATTACHMENTS
  - ARCHITECTURAL GLASS BLOCKS AND THEIR ATTACHMENTS
  - BRICK AND BLOCK VANEERS, REINFORCING, AND TIES
  - LANDSCAPING COMPONENTS SUCH AS BENCHES, LIGHT POSTS, PLANTERS
  - CURTAIN WALL SYSTEMS, CLADDING, SKYLIGHT, WINDOW MULLIONS
  - INTERIOR AND EXTERIOR NON-LOADING STEEL STUD WALLS
  - SUPPORT AND BRACINGS OF MECHANICAL AND ELECTRICAL SYSTEMS AND EQUIPMENT FOR NON-GRAVITY AND SEISMIC LOADS
  - WINDOW WASHING EQUIPMENT AND ITS ATTACHMENTS
  - ELEVATORS, ESCALATORS, AND OTHER CONVEYING SYSTEMS, INCLUDING PROPRIETARY SUPPORT BEAMS AND ATTACHMENTS
  - NON-STRUCTURAL MASONARY

### DESIGN LOADS (CHRISTINA LAKE) PER BCBC 2018:

- SPECIFIED DEAD LOADS:

ROOF	15 PSF (0.72 kPa)
FLOOR	15 PSF (0.72 kPa)
- SPECIFIED LIVE LOADS:

FLOOR	40 PSF (4.2 kPa)
-------	------------------
- CLIMATIC DATA:

GROUND SNOW (Sg)	69 PSF (3.3 kPa)
ROOF SNOW (S)	88.6 PSF (4.24 kPa)
RAIN (Sr)	2.0 PSF (0.10 kPa)

WIND LOADS:  
(1/10) 5.4 PSF (0.26 kPa)  
(1/50) 8.6 PSF (0.41 kPa)

SEISMIC LOADS:  
Sa(0.2) = 0.133  
Sa(0.5) = 0.108  
Sa(1.0) = 0.082  
PGA = 0.061

Sheet List	
Sheet Number	Sheet Name
S0.0	COVER PAGE
S1.0	SITE PLAN
S2.0	EXISTING BUILDING
S3.0	PROPOSED NEW
S3.1	RETAINING WALL DETAILS
S4.0	PERSPECTIVE VIEWS



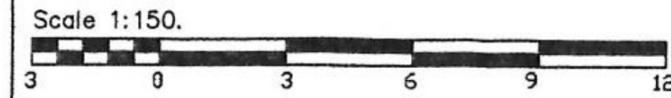
ENGINEERING (2012) LIMITED

Civil • Structural  
2248 Columbia Ave. Castlegar, B.C. V1N 2X1 Ph: (888) 617-6927

C19001 - 081  
HAMMOND RETAINING WALL  
141 BROWN ROAD  
CHRISTINA LAKE, B.C.



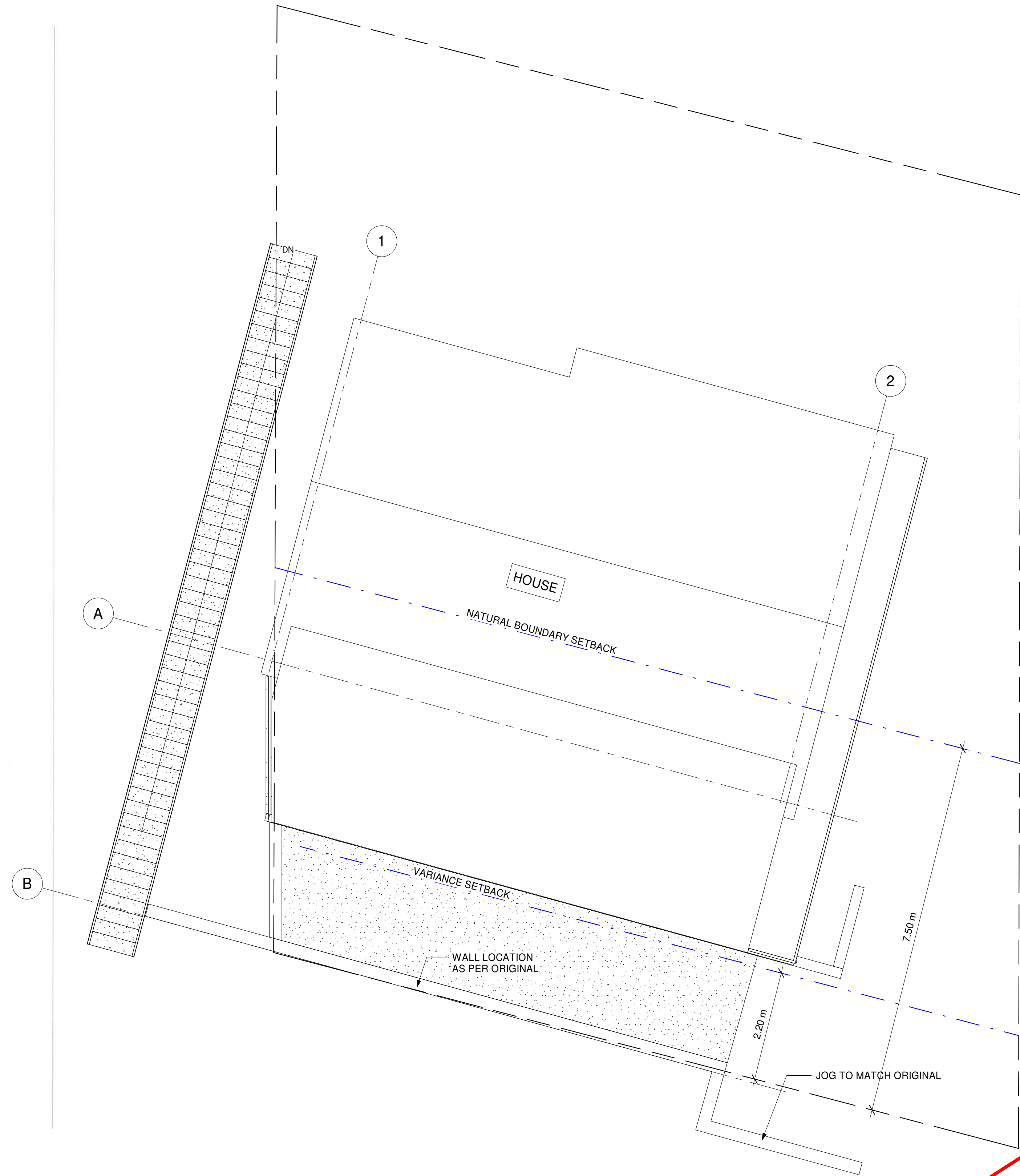
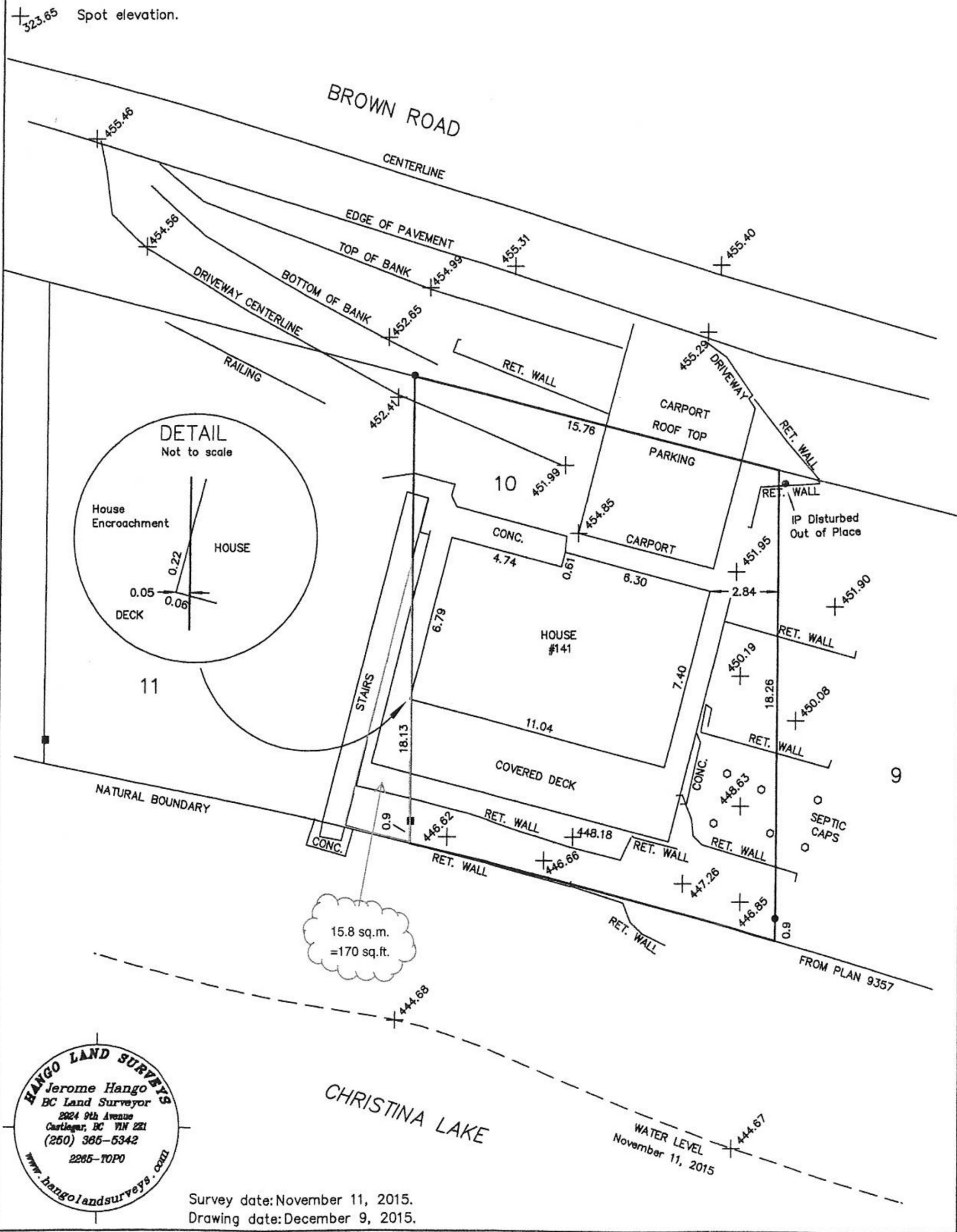
SITE PLAN SHOWING SELECT FEATURES  
ON AND AROUND LOT 10 DL 969  
SDYD PLAN 9357.



LEGEND

Dimension are derived from Plan 9357.  
Elevations are derived from PPP GNSS observations.  
All distances in metres.  
+ Spot elevation.

Found  
• Standard iron post  
■ Standard lead plug



1 Site  
S1.0 1/4" = 1'-0"

Dimensions to Face of Foundation or Framing Stud UNO.

This plan and design is the property of WSA Engineering (2012) Ltd. and is solely for the use of the client with which WSA Engineering (2012) Ltd. has entered into agreement with, and cannot be used in whole or in part without the written consent of WSA Engineering (2012) Ltd.

DO NOT SCALE DRAWINGS  
Written dimensions shall govern.

All dimensions to be verified on site by the contractor/builder. Report all errors or additions to the owner or designer prior to proceeding with the work.

2	APR 12/21	ISSUED FOR VARIANCE UPDATED
1	May 13/20	Additional information provided
A	Feb 19/20	ISSUED FOR VARIANCE APPLICATION
No.	Date	Issue/Revision

Professional Engineer Stamp:

WSA ENGINEERING (2012) LTD.  
Civil - Structural  
2248 Columbia Ave. Coquitlam, B.C. V3J 2X3 PH: (604) 457-0477

Project  
HAMMOND RETAINING WALL

141 BROWN ROAD  
CHRISTINA LAKE, BC

Drawing  
SITE PLAN

Date	10/06/19	Project No.	C19001-081
Designed	RS	Drawing File	C19001-081 A1
Drawn	RS	Scale	1/4" = 1'-0"
Checked	DS	Sheet No.	S1.0
Approved	DS	Issue/Rev.	B
		OF	6

ISSUED FOR  
VARIANCE APPLICATION

Dimensions to Face of Foundation or Framing Stud UNO.

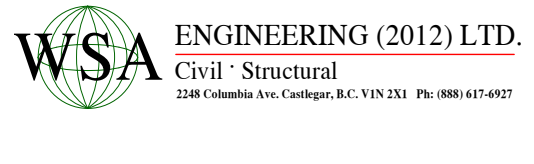
This plan and design is the property of WSA Engineering (2012) Ltd. and is solely for the use of the client with which WSA Engineering (2012) Ltd. has entered into agreement with, and cannot be used in whole or in part without the written consent of WSA Engineering (2012) Ltd.

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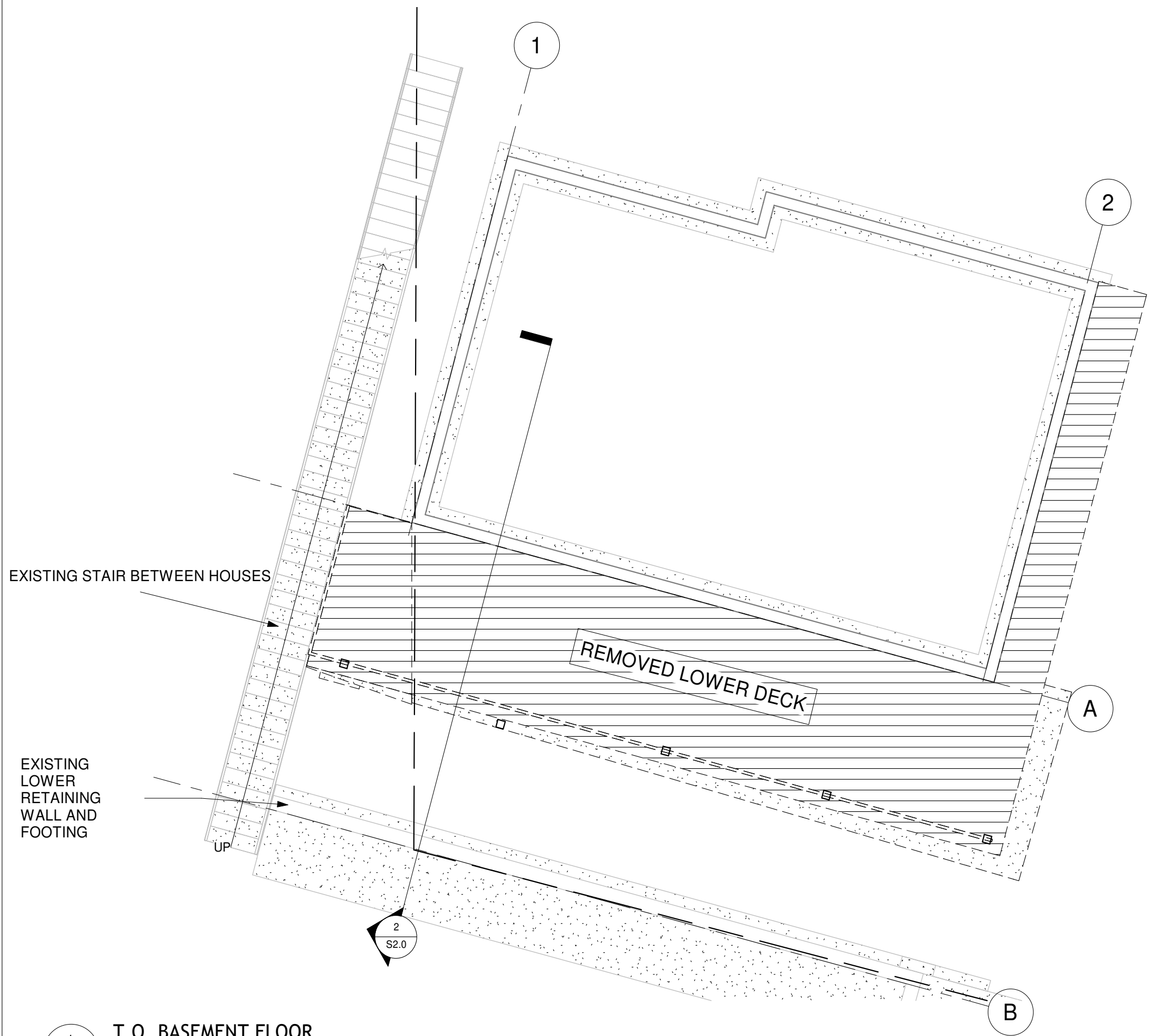
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1	May 13/20	Additional information provided
A	Feb 19/20	ISSUED FOR VARIANCE APPLICATION
No.	Date	Issue/Revision

Professional Engineer Stamp:

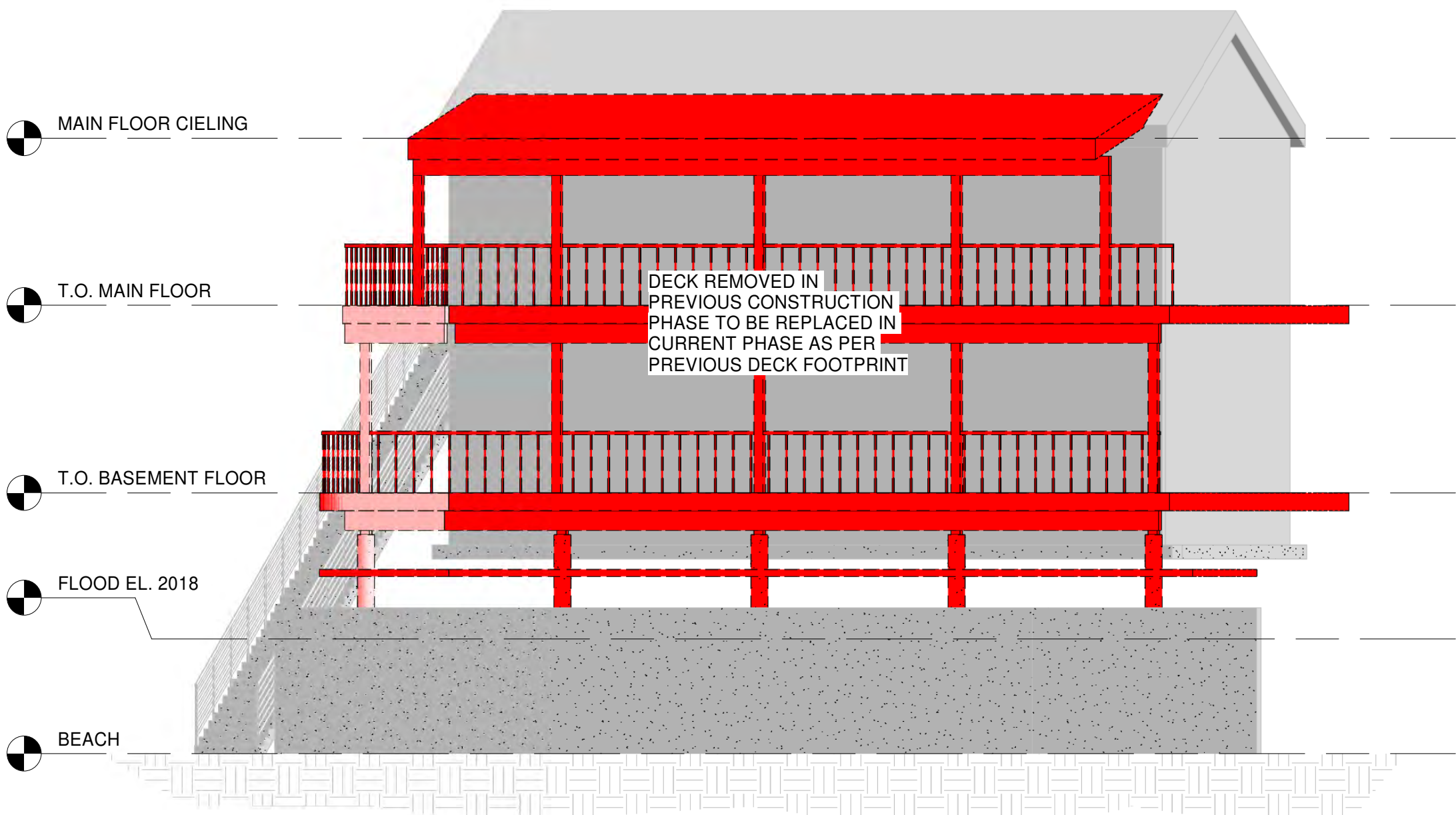


Project  
HAMMOND RETAINING WALL  
141 BROWN ROAD  
CHRISTINA LAKE, BC  
Drawing  
EXISTING BUILDING

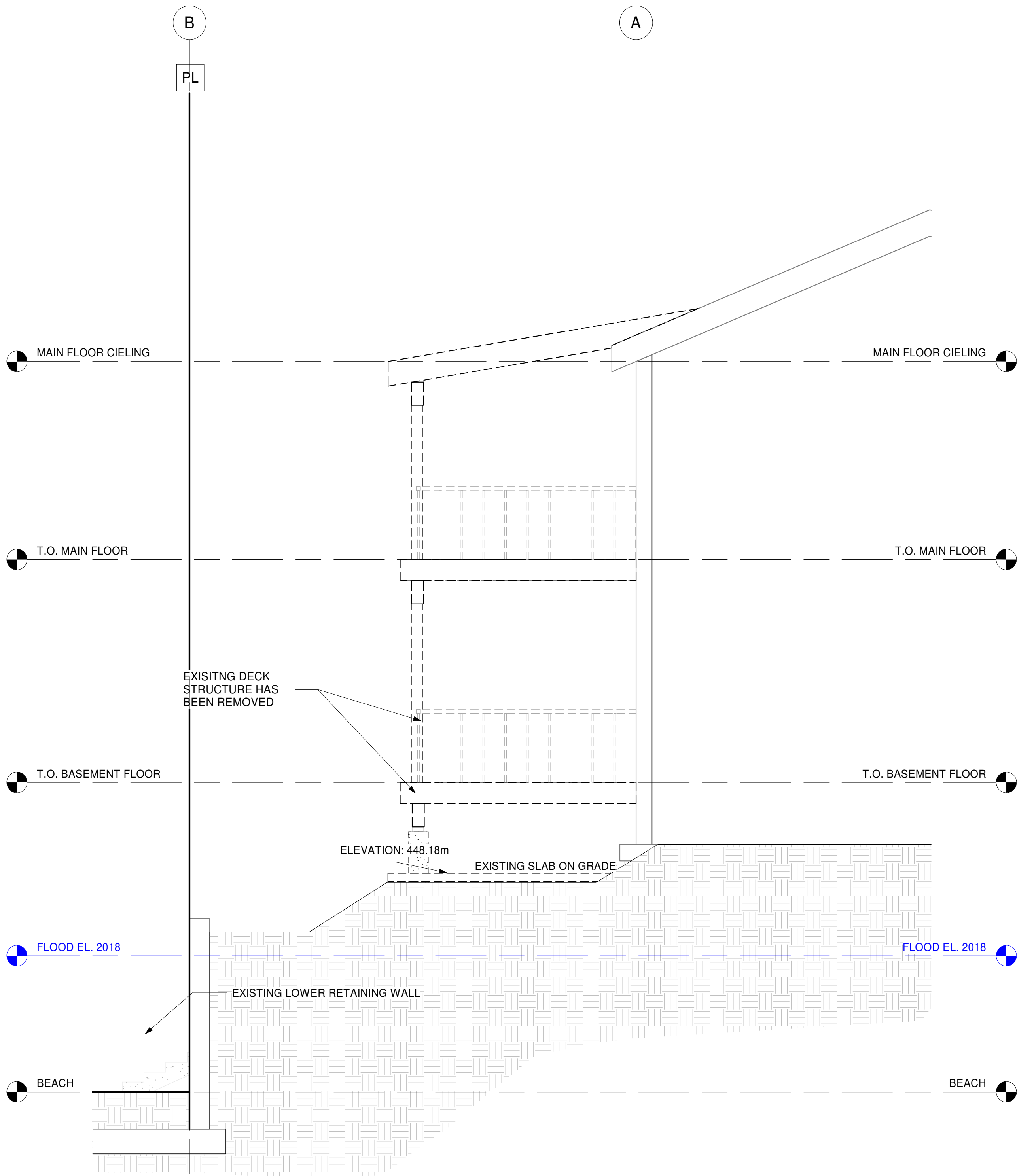
Date	10/06/19	Project No.	C19001-081
Designed	RS	Drawing File	C19001-081 A1
Drawn	RS	Scale	As indicated
Checked	DS	Sheet No.	Issue/Rev.
Approved	DS	S2.0 OF 6	B



1 T.O. BASEMENT FLOOR  
S2.0 3/16" = 1'-0"

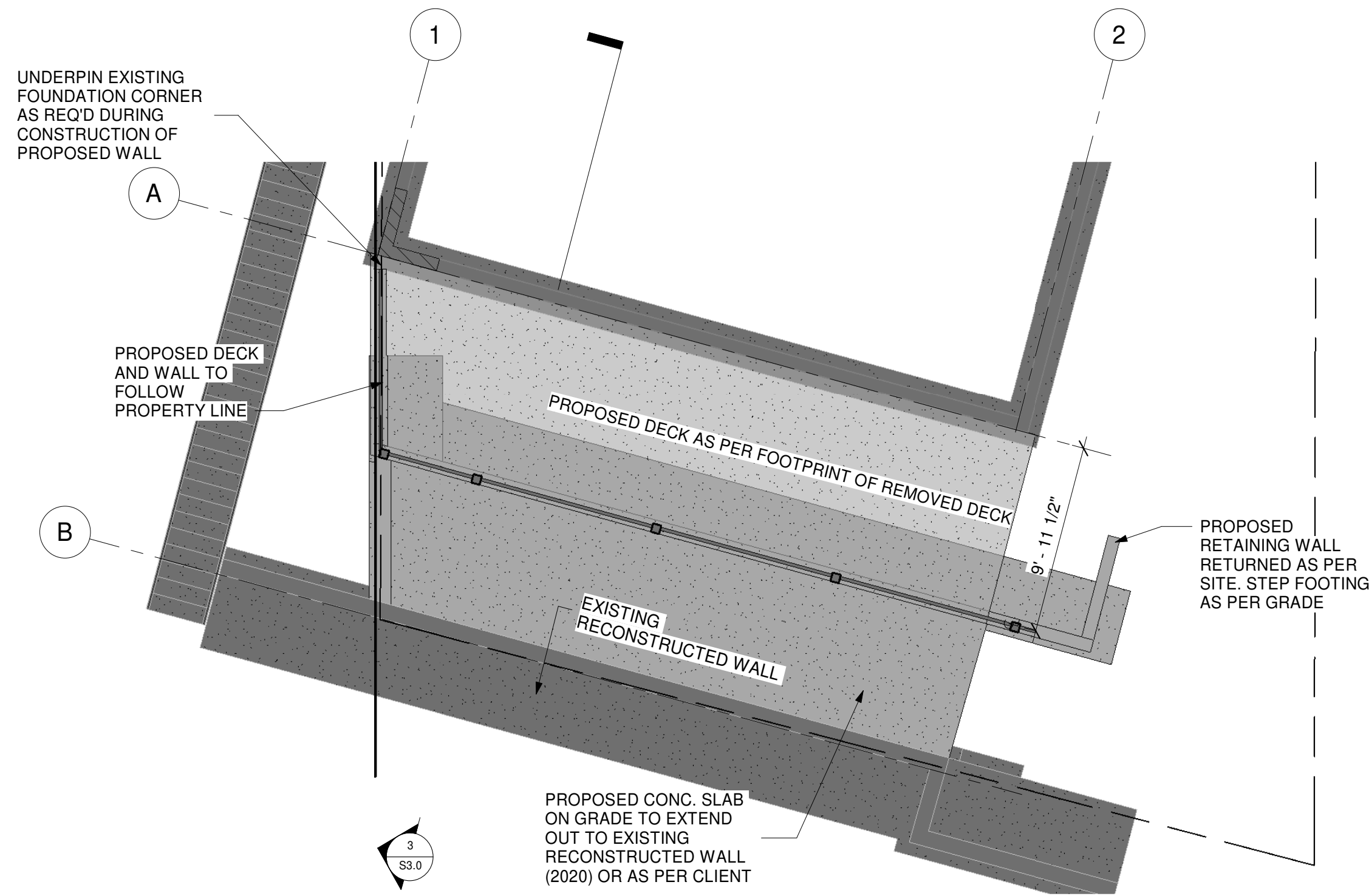


3 South  
S2.0 3/16" = 1'-0"

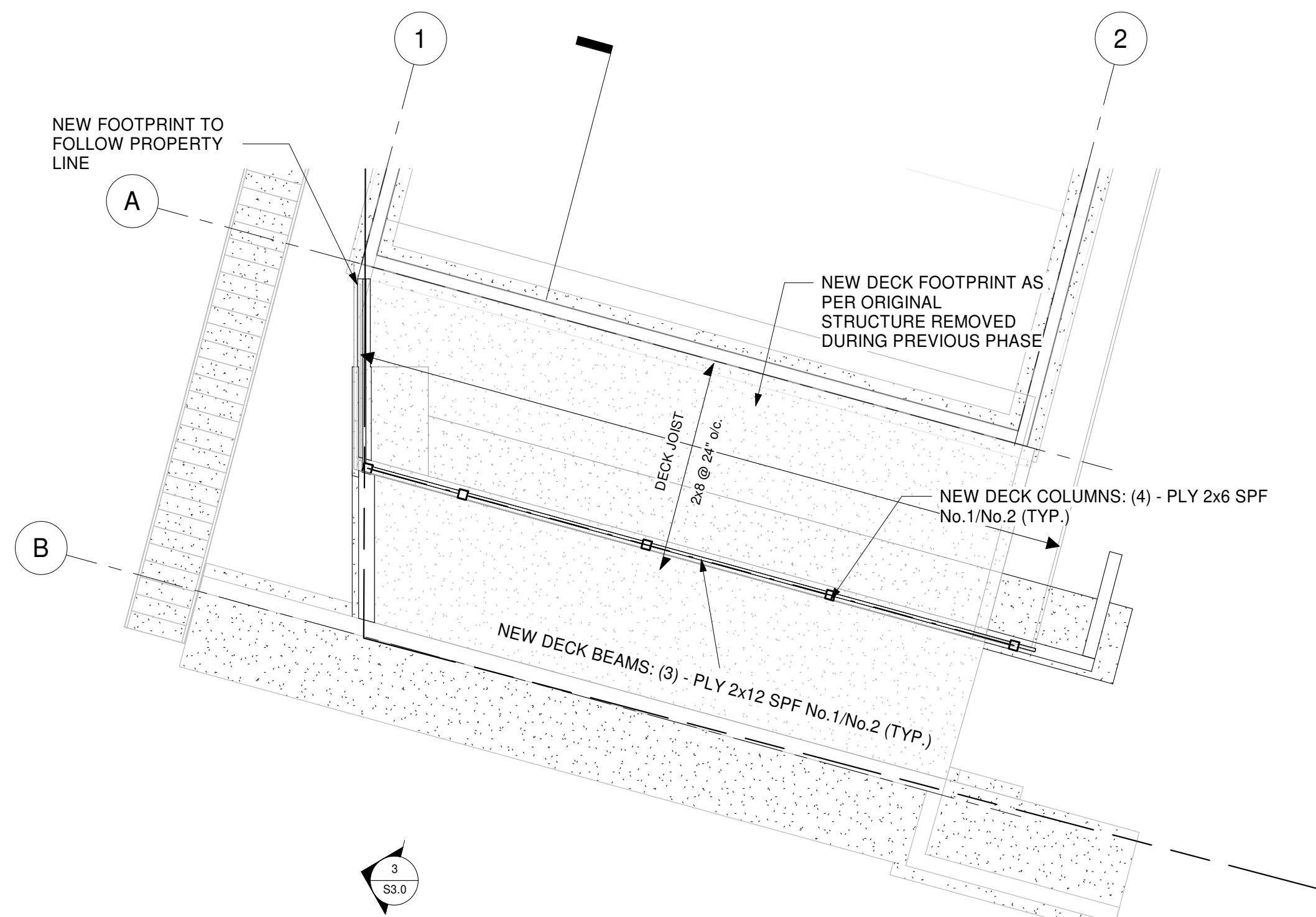


2 Section 1  
S2.0 3/8" = 1'-0"

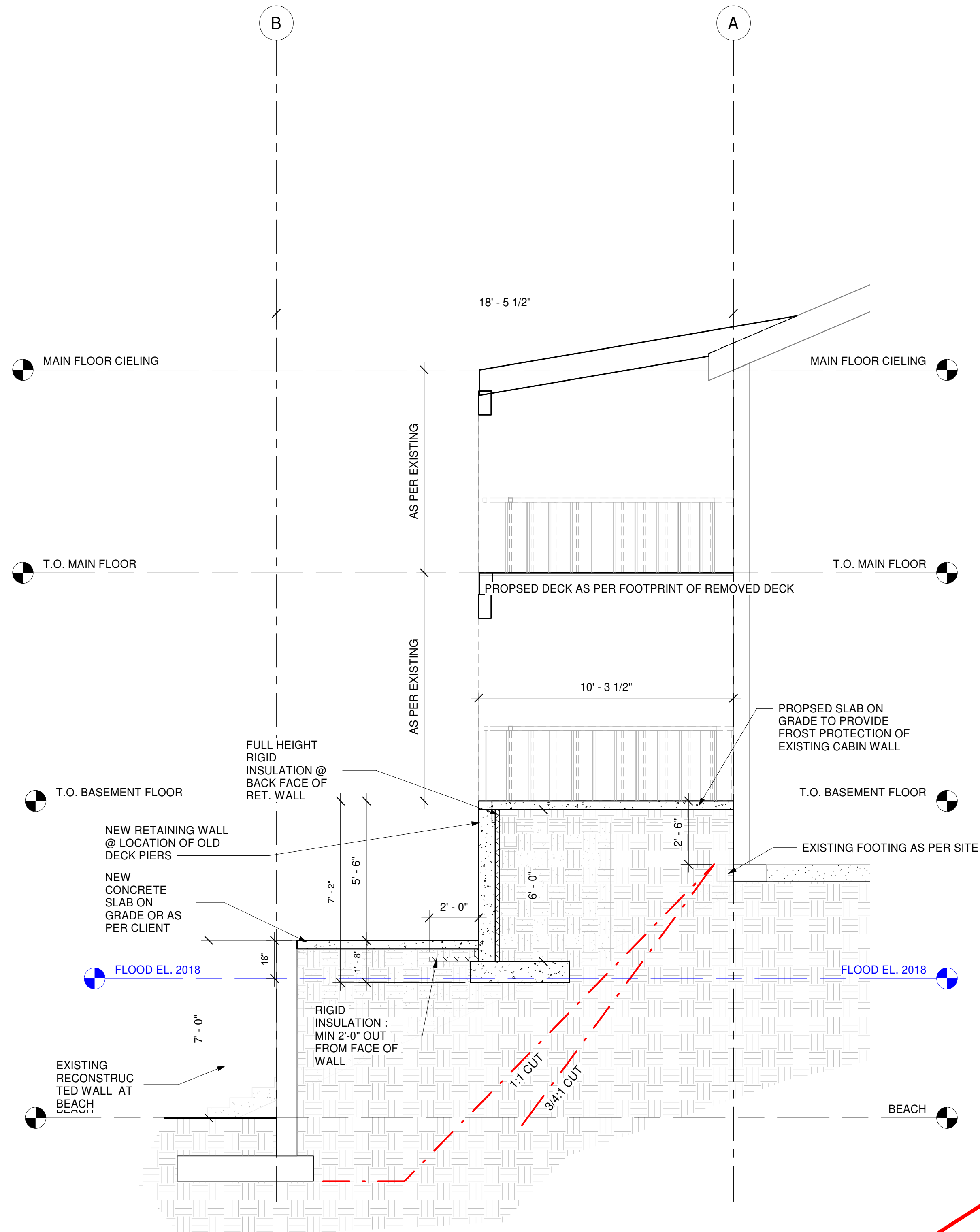
ISSUED FOR  
VARIANCE APPLICATION



1 NEW WALL CONSTRUCTION  
3/16" = 1'-0"



2 PROPOSED DECK FRAMING  
3/16" = 1'-0"



3 Section 2  
3/8" = 1'-0"

Dimensions to Face of Foundation or Framing Stud UNO.

This plan and design is the property of WSA Engineering (2012) Ltd. and is solely for the use of the client with which WSA Engineering (2012) Ltd. has entered into agreement with, and cannot be used in whole or in part without the written consent of WSA Engineering (2012) Ltd.

DO NOT SCALE DRAWINGS  
Written dimensions shall govern.

All dimensions to be verified on site by the contractor/builder. Report all errors or omissions to the owner or designer prior to proceeding with the work.

2	APR 12/21	ISSUED FOR VARIANCE UPDATED
1	May 13/20	Additional information provided
A	Feb 19/20	ISSUED FOR VARIANCE APPLICATION
No.	Date	Issue/Revision

Professional Engineer Stamp:

**WSA** ENGINEERING (2012) LTD.  
Civil - Structural  
2248 Columbia Ave. Cambridge, B.C. V2V 2X3 PH: (604) 847-0477

Project  
**HAMMOND RETAINING WALL**  
141 BROWN ROAD  
CHRISTINA LAKE, BC  
Drawing  
**PROPOSED NEW**

Date	10/06/19	Project No.	C19001-081
Designed	RS	Drawing File	C19001-081 A1
Drawn	RS	Scale	As indicated
Checked	DS	Sheet No.	Issue/Rev.
Approved	DS	S3.0 OF 6	B

ISSUED FOR  
VARIANCE APPLICATION

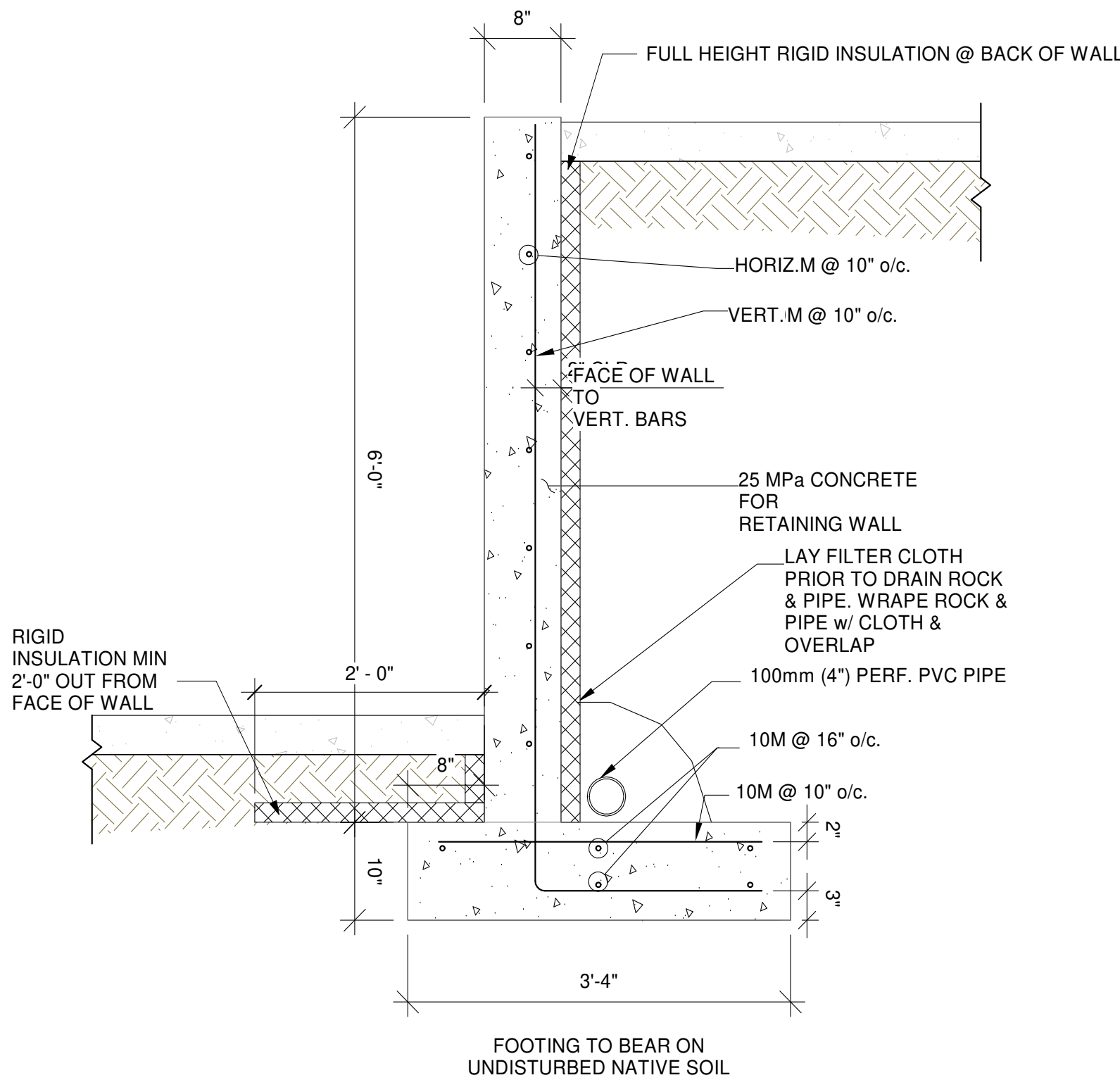
NOTE:

- SLOPE BACKFILL AWAY FROM WALL FOR POSITIVE DRAINAGE.

- BACKFILL TO BE FREE DRAINING GRANULAR MATERIAL.

- BACKFILL MUST BE HORIZONTAL OR SLOPING DOWN FROM WALL & NO SURCHARGE LOADING TO BE APPLIED WITHIN A DISTANCE EQUAL TO THE HEIGHT OF THE WALL

-SOIL BEARING CAPACITY ASSUMED TO BE MIN. 150kPa AND BACKFILL FRICTION ANGLE OF 34 ° OR GREATER



1 RETAINING WALL @ LOWER FLOOR SLAB ON GRADE  
S3.1 1" = 1'-0"

Dimensions to Face of Foundation or Framing Stud UNO.

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2	APR 12/21	ISSUED FOR VARIANCE UPDATED
1	May 13/20	Additional information provided
A	Feb 19/20	ISSUED FOR VARIANCE APPLICATION
No.	Date	Issue/Revision

Professional Engineer Stamp:

WSA ENGINEERING (2012) LTD.  
Civil - Structural  
2248 Columbia Ave. Coquitlam, B.C. V3J 2X3 PH: (604) 417-0927

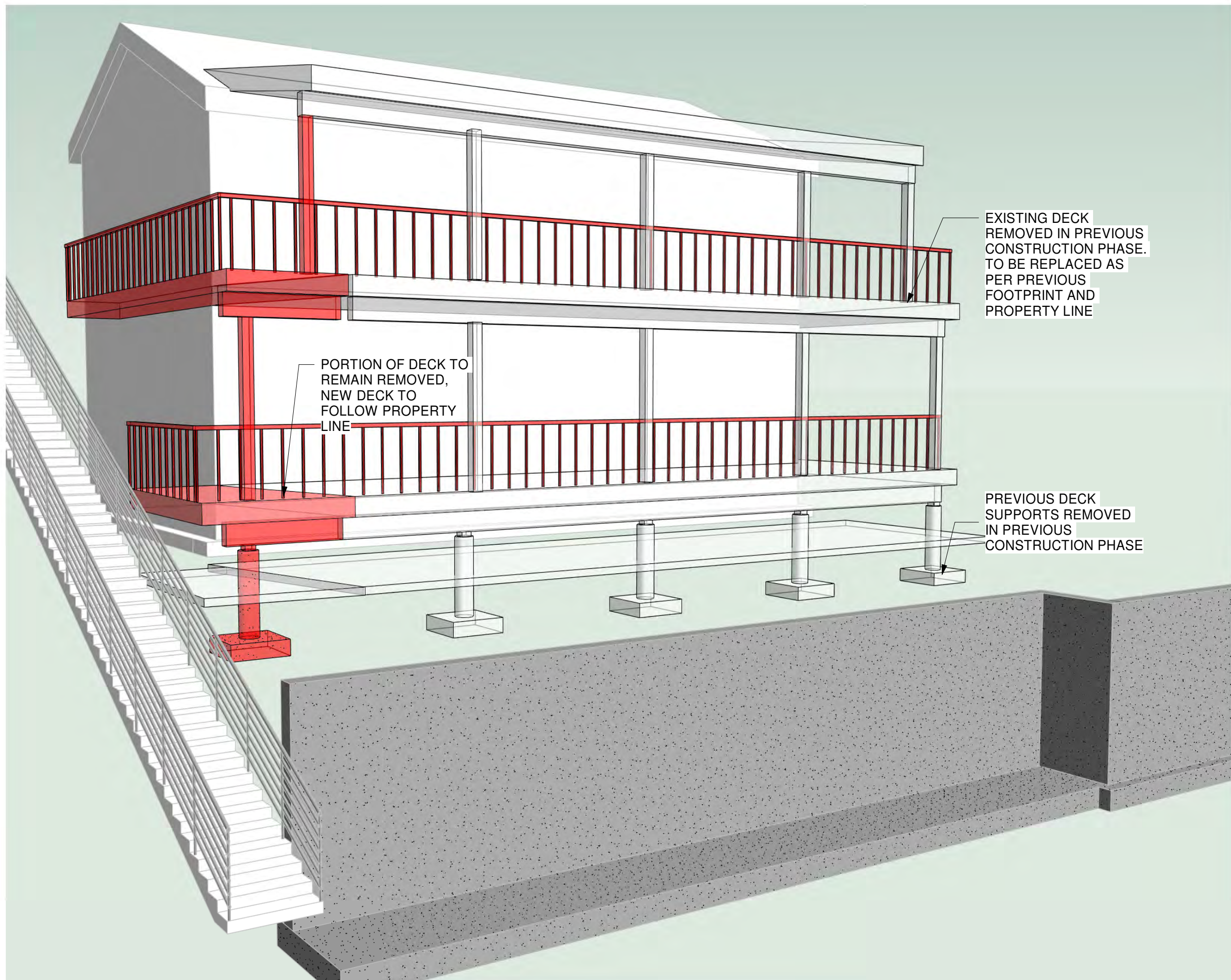
Project  
HAMMOND RETAINING WALL

141 BROWN ROAD  
CHRISTINA LAKE, BC

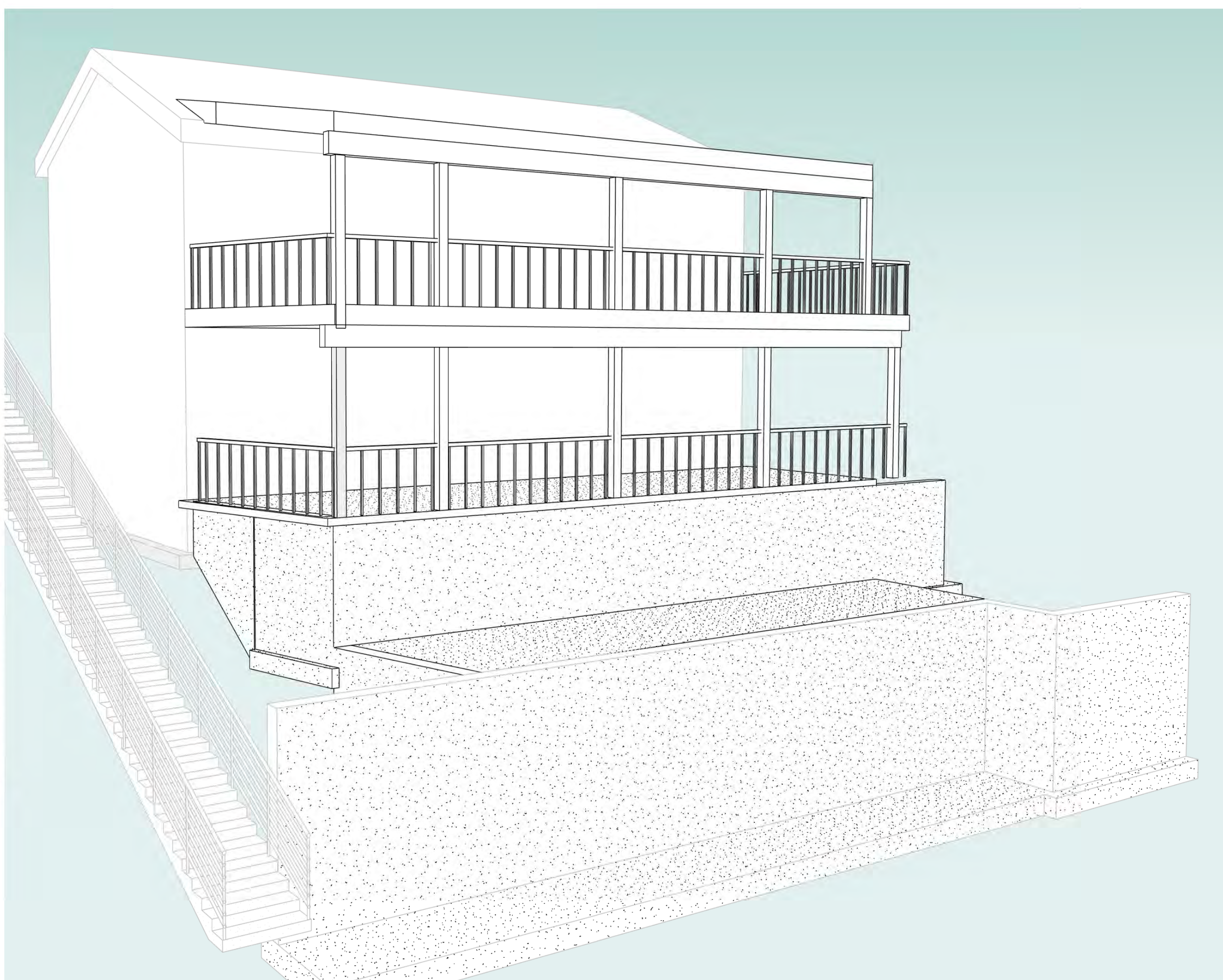
Drawing  
RETAINING WALL DETAILS

Date	09/22/20	Project No.	C19001-081
Designed	RS	Drawing File	C19001-081 A1
Drawn	RS	Scale	1" = 1'-0"
Checked	DS	Sheet No.	S3.1
Approved	DS	Issue/Rev.	B
			OF 6

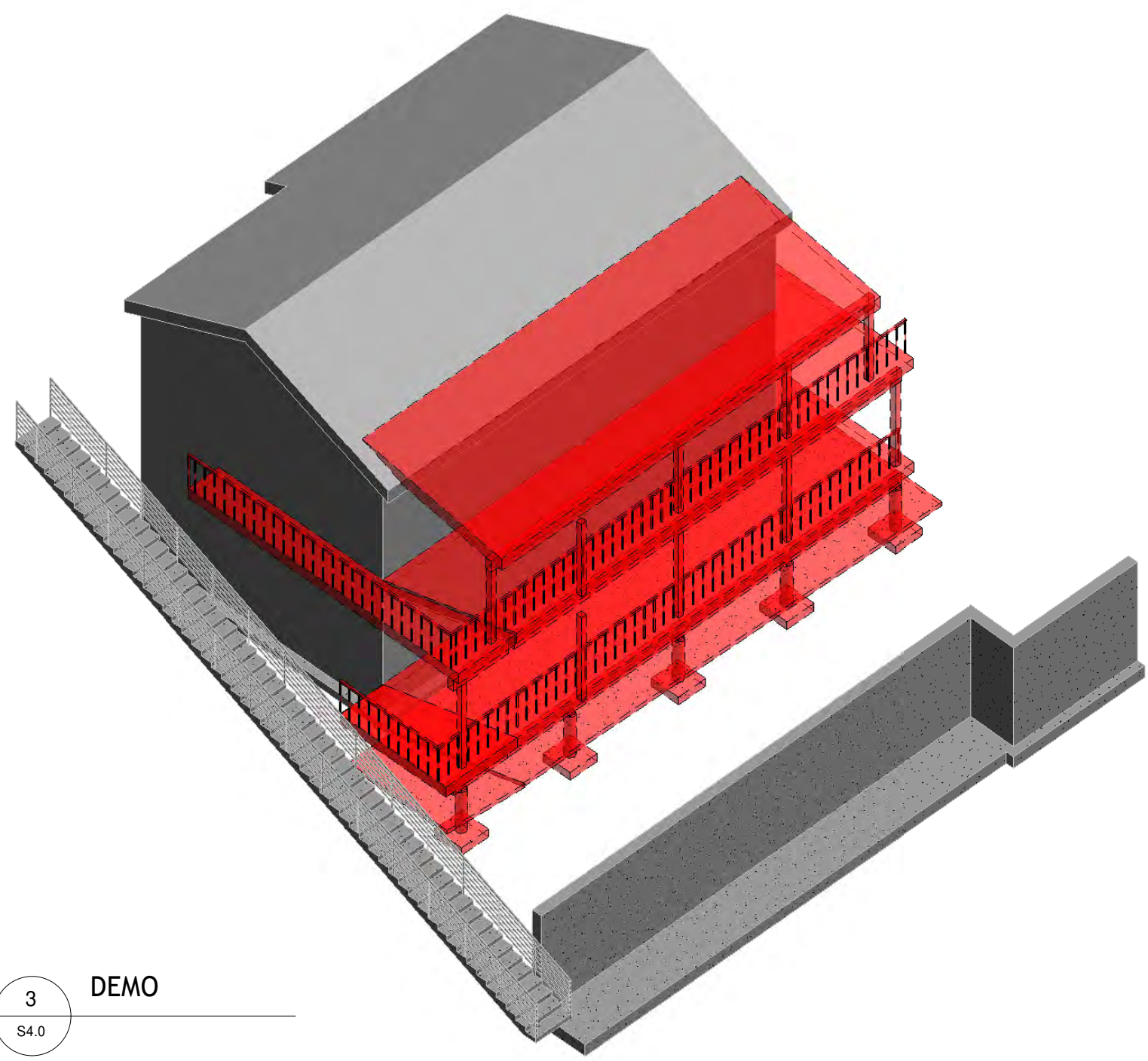
ISSUED FOR  
VARIANCE APPLICATION



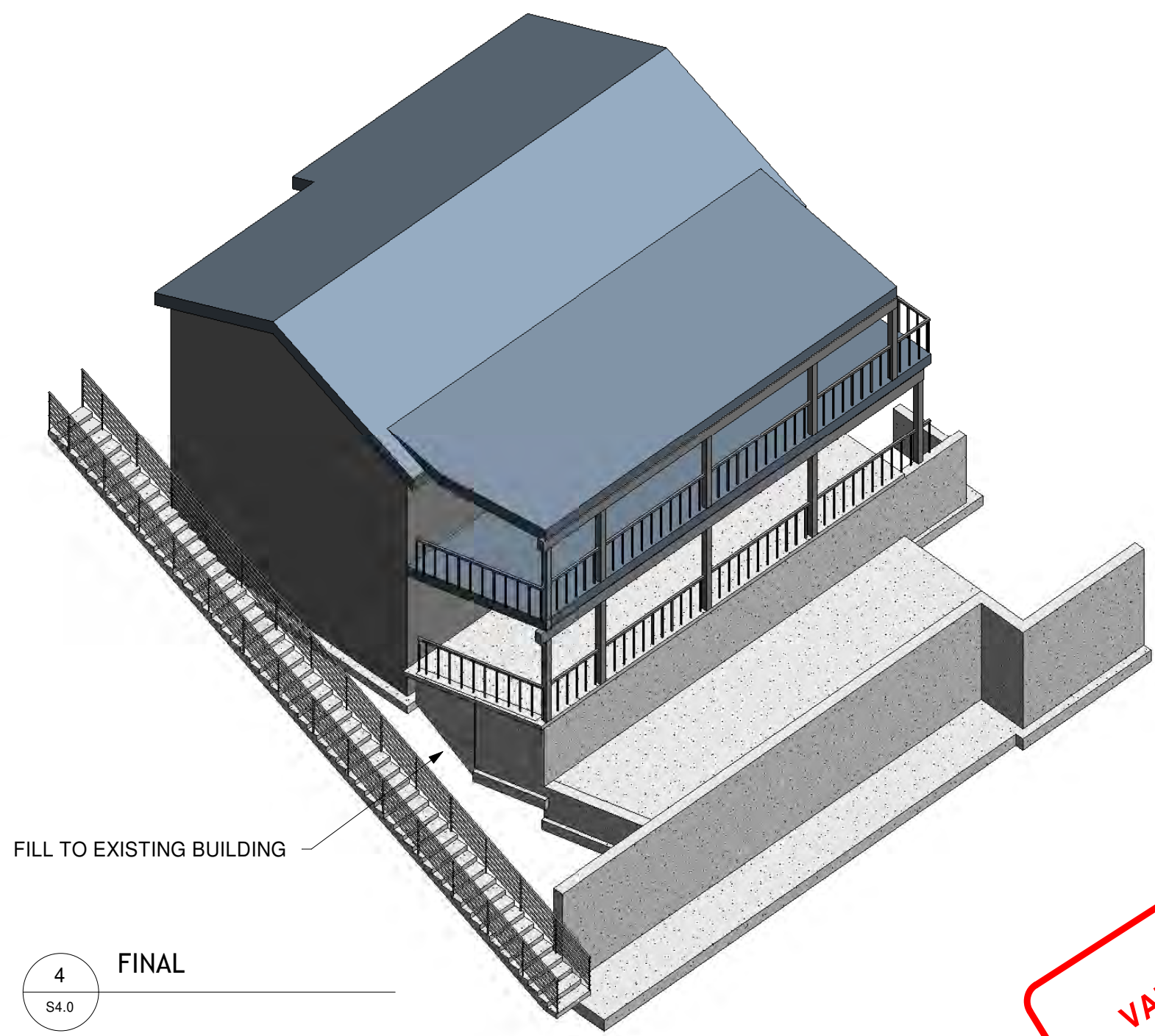
1  
S4.0  
EXISTING AND PROPOSED DEMOLITION



2  
S4.0  
EXISTING AND NEW WALL



3  
S4.0  
DEMO



4  
S4.0  
FINAL

Dimensions to Face of Foundation or Framing Stud UNO.

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1	May 13/20	Additional information provided
A	Feb 19/20	ISSUED FOR VARIANCE APPLICATION
No.	Date	Issue/Revision

Professional Engineer Stamp:

**WSA** ENGINEERING (2012) LTD.  
Civil - Structural  
2248 Columbia Ave., Cambridge, B.C. V2V 2X3 PH: (604) 847-0427

Project  
HAMMOND RETAINING WALL

141 BROWN ROAD  
CHRISTINA LAKE, BC

Drawing  
PERSPECTIVE VIEWS

Date	10/06/19	Project No.	C19001-081
Designed	DS	Drawing File	C19001-081 A1
Drawn	RS	Scale	
Checked	DS	Sheet No.	S4.0
Approved	DS	Issue/Rev.	B
		OF 6	

ISSUED FOR  
VARIANCE APPLICATION



**ENGINEERING (2012) LTD**  
2248 Columbia Avenue Castlegar, BC V1N 2X1

Tel 1-888-617-6927  
e-mail: [mail@wsaeng.ca](mailto:mail@wsaeng.ca)

February 14, 2020

Project Number: C19001 – 081

RDKB  
843 Rossland Avenue  
Trail, BC  
V1R 4S8

Attn: Corey Scott

***RE: HAMMOND – 141 BROWN ROAD – SITE PHOTOS***



Figure 1: Hammond Residence



Figure 2: Hammond Residence – Corner of house that encroaches (house with satellite)



Figure 3: Beach Adjacent to Hammond Residence (looking East)



## Electoral Area Services (EAS) Committee Staff Report

<b>RE:</b>	Site-specific Exemption to Floodplain Bylaw – Hammond		
<b>Date:</b>	May 13, 2021	<b>File #:</b>	C-969-04329.000
<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) received an application site-specific exemption to the Floodplain Bylaw for the reconstruction of an existing deck in Electoral Area C/Christina Lake (See Attachment 1 – Site Location Map).

Property Information	
<b>Owner(s):</b>	Darryl Hammond and Heather Hammond
<b>Agent:</b>	WSA Engineering (2012) Ltd.
<b>Location:</b>	141 Brown Road
<b>Electoral Area:</b>	Electoral Area C/Christina Lake
<b>Legal Description(s):</b>	Lot 10, District Lot 969, Similkameen Division of Yale District, Plan 9357
<b>Area:</b>	279 m <sup>2</sup> (3,003 ft <sup>2</sup> )
<b>Current Use(s):</b>	Single family dwelling
Land Use Bylaws	
<b>OCP Bylaw 1250:</b>	Waterfront Residential
<b>DP Area:</b>	Waterfront Environmentally Sensitive
<b>Zoning Bylaw 1300:</b>	Waterfront Residential 2
Other	
<b>ALR:</b>	NA
<b>Waterfront / Floodplain:</b>	Christina Lake (partial)
<b>Service Area:</b>	NA

### History / Background Information

The subject property is located on Brown Road, along the east side of Christina Lake (see Attachment 2 – Subject Property Map). It is located in both the floodplain as well as the Environmentally Sensitive Waterfront Development Permit Area. Additionally, the Christina Lake Foreshore Inventory Mapping shows the area adjacent to the property as a known Kokanee spawning habitat.

The parcel was originally created by subdivision in 1958. The single family dwelling was constructed sometime thereafter; however, there is no building permit in our records for

its original construction. It is possible that the construction took place prior to the first zoning bylaw or floodplain bylaw being in place. Both the main part of the house and the deck encroach into the required 7.5 m setback from the natural boundary of Christina Lake.

In addition, the building and two-tiered deck were constructed partially encroaching on the neighbouring property to the west (Lot 11 – 143 Brown Road), which is shown on the attached plans. A flooding event in 2018 caused damages to the two-tiered deck as well as two retaining walls, one of which extends below the natural boundary of Christina Lake.

The applicant's proposal has been reviewed by both the Electoral Area C/Christina Lake Advisory Planning Commission (APC) and the Electoral Area Services Committee (EAS Committee) (see Attachment 3 - Original April 16, 2020 staff EAS report). On April 16, 2020, the EAS Committee passed the following motion:

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

The applicant received approval from the BC Ministry of Ministry of Forests, Lands, Natural Resource Operations, and Rural Development (FLNRORD) to replace the two retaining walls with *"a single reinforced, cast-in-place concrete retaining wall,"* and that work was completed during Fall 2020. Now that this work is complete, the applicant has reactivated their site-specific exemption to the Floodplain Bylaw application for consideration by the EAS Committee.

## Proposal

The applicant has submitted an updated design plan for their proposal to reconstruct an existing deck of approximately 40 m<sup>2</sup> (450 ft<sup>2</sup>) (see Attachment 4 – Applicant Submission). The new deck would be the same size as what is existing. The portion of the deck that is encroaching on Lot 11 would be removed completely.

The deck would be affixed to the dwelling unit and would be an extension of the existing floor system, resulting in the requirement for the exemption. However, the deck would not include any rooms used for dwelling purposes, business, or the storage of goods susceptible to damage by floodwater, which are the major concerns when designating lands as floodplains to prevent construction within them.

The following site-specific exemption to Floodplain Bylaw No. 677, 1995 is requested:

- Section 5.b(iv): reduce the setback from the natural boundary of any lake, marsh, or pond from 7.5 m to 2.2 m, a variance of 5.3 m, for the deck.

A development variance permit is also required, which is discussed in a separate report.

## Implications

The *Local Government Act* (LGA) states that a person may be exempted from the requirements of a floodplain bylaw in relation to a building or structure on the parcel of land, if the local government considers it advisable and either considers that the exemption is consistent with Provincial guidelines, or that the applicant has received a report from a professional engineer or geoscientist stating that the land may be used safely for the intended use.

The RDKB has received a report from Ground Up Geotechnical that provides an analysis of the site-specific floodplain considerations on the property (see Attachment 3 – Applicant's Submission). The engineering consultant revised the report to:

- more accurately reflect that approval of a variance and floodplain exemption would not legitimize the house encroachment on Lot 11; and,
- confirm the correct flood construction level (FCL) and 2018 maximum lake level.

The engineer states that:

*"Based upon our observations and flood hazard assessment, it is our professional opinion that the existing home site and structure, as well as the proposed replacement deck, would be sufficiently free from flood hazards with return periods of 200 years or less once the proposed replacement lakefront wall is constructed. Further, given adherence to our recommendations contained herein, we believe permanent encroachment of the existing home structure and the proposed replacement deck into the floodplain setback is geotechnically acceptable."*

Approval of the requested floodplain exemption would not address the encroachment of the remaining portion of the single family dwelling on Lot 11, which is referenced in the staff report for the development variance permit application. In order to remove encroaching portions of the deck from Lot 11, the owner of Lot 10 must have authorization from the owners of Lot 11. The owners of Lot 10 have been notified of this requirement.

## Recommendation

That the application for a Site-Specific Exemption the Floodplain Bylaw Section 5.b(iv) to reduce the setback from the natural boundary of any lake, marsh, or pond from 7.5 m to 2.2 m – a variance of 5.3 m, submitted by WSA Engineering (2012) Ltd., on behalf of Darryl Hammond and Heather Hammond, for the reconstruction of an existing deck on the property legally described as Lot 10, District Lot 969, Similkameen Division of Yale District, Plan 9357, Electoral Area C/Christina Lake, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support, with the following conditions:

- 1) The property owners provide documentation that retaining wall construction is complete and meets the BC Ministry of Ministry of Forests, Lands, Natural Resource Operations' requirements;

- 2) The property owners follow the recommendations provided in the report provided by Ground Up Geotechnical Ltd.; and
- 3) The property owners register a standard floodplain covenant on title in favour of the Regional District of Kootenay Boundary.

### **Attachments**

1. Site location map
2. Subject property map
3. Original April 16, 2020 staff EAS report
4. Applicant's updated submission

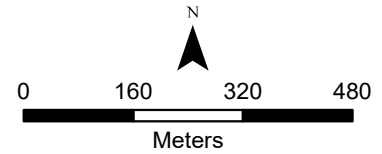


Regional District of  
Kootenay Boundary

Date: 23-Jan-2020

## Site Location Map

Lot 10, DL 969,  
SDYD, Plan 9357



1:9,600



Document Path: P:\PD\EA\_C\IC-969-04329.000 Hammond\Feb 2020 DVP & Flood Plain Exemption\2020 - Mapping\2020-02-04\_Hammond\_SLM-SPM.aprx

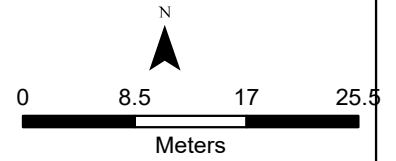


Regional District of  
Kootenay Boundary

Date: 23-Jan-2020

## Subject Property Map

Lot 10, DL 969,  
SDYD, Plan 9357



1:500



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Document Path: P:\PD\EA\_C\C-969-04329.000 Hammond\Feb 2020 DVP & Flood Plain Exemption\2020 - Mapping\2020-02-04\_Hammond\_SLM-SPM.aprx



Original April 16, 2020 Staff Report and Attachments

## Electoral Area C/Christina Lake Advisory Planning Commission (APC) Staff Report

<b>RE:</b>	Site-specific Exemption to Floodplain Bylaw – Hammond		
<b>Date:</b>	April 16, 2020	<b>File #:</b>	C-969-04329.000
<b>To:</b>	Chair Grieve and Members of the EAS Committee		
<b>From:</b>	Corey Scott, Planner		

### Issue Introduction

We have received an application for a site-specific exemption to the Floodplain Bylaw from WSA Engineering (2012) Ltd. for the reconstruction of an existing deck in Electoral Area C/Christina Lake (see attachments).

Property Information	
<b>Owner(s):</b>	Darryl and Heather Hammond
<b>Agent:</b>	WSA Engineering (2012) Ltd.
<b>Location:</b>	141 Brown Road
<b>Electoral Area:</b>	Electoral Area C/Christina Lake
<b>Legal Description(s):</b>	Lot 10, DL 969, SDYD, Plan 9357
<b>Area:</b>	279m <sup>2</sup> (0.07acr)
<b>Current Use(s):</b>	Single family dwelling
Land Use Bylaws	
<b>OCP Bylaw 1250:</b>	Waterfront Residential
<b>DP Area:</b>	Waterfront Environmentally Sensitive
<b>Zoning Bylaw 1300:</b>	Waterfront Residential 2
Other	
<b>Waterfront / Floodplain:</b>	Partial
<b>Service Area:</b>	NA
<b>Planning Agreement Area:</b>	NA

### History / Background Information

The subject property (Lot 10 – 141 Brown Road) is located along the east side of Christina Lake in Electoral Area C/Christina Lake. It has a "Waterfront Residential" Official Community Plan (OCP) land use designation and is zoned "Waterfront Residential 2". Christina Lake abuts the southern boundary of the property. As such, it is within the floodplain as well as the Environmentally Sensitive Waterfront Development Permit Area. Additionally, the Christina Lake Foreshore Inventory Mapping shows the area adjacent to the property as a known Kokanee spawning habitat.

Page 1 of 4

C:\Users\MCiardullo\Desktop\VPN Uploads\EAS Items\April 16\2020-04-16\_Hammond\_FEX\_EAS.docx

## Original April 16, 2020 Staff Report and Attachments

The parcel was originally created by subdivision in 1958. The single family dwelling was constructed sometime thereafter; however there is no building permit in our records for its original construction. It's possible that the construction took place prior to the first zoning bylaw or floodplain bylaw being in place. Both the main part of the house and the deck encroach into the required 7.5m setback.

In addition the building and two-tiered deck were constructed partially encroaching on the neighbouring property to the west (Lot 11 – 143 Brown Road), which is shown on the attached plans.

A variance was issued in 2008 to reduce the front parcel boundary from 4.5m to 0m for an accessory structure (carport) that was constructed without permit.

A flooding event in 2018 caused damages to the two-tiered deck as well as two retaining walls, one of which appears to extend below the natural boundary of Christina Lake.

The applicant may be required to remove their deck in order to remove the existing retaining walls and construct a new one. As the deck's location is entirely non-conforming to our Zoning Bylaw regulations, there is uncertainty in whether reconstruction of the deck will be permitted should the Province grant approval for reconstructing the retaining wall.

A new septic system was installed on the subject property in 2019 although no building modifications took place. The system was filed with Interior Health in order to meet the requirements of the *Sewerage System Regulation*. A Waterfront Environmentally Sensitive Development Permit was not required in 2019 nor is it required at this time since no additional habitable area was or is planned.

## Proposal

The applicant has submitted a design brief that describes the proposal to replace the existing  $\pm 40\text{m}^2$  ( $\pm 450\text{ft}^2$ ) deck and replace two of the retaining walls with one single retaining wall at the property line (see attachments). The new deck would be the same size as what is existing. The deck would be affixed to the dwelling unit and would be an extension of the existing floor system, resulting in the requirement for the exemption. However, the deck would not include any rooms used for dwelling purposes, business, or the storage of goods susceptible to damage by floodwater, which are the major concerns when designating lands as floodplains to prevent construction within them.

The portion of the deck that is encroaching on Lot 11 would be removed completely.

The following site-specific exemption to Floodplain Bylaw No. 677, 1995 is requested:

- Reduce the setback from the natural boundary of Christina Lake from 7.5m to 2.2m, a variance of 5.3m, for the deck and house.

A Development Variance Permit is also required, which is discussed in a separate report.

## Original April 16, 2020 Staff Report and Attachments

**Implications**

The *Local Government Act* (LGA) states that a person may be exempted from the requirements of a floodplain bylaw in relation to a building or structure on the parcel of land, if the local government considers it advisable and either considers that the exemption is consistent with Provincial guidelines, or that the applicant has received a report from a professional engineer or geoscientist stating that the land may be used safely for the intended use.

We have received an updated report from Ground Up Geotechnical that provides an analysis of the site-specific floodplain considerations on the property (see attachments). The engineering consultant revised the report to:

- more accurately reflect that approval of a variance and floodplain exemption would not legitimize the house encroachment on Lot 11; and,
- confirm the correct flood construction level (FCL) and 2018 maximum lake level.

The engineer states that:

“Based upon our observations and flood hazard assessment, it is our professional opinion that the existing home site and structure, as well as the proposed replacement deck, would be sufficiently free from flood hazards with return periods of 200 years or less once the proposed replacement lakefront wall is constructed. Further, given adherence to our recommendations contained herein, we believe permanent encroachment of the existing home structure and the proposed replacement deck into the floodplain setback is geotechnically acceptable.”

Approval of the requested floodplain exemption would not address the encroachment of the remaining portion of the single family dwelling on Lot 11 (see attachments). The encroachment is a trespass and is an issue for private parties to resolve. In order to remove encroaching portions of the deck from Lot 11, the owner of Lot 10 must have authorization from the owners of Lot 11. The owners of Lot 10 have been notified of this requirement.

**Advisory Planning Commission (APC)**

The Electoral Area C/Christina Lake APC considered the application at their February 4, 2020 meeting. Upon discussion of the application and hearing from the applicants, consideration was deferred pending receipt of more information on the deck's design. We have since received:

- an updated Geotechnical Report that addresses our feedback from the first submission;
- detailed design drawings with additional notes for clarity; and,
- site photos to provide additional context.

The APC reconsidered the application, along with the development variance permit application, at their April 7, 2020 meeting and provided the following recommendation:

**Original April 16, 2020 Staff Report and Attachments**

"It was moved, seconded and resolved that the APC recommend to the Regional District that the application be: not supported, due to the encroachment on a shore spawning beach. It was discussed that as there are alternatives to rebuilding the decks as they are currently constructed and options that might allow the wall to require less of a variance to the Lake boundary. Vote was 5 opposed, 4 in favor."

**Staff Comments**

Reconstruction of the retaining wall at the natural boundary of Christina Lake is a matter that is left up to the authority of the Province through an application to FrountCounter BC for a *Water Sustainability Act* approval. As the Province's process for works "in and about a stream" more thoroughly addresses potential impacts to the natural environment and fish habitat, it may be more appropriate for the applicant to first seek Provincial approval for the retaining wall prior to finalizing the plans for the reconstruction of their deck.

**Recommendation**

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

**Attachments**

Site Location Map

Subject Property Map

Applicant Submission: February 7, 2020 report by Ground Up Geotechnical



Regional District of  
Kootenay Boundary

Date: 23-Jan-2020

## Site Location Map

Lot 10, DL 969,  
SDYD, Plan 9357

Original April 16, 2020 Staff Report and Attachments

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Meters

1:9,600



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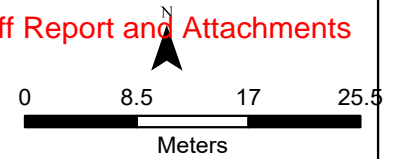
Regional District of  
Kootenay Boundary

Date: 23-Jan-2020

## Subject Property Map

Lot 10, DL 969,  
SDYD, Plan 9357

Original April 16, 2020 Staff Report and Attachments



1:500



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Original April 16, 2020 Staff Report and Attachments



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Box 151 Garibaldi Highlands, Squamish BC V0N 1T0

February 7, 2020  
Project #: GUG 19-145-1

Darryl Hammond  
c/o WSA Engineering (2012) Ltd.  
2248 Columbia Avenue  
Castlegar BC  
BY EMAIL: [dans@wsaeng.ca](mailto:dans@wsaeng.ca)

**Attention: Dan Sahlstrom, P.Eng.**

Re: Flood Hazard Assessment Report  
141 Brown Road, Christina Lake – Regional District of Kootenay Boundary, BC  
Lot 10, DL 969, SDYD Plan 9357

## 1.0 INTRODUCTION

We have completed our Flood Hazard Assessment at the above property for support of a Site-Specific Floodplain Exemption application (completed by others). The Exemption is to allow encroachment of the existing home structure as well as a proposed replacement deck into the floodplain setback of Christina Lake. Construction of a replacement lakefront retaining wall is also included in the work. The existing single family dwelling and lakefront retaining walls were constructed decades prior to the creation of the '*Regional District of Kootenay Boundary Floodplain Management Bylaw No. 677, 1994.*' (Floodplain Bylaw) and the home structure encroaches into the prescribed 7.5m setback by approximately 1.5m. According to the Floodplain Bylaw, encroachment into the floodplain setback is not permitted without a Site-Specific Floodplain Exemption. The existing lakefront retaining walls are damaged beyond repair and are no longer functioning properly. We understand that WSA Engineering (2102) Ltd. (civil/structural engineering consultant) has been engaged by the landowner, Darryl Hammond, to apply for the Site-Specific Floodplain Exemption as well as design the new replacement lakefront retaining wall and replacement deck at the subject property. Ground Up Geotechnical Ltd. has been engaged by Darryl Hammond to complete a Flood Hazard Assessment to determine if the existing and proposed encroachment into the floodplain setback is feasible and safe, and also to provide geotechnical engineering design for the proposed replacement lakefront retaining wall.

On November 22, 2019 we met with Darryl Hammond and Dan Sahlstrom (WSA Engineering) to complete our field reconnaissance at the subject property. This report summarizes our flood hazard assessment while also providing conditions and design recommendations to allow for safe encroachment into the floodplain setback at the subject property. Our services and this report have been provided in accordance with, and are subject to, the attached Terms of Engagement.

Darryl Hammond  
141 Brown Road, Christina Lake, BC

Original April 16, 2020 Staff Report and Attachments  
February 7, 2020

Our work has also included review of current aerial imagery from the RDKB WebMap, the '*Regional District of Kootenay Boundary Floodplain Management Bylaw No. 677, 1994.*' (the Floodplain Bylaw), the '*BC Ministry of Environment's Floodplain Mapping for Christina Lake – DWG # 89-1-3*' dated September 30, 1991, an '*Encroachment Site Plan*' (Encroachment Plan) prepared by WSA Engineering and dated November 15, 2019 (attached), as well as a '*Surveyors Site Plan*' (Site Plan) prepared by Hango Land Surveys and dated November 11, 2015 (attached).

## 2.0 EXISTING CONDITIONS & OBSERVATIONS

As shown on the attached Location Plan Map, the subject property is situated on the eastern shore of Christina Lake, and is bordered by similar lakefront residential properties to the west and east, and Brown Road to the north. As shown on the attached Site Plan, the property is trapezoidal shaped, with approximate dimensions of 18m north south, and 16m east west. An existing two storey home, concrete carport, and timber deck cover most of the lot. A new onsite sewerage system is present on the grassed terraces just east of the existing home. The property's terrain slopes steeply down from Brown Road towards Christina Lake at an overall angle of between 15 to 20 degrees, with a total relief of approximately 10m between Brown Road and the Natural Boundary of Christina Lake. The grade transition is achieved by terraced retaining walls along the east and west sides of the existing home.

The lakeshore consists of a gently sloping coarse sand and gravel beach which extends across multiple neighboring properties to the east and west. On November 22, 2019, the lake level was approximately 0.5m below the base of the lowermost lakefront retaining wall.

An existing concrete retaining wall is present along the Natural Boundary of the lakeshore and spans nearly the entire length of the property's waterfront. The wall is vertical and varies in height between 1 and 1.2m. The wall continues along the Natural Boundary onto the neighboring property to the west. The wall transitions into boulder rip rap and shrubs near the eastern end of the property's waterfront. The wall face has several major cracks/joints and large voids where sand and gravel backfill material is actively eroding out from behind the wall and onto the beach. A 1m wide concrete slab covers the backfill zone of the wall. The slab is severely fractured and jointed with several large voids visible below. Setback approximately 1m from the top of the lakeshore wall is the base of another retaining wall, this one also vertical and about 1.5m tall but constructed of rounded rocks and mortar. Some cracking of the wall face was noted, and large voids were detected within the backfill zone. The deck's shallow concrete sonotube type foundations (5 piers) rest within this wall's backfill zone, setback approximately 1m behind the top of the rock and mortar retaining wall. Structural distress, likely associated with foundation settlement, was visibly apparent in the deck structure. The existing home structure's concrete foundation wall is setback approximately 3.5 to 4m behind the top of the rock and mortar wall at an unknown depth.

From our discussions with the property owner, we understand the existing lakefront retaining walls were severely damaged during the spring flooding of 2018. Apparently, lake levels reached a maximum elevation of 447.2m geodetic during the spring flooding of 2018, a level approximately



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## Original April 16, 2020 Staff Report and Attachments

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Darryl Hammond  
141 Brown Road, Christina Lake, BC

0.54m above the crest of the lowest retaining wall according to the attached Site Plan. We understand that prior to the flooding, the walls were still functional.

As shown on the attached Site Plan & Encroachment Plan, the existing deck and home structure are setback approximately 3m and 6m respectively from the Natural Boundary of Christina Lake. From the Floodplain Bylaw, the minimum allowable setback from the Natural Boundary of a lake is 7.5m: this equates to an existing encroachment of approximately 4.5m and 1.5m for the deck and home structure respectively. The deck and lower floor of the existing home are situated at an approximate elevation of 449.3m geodetic.

### 3.0 FLOOD HAZARD ASSESSMENT

The prescribed Flood Construction Level (FCL) for Christina Lake from the 'BC Ministry of Environment's Floodplain Mapping for Christina Lake – DWG # 89-1-3' is 448.2m geodetic. The deck and lower floor of the existing home are situated at an approximate elevation of 449.3m geodetic.

While the lower floor of the existing home is elevated approximately 1.1m above the prescribed FCL and approximately 2.1m above the reported flood height of the 2018 spring flood, given the current condition of the existing lakefront retaining walls we believe the existing home structure's foundations may be at risk of lake flooding caused erosion and scour. Erosion and scour would likely lead to foundation settlement and structural damage. The existing lakefront retaining walls appear to have historically provided sufficient protection from floodwaters to prevent foundation erosion and scour, however, the walls are now in desperate need of replacement. It is our professional opinion that once these lakefront retaining walls are replaced with a properly engineered reinforced concrete retaining wall, the risk of lake flooding caused foundation erosion and scour will be reduced to an acceptable level.

### 4.0 CONCLUSIONS

Based upon our observations and flood hazard assessment, it is our professional opinion that the existing home site and structure, as well as the proposed replacement deck, would be sufficiently free from flooding hazards with return periods of 200 years or less once the proposed replacement lakefront wall is constructed. Further, given adherence to our recommendations contained herein, we believe permanent encroachment of the existing home structure and the proposed replacement deck into the floodplain setback is geotechnically acceptable.

As required by Section 56 of BC's Community Charter, it is our professional opinion that the existing home site and proposed replacement deck site (the 'land') may be used safely for the use intended, that being permanent residential habitation, if the land is used in accordance with the recommendations and conditions provided in this report. Our definition of 'safe use' in the context of our assessment and this report means that inhabitants of the existing home and proposed replacement deck, if constructed in accordance with the BC Building Code and the recommendations and conditions within this report, would be safe from naturally caused flooding hazards with return periods of 200 years or less.



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SOIL | FOUNDATIONS | ROCK | WATER

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Darryl Hammond  
141 Brown Road, Christina Lake, BC

Original April 16, 2020 Staff Report and Attachments  
February 7, 2020

## 5.0 RECOMMENDATIONS

In order to provide adequate flood protection to the existing home and proposed replacement deck, the two existing lakefront retaining walls should be replaced with a properly engineered reinforced concrete retaining wall as soon as practically possible. The walls must be designed by a suitably qualified professional engineer. For preliminary design purposes, the replacement lakefront wall shall incorporate the following design elements: a minimum crest elevation of 448.5m geodetic, a base embedded below beach deposits to at least 0.45m below current beach elevation, backfill shall consist of clear stones between 5cm and 30cm in size, drainage weepholes elevated 0.3m above the beach surface, sufficient blending with neighboring walls or wall returns at property lines. These design recommendations are preliminary and may be subject to change.

We understand that WSA Engineering (2012) Ltd. has been engaged by the landowner (Darryl Hammond) to provide professional engineering design for the replacement lakefront retaining wall. Ground Up Geotechnical Ltd. has also been engaged by the landowner to provide supplementary geotechnical engineering design for the replacement wall. The conclusions and recommendations contained within this report rely on the assumption that the lakefront retaining walls will be replaced with a properly engineered wall, therefore, for our conclusions and recommendations to be valid, Ground Up Geotechnical Ltd. must approve the wall design, review the wall construction, and certify the adequacy of the completed wall.

The underside of the proposed replacement deck foundations must be setback below a 1 Horizontal to 1 Vertical (45 degree) projection line extending up and away from the toe of the replacement retaining wall, and upon a subgrade approved by a suitably qualified professional engineer.

Reconstruction of the lowest retaining wall will occur close to the lakeshore, therefore, as a minimum, we recommend adhering to the Best Management Practices (BMPs) in the attached document, *'Working Near the Water: Pollution & Sediment Control Best Management Practices'*. These BMPs are provided as a minimum requirement only; the approving authority, Province of BC or Federal Government may require implementation of further measures.

## 6.0 CLOSURE

This report was prepared in accordance with current geotechnical engineering practices and principles in British Columbia. This Flood Hazard Assessment has considered Engineers & Geoscientists BC's *'Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC'* as well as *'Flood Hazard Area Land Use Management Guidelines'* prepared by the Ministry of Water, Land and Air Protection - Province of British Columbia. Our completed *'Appendix J: Flood Hazard and Risk Assurance Statement'* is attached.

The conclusions and recommendations in this report are provided on the assumption that structures will be designed and constructed in accordance with the *BC Building Code* and local bylaws as applicable and that all contractors will be suitably qualified and experienced.



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## Original April 16, 2020 Staff Report and Attachments

Darryl Hammond  
141 Brown Road, Christina Lake, BC

February 7, 2020

This report has been prepared to support applications on behalf of the property owner to the Regional District of Kootenay Boundary as a pre-condition to the issuance of a Site-Specific Floodplain Exemption from the provisions of the '*Regional District of Kootenay Boundary Floodplain Management Bylaw No. 677, 1994*' under Section 910 of the *Local Government Act*.

This report has been prepared exclusively for our client(s), their agents, and their design and construction team, yet remains the property of Ground Up Geotechnical Ltd. The Regional District of Kootenay Boundary and the BC Ministry of Transportation and Infrastructure are considered authorized users of this report.

Any use of this report by third parties, or any reliance on or decisions made based on it, are the responsibility of such third parties. Ground Up Geotechnical Ltd. does not accept responsibility for damages suffered, if any, by a third party as a result of their use of or reliance on this report.

This report has been prepared for and at the expense of the owner of the subject property and Ground Up Geotechnical has not acted for or as an agent of the Regional District of Kootenay Boundary in the preparation of this report.

We trust that this report provides you with the information you require at this time, please do not hesitate to contact us if you have any questions or require anything further.

Sincerely,  
Ground Up Geotechnical Ltd.



Patrick Sails, P.Eng.  
Geotechnical Engineer

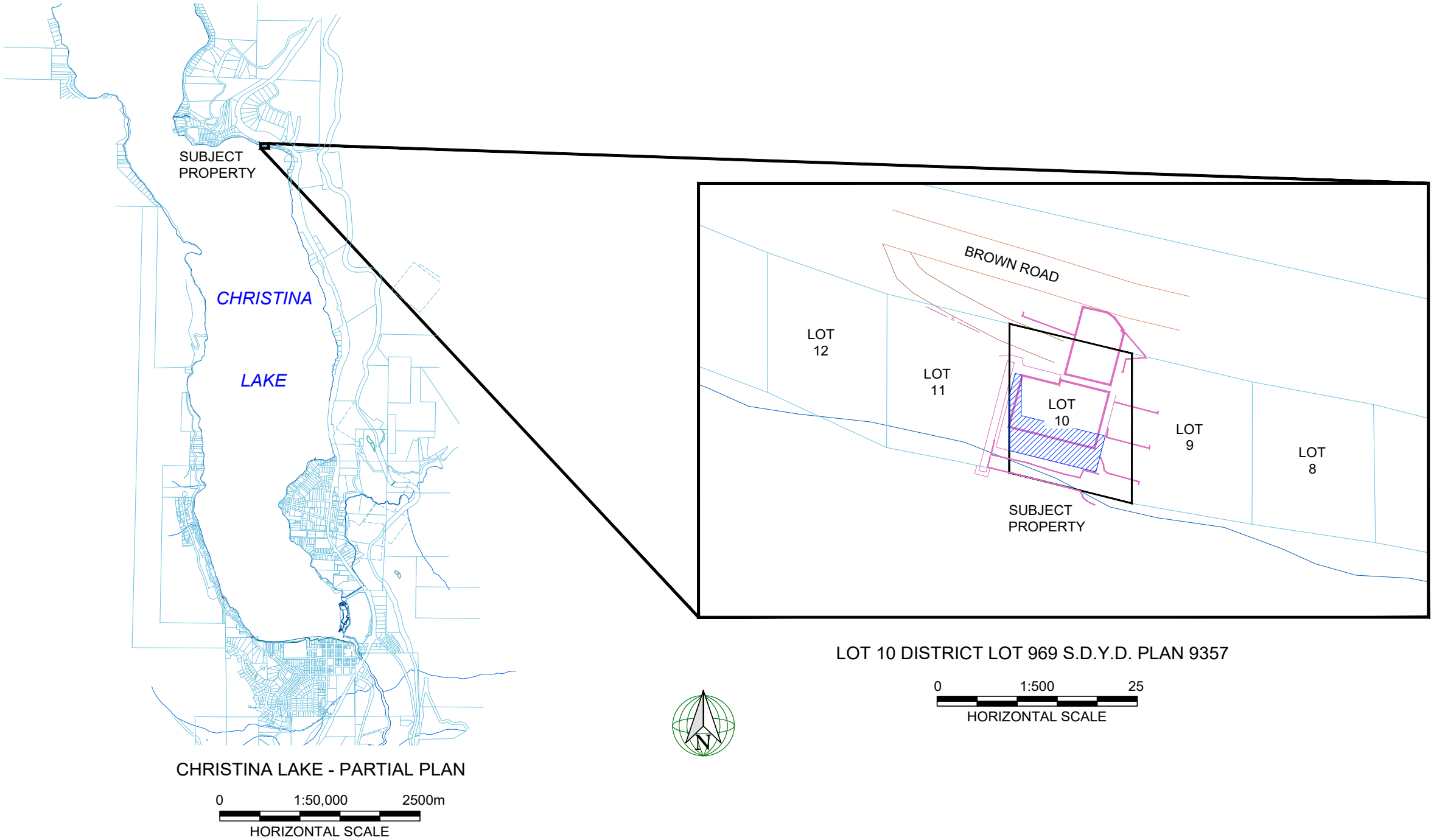
Attachments - Terms of Engagement  
Location Plan Map  
Encroachment Plan  
Site Plan  
EGBC APPENDIX J: Flood Hazard & Risk Assurance Statement  
*Working Near the Water: Pollution & Sediment Control Best Management Practices*  
Ground Up Geotechnical Ltd. Certificate of Insurance

cc. Darryl Hammond - ckhd@live.ca



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A	15/11/2019	SC	FIGURE TO ACCOMPANY DVP APPLICATION	DS
	DD/MM/YYYY	BY	ISSUES	ENG.



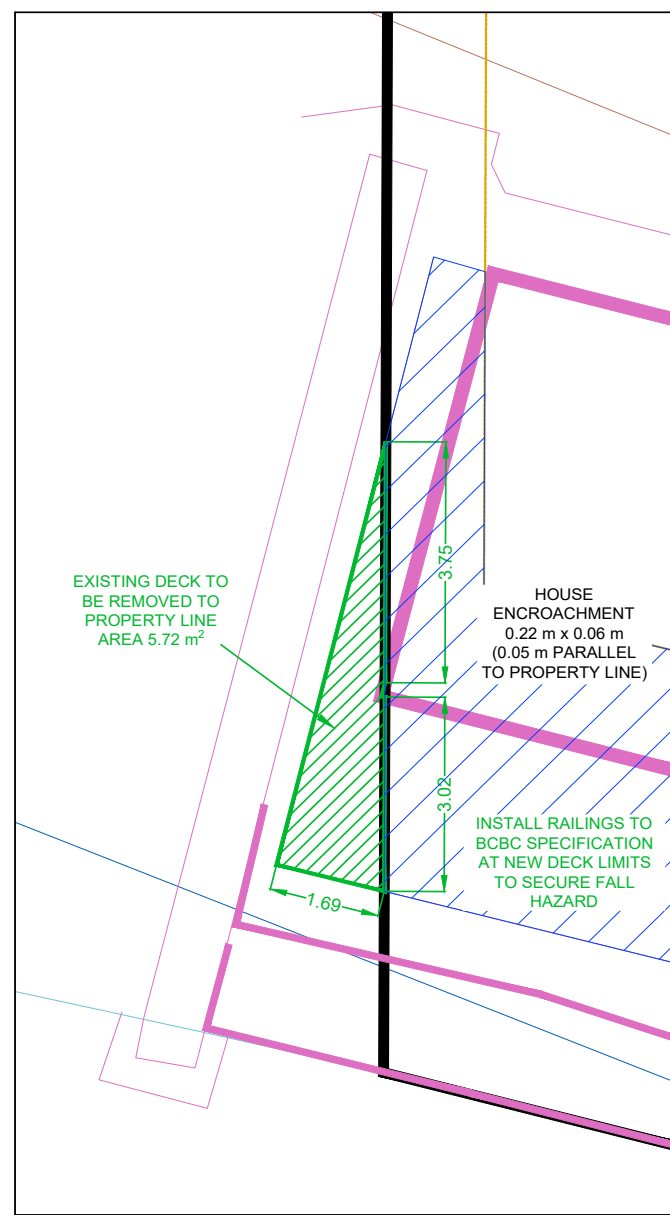
**ENGINEERING (2012) LTD.**  
Civil and Structural Engineering  
2248 Columbia Ave. Castlegar, B.C. V1N 2X1 Pk: 1-888-617-6927

DESIGN BY	DATE
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DRAWN BY	DATE
SC	15/11/2019
CHECKED BY	DATE
DS	15/11/2019
APPROVED BY	DATE
DS	15/11/2019

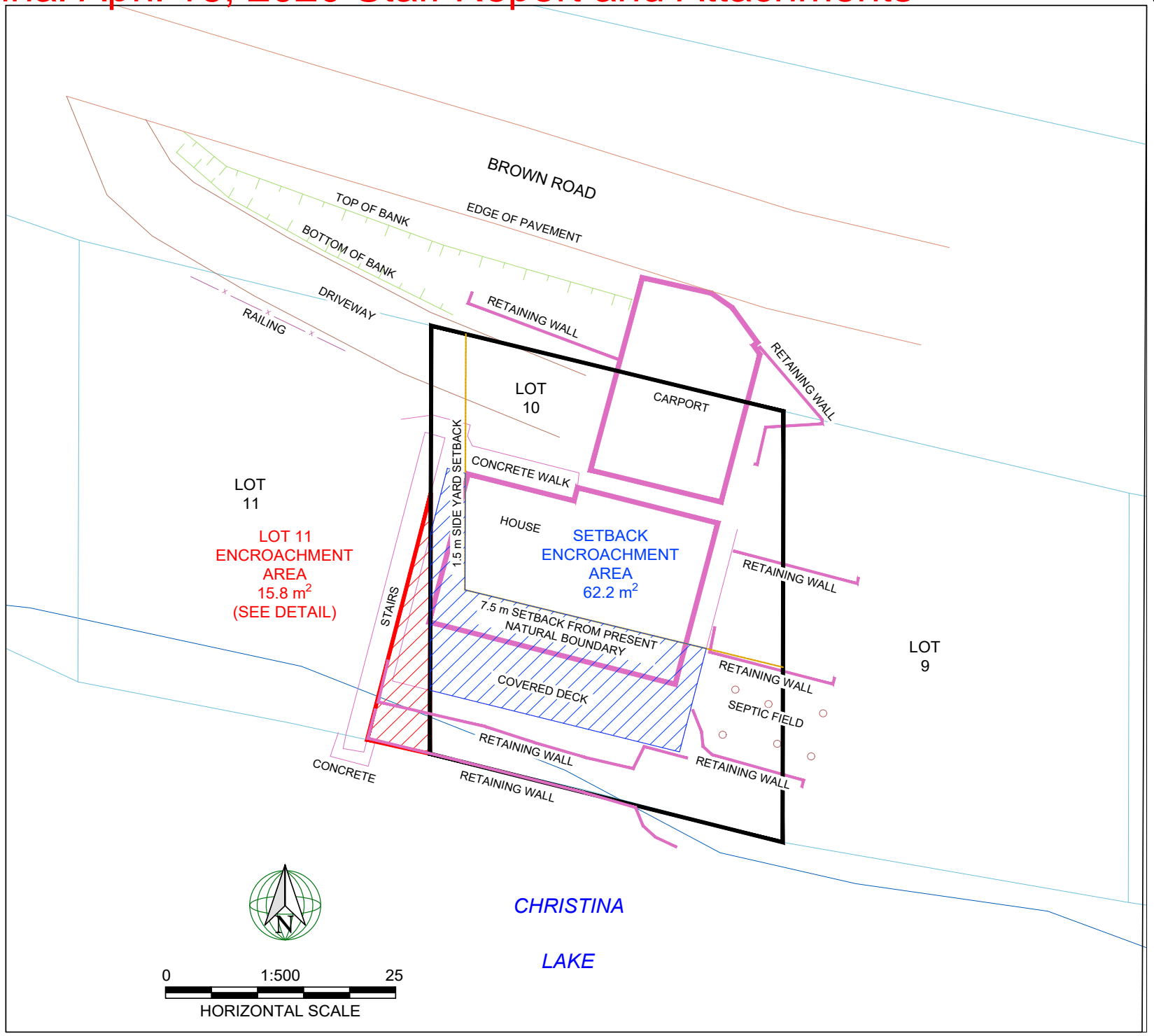
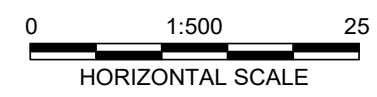
**HAMMOND RETAINING WALL AND DECK**  
**141 BROWN ROAD, CHRISTINA LAKE**  
LOT 10 DISTRICT LOT 969 S.D.Y.D. PLAN 9357

**LOCATION PLAN**

HOR. SCALE	AS SHOWN	VERT. SCALE
PROJECT FILE No.	C19001-081	
FIGURE	1	



LOT 11 ENCROACHMENT AREA DETAIL



A	15/11/2019	SC	FIGURE TO ACCOMPANY DVP APPLICATION	DS
	DD/MM/YYYY	BY	ISSUES	ENG.



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Civil and Structural Engineering  
2248 Columbia Ave. Castlegar, B.C. V1N 2X1 Ph: 1-888-617-6927

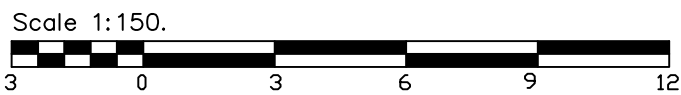
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DS	15/11/2019

**HAMMOND RETAINING WALL AND DECK**  
**141 BROWN ROAD, CHRISTINA LAKE**  
LOT 10 DISTRICT LOT 969 S.D.Y.D. PLAN 9357

**SITE PLAN**

HOR. SCALE	AS SHOWN	VERT. SCALE
PROJECT FILE No.	C19001-081	
FIGURE	2	

SITE PLAN SHOWING SELECT FEATURES  
ON AND AROUND LOT 10 DL 969  
SDYD PLAN 9357.

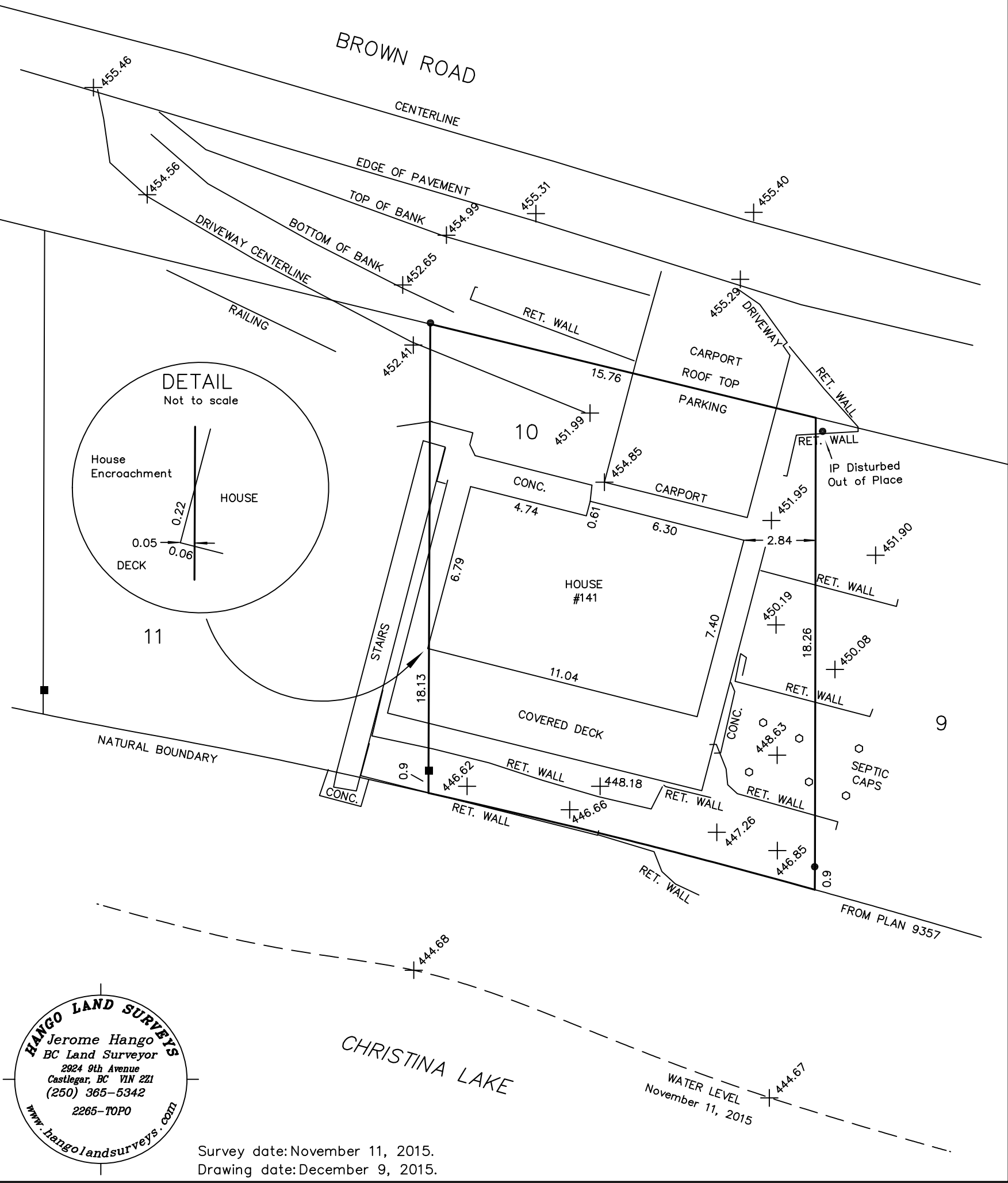


LEGEND

Dimension are derived from Plan 9357.  
Elevations are derived from PPP GNSS observations.  
All distances in metres.  
+323.65 Spot elevation.

- Found
- Standard iron post
  - Standard lead plug

Original April 16, 2020 Staff Report and Attachments



Survey date: November 11, 2015.  
Drawing date: December 9, 2015.

Original April 16, 2020 Staff Report and Attachments

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 Box 151 Garibaldi Highlands, Squamish BC V0N 1T0

**Working Near the Water: Pollution & Sediment Control Best Management Practices (BMPs)*****Deleterious Substance Control/Spill Management***

- Prevent the release of silt, sediment or sediment-laden water, raw concrete or concrete leachate or any other deleterious substances into any ditch, watercourse, ravine or storm sewer system.
- Ensure that equipment and machinery is in good operating condition, clean (power washed offsite), and free of leaks, excess oil and grease. No equipment refuelling or servicing should be undertaken within thirty (30) metres of any watercourse or surface water drainage.
- Ensure that all hydraulic machinery to be used near the shore uses environmentally sensitive hydraulic fluids which are non-toxic to aquatic life and which are readily or inherently biodegradable.
- Keep a spill containment kit readily accessible on-site in the event of a release of a deleterious substance to the environment and train on-site staff in its use. Immediately report any spill of a substance that is toxic, polluting or deleterious to aquatic life and of reportable quantities to the Provincial Emergency Program 24-hour phone line at **1-800-663-3456**. For definition of reportable amounts, please refer to the provincial Spill Reporting Regulation at <https://www2.gov.bc.ca/gov/content/environment/air-land-water/spills-environmental-emergencies/report-a-spill>.

***Concrete Works***

- Ensure that all works involving the use of concrete, cement, mortars and other Portland cement or lime-containing construction materials will not deposit, directly or indirectly, sediments, debris, concrete, concrete fines, wash or contact water into or about any watercourse. Concrete materials cast in place must remain inside sealed formed structures. Concrete leachate is alkaline and highly toxic to fish and other aquatic life.
- A CO2 tank with regulator, hose and gas diffuser must be readily available during concrete work to neutralize pH levels should a spill occur and staff should be trained in its use.
- Provide containment facilities for the wash-down water from concrete delivery trucks, concrete pumping equipment and other tools and equipment.
- Report immediately any spills of sediments, debris, concrete fines, wash or contact water of reportable quantities to **1-800-663-3456**. Implement emergency mitigation and clean-up measures (such as use of CO2 and immediate removal of the material).
- Completely isolate all concrete work from any water within or entering into any watercourse or stormwater system
- Prevent any water that contacts uncured or partly cured concrete (during activities like exposed aggregate wash-off, wet curing or equipment washing) from directly or indirectly entering any watercourse or stormwater system.

***Isolation of the Work Area***

- Isolate your work area from the water using a silt curtain or a silt fence as applicable.

## Original April 16, 2020 Staff Report and Attachments

*Working Near the Water: Erosion, Pollution & Sediment Control  
Best Management Practices (BMPs)*

February 2020

### **Minimise Disturbance**

- Only construction, modification or maintenance works required to meet design specifications should be undertaken below the high water mark. No foreshore filling or land reclamation should occur, nor should human or machine disturbance of foreshore and/or riparian vegetation occur during construction except as provided for by these BMPs.
- Beach substrates (e.g. rock, cobble, sand or gravel) should not be used as fill and/or backfill for proposed works near water.
- Upon completion of construction activities, all work areas below the high water mark should be left in a smooth condition free of any depressions.
- All works should be done in a manner that limits the amount of disturbed soils. Disturbed soils often increase the opportunity for invasive plants to establish.

### **Sediment Control**

- Minimize the disturbance to existing vegetation on and adjacent to the lakeshore.
- Put sediment control measures in place before starting any works that may result in sediment mobilization.
- Ensure machinery is operated from above the high water mark and not on the foreshore to minimize impacts and to better enable mitigation of sedimentation.
- Remove excavated material and debris from the site or place it in a stable area above the high water mark or active floodplain and/or restrictive covenant or riparian area, and as far as possible from the shore. Protect this material and any remaining exposed soils within the work site from erosion and reintroduction to the lake by using mitigative measures including, but not limited to, covering the material with erosion blankets/tarps and/or seeding/planting with native vegetation.
- When material is moved off-site, dispose of it in such a manner as to prevent its entry into any watercourse, floodplain, ravine or storm sewer system.
- Where proposed for use, ensure that material such as rock, riprap or other materials placed on the shore or floodplain area are inert and free of silt, overburden, debris, or other substances deleterious to aquatic life. Imported rock material should also be durable, angular in shape and suitably graded and sized to resist erosion and movement by water action. In addition, to prevent future erosion, materials placed on the shore or floodplain area should have an adequately entrenched toe/base to prevent undercutting by wave action and be constructed and anchored (i.e., tied back) to prevent undercutting during storm or high water events.



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SOIL | FOUNDATIONS | ROCK | WATER

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Original April 16, 2020 Staff Report and Attachments



**ENGINEERING (2012) LTD**  
2248 Columbia Avenue Castlegar, BC V1N 2X1

Tel 1-888-617-6927  
e-mail: [mail@wsaeng.ca](mailto:mail@wsaeng.ca)

February 14, 2020

Project Number: C19001 – 081

RDKB  
843 Rossland Avenue  
Trail, BC  
V1R 4S8

Attn: Corey Scott

***RE: HAMMOMD – 141 BROWN ROAD – SITE PHOTOS***



Figure 1: Hammond Residence

Original April 16, 2020 Staff Report and Attachments



Figure 2: Hammond Residence – Corner of house that encroaches (house with satellite)

February 14, 2020  
Hammond Deck – WSA Engineering (2012) Ltd. – Site Photos  
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Original April 16, 2020 Staff Report and Attachments



Figure 3: Beach Adjacent to Hammond Residence (looking East)

HAMMOND RETAINING WALL  
141 BROWN ROAD  
CHRISTINA LAKE B.C.

GENERAL NOTES:

- ALL WORK TO CONFORM TO THE BRITISH COLUMBIA BUILDING CODE LATEST EDITION, LOCAL CODES AND BY-LAWS OF AUTHORITIES HAVING JURISDICTION.
- ALL WORK TO BE PERFORMED WITH RESPECT TO GOOD BUILDING PRACTICES.
- CONTRACTOR TO CAREFULLY INSPECT THE SITE OF WORK AND BE FULLY INFORMED OF EXISTING CONDITIONS AND LIMITATIONS
- NO WORK TO COMMENCE WITHOUT PROPER PERMITS AND LICENSES.
- MEASUREMENTS, GRADES AND LEVELS ARE TO BE VERIFIED AT THE SITE BEFORE CONSTRUCTION.
- CONTRACTOR TO CHECK AND VERIFY ALL DIMENSIONS, ELEVATIONS, DRAWINGS, DETAILS AND SPECIFICATIONS AND REPORT ALL ERRORS OR DISCREPANCIES TO THE OWNER PRIOR TO PROCEEDING WITH THE WORK.
- CONTRACTOR TO VERIFY LOCATIONS AND DETAILS OF ALL CONCEALED SERVICES. PROTECT AND RELOCATE WHERE INDICATED ALL SERVICES FROM DAMAGE DURING CONSTRUCTION PERIOD..
- CONTRACTOR TO MAKE GOOD AND REPAIR ALL EXISTING PARTS AND SURFACES DAMAGED BY DEMOLITION OR NEW CONSTRUCTION, REFINISH TO MATCH SURROUNDING AREA BETWEEN CORNERS OR ABUTMENTS COMPLETE.
- DEMOLISH WHERE NOTED, AND REMOVE DEBRIS FROM SITE. MINIMIZE DISRUPTION TO NEIGHBOURS. ALL SALVAGE MATERIAL (TO BE CONFIRMED BY OWNER) REMAIN THE PROPERTY OF THE OWNER UNLESS OTHERWISE NOTED.
- VERIFY LOCATION OF ALL UNDERGROUND LINES WITHIN THE AREA OF CONSTRUCTION PRIOR TO COMMENCING EXCAVATION. NOTIFY OWNER AT TIME OF EXCAVATION.
- DETERMINE LOCATION OF PARTITIONS NOT DIMENSIONED BY THEIR RELATION TO COLUMN FACE OR CENTRE, WINDOW JAMB OR MILLION, OR OTHER SIMILAR FIXED ITEM.
- DO NOT DRILL OR CUT FLOOR JOISTS, BEAMS, COLUMNS OR OTHER STRUCTURAL ELEMENTS UNLESS SPECIFICALLY INDICATED. DRILL SLABS WHERE APPROVED. CORE DRILL CIRCULAR OPENINGS THROUGH SLABS. LINE DRILL OR SAW CUT RECTANGULAR OPENINGS.
- PROVIDE BLOCKING FOR SOLID BACKING BEHIND ALL WALL AND CEILING MOUNTED DOOR HARDWARE, ACCESSORIES, MILLWORK, PLY EDGES, MISC. METAL ITEMS, GYPSUM BOARD EDGES ETC.
- TAPE, FILL AND SAND ALL NEW G.W.B.
- INSTALL CARBON MONOXIDE DETECTORS TO SATISFY B.C.B.C. 2006 (9.32.4.2 'CARBON MONOXIDE ALARMS')
- INTERIOR GARAGE WALLS SEPARATING THE GARAGE FROM THE HOUSE SHALL HAVE 6 MIL U.V. POLY VAPOUR BARRIER INSTALLED ON THE HOUSE SIDE OF THE WALL. ALL AREAS AROUND DOORS, SWITCHES & OUTLETS SHALL BE PROPERLY TAPED & SEALED.
- ALL FLASHING TO BE PREFINISHED TO SUIT OWNERS COLOUR SCHEME. FLASHING TO BE INSTALLED AT ALL CHANGES IN HORIZONTAL EXTERIOR FINISHES AND OVER ALL UNPROTECTED EXTERIOR OPENINGS. CAULKING TO BE INSTALLED AROUND ALL UNFLASHED EXTERIOR OPENINGS. FLASHING TO BE INSTALLED AT ALL PENETRATIONS IN THE ROOF SYSTEM AND AT ALL CHANGES IN THE ROOF PLANE.
- VAPOUR BARRIER TO MIN. 6 MIL. SEAL ALL JOINTS AND HOLES TO PREVENT LEAKAGE. PROVIDE ALSO 12" WIDE LAP'S BELOW SLAB ON GRADE.
- A FREE VENT AREA OF 1/300 OF THE INSULATED ATTIC AREA SHALL BE PROVIDED AT THE ROOF. APPROXIMATELY HALF FROM THE EAVES AND HALF FROM THE TOP. (WITH NOT LESS THAN 25% OF THE OPENINGS AT THE TOP OF THE SPACE & NOT LESS THAN 25% OF THE OPENINGS AT THE BOTTOM OF THE SPACE. SEE B.C.B.C 9.19 ROOF SPACES)
- PROVIDE GASKET TO U/S OF SILL PLATES. (POLYETHYLENE FILM OR TYPE S ROLL ROOFING)
- SILL PLATES TO BE PRESSURE TREATED, LEVELLED AND FASTENED TO FOUNDATION WALL WITH 1/2"Ø ANCHOR BOLTS (UNLESS NOTED OTHERWISE) EMBEDDED MIN. 4" @ 6'-0" o.c. MAX. (OR IF SHEAR WALL AS PER DETAIL) WITH MIN. 2 IN EACH SILL.
- ALL TRUSSES TO ENGINEERED AND INSTALLED TO MANUFACTURERS SPECS. PROVIDE ALL GIRDERS, HANGERS, SUPPORTS, HARDWARE, BRACING, ETC. AS REQUIRED. MANUFACTURER TO BRING TO THE ATTENTION OF OWNER/CONTRACTOR ANY FURTHER BEARING REQUIRED FOR TRUSSES PROVIDED.
- TRUSS/JOIST MANUFACTURER TO PROVIDE ALL PERTINENT DRAWINGS AND DESIGN INFORMATION INCLUDING MEMBER REACTIONS TO STRUCTURAL ENGINEER FOR REVIEW PRIOR TO CONSTRUCTION.
- ALL BEARING COLUMNS OF GIRDER TRUSSES TO AND SUPPORT BEAMS ARE TO BE POSTED TO FOUNDATION.
- ALL FOOTINGS TO BE TAKEN TO SOLID BEARING (MIN. 30" BELOW GRADE)
- ALL LINTELS TO EXTERIOR OR BEARING WALLS TO BE 3 - 2"x10" U.N.O.
- HEADER JOISTS EMBEDDED IN CONCRETE TO BE TREATED.
- PROVIDE JOIST HANGERS AT FLUSH FRAMED WOOD MEMBERS.
- DOUBLE OR TRIPLE STUD UNDER LINTELS AND BEAMS, AS REQUIRED OR UNLESS OTHERWISE NOTED.
- GRADE AND SPECIES OF FRAMING AS FOLLOWS: (UNLESS NOTED OTHERWISE ON DRAWING)
  - BEAMS, POSTS, COLUMNS, HEADERS, LEDGERS, JOISTS, etc.
  - (No. 1 & 2 OR BETTER, DOUGLAS FIR LARCH OR S.P.F.)
  - STUDS (No. 1 & 2 OR BETTER SPRUCE)
  - EXTERIOR WALL SHEATHING TO BE 1/2" O.S.B. OR 1/2" PLYWOOD
  - ROOF SHEATHING TO BE MIN. 5/8" PLYWOOD UNLESS OTHERWISE NOTED.
  - ALL SUBFLOORING TO BE MIN. 3/4" T&G PLYWOOD UNLESS OTHERWISE NOTED.
- FLOOR JOISTS TO BE RESTRAINED FROM TWISTING WITH CROSS BRIDGING, SOLID BLOCKING OR EQUIV.
- SOLID BLOCKING TO BE INSTALLED FOR ADEQUATE SUPPORT OF TOWEL BARS, CURTAIN AND CLOSET RODS, SHELVES, GRAB BARS AND SIMILAR FIXTURES WHERE REQUIRED.
- MULTI-PLY LVL'S SHALL BE CONNECTED AND INSTALLED AS PER MANUFACTURER'S SPECIFICATIONS.

CONCRETE:

- PROVIDE CONCRETE AND PERFORM WORK TO CSA-A23.3.
- MINIMUM 28 DAY COMPRESSIVE STRENGTHS AS INDICATED BELOW. ALL CONCRETE NORMAL WEIGHT - 150 PCF, TYPE 10 CEMENT, TYPE F FLYASH, MAXIMUM 3/4" AGGREGATE FOR ALL CONCRETE EXCEPT 1 1/4" MAXIMUM AGGREGATE FOR CHUTE PLACED SLABS ON GRADE. SUBMIT PROPOSED MIX DESIGN TO THE ENGINEER FOR APPROVAL:

LOCATIONS	STRENGTH MPa (PSI)	AIR %	SLUMP +20mm	EXPOS. CLASS
FOOTINGS	25 (3600)	1-4	70	-
SUSPENDED SLABS & BEAMS	25 (3600)	4-7	70	F2
RETAINING WALL	25 (3600)	4-7	70	F2
INTERIOR S.O.G.	25 (3600)	1-4	60	-
EXPOSED S.O.G.	32 (4640)	4-8	60	C2
WALLS & COLUMNS	25 (3600)	1-4	70	-
	30 (4350)	4-7	70	F2
- DO NOT USE ADMIXTURES OTHER THAN AIR ENTRAINMENT, STANDARD WATER REDUCERS OR SUPER PLASTICIZERS WITHOUT PRIOR APPROVAL OF THE ENGINEER.
- REJECT ALL CONCRETE WHEN TIME BETWEEN BATCHING AND PLACING EXCEEDS 2 HOURS.
- DO NOT ADD WATER TO THE CONCRETE ON SITE UNLESS AUTHORIZED BY THE ENGINEER.
- CONSOLIDATE ALL CONCRETE USING MECHANICAL VIBRATORS.
- CONTROL JOINTS FOR SLAB-ON-GRADE: SAWCUT TO A DEPTH OF 25% OF SLAB THICKNESS AS SOON AS POSSIBLE AND NO LATER THAN 20 HOURS AFTER POURING AT MAXIMUM 6.1m SPACING OR AT LOCATIONS SHOWN ON THE DRAWINGS.
- CONSTRUCTION JOINTS: AS SHOWN ON THE DRAWINGS OR AS DIRECTED BY THE ENGINEER.
- PROTECT CONCRETE FROM ADVERSE WEATHER CONDITIONS IN ACCORDANCE WITH CSA A23.1, A23.3
- CONSTRUCT FORMWORK IN ACCORDANCE WITH WCB REGULATIONS AND CSA S269.3. FORMWORK DESIGN IS THE RESPONSIBILITY OF THE CONTRACTOR.

REINFORCING:

- NEW DEFORMED BARS TO CSA G30.18 GRADE 400 (60 KSI), WELDED WIRE FABRIC TO CSA G30.5. ANCHOR BOLTS TO ASTM A307.
- PLACE REINFORCING BARS TO CSA A23.1. TIE ALL BARS SECURELY IN PLACE TO PREVENT DISPLACEMENT. SUPPORT SLAB REINFORCING ON SUITABLE CHAIRS OR SUPPORTS AT MAXIMUM 4 FT. CENTRES. PROVIDE CORNER BARS TO MATCH HORIZONTAL WALL REBAR.
- PROVIDE CLEAR CONCRETE COVER FOR REBAR AS FOLLOWS:

SURFACE	POURED AGAINST GROUND	FORMED SURFACE EXPOSED TO GROUND OR WEATHER
BEAMS	3"	2"
COLUMNS		2" TO MAIN STEEL
WALLS		1 1/2"
SLABS ON GRADE		1 1/2"
- SPLICE REBAR AS FOLLOWS (UNLESS OTHERWISE NOTED):

BAR SIZE:	25M	20M	30M	15M	10M
LAP SPLICE-	51"	31"	71"	25"	18"
- MINIMUM 2-15M REINFORCING AROUND OPENING LARGER THAN 12" AT EACH SIDE OF OPENING. EXTEND 2'-0" PAST CORNER.
- CONTRACTOR TO PROVIDE 24 HOURS NOTICE FOR REBAR INSPECTION.
- WHERE SUSPENDED SLAB DRAWINGS ONLY SHOW PRINCIPAL REINFORCING IN ONE DIRECTION, PROVIDE SHRINKAGE AND TEMPERATURE REINFORCING PERPENDICULAR TO PRINCIPAL REINFORCING AND LOCATE BETWEEN MAIN TOP AND BOTTOM REINFORCING, PER PLANS.
- PROVIDE CORNER BARS FOR ALL HORIZONTAL WALL REINFORCING
- PLACE REINFORCING BARS UNIFORMLY AND SYMMETRICALLY, U.N.O.
- WHERE NEW CONCRETE POUR MEETS ABUTTING CONCRETE, DRILL AND GROUT ALL LONGITUDINAL REINFORCING 6" I.N.O. DRILLING AND GROUTING OF REINFORCING SHALL BE WITH 'HILTI' HY-150 SYSTEM OR APPROVED EQUAL
- NO WELDING OF ANY CONCRETE REINFORCING STEEL IS PERMITTED WITHOUT WRITTEN APPROVAL FROM THE STRUCTURAL ENGINEER.

FIELD REVIEW:

- WSA ENGINEERING LTD. PROVIDES FIELD REVIEW FOR THE WORK SHOWN ON THE STRUCTURAL DRAWINGS PREPARED BY WSA ENGINEERING LTD. THIS REVIEW IS A PERIODIC REVIEW AT THE PROFESSIONAL JUDGEMENT OF WSA ENGINEERING LTD. THE PURPOSE IS TO ASCERTAIN THAT THE WORK IS IN GENERAL CONFORMANCE WITH THE PLANS AND SUPPORTING DOCUMENTS PREPARED BY WSA ENGINEERING LTD. AND TO FULFILL THE REQUIREMENTS FOR THE COMPLETION OF LETTERS OF ASSURANCE REQUIRED BY THE APPLICABLE BUILDING CODE.
- ALL NON-CONFORMING WORKS THAT REQUIRE REMEDIAL ACTION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. ANY EXTRA TIME OR COST INCURRED TO WSA ENGINEERING LTD. TO ASSIST OR ADVISE THE CONTRACTOR IN RECTIFYING THE WORK SHALL BE BORNE BY THE CONTRACTOR.
- ENSURE THAT WORK TO BE INSPECTED IS COMPLETE AT THE TIME OF INSPECTION AND IN ACCORDANCE WITH THE CONTRACT DOCUMENTS. ADDITIONAL INSPECTIONS REQUIRED DUE TO INCOMPLETE WORK OR POORLY EXECUTED WORK AS JUDGED BY WSA ENGINEERING LTD. AS WELL AS ADDITIONAL DESIGN OR REMEDIAL WORK CAUSED BY DEVIATIONS FROM THESE DRAWINGS, MAY BE CHARGED TO THE GENERAL CONTRACTOR AT THE DISCRETION OF WSA ENGINEERING LTD.
- A MINIMUM OF 24 HOURS NOTICE SHALL BE GIVEN BY THE CONTRACTOR FOR ANY INSPECTION TO BE CARRIED OUT BY WSA ENGINEERING LTD.. INSPECTIONS ARE REQUIRED PRIOR TO CONCEALING ANY STRUCTURAL WORK SHOWN ON THESE DRAWINGS.

FOUNDATIONS:

- FOUNDATION CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE B.C. BUILDING CODE AND THE GEOTECHNICAL REPORT PREPARED BY THE GEOTECHNICAL ENGINEER ON RECORD.
- BEAR ALL FOOTINGS ON UNDISTURBED SOIL (OR APPROVED ENGINEERED FILL) NOTWITHSTANDING THE ELEVATIONS INDICATED ON THE DRAWINGS. PROVIDE FROST COVER TO ALL FOOTINGS IN ACCORDANCE WITH LOCAL REGULATIONS.
- REMOVE ALL ORGANIC MATERIAL AND UNSUITABLE FILL FROM THE BUILDING AREA.
- PROTECT EXCAVATIONS FOR FOOTINGS FROM RAIN, SNOW, FREEZING TEMPERATURES, STANDING WATER, AND DRYING.
- SHORE AND UNDERPIN EXCAVATIONS TO PREVENT DISTURBANCE TO ADJACENT STRUCTURES, STREETS, SIDEWALKS, AND UTILITIES.
- DO NOT BACKFILL RETAINING WALLS, INCLUDING PERIMETER BASEMENT WALLS, BEFORE THEY ARE ADEQUATELY SUPPORTED BY THE SUPPORTING FLOOR(S). ALL CONCRETE SUPPORTING FLOORS MUST HAVE CURED FOR A MINIMUM 7 DAYS AND ATTAINED MINIMUM 75% OF THEIR 28 DAY STRENGTH. ALL BACKFILLING IS TO COMPLY WITH THE REQUIREMENTS PROVIDED BY THE GEOTECHNICAL ENGINEER.
- STRIPPING AND SHORING NOTES: - DO NOT REMOVE FORMS AND SHORING BEFORE THE CONCRETE HAS ATTAINED SUFFICIENT STRENGTH TO ENSURE THE SAFETY OF THE STRUCTURE AND NOT BEFORE THE FOLLOWING MINIMUM AND LONG TERM PERFORMANCE PERIODS OF TIME AFTER PLACING CONCRETE:

24 HOURS - COLUMNS, WALLS, FOOTINGS, AND BEAM SIDES
28 DAYS - BEAM SOFFITS, SLABS AND OTHER STRUCTURAL MEMBERS

NON-STRUCTURAL COMPONENTS:

- NON-STRUCTURAL COMPONENTS ARE NOT THE RESPONSIBILITY OF WSA ENGINEERING LTD. BUT ARE DESIGNED, DETAILED, SPECIFIED AND REVIEWED IN THE FIELD BY OTHERS. LETTERS OF CERTIFICATION OF ADEQUACY, INSTALLATION, ETC. OF SUCH COMPONENTS ARE BY OTHERS.
- MANUFACTURERS OF NON-STRUCTURAL COMPONENTS WHICH AFFECT THE STRUCTURAL FRAMING SHALL SUBMIT SHOP DRAWINGS TO THE ARCHITECT AND WSA ENGINEERING LTD. FOR REVIEW. THE SHOP DRAWINGS SHALL CLEARLY INDICATE THE LOAD IMPOSED ON THE STRUCTURE. REVIEW WILL BE LIMITED TO THE EFFECT OF THE COMPONENTS ON THE STRUCTURAL FRAMING.
- EXAMPLES OF NON-STRUCTURAL COMPONENTS INCLUDE BUT ARE NOT LIMITED TO:
  - ARCHITECTURAL COMPONENTS SUCH AS HANDRAILS, GUARDRAILS, RAILINGS, FLAG POST, REMOVABLE CANOPIES, CEILINGS, VEHICLE PROTECTION SYSTEMS, ORNAMENTAL COMPONENTS
  - ARCHITECTURAL PRECAST CONCRETE AND ITS ATTACHMENTS
  - ARCHITECTURAL GLASS BLOCKS AND THEIR ATTACHMENTS
  - BRICK AND BLOCK VANEERS, REINFORCING, AND TIES
  - LANDSCAPING COMPONENTS SUCH AS BENCHES, LIGHT POSTS, PLANTERS
  - CURTAIN WALL SYSTEMS, CLADDING, SKYLIGHT, WINDOW MULLIONS
  - INTERIOR AND EXTERIOR NON-LOADING STEEL STUD WALLS
  - SUPPORT AND BRACINGS OF MECHANICAL AND ELECTRICAL SYSTEMS AND EQUIPMENT FOR NON-GRAVITY AND SEISMIC LOADS
  - WINDOW WASHING EQUIPMENT AND ITS ATTACHMENTS
  - ELEVATORS, ESCALATORS, AND OTHER CONVEYING SYSTEMS, INCLUDING PROPRIETARY SUPPORT BEAMS AND ATTACHMENTS
  - NON-STRUCTURAL MASONARY

DESIGN LOADS (CHRISTINA LAKE) PER BCBC 2018:

- SPECIFIED DEAD LOADS:

ROOF	15 PSF (0.72 kPa)
FLOOR	15 PSF (0.72 kPa)
- SPECIFIED LIVE LOADS:

FLOOR	40 PSF (4.2 kPa)
-------	------------------
- CLIMATIC DATA:

GROUND SNOW (Sg)	69 PSF (3.3 kPa)
ROOF SNOW (Sr)	88.6 PSF (4.24 kPa)
RAIN (Sr)	2.0 PSF (0.10 kPa)
- WIND LOADS:

(1/10)	5.4 PSF (0.26 kPa)
(1/50)	8.6 PSF (0.41 kPa)
- SEISMIC LOADS:

Sa(0.2) = 0.133
Sa(0.5) = 0.108
Sa(1.0) = 0.082
PGA = 0.061

DRAWING INDEX

SHEET S1.0 - SITE PLAN  
SHEET S2.0 - EXISTING BUILDING  
SHEET S3.0 - PROPOSED NEW

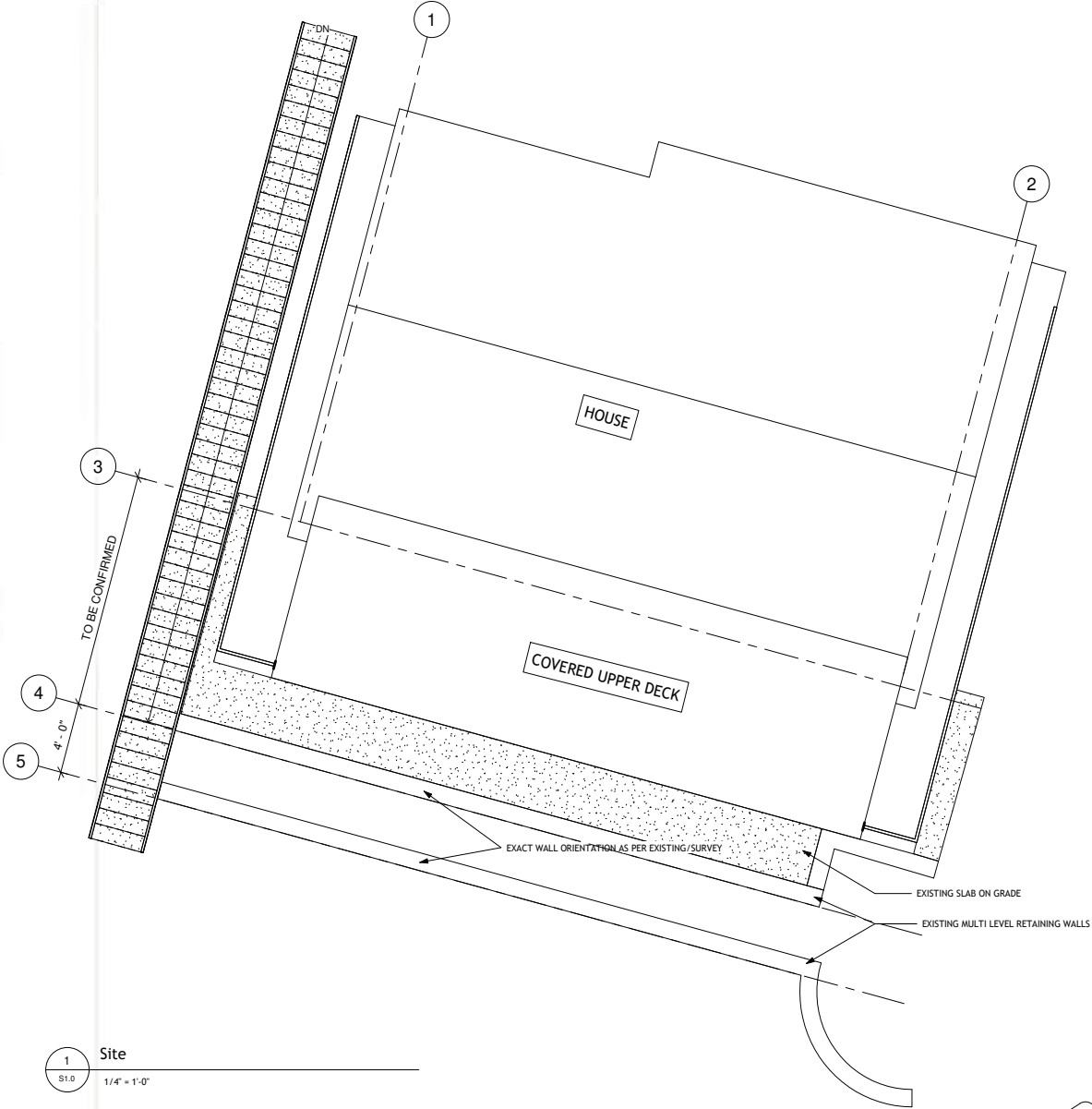
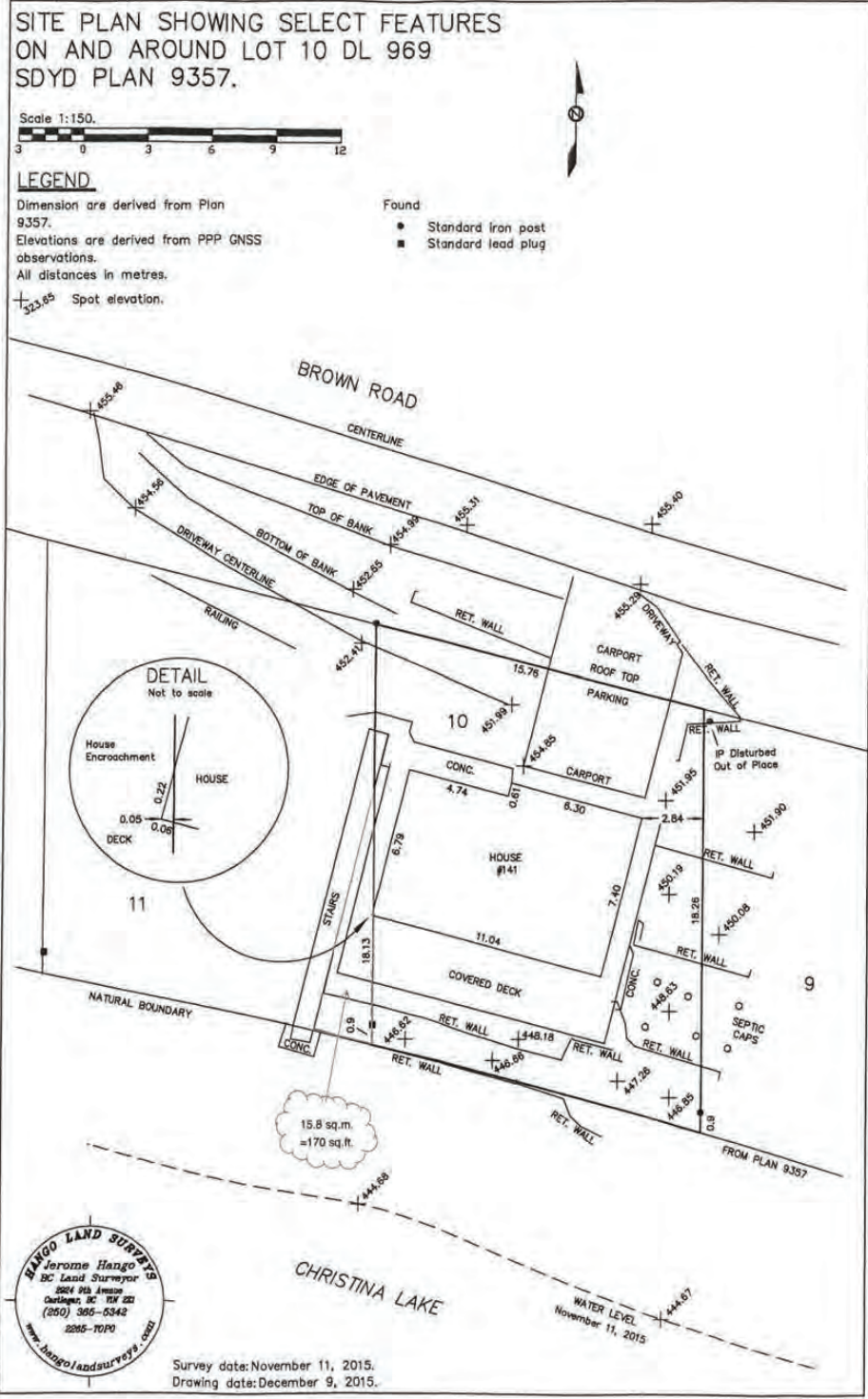


ENGINEERING (2012) LIMITED

Civil • Structural  
2248 Columbia Ave. Castlegar, B.C. V1N 2X1 P: (888) 617-6927

C19001 - 081  
HAMMOND RETAINING WALL  
141 BROWN ROAD  
CHRISTINA LAKE, B.C.





Dimensions to Face of Foundation or Framing Stud UNO.

This plan and design is the property of WSA Engineering (2012) Ltd. and is solely for the use of the client with which WSA Engineering (2012) Ltd. has entered into agreement with, and cannot be used in whole or in part without the written consent of WSA Engineering (2012) Ltd.

DO NOT SCALE DRAWINGS  
Written dimensions shall govern.

All dimensions to be verified on site by the contractor/builder. Report all errors or additions to the owner or designer prior to proceeding with the work.

No.	Date	Issue/Revision
A	Feb 19/20	ISSUED FOR VARIANCE APPLICATION

Professional Engineer Stamp:

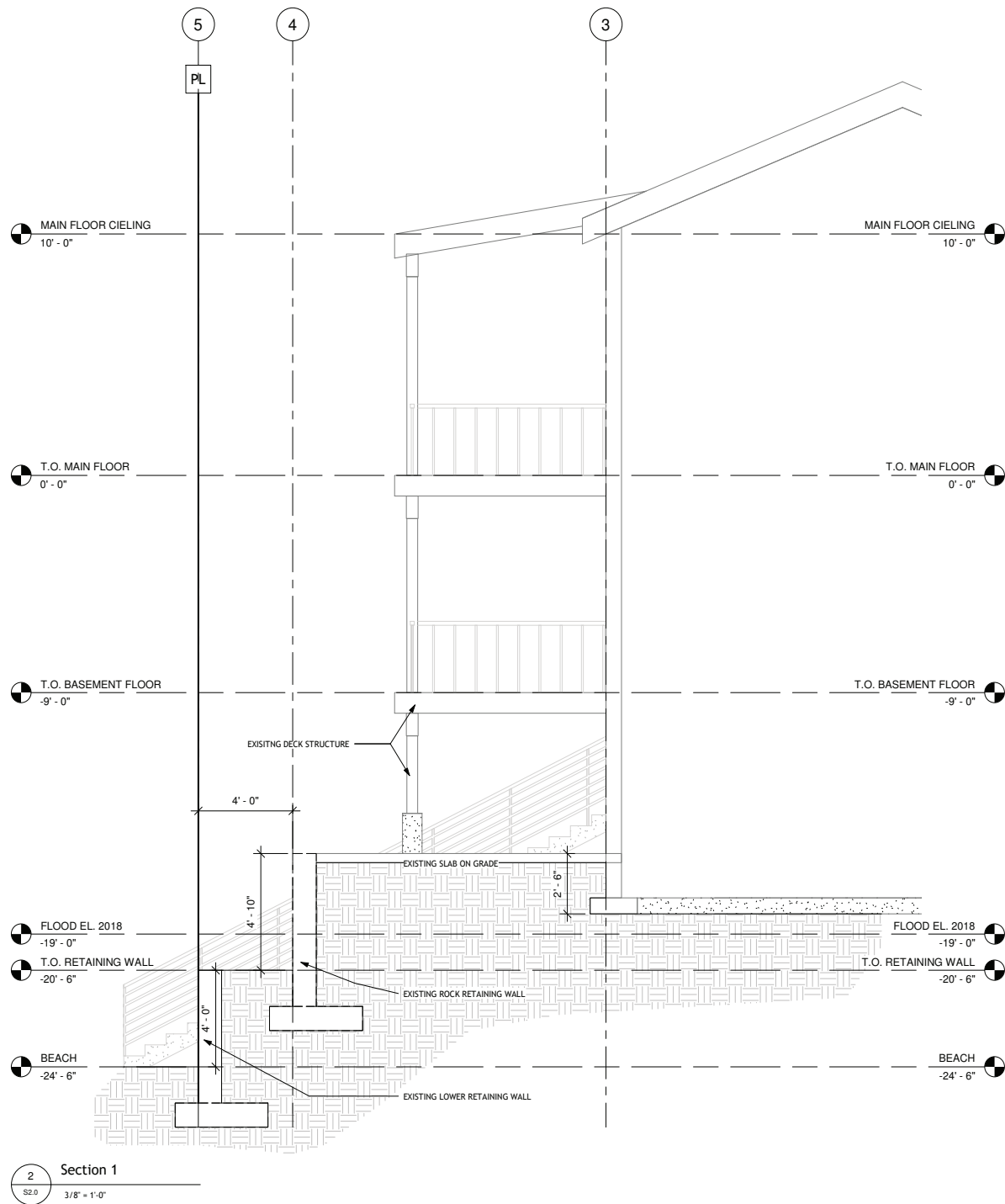
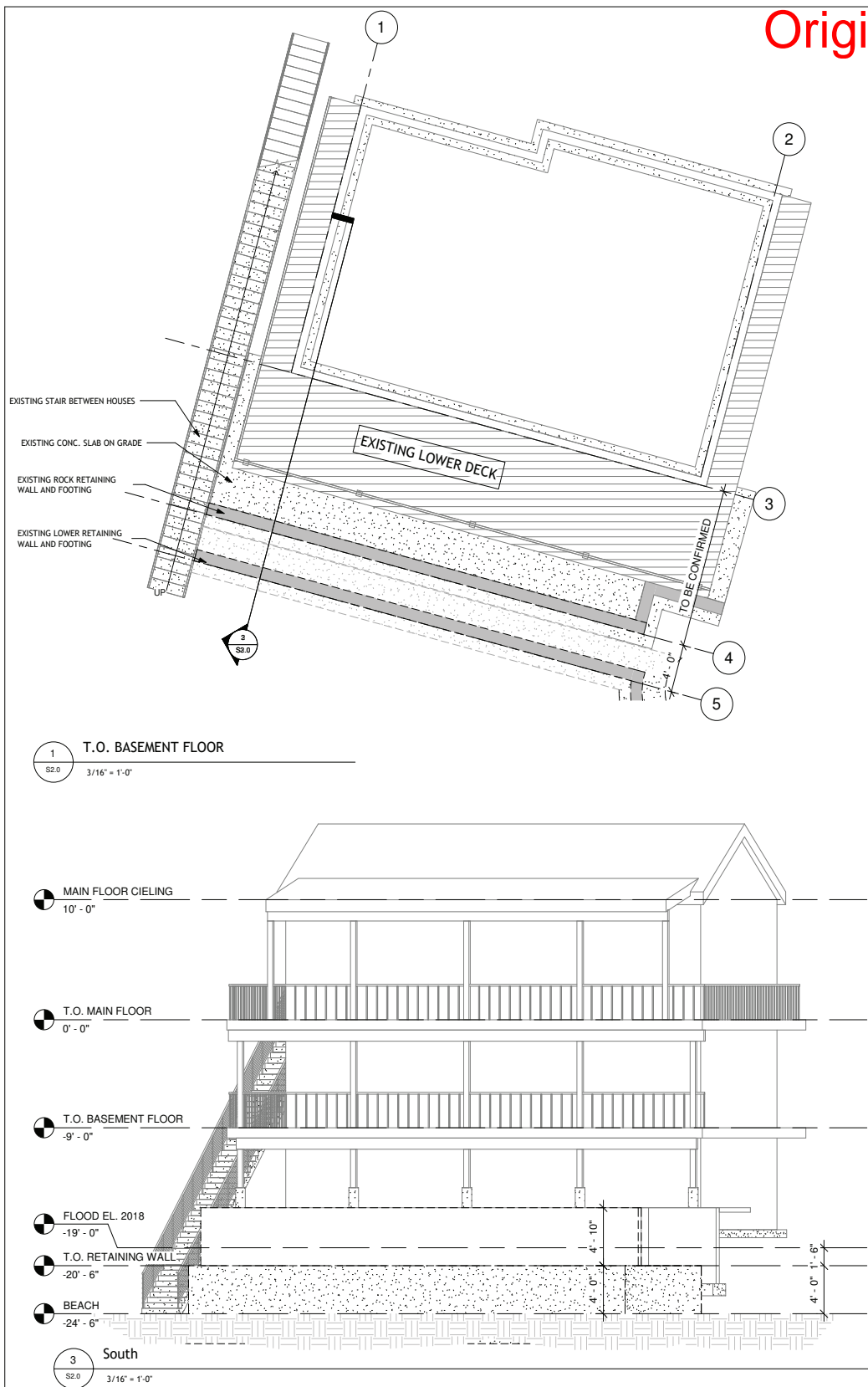
**WSA ENGINEERING (2012) LTD.**  
Civil/Structural  
2245-7070 Fax: 250-385-0342

Project  
**HAMMOND RETAINING WALL**  
141 BROWN ROAD  
CHRISTINA LAKE, BC  
Drawing  
**SITE PLAN**

Date	10/06/19	Project No.	C19001-081
Designed	RS	Drawing File	C19001-081 A1
Drawn	RS	Scale	1/4" = 1'-0"
Checked	AJ	Sheet No.	S1.0
Approved	DS	Issue/Rev.	A

ISSUED FOR  
VARIANCE APPLICATION

Original April 16, 2020 Staff Report and Attachments



Dimensions to Face of Foundation or Framing Stud UNO.

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No.	Date	Issue/Revision
A	Feb 19/20	ISSUED FOR VARIANCE APPLICATION

Professional Engineer Stamp:



Project  
HAMMOND RETAINING WALL

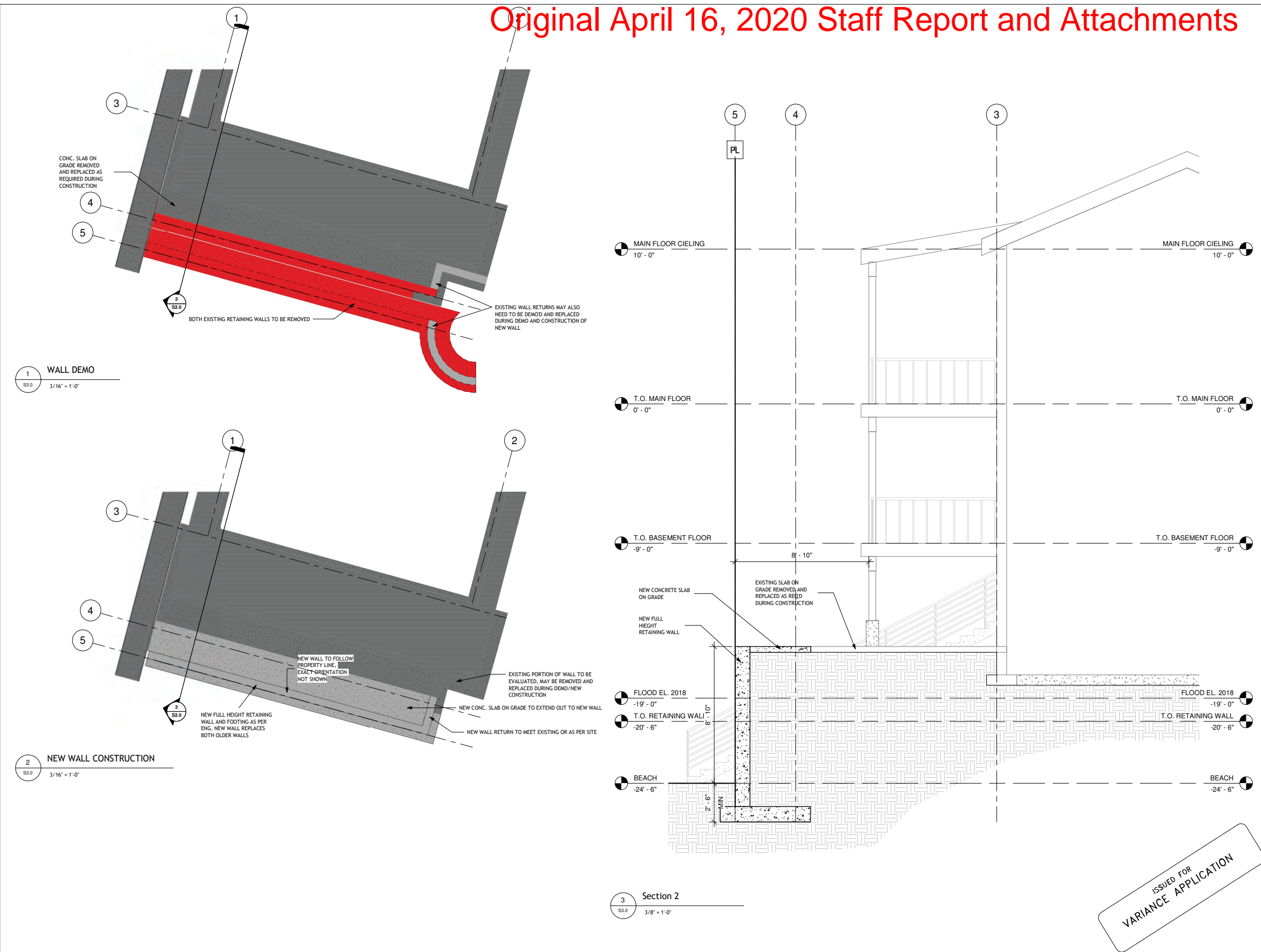
141 BROWN ROAD  
CHRISTINA LAKE, BC

Drawing  
EXISTING BUILDING

Date	10/06/19	Project No.	C19001-081
Designed	RS	Drawing File	C19001-081 A1
Drawn	RS	Scale	As indicated
Checked	AJ	Sheet No.	S2.0
Approved	DS	Issue/Rev.	A

ISSUED FOR  
VARIANCE APPLICATION

Original April 16, 2020 Staff Report and Attachments



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All dimensions to be verified on site by the contractor/builder. Report all errors or additions to the owner or designer prior to proceeding with the work

No.	Date	ISSUED FOR VARIANCE APPLICATION Issue/Revision
A	Feb 19/20	

Professional Engineer Stamp:



Project  
**HAMMOND RETAINING WALL**  
  
141 BROWN ROAD  
CHRISTINA LAKE, BC  
  
Drawing  
**PROPOSED NEW**

Date	10/06/19	Project No.	C19001-081
Designed	RS	Drawing File	C19001-081 A1
Drawn	RS	Scale	As indicated
Checked	AJ	Sheet No.	S3.0
Approved	DS	Issue/Rev.	A

ISSUED FOR VARIANCE APPLICATION



August 14, 2020

Job Number: 114481  
vFCBC Tracking Number: 100313846

Darryl Hammond  
141 Brown RD  
Christina Lake, BC V0H 1E1  
[ckhd@live.ca](mailto:ckhd@live.ca)

Dear Darryl Hammond,

Change Approval - Changes In and About a Stream (File 4007772)

---

**Darryl Hammond** is hereby authorized to make changes in and about a stream as follows:

- a) The name of the stream is Christina Lake.
- b) The changes to be made in and about the stream are: Bank erosion protection, replacing two retaining walls with a single reinforced, cast-in-place concrete retaining wall.
- c) The location of the works are at the following address, as provided by the applicant: 141 Brown Road, Christina Lake
- d) All works shall be completed in accordance with the document titled Hammond Retaining Wall Replacement – WSA Engineering (2012) Ltd. submitted by Dan Salhstrom and dated on May 14, 2020.
- e) All works shall take place between August 17, 2020 and October 31, 2020
- f) Fuelling and servicing of vehicles and equipment must occur a minimum of 30 metres away from all streams, lakes and waterbodies. Keep a spill containment kit on site and train onsite staff in its use. Immediately report any spill of a substance that is toxic, polluting, or deleterious to aquatic life of reportable quantities to the Dangerous Goods Incident Report 24-hour phone line at **1-800-663-3456**.

August 14, 2020

Job Number: 114481  
File Number: 4007772

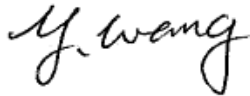
- g) The holder of this approval shall take reasonable care to avoid damaging any land, works, trees, or other property and shall make full compensation to the owners for any damage or loss resulting from the exercise of the rights granted with this approval.
- h) Riparian areas which are disturbed by the works shall be restored to their original condition and protected from erosion.
- i) Measures must be taken to ensure that no harmful material (e.g. fuel and other hydrocarbons, soil, road fill, or sediment) which could adversely impact water quality, fish and other aquatic life, and/or fish habitat, be allowed to enter the wetted perimeter as a result of the project activities.
- j) All rock used in the works shall be clean and free of sediment producing material, durable, non-acid generating and suitably graded.
- k) Embankment rip rap must not use natural rock from the lakebed. Any rock moved to allow the construction of the rip rap embankment must be returned to the lakebed adjacent to the worksite.
- l) All works must be conducted under dry conditions – i.e. the current lake level must be below the project footprint before construction may proceed. This includes the area from which machinery will operate on the foreshore.
- m) If debris are to be stockpiled on the foreshore, a material barrier must be used to prevent contact of the debris with the foreshore.
- n) All construction materials and refuse must be removed from the site upon completion of the project.
- o) All machinery used for the project must be free of excess soil and plant material prior transport to the site. If any machine has previously operated within aquatic environments, it must be adequately disinfected/cleaned to removed aquatic invasive species before use on site.
- p) The activities authorized under this approval may be halted at any time by an Order in writing from a Water Manger under the *Water Sustainability Act* to ensure compliance with the terms and conditions authorized herein.

August 14, 2020

Job Number: 114481  
File Number: 4007772

- q) This Approval, or a copy of it, must be kept or posted on the work site so that it may be shown to a Ministry official upon request.

Sincerely,



Yong Wang  
Assistant Water Manager

Cc:

Habitat Management, Attn: Tim Davis [tim.davis@gov.bc.ca](mailto:tim.davis@gov.bc.ca)  
Compliance and Enforcement Branch, Attn: Murray Watt [murray.watt@gov.bc.ca](mailto:murray.watt@gov.bc.ca)  
First Nations Relations, Attn: Carol Atherton [carol.atherton@gov.bc.ca](mailto:carol.atherton@gov.bc.ca)  
Ktunaxa Nation Council: [Referrals@ktunaxa.org](mailto:Referrals@ktunaxa.org)  
WSA Engineering (2012) Ltd., Attn: Dan Sahlstrom [dans@wsaeng.ca](mailto:dans@wsaeng.ca)

Enclosure:

Change Approval – Changes In and About a Stream (File 4007772)  
Chance Find Procedures for Archaeological Material



**ENGINEERING (2012) LTD**  
2248 Columbia Avenue Castlegar, BC V1N 2X1

Tel 1-888-617-6927  
e-mail: mail@wsaeng.ca

April 28, 2021

Project Number: C19001 – 081

RDKB  
843 Rossland Avenue  
Trail, BC  
V1R 4S8

Attn: Danielle Patterson

***RE: HAMMOMD – 141 BROWN ROAD – DECK DVP APPLICATION***

The following is in reference to the Development Permit Application for the Hammond Deck, located at 141 Brown Road, Christina Lake, BC.

**BACKGROUND**

The DVP Application presented for the reconstruction of the Hammond's deck was tabled until confirmation that the Ministry of Environment (MOE) was satisfied with the application. In order to gain MOE approval WSA applied for a Section 11 Application on behalf of the Hammonds. This approval was obtained on August 14, 2020.

Further discussion with the RDKB building department confirmed that no building permit is required for a retaining wall and thus it no longer forms part of this application. That work was completed in the fall/winter of 2020 under the authorization and within the requirements set out by MOE and engineering by WSA.

**CURRENT STATUS**

The homeowner is now ready to continue the application for a variance to reconstruct the deck for the purpose of removing the portion that encroaches onto the neighbour's property. The proposed layout has not changed from the original application where they proposed to reconstruct the deck so that the corner no longer encroaches on the neighbour's property but will require a variance to construct within the setback. At the time of construction, the homeowner would also like to remove the 2 ½" of the home that encroach on the neighbouring lot. A side yard and back yard variance are required.

Updated drawings highlighting the portion of deck to be removed and the required setback variance have been included, please see attached.

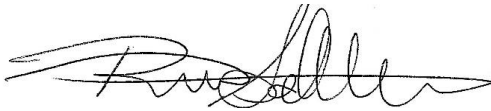
**CLOSING**

In summary, the original application that was submitted for DP was for the purpose of the reconstruction of the deck, in its original location (minus the encroachment into the neighbours lot) into the lakeside and side yard setbacks and to formalize the existing nonconformity of the house also being within the setback. This has not changed; drawings have simply been updated to exclude the retaining wall that has been reconstructed since the original application was submitted.

We trust that the above along with the attached drawings are sufficient to move the application forward. If you have any questions or comments, please do not hesitate to contact our office at 1.888.617.6927.

Sincerely,

**WSA ENGINEERING (2012) LTD.**

A handwritten signature in black ink, appearing to read 'Dan Sahlstrom', with a long horizontal flourish extending to the right.

Dan Sahlstrom, P.Eng

DS:aj

Encl: Structural Drawing Set

cc: Darryl Hammond

*April 28, 2021  
Hammond Deck – WSA Engineering (2012) Ltd. – Deck DVP Cover  
Page: 2*

# HAMMOND RETAINING WALL

## 141 BROWN ROAD

## CHRISTINA LAKE B.C.

### GENERAL NOTES:

- ALL WORK TO CONFORM TO THE BRITISH COLUMBIA BUILDING CODE LATEST EDITION, LOCAL CODES AND BY-LAWS OF AUTHORITIES HAVING JURISDICTION.
- ALL WORK TO BE PERFORMED WITH RESPECT TO GOOD BUILDING PRACTICES.
- CONTRACTOR TO CAREFULLY INSPECT THE SITE OF WORK AND BE FULLY INFORMED OF EXISTING CONDITIONS AND LIMITATIONS
- NO WORK TO COMMENCE WITHOUT PROPER PERMITS AND LICENSES.
- MEASUREMENTS, GRADES AND LEVELS ARE TO BE VERIFIED AT THE SITE BEFORE CONSTRUCTION.
- CONTRACTOR TO CHECK AND VERIFY ALL DIMENSIONS, ELEVATIONS, DRAWINGS, DETAILS AND SPECIFICATIONS AND REPORT ALL ERRORS OR DISCREPANCIES TO THE OWNER PRIOR TO PROCEEDING WITH THE WORK.
- CONTRACTOR TO VERIFY LOCATIONS AND DETAILS OF ALL CONCEALED SERVICES, PROTECT AND RELOCATE WHERE INDICATED ALL SERVICES FROM DAMAGE DURING CONSTRUCTION PERIOD..
- CONTRACTOR TO MAKE GOOD AND REPAIR ALL EXISTING PARTS AND SURFACES DAMAGED BY DEMOLITION OR NEW CONSTRUCTION, REFINISH TO MATCH SURROUNDING AREA BETWEEN CORNERS OR ABUTMENTS COMPLETE.
- DEMOLISH WHERE NOTED, AND REMOVE DEBRIS FROM SITE, MINIMIZE DISRUPTION TO NEIGHBOURS. ALL SALVAGE MATERIAL (TO BE CONFIRMED BY OWNER) REMAIN THE PROPERTY OF THE OWNER UNLESS OTHERWISE NOTED.
- VERIFY LOCATION OF ALL UNDERGROUND LINES WITHIN THE AREA OF CONSTRUCTION PRIOR TO COMMENCING EXCAVATION. NOTIFY OWNER AT TIME OF EXCAVATION.
- DETERMINE LOCATION OF PARTITIONS NOT DIMENSIONED BY THEIR RELATION TO COLUMN FACE OR CENTRE, WINDOW JAMB OR MULLION, OR OTHER SIMILAR FIXED ITEM.
- DO NOT DRILL OR CUT FLOOR JOISTS, BEAMS, COLUMNS OR OTHER STRUCTURAL ELEMENTS UNLESS SPECIFICALLY INDICATED. DRILL SLABS WHERE APPROVED. CORE DRILL CIRCULAR OPENINGS THROUGH SLABS. LINE DRILL OR SAW CUT RECTANGULAR OPENINGS.
- PROVIDE BLOCKING FOR SOLID BACKING BEHIND ALL WALL AND CEILING MOUNTED DOOR HARDWARE, ACCESSORIES, MILLWORK, PLY EDGES, MISC. METAL ITEMS, GYPSUM BOARD EDGES ETC.
- TAPE, FILL AND SAND ALL NEW G.W.B.
- INSTALL CARBON MONOXIDE DETECTORS TO SATISFY B.C.B.C. 2006 (9.32.4.2 'CARBON MONOXIDE ALARMS')
- INTERIOR GARAGE WALLS SEPARATING THE GARAGE FROM THE HOUSE SHALL HAVE 6 MIL U.V. POLY VAPOUR BARRIER INSTALLED ON THE HOUSE SIDE OF THE WALL. ALL AREAS AROUND DOORS, SWITCHES & OUTLETS SHALL BE PROPERLY TAPED & SEALED.
- ALL FLASHING TO BE PREFINISHED TO SUIT OWNERS COLOUR SCHEME, FLASHING TO BE INSTALLED AT ALL CHANGES IN HORIZONTAL EXTERIOR FINISHES AND OVER ALL UNPROTECTED EXTERIOR OPENINGS. CAULKING TO BE INSTALLED AROUND ALL UNFLASHED EXTERIOR OPENINGS. FLASHING TO BE INSTALLED AT ALL PENETRATIONS IN THE ROOF SYSTEM AND AT ALL CHANGES IN THE ROOF PLANE.
- VAPOUR BARRIER TO MIN. 6 MIL. SEAL ALL JOINTS AND HOLES TO PREVENT LEAKAGE. PROVIDE ALSO 12" WIDE LAPS BELOW SLAB ON GRADE.
- A FREE VENT AREA OF 1/300 OF THE INSULATED ATTIC AREA SHALL BE PROVIDED AT THE ROOF, APPROXIMATELY HALF FROM THE EAVES AND HALF FROM THE TOP (WITH NOT LESS THAN 25% OF THE OPENINGS AT THE TOP OF THE SPACE & NOT LESS THAN 25% OF THE OPENINGS AT THE BOTTOM OF THE SPACE. SEE B.C.B.C 9.19 ROOF SPACES)
- PROVIDE GASKET TO U/S OF SILL PLATES. (POLYETHYLENE FILM OR TYPE S ROLL ROOFING)
- SILL PLATES TO BE PRESSURE TREATED, LEVELLED AND FASTENED TO FOUNDATION WALL WITH 1/2"x3" ANCHOR BOLTS (UNLESS NOTED OTHERWISE) EMBEDDED MIN. 4" @ 6'-0" o.c. MAX. (OR IF SHEAR WALL AS PER DETAIL) WITH MIN. 2 IN EACH SILL.
- ALL TRUSSES TO ENGINEERED AND INSTALLED TO MANUFACTURERS SPECS. PROVIDE ALL GIRDERS, HANGERS, SUPPORTS, HARDWARE, BRACING, ETC. AS REQUIRED. MANUFACTURER TO BRING TO THE ATTENTION OF OWNER/CONTRACTOR ANY FURTHER BEARING REQUIRED FOR TRUSSES PROVIDED.
- TRUSS/JOIST MANUFACTURER TO PROVIDE ALL PERTINENT DRAWINGS AND DESIGN INFORMATION INCLUDING MEMBER REACTIONS TO STRUCTURAL ENGINEER FOR REVIEW PRIOR TO CONSTRUCTION.
- ALL BEARING COLUMNS OF GIRDER TRUSSES TO AND SUPPORT BEAMS ARE TO BE POSTED TO FOUNDATION.
- ALL FOOTINGS TO BE TAKEN TO SOLID BEARING (MIN. 30" BELOW GRADE)
- ALL LINTELS TO EXTERIOR OR BEARING WALLS TO BE 3 - 2"x10" U.N.O.
- HEADER JOISTS EMBEDDED IN CONCRETE TO BE TREATED.
- PROVIDE JOIST HANGERS AT FLUSH FRAMED WOOD MEMBERS.
- DOUBLE OR TRIPLE STUD UNDER LINTELS AND BEAMS, AS REQUIRED OR UNLESS OTHERWISE NOTED.
- GRADE AND SPECIES OF FRAMING AS FOLLOWS. (UNLESS NOTED OTHERWISE ON DRAWING)
  - BEAMS, POSTS, COLUMNS, HEADERS, LEDGERS, JOISTS, etc. (No. 1 & 2 OR BETTER, DOUGLAS FIR LARCH OR S.P.F.)
  - STUDS (No. 1 & 2 OR BETTER SPRUCE)
  - EXTERIOR WALL SHEATHING TO BE 1/2" O.S.B. OR 1/2" PLYWOOD
  - ROOF SHEATHING TO BE MIN. 5/8" PLYWOOD UNLESS OTHERWISE NOTED.
  - ALL SUBFLOORING TO BE MIN. 3/4" T&G PLYWOOD UNLESS OTHERWISE NOTED.
- FLOOR JOISTS TO BE RESTRAINED FROM TWISTING WITH CROSS BRIDGING, SOLID BLOCKING OR EQUIV.
- SOLID BLOCKING TO BE INSTALLED FOR ADEQUATE SUPPORT OF TOWEL BARS, CURTAIN AND CLOSET RODS, SHELVES, GRAB BARS AND SIMILAR FIXTURES WHERE REQUIRED.
- MULTI-PLY LVL'S SHALL BE CONNECTED AND INSTALLED AS PER MANUFACTURER'S SPECIFICATIONS.

### CONCRETE:

- PROVIDE CONCRETE AND PERFORM WORK TO CSA-A23.3.
- MINIMUM 28 DAY COMPRESSIVE STRENGTHS AS INDICATED BELOW. ALL CONCRETE NORMAL WEIGHT - 150 PCF, TYPE 10 CEMENT, TYPE F FLYASH, MAXIMUM 3/4" AGGREGATE FOR ALL CONCRETE EXCEPT 1 1/4" MAXIMUM AGGREGATE FOR CHUTE PLACED SLABS ON GRADE. SUBMIT PROPOSED MIX DESIGN TO THE ENGINEER FOR APPROVAL:

#### INDUSTRIAL/COMMERCIAL

LOCATIONS	STRENGTH MPa (PSI)	AIR %	SLUMP +20mm	EXPOS. CLASS
FOOTINGS	25 (3600)	1-4	70	-
SUSPENDED SLABS & BEAMS	25 (3600)	4-7	70	F2
RETAINING WALL	25 (3600)	4-7	70	F2
INTERIOR S.O.G.	25 (3600)	1-4	60	-
EXPOSED S.O.G.	32 (4640)	4-8	60	C2
WALLS & COLUMNS	25 (3600)	1-4	70	-
	30 (4350)	4-7	70	F2

- DO NOT USE ADMIXTURES OTHER THAN AIR ENTRAINMENT, STANDARD WATER REDUCERS OR SUPER PLASTICIZERS WITHOUT PRIOR APPROVAL OF THE ENGINEER.
- REJECT ALL CONCRETE WHEN TIME BETWEEN BATCHING AND PLACING EXCEEDS 2 HOURS.
- DO NOT ADD WATER TO THE CONCRETE ON SITE UNLESS AUTHORIZED BY THE ENGINEER.
- CONSOLIDATE ALL CONCRETE USING MECHANICAL VIBRATORS.
- CONTROL JOINTS FOR SLAB-ON-GRADE: SAWCUT TO A DEPTH OF 25% OF SLAB THICKNESS AS SOON AS POSSIBLE AND NO LATER THAN 20 HOURS AFTER POURING AT MAXIMUM 6.1m SPACING OR AT LOCATIONS SHOWN ON THE DRAWINGS.
- CONSTRUCTION JOINTS: AS SHOWN ON THE DRAWINGS OR AS DIRECTED BY THE ENGINEER.
- PROTECT CONCRETE FROM ADVERSE WEATHER CONDITIONS IN ACCORDANCE WITH CSA A23.1, A23.3
- CONSTRUCT FORMWORK IN ACCORDANCE WITH WCB REGULATIONS AND CSA S269.3. FORMWORK DESIGN IS THE RESPONSIBILITY OF THE CONTRACTOR.

### REINFORCING:

- NEW DEFORMED BARS TO CSA G30.18 GRADE 400 (60 KSI), WELDED WIRE FABRIC TO CSA G30.5, ANCHOR BOLTS TO ASTM A307.
- PLACE REINFORCING BARS TO CSA A23.1. TIE ALL BARS SECURELY IN PLACE TO PREVENT DISPLACEMENT. SUPPORT SLAB REINFORCING ON SUITABLE CHAIRS OR SUPPORTS AT MAXIMUM 4 FT. CENTRES. PROVIDE CORNER BARS TO MATCH HORIZONTAL WALL REBAR.
- PROVIDE CLEAR CONCRETE COVER FOR REBAR AS FOLLOWS:

SURFACE POURED AGAINST GROUND	3"
FORMED SURFACE EXPOSED TO GROUND OR WEATHER	2"
BEAMS	2" TO MAIN STEEL
COLUMNS	2" TO MAIN STEEL
WALLS	1 1/2"
SLABS ON GRADE	1 1/2"
- SPLICE REBAR AS FOLLOWS (UNLESS OTHERWISE NOTED):

BAR SIZE:	25M	20M	30M	15M	10M
LAP SPLICE:	51"	31"	71"	25"	18"
- MINIMUM 2-15M REINFORCING AROUND OPENING LARGER THAN 12" AT EACH SIDE OF OPENING. EXTEND 2'-0" PAST CORNER.
- CONTRACTOR TO PROVIDE 24 HOURS NOTICE FOR REBAR INSPECTION.
- WHERE SUSPENDED SLAB DRAWINGS ONLY SHOW PRINCIPAL REINFORCING IN ONE DIRECTION, PROVIDE SHRINKAGE AND TEMPERATURE REINFORCING PERPENDICULAR TO PRINCIPAL REINFORCING AND LOCATE BETWEEN MAIN TOP AND BOTTOM REINFORCING, PER PLANS.
- PROVIDE CORNER BARS FOR ALL HORIZONTAL WALL REINFORCING
- PLACE REINFORCING BARS UNIFORMLY AND SYMMETRICALLY, U.N.O.
- WHERE NEW CONCRETE POUR MEETS ABUTTING CONCRETE, DRILL AND GROUT ALL LONGITUDINAL REINFORCING & I.N.O. DRILLING AND GROUTING OF REINFORCING SHALL BE WITH HILTI HY-150 SYSTEM OR APPROVED EQUAL
- NO WELDING OF ANY CONCRETE REINFORCING STEEL IS PERMITTED WITHOUT WRITTEN APPROVAL FROM THE STRUCTURAL ENGINEER.

### FIELD REVIEW:

- WSA ENGINEERING LTD. PROVIDES FIELD REVIEW FOR THE WORK SHOWN ON THE STRUCTURAL DRAWINGS PREPARED BY WSA ENGINEERING LTD. THIS REVIEW IS A PERIODIC REVIEW AT THE PROFESSIONAL JUDGEMENT OF WSA ENGINEERING LTD. THE PURPOSE IS TO ASCERTAIN THAT THE WORK IS IN GENERAL CONFORMANCE WITH THE PLANS AND SUPPORTING DOCUMENTS PREPARED BY WSA ENGINEERING LTD. AND TO FULFILL THE REQUIREMENTS FOR THE COMPLETION OF LETTERS OF ASSURANCE REQUIRED BY THE APPLICABLE BUILDING CODE.
- ALL NON-CONFORMING WORKS THAT REQUIRE REMEDIAL ACTION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. ANY EXTRA TIME OR COST INCURRED TO WSA ENGINEERING LTD. TO ASSIST OR ADVISE THE CONTRACTOR IN RECTIFYING THE WORK SHALL BE BORNE BY THE CONTRACTOR.
- ENSURE THAT WORK TO BE INSPECTED IS COMPLETE AT THE TIME OF INSPECTION AND IN ACCORDANCE WITH THE CONTRACT DOCUMENTS. ADDITIONAL INSPECTIONS REQUIRED DUE TO INCOMPLETE WORK OR POORLY EXECUTED WORK, AS JUDGED BY WSA ENGINEERING LTD. AS WELL AS ADDITIONAL DESIGN OR REMEDIAL WORK CAUSED BY DEVIATIONS FROM THESE DRAWINGS, MAY BE CHARGED TO THE GENERAL CONTRACTOR AT THE DISCRETION OF WSA ENGINEERING LTD.
- A MINIMUM OF 24 HOURS NOTICE SHALL BE GIVEN BY THE CONTRACTOR FOR ANY INSPECTION TO BE CARRIED OUT BY WSA ENGINEERING LTD.. INSPECTIONS ARE REQUIRED PRIOR TO CONCEALING ANY STRUCTURAL WORK SHOWN ON THESE DRAWINGS.

### FOUNDATIONS:

- FOUNDATION CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE B.C. BUILDING CODE AND THE GEOTECHNICAL REPORT PREPARED BY THE GEOTECHNICAL ENGINEER ON RECORD.
- BEAR ALL FOOTINGS ON UNDISTURBED SOIL (OR APPROVED ENGINEERED FILL) NOTWITHSTANDING THE ELEVATIONS INDICATED ON THE DRAWINGS. PROVIDE FROST COVER TO ALL FOOTINGS IN ACCORDANCE WITH LOCAL REGULATIONS.
- REMOVE ALL ORGANIC MATERIAL AND UNSUITABLE FILL FROM THE BUILDING AREA.
- PROTECT EXCAVATIONS FOR FOOTINGS FROM RAIN, SNOW, FREEZING TEMPERATURES, STANDING WATER, AND DRYING.
- SHORE AND UNDERPIN EXCAVATIONS TO PREVENT DISTURBANCE TO ADJACENT STRUCTURES, STREETS, SIDEWALKS, AND UTILITIES.
- DO NOT BACKFILL RETAINING WALLS, INCLUDING PERIMETER BASEMENT WALLS, BEFORE THEY ARE ADEQUATELY SUPPORTED BY THE SUPPORTING FLOOR(S). ALL CONCRETE SUPPORTING FLOORS MUST HAVE CURED FOR A MINIMUM 7 DAYS AND ATTAINED MINIMUM 75% OR THEIR 28 DAY STRENGTH. ALL BACKFILLING IS TO COMPLY WITH THE REQUIREMENTS PROVIDED BY THE GEOTECHNICAL ENGINEER.
- STRIPPING AND SHORING NOTES: DO NOT REMOVE FORMS AND SHORING BEFORE THE CONCRETE HAS ATTAINED SUFFICIENT STRENGTH TO ENSURE THE SAFETY OF THE STRUCTURE AND NOT BEFORE THE FOLLOWING MINIMUM AND LONG TERM PERFORMANCE PERIODS OF TIME AFTER PLACING CONCRETE.  
24 HOURS- COLUMNS, WALLS, FOOTINGS, AND BEAM SIDES  
28 DAYS- BEAM SOFFITS, SLABS AND OTHER STRUCTURAL MEMBERS

### NON-STRUCTURAL COMPONENTS:

- NON-STRUCTURAL COMPONENTS ARE NOT THE RESPONSIBILITY OF WSA ENGINEERING LTD. BUT ARE DESIGNED, DETAILED, SPECIFIED AND REVIEWED IN THE FIELD BY OTHERS. LETTERS OF CERTIFICATION OF ADEQUACY, INSTALLATION, ETC. OF SUCH COMPONENTS ARE BY OTHERS.
- MANUFACTURERS OF NON-STRUCTURAL COMPONENTS WHICH AFFECT THE STRUCTURAL FRAMING SHALL SUBMIT SHOP DRAWINGS TO THE ARCHITECT AND WSA ENGINEERING LTD. FOR REVIEW. THE SHOP DRAWINGS SHALL CLEARLY INDICATE THE LOAD IMPOSED ON THE STRUCTURE. REVIEW WILL BE LIMITED TO THE EFFECT OF THE COMPONENTS ON THE STRUCTURAL FRAMING.
- EXAMPLES OF NON-STRUCTURAL COMPONENTS INCLUDE BUT ARE NOT LIMITED TO:
  - ARCHITECTURAL COMPONENTS SUCH AS HANDRAILS, GUARDRAILS, RAILINGS, FLAG POST, REMOVABLE CANOPIES, CEILINGS, VEHICLE PROTECTION SYSTEMS, ORNAMENTAL COMPONENTS
  - ARCHITECTURAL PRECAST CONCRETE AND ITS ATTACHMENTS
  - ARCHITECTURAL GLASS BLOCKS AND THEIR ATTACHMENTS
  - BRICK AND BLOCK VANEERS, REINFORCING, AND TIES
  - LANDSCAPING COMPONENTS SUCH AS BENCHES, LIGHT POSTS, PLANTERS
  - CURTAIN WALL SYSTEMS, CLADDING, SKYLIGHT, WINDOW MULLIONS
  - INTERIOR AND EXTERIOR NON-LOADING STEEL STUD WALLS
  - SUPPORT AND BRACINGS OF MECHANICAL AND ELECTRICAL SYSTEMS AND EQUIPMENT FOR NON-GRAVITY AND SEISMIC LOADS
  - WINDOW WASHING EQUIPMENT AND ITS ATTACHMENTS
  - ELEVATORS, ESCALATORS, AND OTHER CONVEYING SYSTEMS, INCLUDING PROPRIETARY SUPPORT BEAMS AND ATTACHMENTS
  - NON-STRUCTURAL MASONARY

### DESIGN LOADS (CHRISTINA LAKE) PER BCBC 2018:

- SPECIFIED DEAD LOADS:

ROOF	15 PSF (0.72 kPa)
FLOOR	15 PSF (0.72 kPa)
- SPECIFIED LIVE LOADS:

FLOOR	40 PSF (4.2 kPa)
-------	------------------
- CLIMATIC DATA:

GROUND SNOW (Sg)	69 PSF (3.3 kPa)
ROOF SNOW (S)	88.6 PSF (4.24 kPa)
RAIN (Sr)	2.0 PSF (0.10 kPa)

WIND LOADS:  
(1/10) 5.4 PSF (0.26 kPa)  
(1/50) 8.6 PSF (0.41 kPa)

SEISMIC LOADS:  
Sa(0.2) = 0.133  
Sa(0.5) = 0.108  
Sa(1.0) = 0.082  
PGA = 0.061

#### Sheet List

Sheet Number	Sheet Name
S0.0	COVER PAGE
S1.0	SITE PLAN
S2.0	EXISTING BUILDING
S3.0	PROPOSED NEW
S3.1	RETAINING WALL DETAILS
S4.0	PERSPECTIVE VIEWS



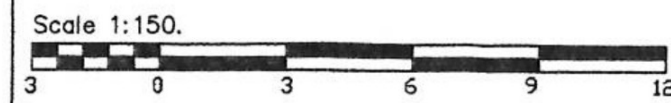
ENGINEERING (2012) LIMITED

Civil • Structural  
2248 Columbia Ave. Castlegar, B.C. V1N 2X1 Ph: (888) 617-6927

C19001 - 081  
HAMMOND RETAINING WALL  
141 BROWN ROAD  
CHRISTINA LAKE, B.C.

ISSUED FOR  
VARIANCE APPLICATION

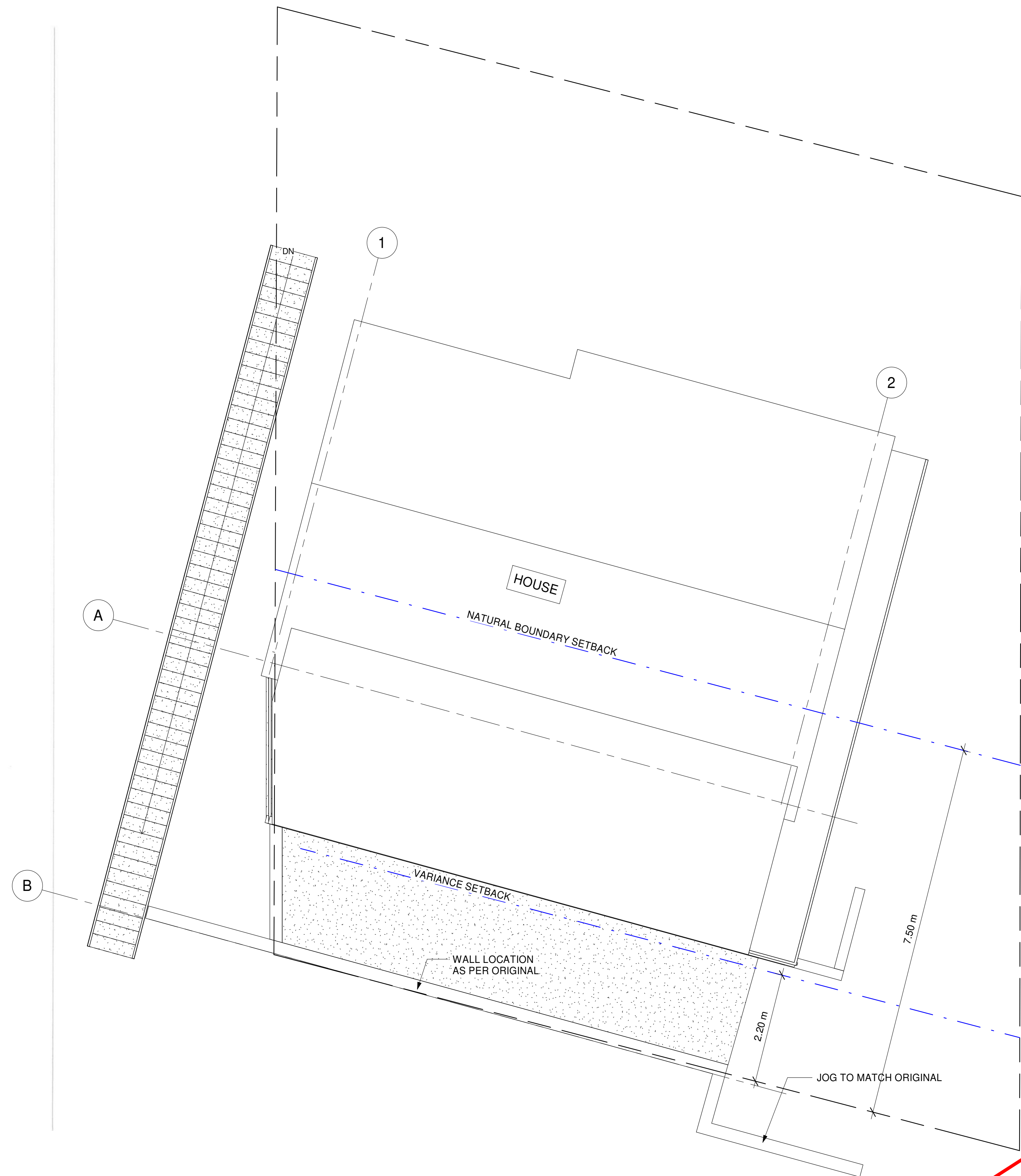
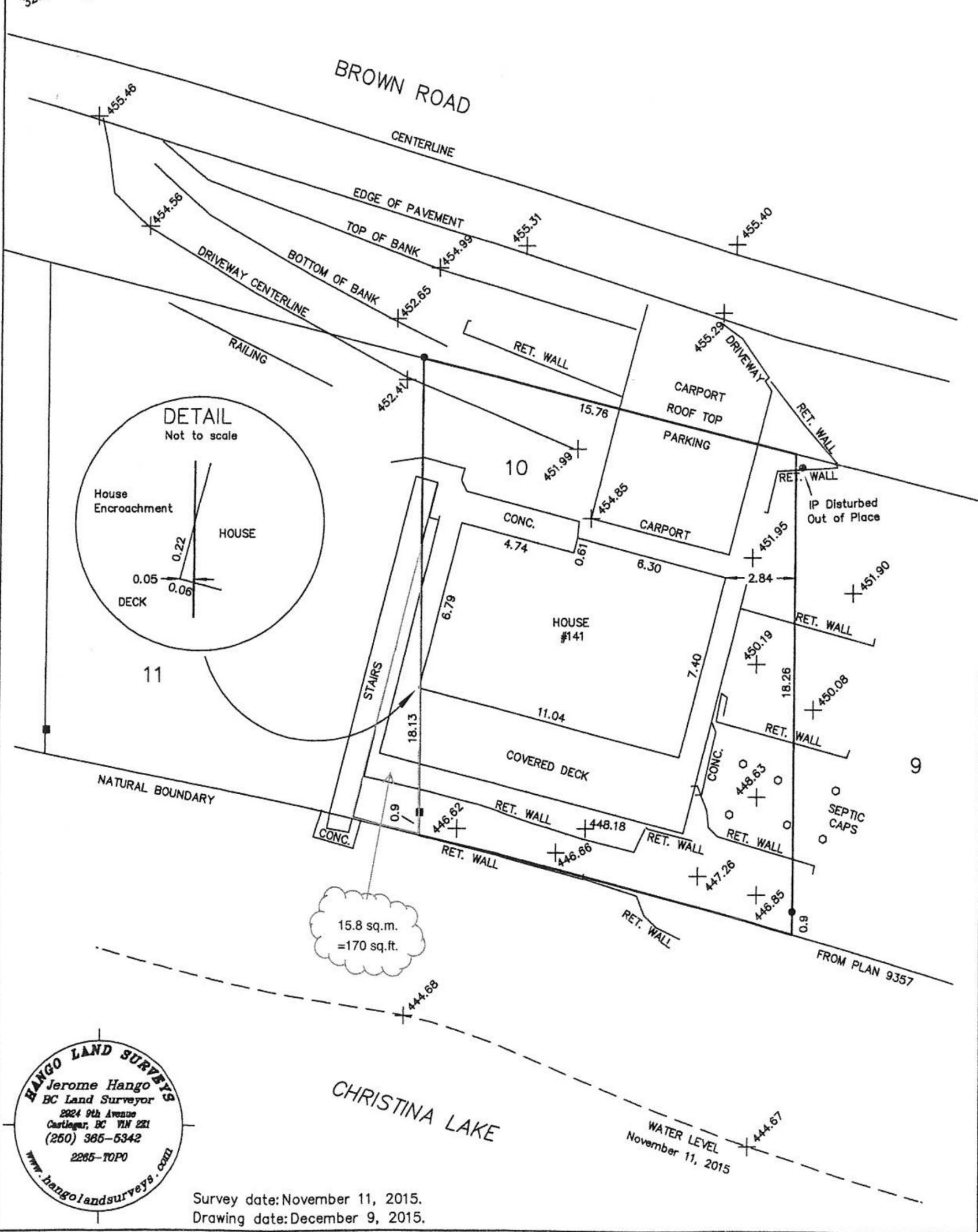
SITE PLAN SHOWING SELECT FEATURES  
ON AND AROUND LOT 10 DL 969  
SDYD PLAN 9357.



LEGEND

Dimension are derived from Plan 9357.  
Elevations are derived from PPP GNSS observations.  
All distances in metres.  
+322.85 Spot elevation.

Found  
• Standard iron post  
■ Standard lead plug



1 Site  
S1.0 1/4" = 1'-0"

Dimensions to Face of Foundation or Framing Stud UNO.

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DO NOT SCALE DRAWINGS  
Written dimensions shall govern.

All dimensions to be verified on site by the contractor/builder. Report all errors or additions to the owner or designer prior to proceeding with the work.

No.	Date	Issue/Revision
2	APR 12/21	ISSUED FOR VARIANCE UPDATED
1	May 13/20	Additional information provided
A	Feb 19/20	ISSUED FOR VARIANCE APPLICATION

Professional Engineer Stamp:

**WSA ENGINEERING (2012) LTD.**  
Civil - Structural  
2248 Columbia Ave. Cambridge, B.C. V2Y 2X3 PH: (604) 847-0427

Project  
**HAMMOND RETAINING WALL**

141 BROWN ROAD  
CHRISTINA LAKE, BC

Drawing  
**SITE PLAN**

Date	10/06/19	Project No.	C19001-081
Designed	RS	Drawing File	C19001-081 A1
Drawn	RS	Scale	1/4" = 1'-0"
Checked	DS	Sheet No.	S1.0
Approved	DS	Issue/Rev.	B
		OF	6

Dimensions to Face of Foundation or Framing Stud UNO.

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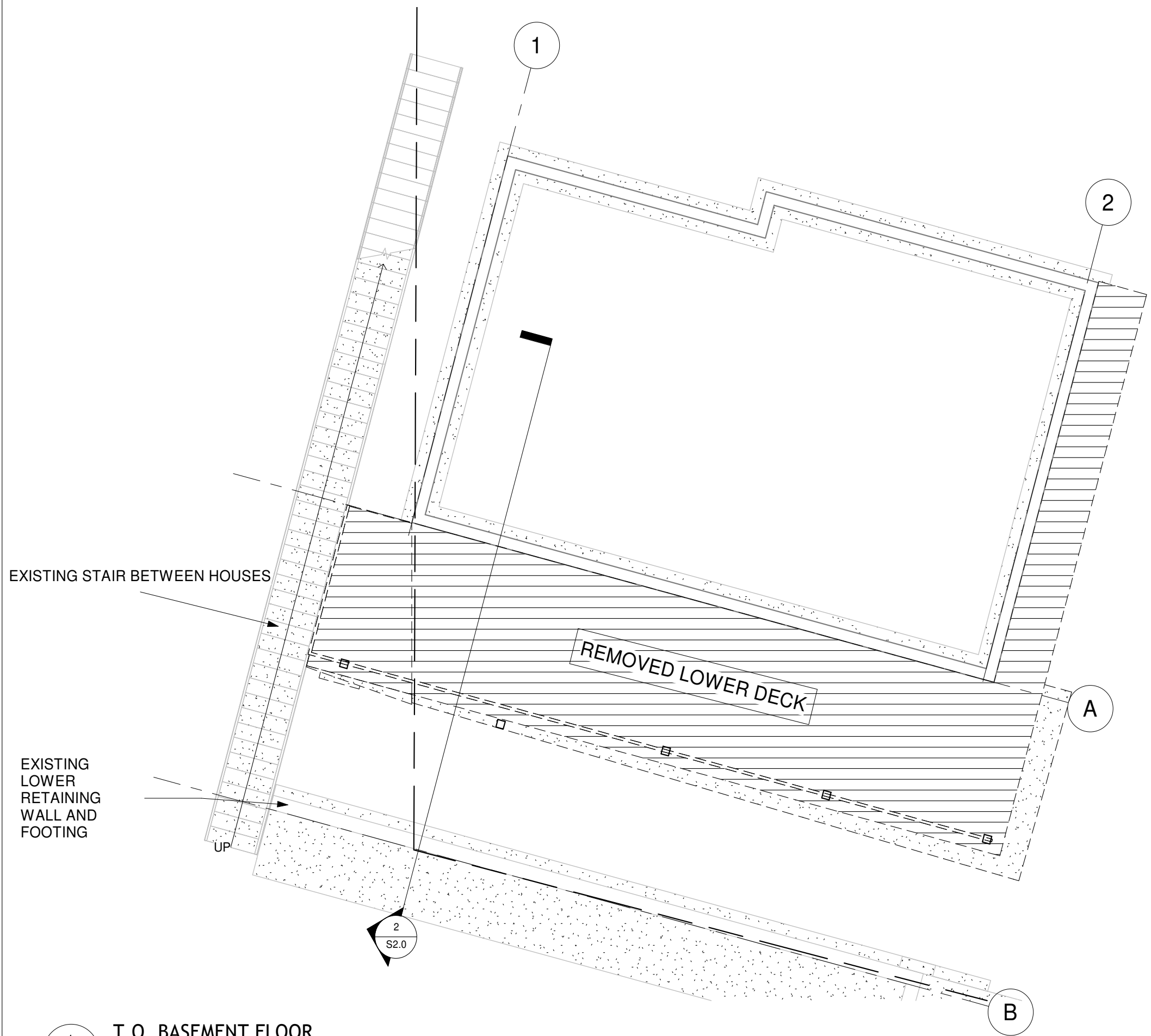
Professional Engineer Stamp:



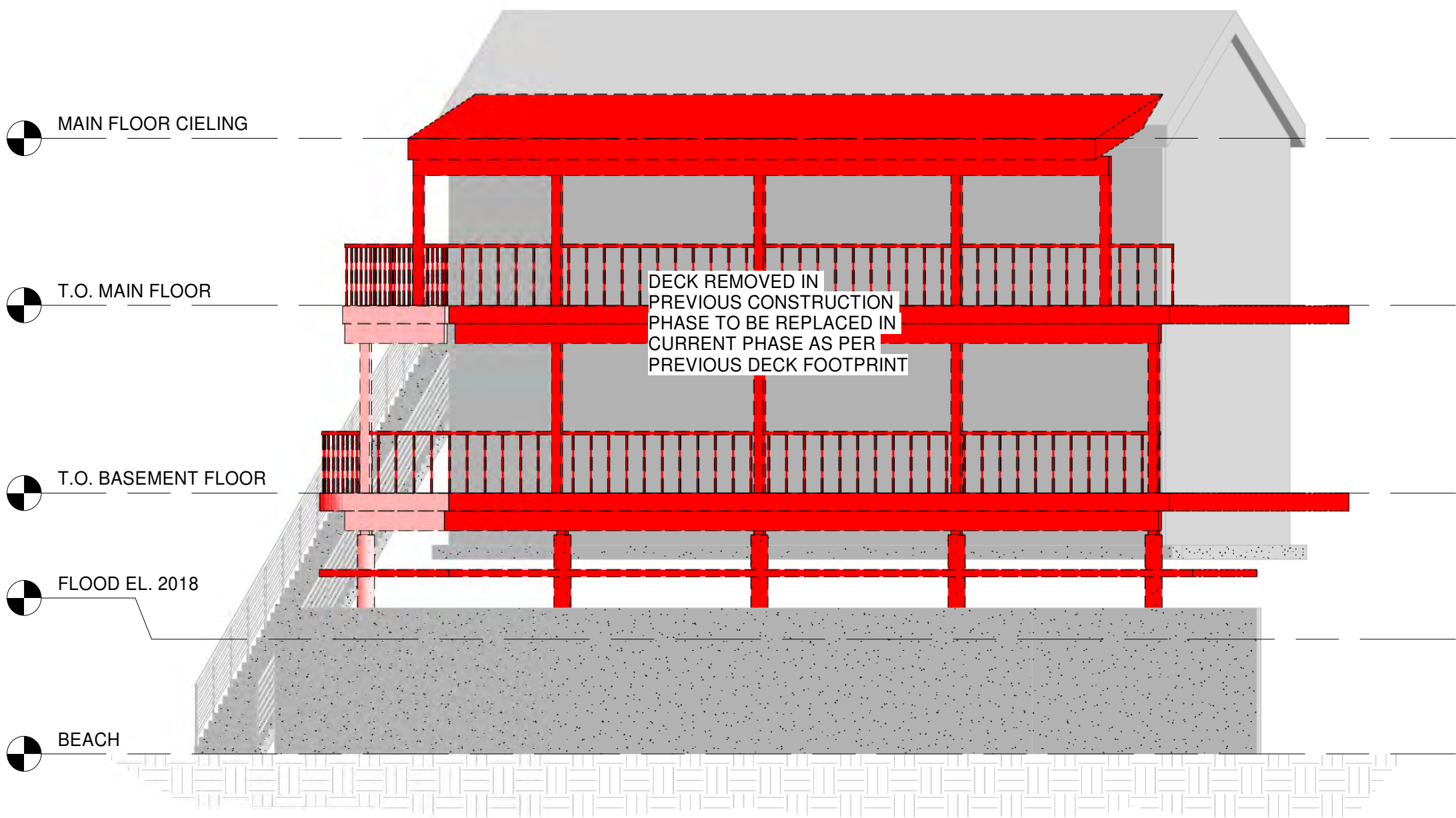
Project  
HAMMOND RETAINING WALL  
141 BROWN ROAD  
CHRISTINA LAKE, BC  
Drawing  
EXISTING BUILDING

Date	10/06/19	Project No.	C19001-081
Designed	RS	Drawing File	C19001-081 A1
Drawn	RS	Scale	As indicated
Checked	DS	Sheet No.	Issue/Rev.
Approved	DS	S2.0 OF 6	B

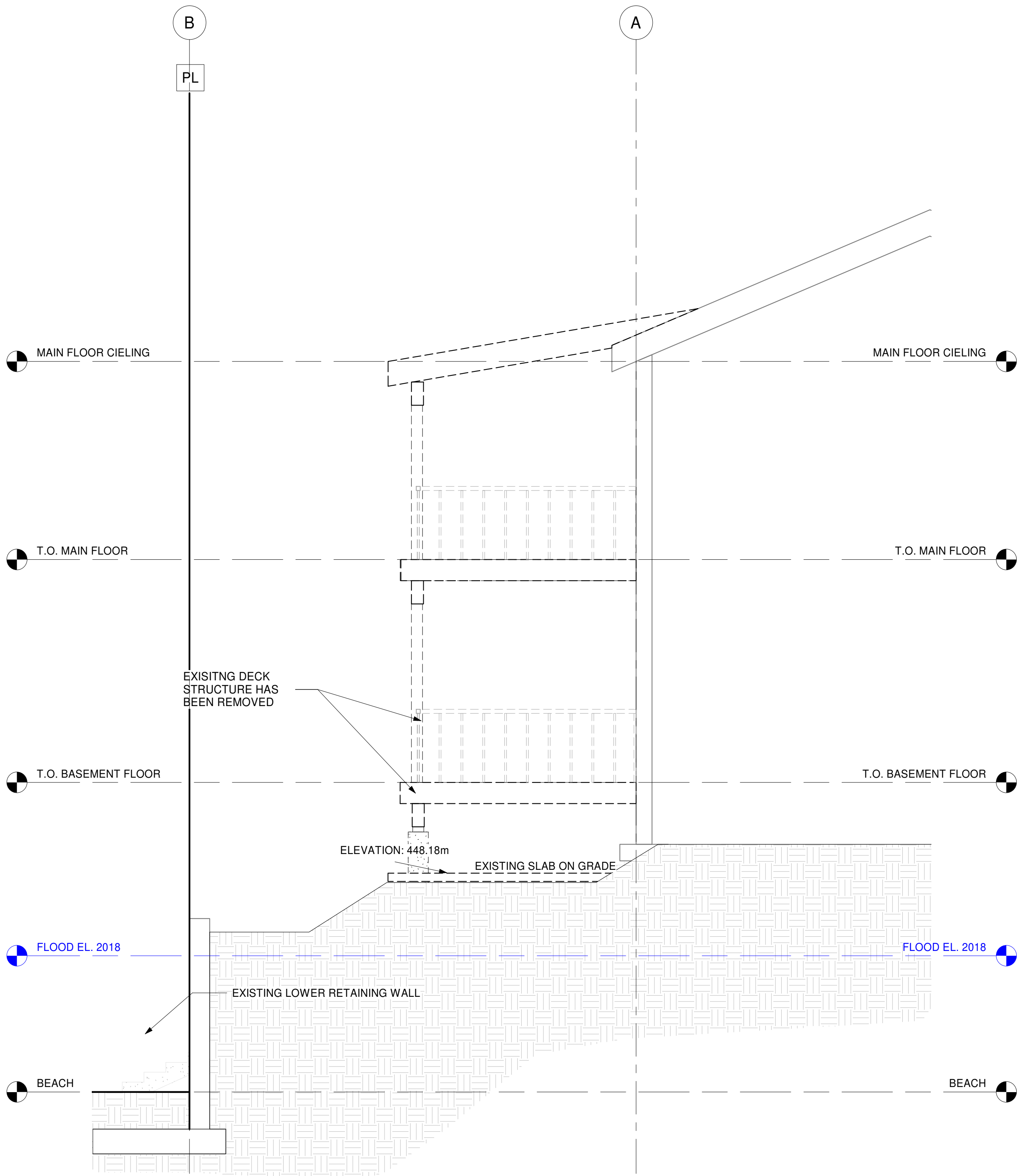
ISSUED FOR  
VARIANCE APPLICATION



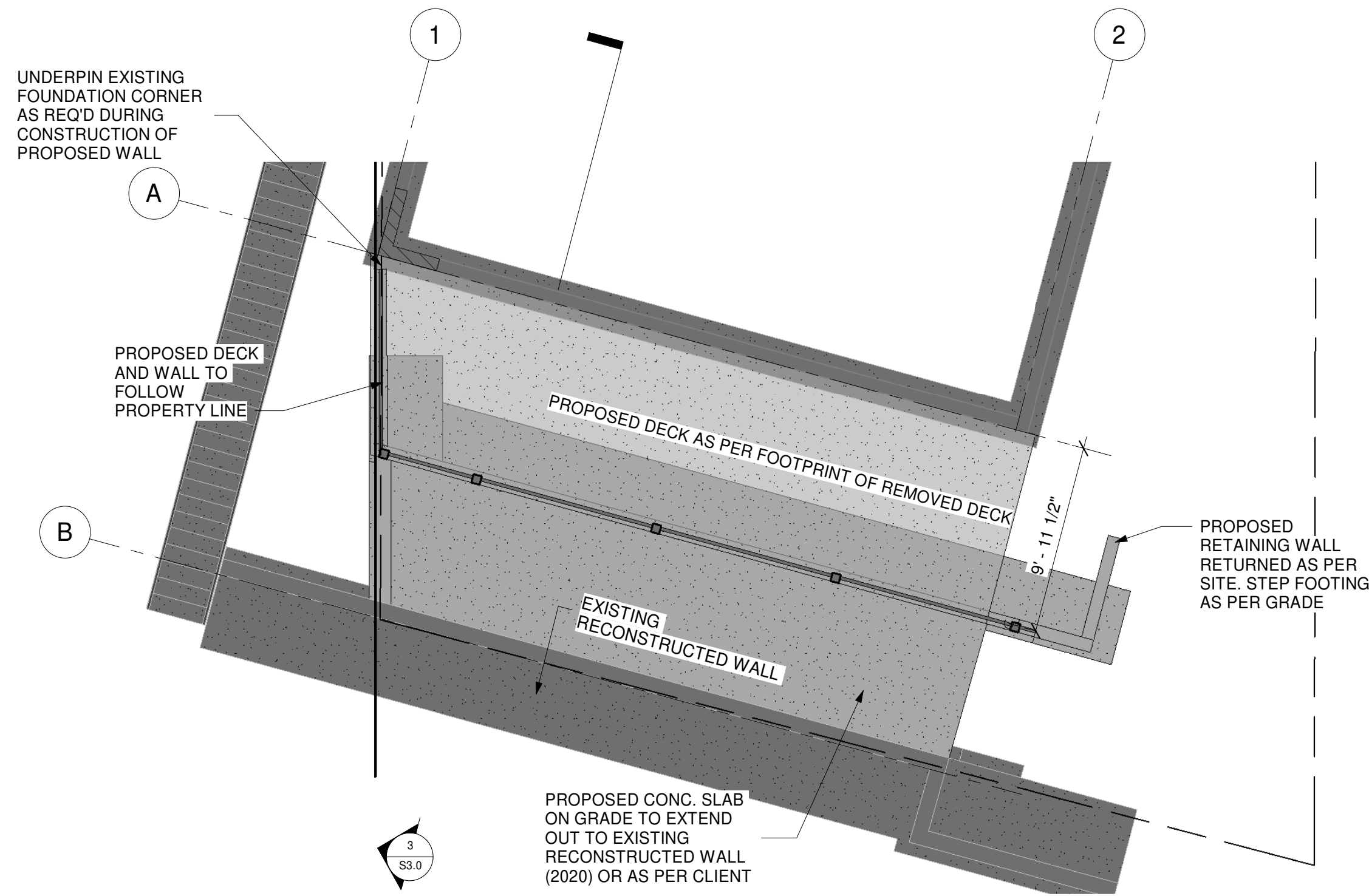
1 T.O. BASEMENT FLOOR  
S2.0 3/16" = 1'-0"



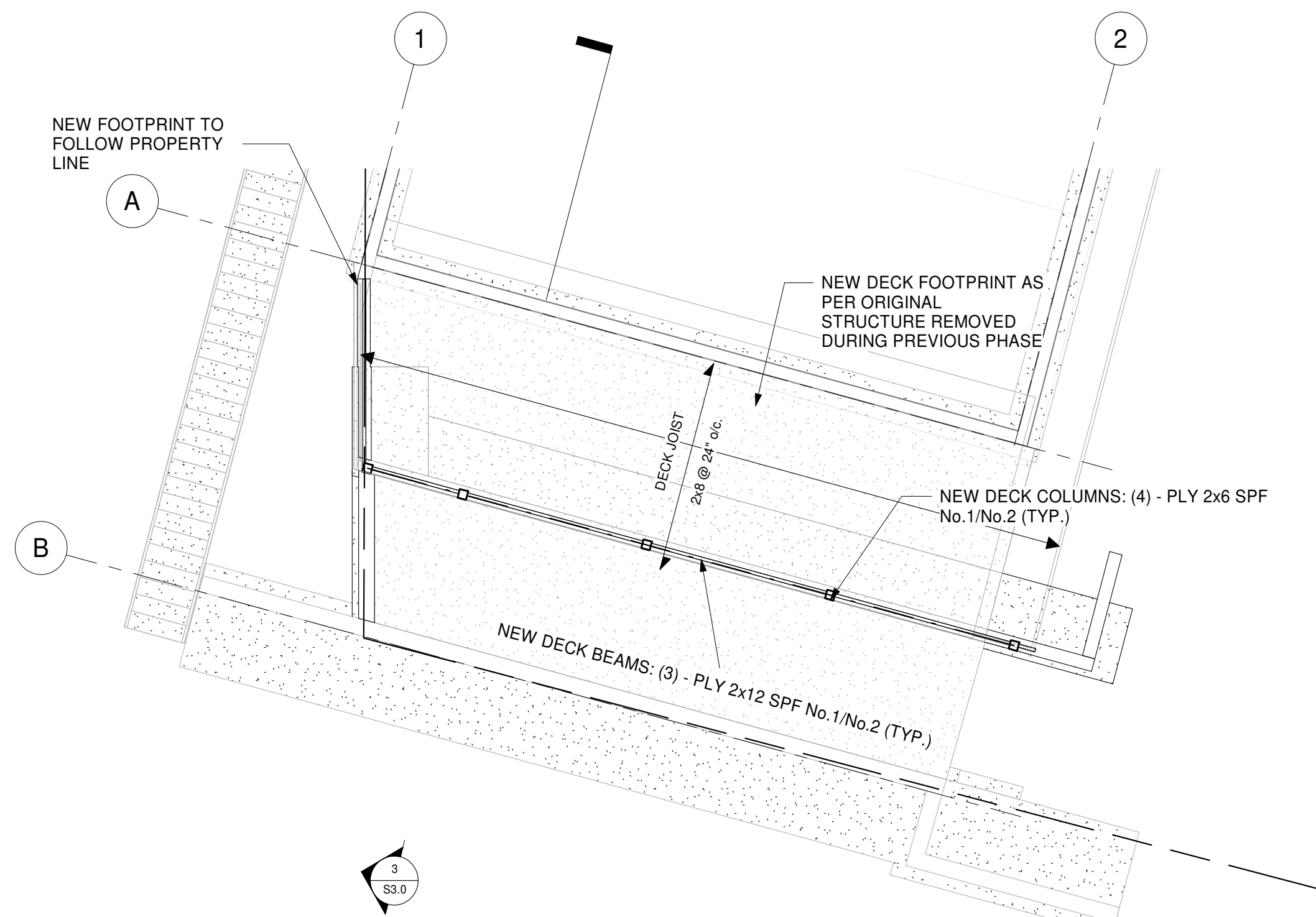
3 South  
S2.0 3/16" = 1'-0"



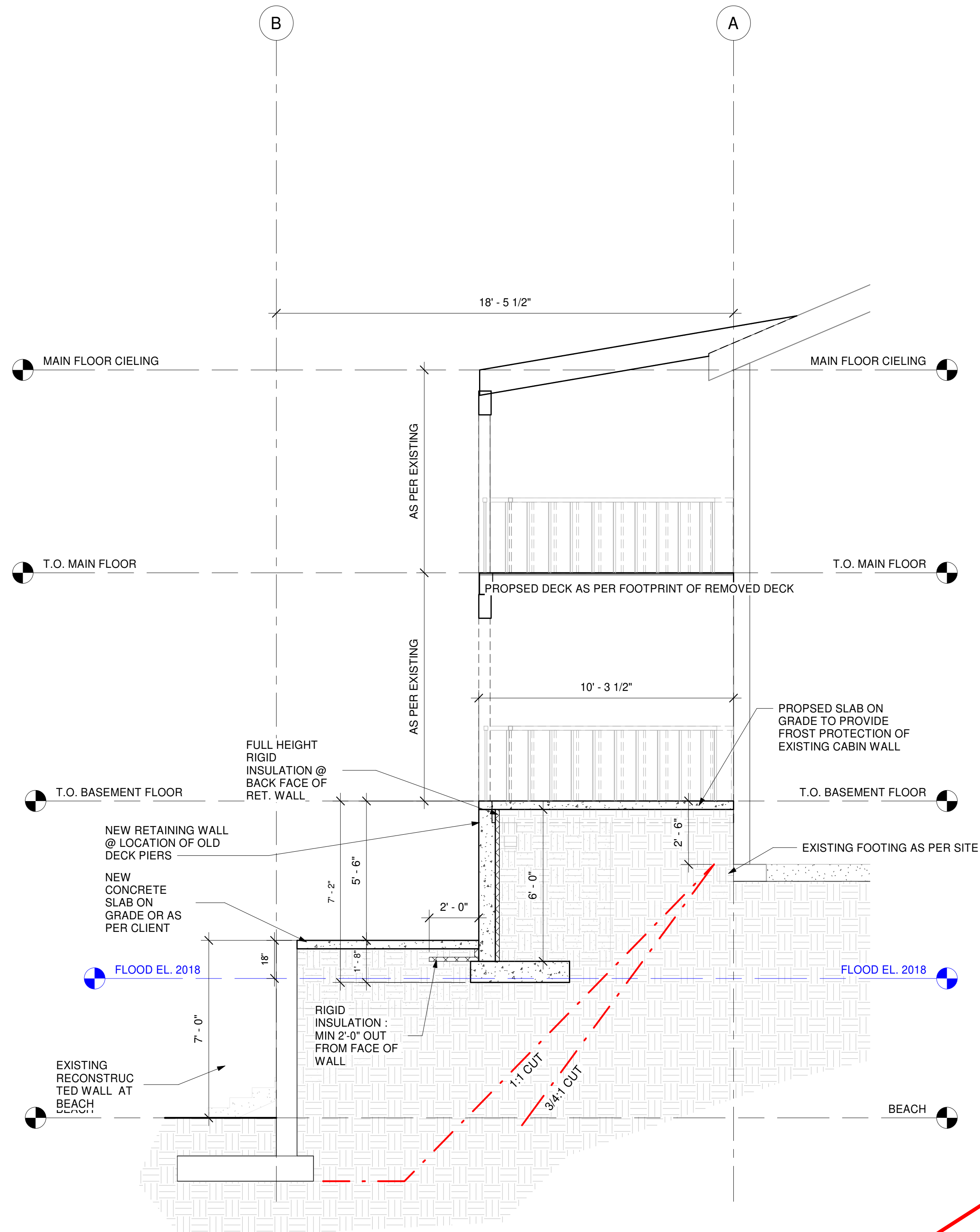
2 Section 1  
S2.0 3/8" = 1'-0"



1  
S3.0  
NEW WALL CONSTRUCTION  
3/16" = 1'-0"



2  
S3.0  
PROPOSED DECK FRAMING  
3/16" = 1'-0"



3  
S3.0  
Section 2  
3/8" = 1'-0"

Dimensions to Face of Foundation or Framing Stud UNO.

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No.	Date	Issue/Revision

Professional Engineer Stamp:



Project  
HAMMOND RETAINING WALL  
141 BROWN ROAD  
CHRISTINA LAKE, BC  
Drawing  
PROPOSED NEW

Date	10/06/19	Project No.	C19001-081
Designed	RS	Drawing File	C19001-081 A1
Drawn	RS	Scale	As indicated
Checked	DS	Sheet No.	S3.0
Approved	DS	Issue/Rev.	OF 6 B

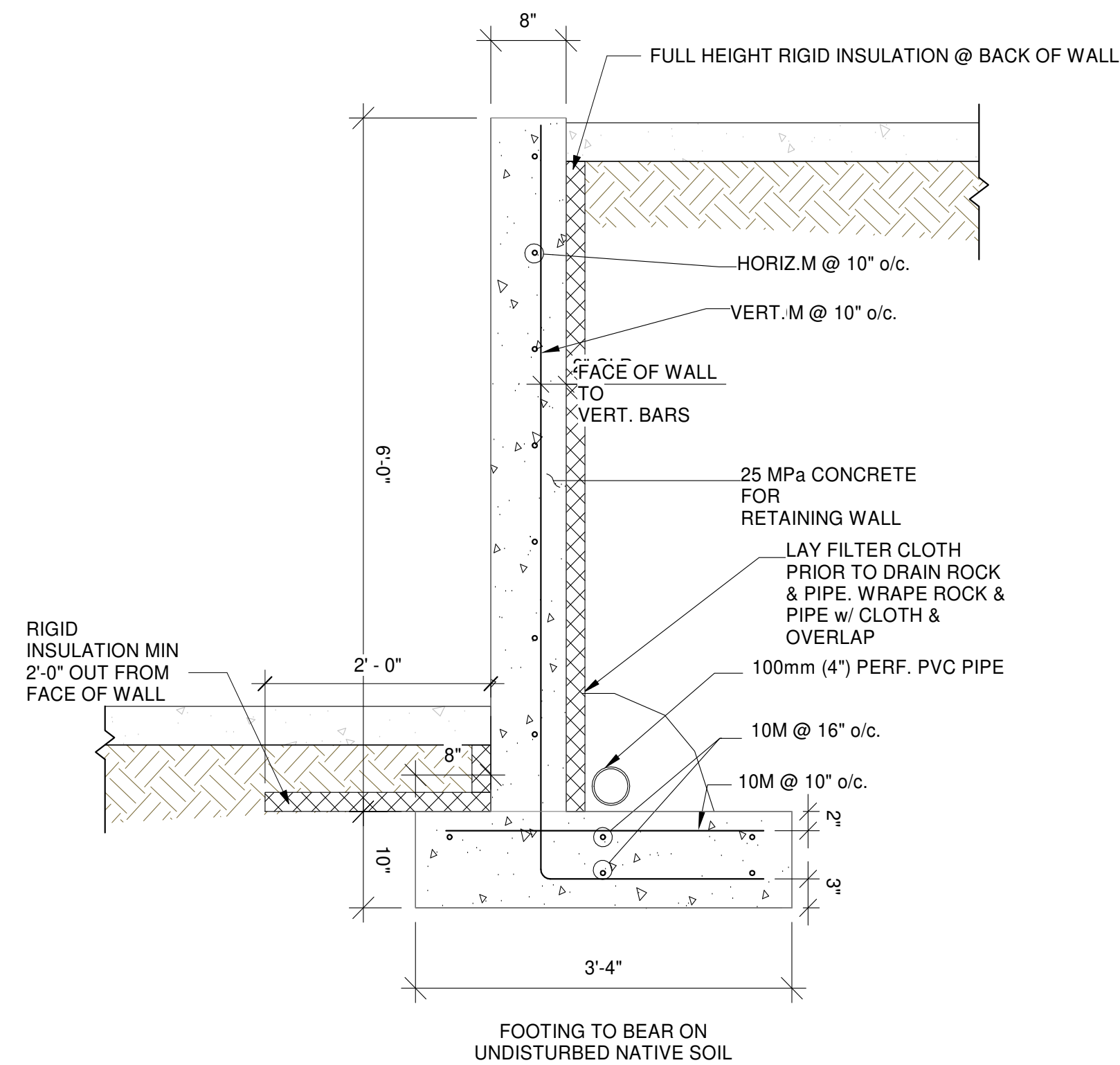
ISSUED FOR  
VARIANCE APPLICATION

- SLOPE BACKFILL AWAY FROM WALL FOR POSITIVE DRAINAGE.

- BACKFILL TO BE FREE DRAINING  
GRANULAR MATERIAL.

- BACKFILL MUST BE HORIZONTAL OR SLOPING DOWN FROM WALL & NO SURCHARGE LOADING TO BE APPLIED WITHIN A DISTANCE EQUAL TO THE HEIGHT OF THE WALL

-SOIL BEARING CAPACITY ASSUMED TO BE MIN. 150kPa AND BACKFILL FRICTION ANGLE OF 34 ° OR GREATER



1 RETAINING WALL @ LOWER FLOOR SLAB ON GRADE  
S3.1 1" = 1'-0"

Dimensions to Face of Foundation or Framing Stud UNO.

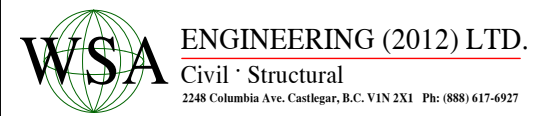
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DO NOT SCALE DRAWINGS  
Written dimensions shall govern.

All dimensions to be verified on site by the contractor/builder. Report all errors or additions to the owner or designer prior to proceeding with the work

2	APR 12/21	ISSUED FOR VARIANCE UPDATED
1	May 13/20	Additional information provided
A	Feb 19/20	ISSUED FOR VARIANCE APPLICATION
No.	Date	Issue/Revision

Professional Engineer Stamp:



Project  
HAMMOND RETAINING  
WALL

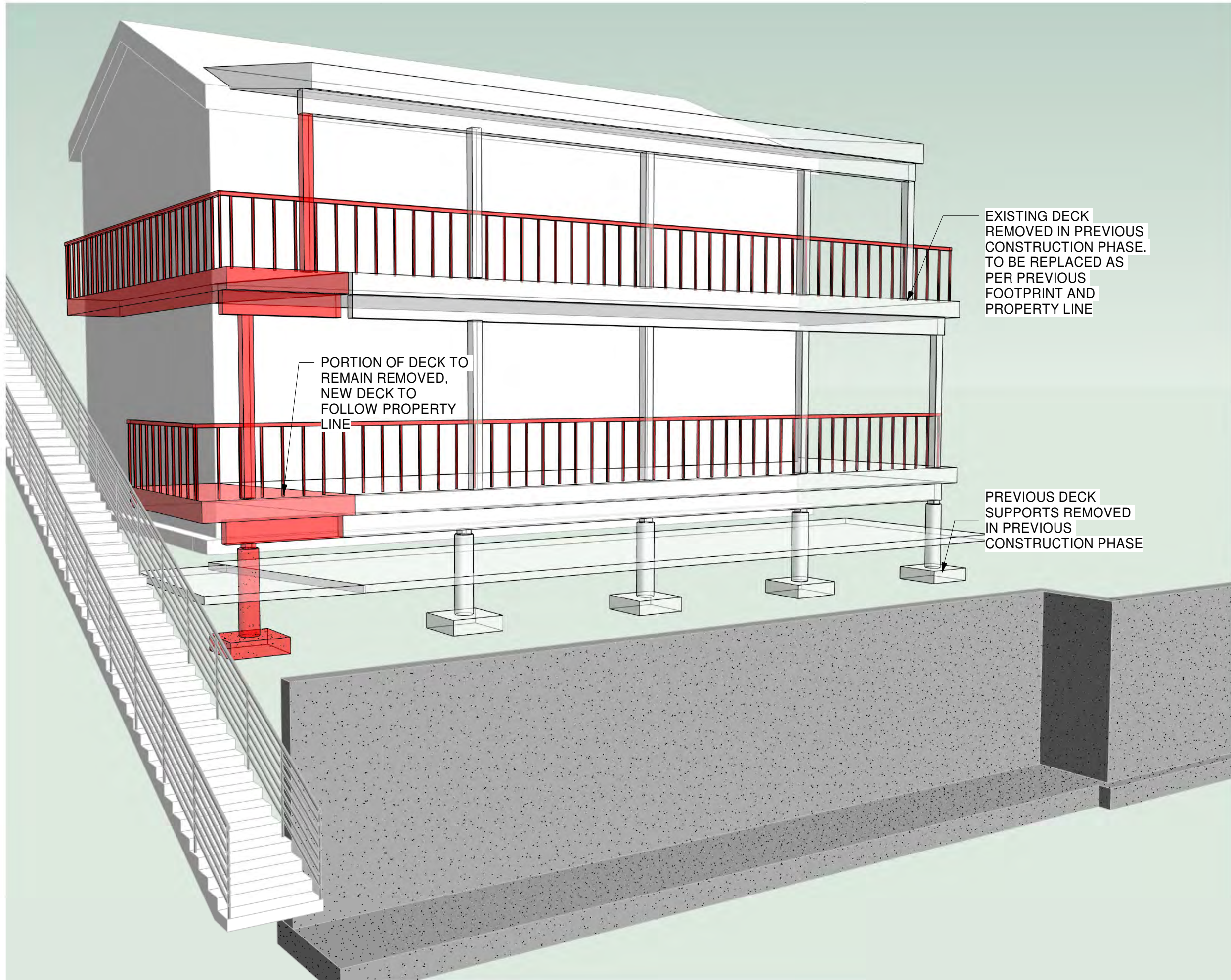
141 BROWN ROAD  
CHRISTINA LAKE, BC

## Drawing

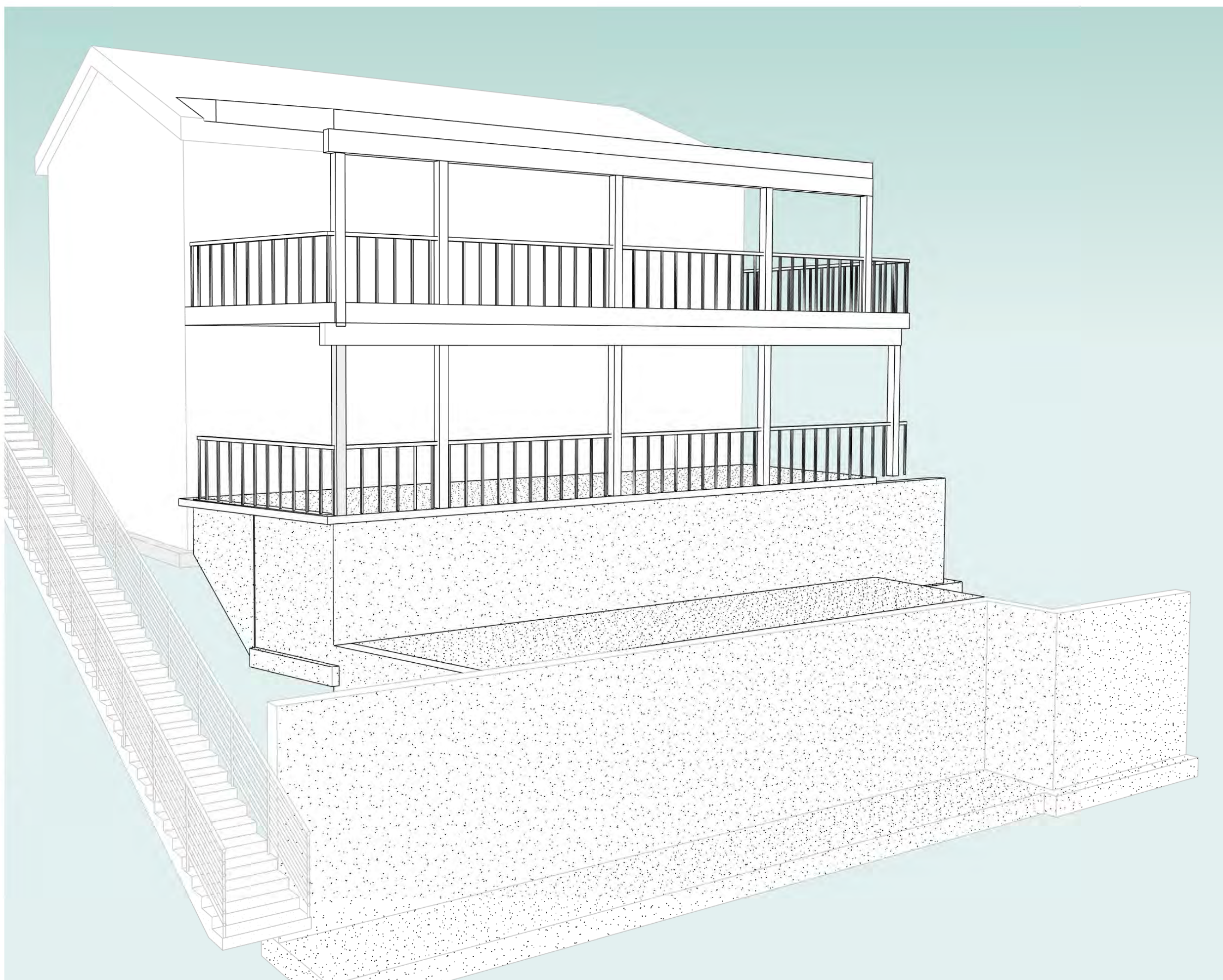
# RETAINING WALL DETAILS

Date	09/22/20		Project No.	C19001-081	
Designed	RS		Drawing File	C19001-081 A1	
Drawn	RS		Scale	1" = 1'-0"	
Checked	DS		Sheet No.	S3.1 OF 6	Issue/Rev. B
Approved	DS				

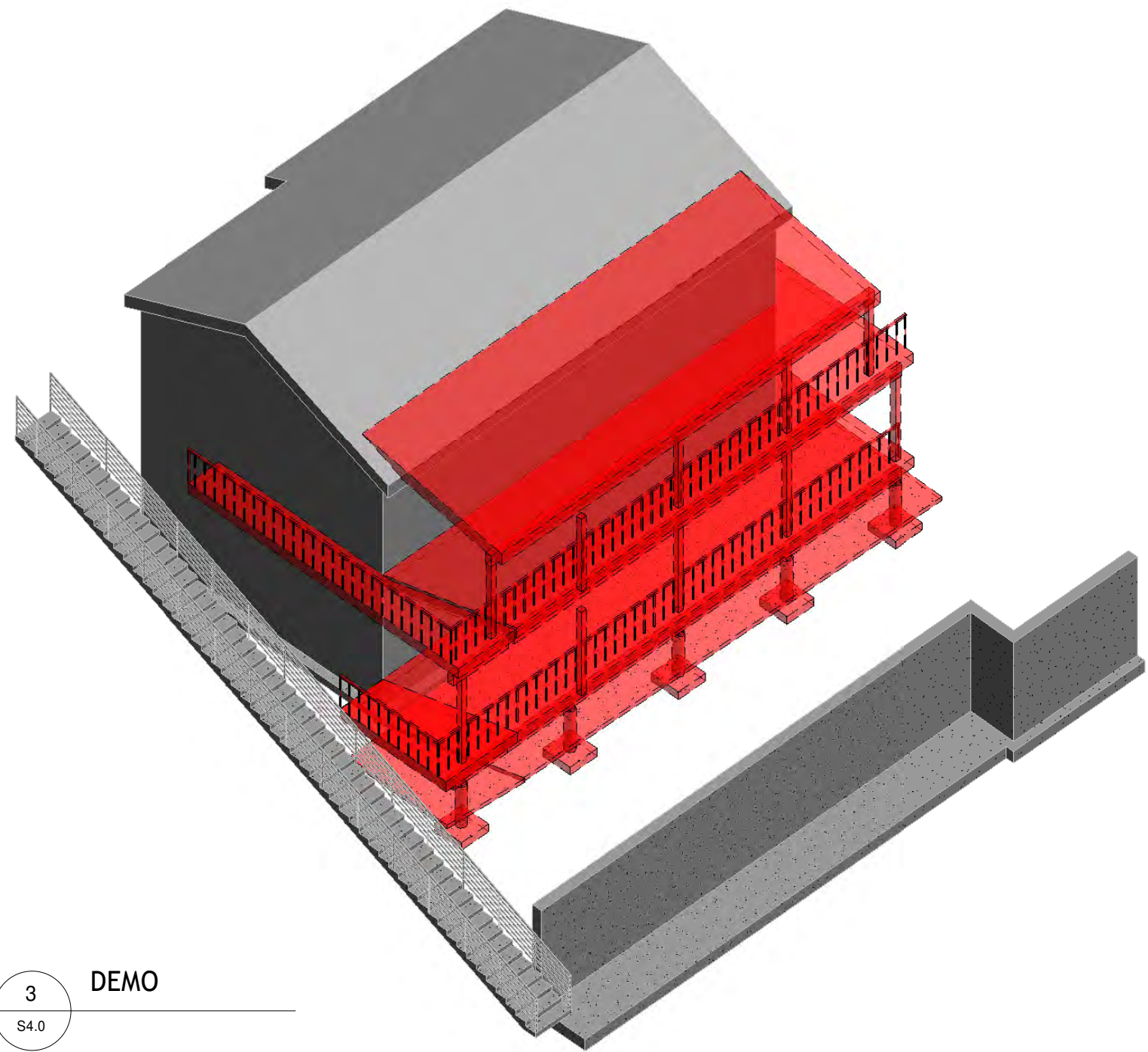
ISSUED FOR  
VARIANCE APPLICATION



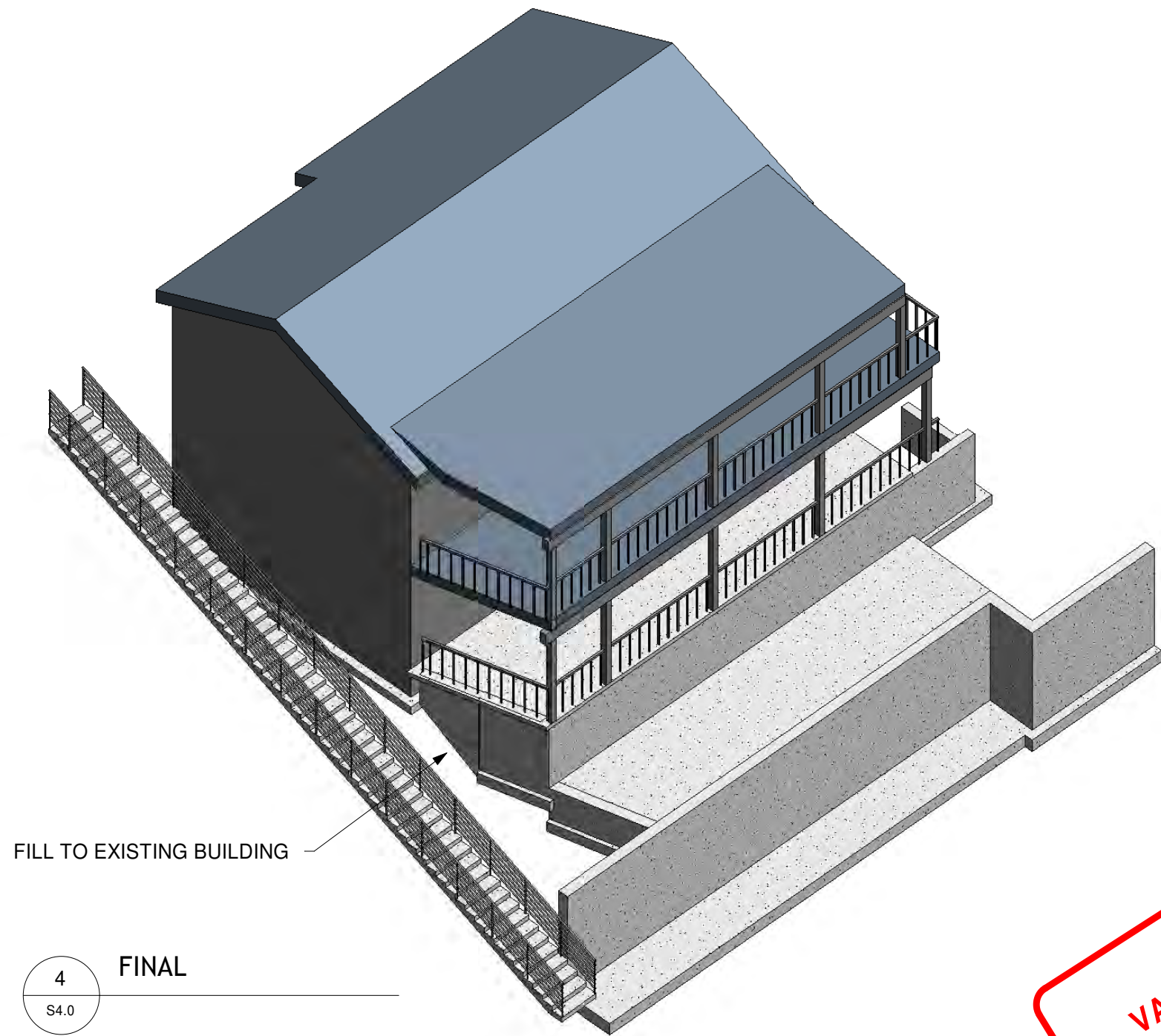
1  
S4.0  
EXISTING AND PROPOSED DEMOLITION



2  
S4.0  
EXISTING AND NEW WALL



3  
S4.0  
DEMO



4  
S4.0  
FINAL

Dimensions to Face of Foundation or Framing Stud UNO.

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2	APR 12/21	ISSUED FOR VARIANCE UPDATED
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A	Feb 19/20	ISSUED FOR VARIANCE APPLICATION
No.	Date	Issue/Revision

Professional Engineer Stamp:

WSA ENGINEERING (2012) LTD.  
Civil - Structural  
2248 Columbia Ave., Cambridge, B.C. V2V 2X3 PH: (604) 847-0427

Project  
HAMMOND RETAINING WALL  
141 BROWN ROAD  
CHRISTINA LAKE, BC  
Drawing  
PERSPECTIVE VIEWS

Date	10/06/19	Project No.	C19001-081
Designed	DS	Drawing File	C19001-081 A1
Drawn	RS	Scale	
Checked	DS	Sheet No.	S4.0
Approved	DS	Issue/Rev.	B
		OF 6	

ISSUED FOR  
VARIANCE APPLICATION


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Call: 778.678.7654 Email: [info@groundupgeo.ca](mailto:info@groundupgeo.ca) Visit: [www.groundupgeotechnical.ca](http://www.groundupgeotechnical.ca)  
 Box 151 Garibaldi Highlands, Squamish BC V0N 1T0

February 7, 2020  
 Project #: GUG 19-145-1

Darryl Hammond  
 c/o WSA Engineering (2012) Ltd.  
 2248 Columbia Avenue  
 Castlegar BC  
 BY EMAIL: [dans@wsaeng.ca](mailto:dans@wsaeng.ca)

**Attention: Dan Sahlstrom, P.Eng.**

Re: Flood Hazard Assessment Report  
 141 Brown Road, Christina Lake – Regional District of Kootenay Boundary, BC  
 Lot 10, DL 969, SDYD Plan 9357

## 1.0 INTRODUCTION

We have completed our Flood Hazard Assessment at the above property for support of a Site-Specific Floodplain Exemption application (completed by others). The Exemption is to allow encroachment of the existing home structure as well as a proposed replacement deck into the floodplain setback of Christina Lake. Construction of a replacement lakefront retaining wall is also included in the work. The existing single family dwelling and lakefront retaining walls were constructed decades prior to the creation of the '*Regional District of Kootenay Boundary Floodplain Management Bylaw No. 677, 1994.*' (Floodplain Bylaw) and the home structure encroaches into the prescribed 7.5m setback by approximately 1.5m. According to the Floodplain Bylaw, encroachment into the floodplain setback is not permitted without a Site-Specific Floodplain Exemption. The existing lakefront retaining walls are damaged beyond repair and are no longer functioning properly. We understand that WSA Engineering (2102) Ltd. (civil/structural engineering consultant) has been engaged by the landowner, Darryl Hammond, to apply for the Site-Specific Floodplain Exemption as well as design the new replacement lakefront retaining wall and replacement deck at the subject property. Ground Up Geotechnical Ltd. has been engaged by Darryl Hammond to complete a Flood Hazard Assessment to determine if the existing and proposed encroachment into the floodplain setback is feasible and safe, and also to provide geotechnical engineering design for the proposed replacement lakefront retaining wall.

On November 22, 2019 we met with Darryl Hammond and Dan Sahlstrom (WSA Engineering) to complete our field reconnaissance at the subject property. This report summarizes our flood hazard assessment while also providing conditions and design recommendations to allow for safe encroachment into the floodplain setback at the subject property. Our services and this report have been provided in accordance with, and are subject to, the attached Terms of Engagement.

Darryl Hammond  
141 Brown Road, Christina Lake, BC

February 7, 2020

Our work has also included review of current aerial imagery from the RDKB WebMap, the '*Regional District of Kootenay Boundary Floodplain Management Bylaw No. 677, 1994.*' (the Floodplain Bylaw), the '*BC Ministry of Environment's Floodplain Mapping for Christina Lake – DWG # 89-1-3*' dated September 30, 1991, an '*Encroachment Site Plan*' (Encroachment Plan) prepared by WSA Engineering and dated November 15, 2019 (attached), as well as a '*Surveyors Site Plan*' (Site Plan) prepared by Hango Land Surveys and dated November 11, 2015 (attached).

## 2.0 EXISTING CONDITIONS & OBSERVATIONS

As shown on the attached Location Plan Map, the subject property is situated on the eastern shore of Christina Lake, and is bordered by similar lakefront residential properties to the west and east, and Brown Road to the north. As shown on the attached Site Plan, the property is trapezoidal shaped, with approximate dimensions of 18m north south, and 16m east west. An existing two storey home, concrete carport, and timber deck cover most of the lot. A new onsite sewerage system is present on the grassed terraces just east of the existing home. The property's terrain slopes steeply down from Brown Road towards Christina Lake at an overall angle of between 15 to 20 degrees, with a total relief of approximately 10m between Brown Road and the Natural Boundary of Christina Lake. The grade transition is achieved by terraced retaining walls along the east and west sides of the existing home.

The lakeshore consists of a gently sloping coarse sand and gravel beach which extends across multiple neighboring properties to the east and west. On November 22, 2019, the lake level was approximately 0.5m below the base of the lowermost lakefront retaining wall.

An existing concrete retaining wall is present along the Natural Boundary of the lakeshore and spans nearly the entire length of the property's waterfront. The wall is vertical and varies in height between 1 and 1.2m. The wall continues along the Natural Boundary onto the neighboring property to the west. The wall transitions into boulder rip rap and shrubs near the eastern end of the property's waterfront. The wall face has several major cracks/joints and large voids where sand and gravel backfill material is actively eroding out from behind the wall and onto the beach. A 1m wide concrete slab covers the backfill zone of the wall. The slab is severely fractured and jointed with several large voids visible below. Setback approximately 1m from the top of the lakeshore wall is the base of another retaining wall, this one also vertical and about 1.5m tall but constructed of rounded rocks and mortar. Some cracking of the wall face was noted, and large voids were detected within the backfill zone. The deck's shallow concrete sonotube type foundations (5 piers) rest within this wall's backfill zone, setback approximately 1m behind the top of the rock and mortar retaining wall. Structural distress, likely associated with foundation settlement, was visibly apparent in the deck structure. The existing home structure's concrete foundation wall is setback approximately 3.5 to 4m behind the top of the rock and mortar wall at an unknown depth.

From our discussions with the property owner, we understand the existing lakefront retaining walls were severely damaged during the spring flooding of 2018. Apparently, lake levels reached a maximum elevation of 447.2m geodetic during the spring flooding of 2018, a level approximately



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SOIL | FOUNDATIONS | ROCK | WATER

Page 2

Darryl Hammond  
141 Brown Road, Christina Lake, BC

February 7, 2020

0.54m above the crest of the lowest retaining wall according to the attached Site Plan. We understand that prior to the flooding, the walls were still functional.

As shown on the attached Site Plan & Encroachment Plan, the existing deck and home structure are setback approximately 3m and 6m respectively from the Natural Boundary of Christina Lake. From the Floodplain Bylaw, the minimum allowable setback from the Natural Boundary of a lake is 7.5m: this equates to an existing encroachment of approximately 4.5m and 1.5m for the deck and home structure respectively. The deck and lower floor of the existing home are situated at an approximate elevation of 449.3m geodetic.

### 3.0 FLOOD HAZARD ASSESSMENT

The prescribed Flood Construction Level (FCL) for Christina Lake from the 'BC Ministry of Environment's Floodplain Mapping for Christina Lake – DWG # 89-1-3' is 448.2m geodetic. The deck and lower floor of the existing home are situated at an approximate elevation of 449.3m geodetic.

While the lower floor of the existing home is elevated approximately 1.1m above the prescribed FCL and approximately 2.1m above the reported flood height of the 2018 spring flood, given the current condition of the existing lakefront retaining walls we believe the existing home structure's foundations may be at risk of lake flooding caused erosion and scour. Erosion and scour would likely lead to foundation settlement and structural damage. The existing lakefront retaining walls appear to have historically provided sufficient protection from floodwaters to prevent foundation erosion and scour, however, the walls are now in desperate need of replacement. It is our professional opinion that once these lakefront retaining walls are replaced with a properly engineered reinforced concrete retaining wall, the risk of lake flooding caused foundation erosion and scour will be reduced to an acceptable level.

### 4.0 CONCLUSIONS

Based upon our observations and flood hazard assessment, it is our professional opinion that the existing home site and structure, as well as the proposed replacement deck, would be sufficiently free from flooding hazards with return periods of 200 years or less once the proposed replacement lakefront wall is constructed. Further, given adherence to our recommendations contained herein, we believe permanent encroachment of the existing home structure and the proposed replacement deck into the floodplain setback is geotechnically acceptable.

As required by Section 56 of BC's Community Charter, it is our professional opinion that the existing home site and proposed replacement deck site (the 'land') may be used safely for the use intended, that being permanent residential habitation, if the land is used in accordance with the recommendations and conditions provided in this report. Our definition of 'safe use' in the context of our assessment and this report means that inhabitants of the existing home and proposed replacement deck, if constructed in accordance with the BC Building Code and the recommendations and conditions within this report, would be safe from naturally caused flooding hazards with return periods of 200 years or less.



**GROUND UP GEOTECHNICAL**  
SOIL | FOUNDATIONS | ROCK | WATER

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Darryl Hammond  
141 Brown Road, Christina Lake, BC

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## 5.0 RECOMMENDATIONS

In order to provide adequate flood protection to the existing home and proposed replacement deck, the two existing lakefront retaining walls should be replaced with a properly engineered reinforced concrete retaining wall as soon as practically possible. The walls must be designed by a suitably qualified professional engineer. For preliminary design purposes, the replacement lakefront wall shall incorporate the following design elements: a minimum crest elevation of 448.5m geodetic, a base embedded below beach deposits to at least 0.45m below current beach elevation, backfill shall consist of clear stones between 5cm and 30cm in size, drainage weepholes elevated 0.3m above the beach surface, sufficient blending with neighboring walls or wall returns at property lines. These design recommendations are preliminary and may be subject to change.

We understand that WSA Engineering (2012) Ltd. has been engaged by the landowner (Darryl Hammond) to provide professional engineering design for the replacement lakefront retaining wall. Ground Up Geotechnical Ltd. has also been engaged by the landowner to provide supplementary geotechnical engineering design for the replacement wall. The conclusions and recommendations contained within this report rely on the assumption that the lakefront retaining walls will be replaced with a properly engineered wall, therefore, for our conclusions and recommendations to be valid, Ground Up Geotechnical Ltd. must approve the wall design, review the wall construction, and certify the adequacy of the completed wall.

The underside of the proposed replacement deck foundations must be setback below a 1 Horizontal to 1 Vertical (45 degree) projection line extending up and away from the toe of the replacement retaining wall, and upon a subgrade approved by a suitably qualified professional engineer.

Reconstruction of the lowest retaining wall will occur close to the lakeshore, therefore, as a minimum, we recommend adhering to the Best Management Practices (BMPs) in the attached document, *'Working Near the Water: Pollution & Sediment Control Best Management Practices'*. These BMPs are provided as a minimum requirement only; the approving authority, Province of BC or Federal Government may require implementation of further measures.

## 6.0 CLOSURE

This report was prepared in accordance with current geotechnical engineering practices and principles in British Columbia. This Flood Hazard Assessment has considered Engineers & Geoscientists BC's *'Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC'* as well as *'Flood Hazard Area Land Use Management Guidelines'* prepared by the Ministry of Water, Land and Air Protection - Province of British Columbia. Our completed *'Appendix J: Flood Hazard and Risk Assurance Statement'* is attached.

The conclusions and recommendations in this report are provided on the assumption that structures will be designed and constructed in accordance with the *BC Building Code* and local bylaws as applicable and that all contractors will be suitably qualified and experienced.



**GROUND UP GEOTECHNICAL**  
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Page 4

Darryl Hammond  
141 Brown Road, Christina Lake, BC

February 7, 2020

This report has been prepared to support applications on behalf of the property owner to the Regional District of Kootenay Boundary as a pre-condition to the issuance of a Site-Specific Floodplain Exemption from the provisions of the '*Regional District of Kootenay Boundary Floodplain Management Bylaw No. 677, 1994*' under Section 910 of the *Local Government Act*.

This report has been prepared exclusively for our client(s), their agents, and their design and construction team, yet remains the property of Ground Up Geotechnical Ltd. The Regional District of Kootenay Boundary and the BC Ministry of Transportation and Infrastructure are considered authorized users of this report.

Any use of this report by third parties, or any reliance on or decisions made based on it, are the responsibility of such third parties. Ground Up Geotechnical Ltd. does not accept responsibility for damages suffered, if any, by a third party as a result of their use of or reliance on this report.

This report has been prepared for and at the expense of the owner of the subject property and Ground Up Geotechnical has not acted for or as an agent of the Regional District of Kootenay Boundary in the preparation of this report.

We trust that this report provides you with the information you require at this time, please do not hesitate to contact us if you have any questions or require anything further.

Sincerely,  
Ground Up Geotechnical Ltd.



Patrick Sails, P.Eng.  
Geotechnical Engineer

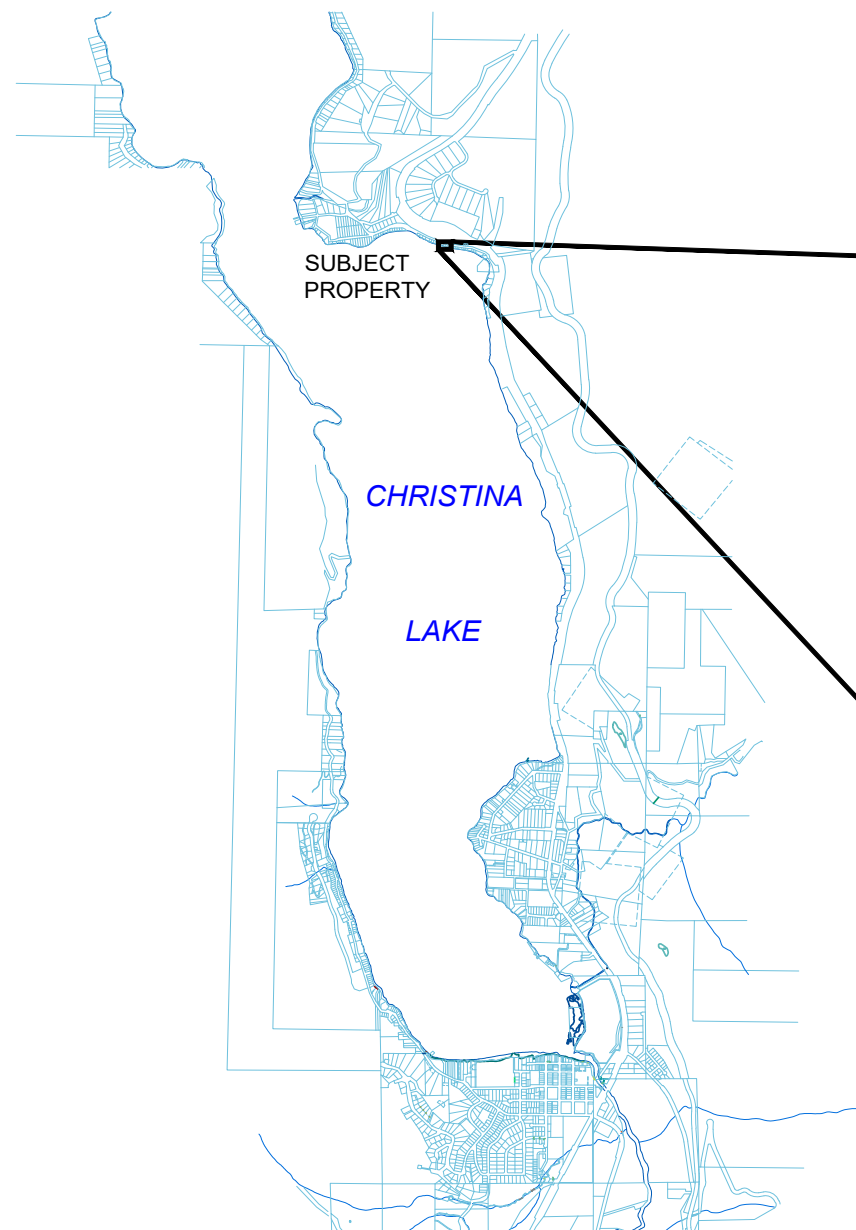
Attachments - Terms of Engagement  
Location Plan Map  
Encroachment Plan  
Site Plan  
EGBC APPENDIX J: Flood Hazard & Risk Assurance Statement  
*Working Near the Water: Pollution & Sediment Control Best Management Practices*  
Ground Up Geotechnical Ltd. Certificate of Insurance

cc. Darryl Hammond - ckhd@live.ca

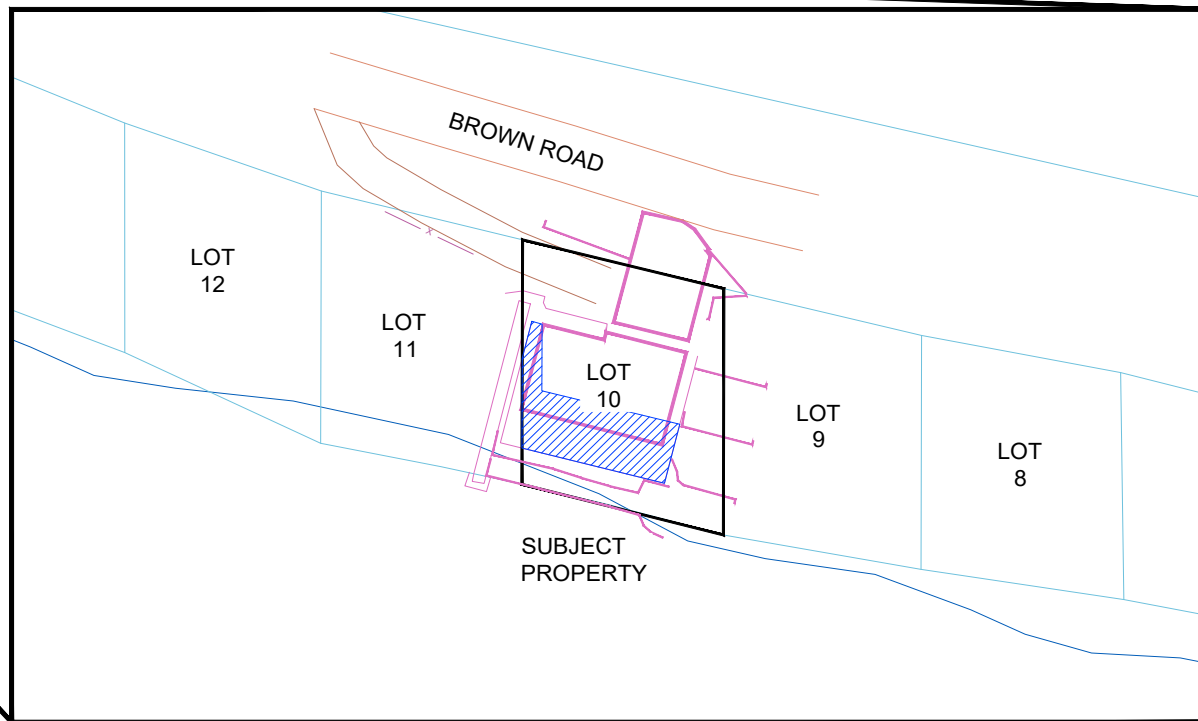
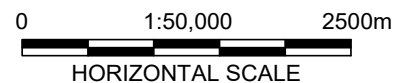


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1401 LAKEVIEW DRIVE, CHRISTINA LAKE, BC V9A 2K1

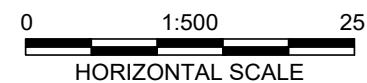
Page 5




CHRISTINA LAKE - PARTIAL PLAN



LOT 10 DISTRICT LOT 969 S.D.Y.D. PLAN 9357



A	15/11/2019	SC	FIGURE TO ACCOMPANY DVP APPLICATION	DS
	DD/MM/YYYY	BY	ISSUES	ENG.



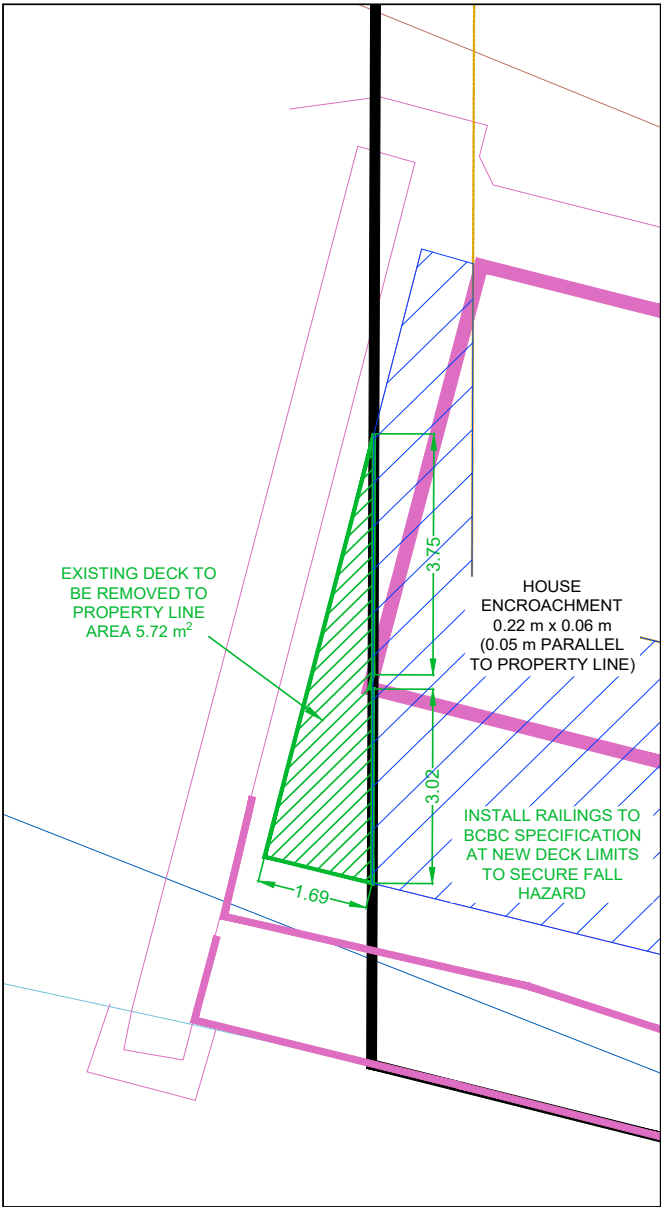
**ENGINEERING (2012) LTD.**  
Civil and Structural Engineering  
2248 Columbia Ave. Castlegar, B.C. V1N 2X1 Pk: 1-888-617-6927

DESIGN BY	DATE
SC	15/11/2019
DRAWN BY	DATE
SC	15/11/2019
CHECKED BY	DATE
DS	15/11/2019
APPROVED BY	DATE
DS	15/11/2019

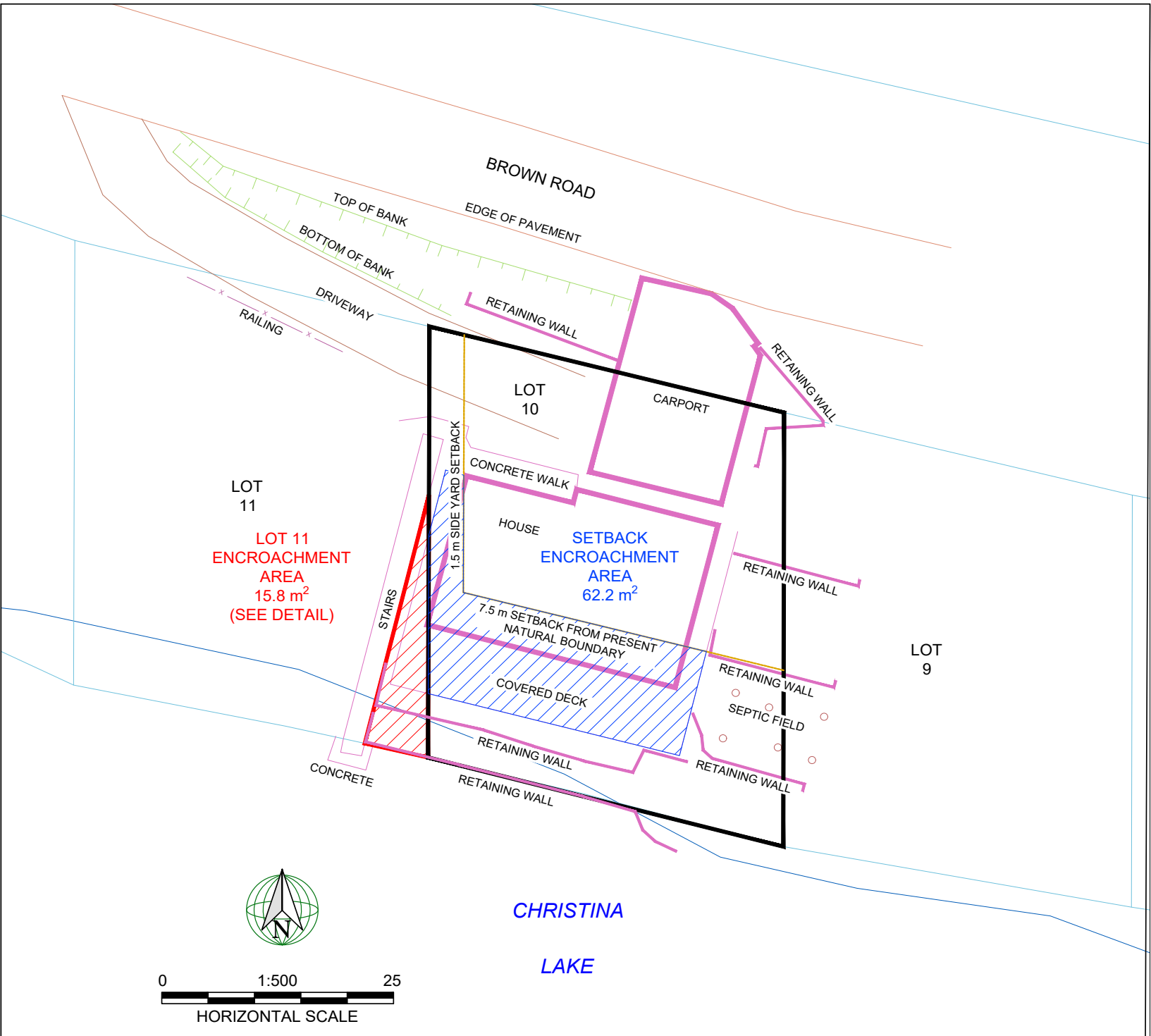
**HAMMOND RETAINING WALL AND DECK**  
**141 BROWN ROAD, CHRISTINA LAKE**  
LOT 10 DISTRICT LOT 969 S.D.Y.D. PLAN 9357

**LOCATION PLAN**

HOR. SCALE	AS SHOWN	VERT. SCALE
PROJECT FILE No.	<b>C19001-081</b>	
FIGURE	<b>1</b>	



LOT 11 ENCROACHMENT AREA DETAIL



A	15/11/2019	SC	FIGURE TO ACCOMPANY DVP APPLICATION	DS
	DD/MM/YYYY	BY	ISSUES	ENG.

**WISA ENGINEERING (2012) LTD.**  
 Civil and Structural Engineering  
 2248 Columbia Ave. Castlegar, B.C. V1N 2X1 Ph: 1-888-617-6927

DESIGN BY	DATE
SC	15/11/2019
DRAWN BY	DATE
SC	15/11/2019
CHECKED BY	DATE
DS	15/11/2019
APPROVED BY	DATE
DS	15/11/2019

**HAMMOND RETAINING WALL AND DECK**  
 141 BROWN ROAD, CHRISTINA LAKE  
 LOT 10 DISTRICT LOT 969 S.D.Y.D. PLAN 9357

**SITE PLAN**

HOR. SCALE	AS SHOWN	VERT. SCALE
PROJECT FILE No.	C19001-081	
FIGURE	2	

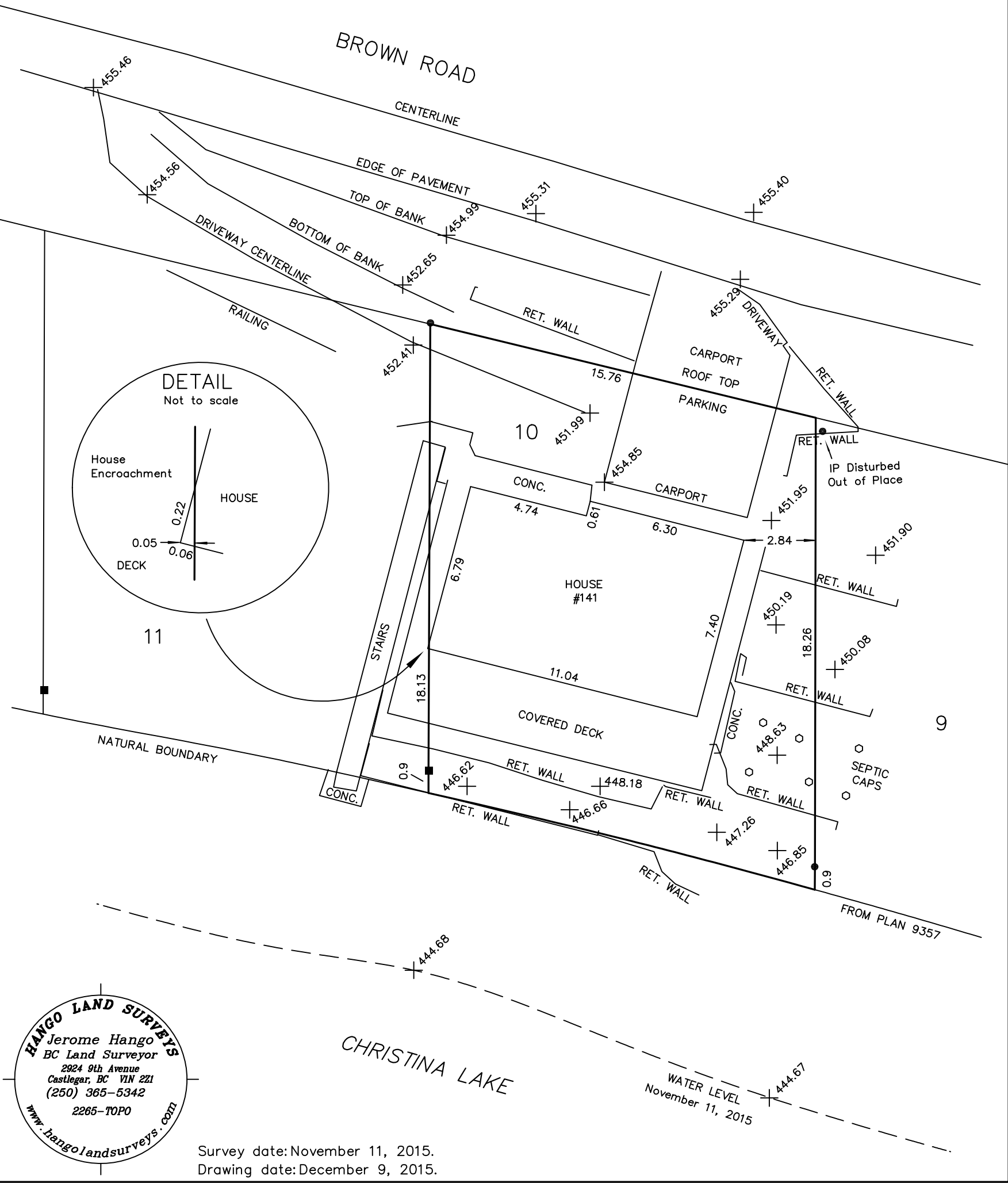
SITE PLAN SHOWING SELECT FEATURES  
ON AND AROUND LOT 10 DL 969  
SDYD PLAN 9357.



LEGEND

Dimension are derived from Plan 9357.  
Elevations are derived from PPP GNSS observations.  
All distances in metres.  
+323.65 Spot elevation.

- Found
- Standard iron post
  - Standard lead plug





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Box 151 Garibaldi Highlands, Squamish BC V0N 1T0

### **Working Near the Water: Pollution & Sediment Control Best Management Practices (BMPs)**

#### ***Deleterious Substance Control/Spill Management***

- Prevent the release of silt, sediment or sediment-laden water, raw concrete or concrete leachate or any other deleterious substances into any ditch, watercourse, ravine or storm sewer system.
- Ensure that equipment and machinery is in good operating condition, clean (power washed offsite), and free of leaks, excess oil and grease. No equipment refuelling or servicing should be undertaken within thirty (30) metres of any watercourse or surface water drainage.
- Ensure that all hydraulic machinery to be used near to the shore uses environmentally sensitive hydraulic fluids which are non-toxic to aquatic life and which are readily or inherently biodegradable.
- Keep a spill containment kit readily accessible on-site in the event of a release of a deleterious substance to the environment and train on-site staff in its use. Immediately report any spill of a substance that is toxic, polluting or deleterious to aquatic life and of reportable quantities to the Provincial Emergency Program 24-hour phone line at **1-800-663-3456**. For definition of reportable amounts, please refer to the provincial Spill Reporting Regulation at <https://www2.gov.bc.ca/gov/content/environment/air-land-water/spills-environmental-emergencies/report-a-spill>.

#### ***Concrete Works***

- Ensure that all works involving the use of concrete, cement, mortars and other Portland cement or lime-containing construction materials will not deposit, directly or indirectly, sediments, debris, concrete, concrete fines, wash or contact water into or about any watercourse. Concrete materials cast in place must remain inside sealed formed structures. Concrete leachate is alkaline and highly toxic to fish and other aquatic life.
- A CO2 tank with regulator, hose and gas diffuser must be readily available during concrete work to neutralize pH levels should a spill occur and staff should be trained in its use.
- Provide containment facilities for the wash-down water from concrete delivery trucks, concrete pumping equipment and other tools and equipment.
- Report immediately any spills of sediments, debris, concrete fines, wash or contact water of reportable quantities to **1-800-663-3456**. Implement emergency mitigation and clean-up measures (such as use of CO2 and immediate removal of the material).
- Completely isolate all concrete work from any water within or entering into any watercourse or stormwater system
- Prevent any water that contacts uncured or partly cured concrete (during activities like exposed aggregate wash-off, wet curing or equipment washing) from directly or indirectly entering any watercourse or stormwater system.

#### ***Isolation of the Work Area***

- Isolate your work area from the water using a silt curtain or a silt fence as applicable.

### **Minimise Disturbance**

- Only construction, modification or maintenance works required to meet design specifications should be undertaken below the high water mark. No foreshore filling or land reclamation should occur, nor should human or machine disturbance of foreshore and/or riparian vegetation occur during construction except as provided for by these BMPs.
- Beach substrates (e.g. rock, cobble, sand or gravel) should not be used as fill and/or backfill for proposed works near water.
- Upon completion of construction activities, all work areas below the high water mark should be left in a smooth condition free of any depressions.
- All works should be done in a manner that limits the amount of disturbed soils. Disturbed soils often increase the opportunity for invasive plants to establish.

### **Sediment Control**

- Minimize the disturbance to existing vegetation on and adjacent to the lakeshore.
- Put sediment control measures in place before starting any works that may result in sediment mobilization.
- Ensure machinery is operated from above the high water mark and not on the foreshore to minimize impacts and to better enable mitigation of sedimentation.
- Remove excavated material and debris from the site or place it in a stable area above the high water mark or active floodplain and/or restrictive covenant or riparian area, and as far as possible from the shore. Protect this material and any remaining exposed soils within the work site from erosion and reintroduction to the lake by using mitigative measures including, but not limited to, covering the material with erosion blankets/tarps and/or seeding/planting with native vegetation.
- When material is moved off-site, dispose of it in such a manner as to prevent its entry into any watercourse, floodplain, ravine or storm sewer system.
- Where proposed for use, ensure that material such as rock, riprap or other materials placed on the shore or floodplain area are inert and free of silt, overburden, debris, or other substances deleterious to aquatic life. Imported rock material should also be durable, angular in shape and suitably graded and sized to resist erosion and movement by water action. In addition, to prevent future erosion, materials placed on the shore or floodplain area should have an adequately entrenched toe/base to prevent undercutting by wave action and be constructed and anchored (i.e., tied back) to prevent undercutting during storm or high water events.





**ENGINEERING (2012) LTD**  
2248 Columbia Avenue Castlegar, BC V1N 2X1

Tel 1-888-617-6927  
e-mail: [mail@wsaeng.ca](mailto:mail@wsaeng.ca)

February 14, 2020

Project Number: C19001 – 081

RDKB  
843 Rossland Avenue  
Trail, BC  
V1R 4S8

Attn: Corey Scott

***RE: HAMMOND – 141 BROWN ROAD – SITE PHOTOS***



Figure 1: Hammond Residence



Figure 2: Hammond Residence – Corner of house that encroaches (house with satellite)



Figure 3: Beach Adjacent to Hammond Residence (looking East)



## Policy Development and Review Policy

### **Policy:**

The Regional District of Kootenay Boundary shall have a pre-determined open procedure for the development and review of policies.

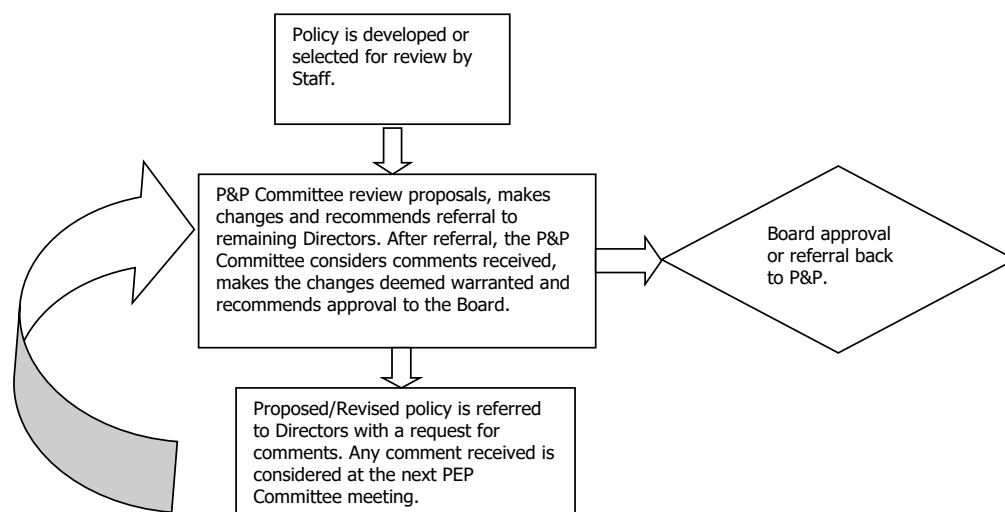
### **Purpose:**

To establish to process for the development and review of policies which encourages frank and open discussion as well as timely review.

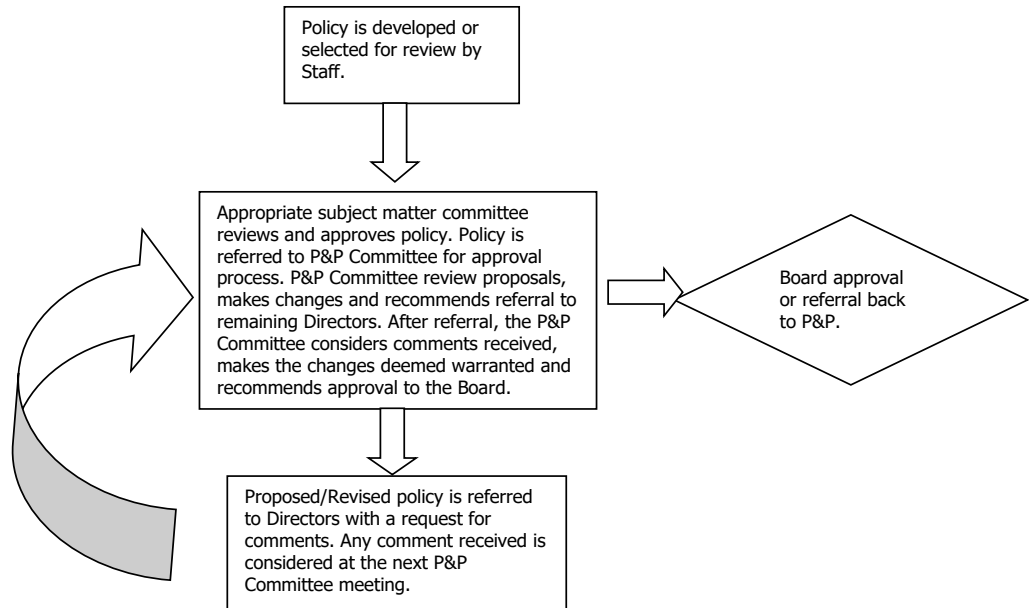
### **Procedure:**

The Regional District of Kootenay Boundary Board of Directors hereby assigns responsibility for the development and review of proposed and existing policies to appropriate Board Committees and the Policy and Personnel (P&P) Committee, while retaining responsibility for the ultimate approval.

The process for the development or review of a policy by the P&P Committee shall be as follows:



The following represents the procedure when a policy goes through a different Committee during its development.



The priorities for policy development shall be established by the P&P Committee, taking into consideration the Board strategic direction and the requirements of the organization.

All policies shall be formally reviewed every four years or as required, whichever is sooner.

#### **Review Schedule:**

Original Approval Date:

- October 29, 2009

Review by Policy and Personnel Committee:

- March 16, 2016;
- September 14, 2016;
- May 9, 2018;
- March 31, 2021; and
- April 29, 2021

Adopted by the Board of Directors:

- October 29, 2009;
- September 22, 2016; and
- May 27, 2021



## Management Hiring Policy

### **Policy:**

The Regional District of Kootenay Boundary (RDKB) shall utilize best practices when promoting/retaining and attracting/hiring management staff.

### **Purpose:**

To formalize and clarify the policies and practices for the selection of staff to fill vacancies through either promotions or hiring.

### **Procedure:**

The RDKB utilizes defined policies and practices when filling management staff positions.

#### *1. Attracting Internal and External Candidates*

When advertising to attract candidates to express interest in a vacant or new management position, the position will be advertised in at least the following venues:

- a) websites
- b) RDKB website ([www.rdkb.com](http://www.rdkb.com))
- c) CivicInfo ([www.civicinfo.bc.ca](http://www.civicinfo.bc.ca))
- d) any websites operated by the applicable professional association (i.e. [www.pibc.bc.ca](http://www.pibc.bc.ca) for planners, [www.cga-bc.org](http://www.cga-bc.org) for certified general accountants)
- e) Appropriate newspapers (an ad in each of two consecutive weeks)
- f) The RDKB intranet for the benefit of internal candidates

The RDKB will consider the utilization of an executive search firm where in the opinion of the Chief Administrative Officer (CAO) the position requires specific attributes or is in such demand that traditional hiring practices may not lead to a successful hiring.

#### *2. Selection and Interview Committee where the open position is that of the Chief Administrative Officer, the Selection and Interview Committee shall consist of the following members:*

- a) Board Chair
- b) Board Vice-Chair
- c) Chair of the Policy and Personnel Committee
- d) Two additional directors, as appointed by the Board Chair.

Where the open position is one of:

- a) General Manager – Operations
- b) General Manager – Environmental Services
- c) General Manager – Finance
- d) Manager of Corporate Administration

The Selection and Interview Committee shall consist of the following members:

- a) CAO
- b) Two of the three General Managers as selected by the CAO
- c) Chair of the Policy, Executive and Personnel Committee or Board's designate
- d) Chair or Vice Chair of the Board

In the case of any other management position, the Selection and Interview Committee shall consist of the CAO, the appropriate General Manager and one other Manager as selected by the CAO.

The Selection and Interview Committee shall review the resumes of interested candidates and through consensus agree on suitable candidates for interviews. Wherever possible at least three candidates will be interviewed.

The interview process will consist of formal questions enhanced by informal discussion. Where candidates to be interviewed reside in another area or have scheduling difficulties that make face-to-face discussions not feasible, telephone or video interviews will be considered in the initial stages. However, an in-person interview will be required prior to any hiring decision being made.

The top two candidates shall undergo a psychological profile assessment at the cost of the RDKB, as well as a full reference check. However, where it is clear to the Interview Committee that there is only one qualified applicant, the psychological profile assessment and reference check may be limited to that one candidate. The results shall help confirm the decision of the Committee as to the top candidate or allow the Committee to request a second interview.

### 3. *Successful Candidate*

At no time will a candidate be formally hired without first visiting the RDKB.

The successful candidate will be contacted directly by the CAO with a verbal offer of the position. The verbal offer will be immediately followed by a formal letter. The formal offer of employment will contain:

- a) offer of employment
- b) terms of the employment
- c) salary and benefits
- d) term of employment (if necessary)
- e) terms of the probationary period
  - All management staff are subject to a six-month probationary period. During those six months, the employee will be paid at the 95% level of the negotiated salary

- f) the proposed start date
- g) a deadline for response (acceptance/rejection)

#### 4. *Eligible Expenses*

In the event a candidate from outside the immediate area is considered, consideration will be given to paying moving expenses.

The RDKB will reimburse both short-listed (interview) applicants and the successful candidate for reasonable and documented expenses.

#### 5. *Eligible Expenses for those Interviewed*

- Travel related expenses from the candidate's residence to Trail. Airfare shall be at economy rates. Vehicular mileage shall be reimbursed at the rate approved by the Board for RDKB business related travel. Travel related expenses include parking, taxis and/or shuttles where appropriate and reasonable.
- Hotel or motel accommodations for a maximum two nights.
- Meals upon receipt.

#### 6. *Eligible Expenses for the Successful Candidate*

- Moving expenses - the RDKB will pay up to the maximum of \$10,000 of the moving expenses (pack and move). The successful candidate is responsible for obtaining three quotations and selecting the lowest cost alternative. It shall be understood that moving expenses paid by the RDKB shall be repaid should the successful candidate leave the employment of the RDKB of his/her own accord within the first two years of employment, on the following basis:
  - Leave in the first six months of employment – 85% repayment
  - Leave in the second six months – 75%
  - Leave in the third six months – 50%
  - Leave in the last six months – 25%
- After two years' employment, the successful applicant will not be responsible for repayment of any moving expenses paid by the RDKB.
- Living out expenses - The RDKB will reimburse the successful candidate up to one month's accommodation expenses for a new hire, moving to the area, while he/she secures longer-term housing. The successful candidate is expected to make all reasonable efforts to secure housing, even temporary in nature, as efficiently as possible.

#### **Review Schedule:**

Original Approval Date:

- July 31, 2014;

Review by Policy and Personnel Committee:

- April 12, 2017;
- June 14, 2017;

- July 27, 2017;
- February 25, 2021; and
- April 29, 2021

Adopted by the Board of Directors:

- July 31, 2014;
- August 31, 2017; and
- May 27, 2021



## Records Management Policy

### **Purpose:**

The purpose of this policy is to:

1. Ensure that the Regional District of Kootenay Boundary's (RDKB) records are created, used, disposed of and preserved in an efficient, systematic, standardized and cost-effective manner, compliant with relevant legislation;
2. Ensure that access to records and information is provided in compliance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA);
3. Ensure prompt and accurate retrieval of Records for better decision making;
4. Define roles and responsibilities for records management;
5. Promote an open, accessible and accountable government.

A comprehensive Records Management Program will assist the RDKB in:

1. determining and maintaining the proper control of the content, storage and volume of Records;
2. reducing the RDKB's vulnerability to legal challenge or financial loss; and
3. promotes best value in terms of human and space resources through greater coordination of information and storage systems.

### **Policy Statement:**

1. Local governments have a duty to create, receive and use records as a normal part of conducting business.
2. Information is a critical resource and a valuable asset of the RDKB.
3. The Records Management System must maintain the Integrity and Authenticity of Records made or kept in the usual and ordinary course of business.
4. The RDKB desires to maintain records in accordance with good records and information management practices in order to achieve the following benefits: improved operational efficiency, prompt and accurate retrieval of records, enhanced service to the public, consistency in records classification and disposition, compliance with legal/regulatory retention requirements, reduced space requirements, cost savings, smaller carbon footprint, protection of confidential records, preservation of historical records, minimization of risk and protection of vital records in the event of a disaster.
5. The objective of a records and information management system is to have authoritative and reliable information about, and evidence of, business activities, actions and decisions of the RDKB. Further, the RDKB must ensure that related records are created, managed and made accessible to those

who need it for as long as required.

6. The Board recognizes the importance of a properly developed, implemented and maintained records classification and retention system. The Board of the RDKB endorsed the implementation of a records management system through the adoption of "Regional District of Kootenay Boundary Records Management Bylaw No. 1760."
7. The Records Management System must comply with applicable laws and any provincial, national or international standards adopted for use and the procedures in this policy.
8. All Records of the RDKB must comply with the Records Management System and this policy.
9. For clarity, this records and information management policy is meant, in part, to facilitate the organization's move from filing paper records to filing electronic records within the records management system whenever possible.
10. Electronic records marked as final documents in the electronic filing system are considered equal to paper records.
11. Records are the property of the RDKB, not the individual who created them. Records remain the property of the RDKB even after leaving employment.

**Scope:**

All Records created by, received by, maintained or in the custody and control of the RDKB, its employees and those acting as agents in the course of their duties on behalf of the RDKB, regardless of physical form or characteristic, are the property of the RDKB and subject to the RDKB's Record management system.

**Definitions:**

**Access:** Disclosing information contained within a record either as a result of a request under FOIPPA or a routine request for information.

**Active Record:** Means a Record that is:

- i. three years old or less; or
- ii. to which reference is sufficiently frequent that it must be held in close proximity for operational purposes.

**Authenticity:** Means, in regards to a Record, which the Record can be proven to:

- i. be what it purports to be;
- ii. have been created or sent by the person purported to have sent it; and
- iii. have been created or sent at the time purported.

**Classification:** The systematic identification and arrangement of business functions and activities, which generate records into logically structured categories.

**Control:** The power or authority to manage a record throughout its life cycle, including restricting, regulating and administering its use or disclosure.

**Custody:** The legal right to deal with a record or obtain a copy of a record, including some legal responsibility for its safekeeping, care, protection or preservation.

**Disposition:** Disposal of records, through either destruction or permanent preservation, according to the prescribed retention schedule in the RDKB Records Classification and Records Retention Schedule.

**Dormant Records: Means a Record that is:**

- i. usually more than three years old; and
- ii. to which access is neither frequent nor urgent enough to warrant maintenance in office space.

**Electronic File or Electronic Record:** A Record that is stored online or offline on a personal computer, central computing facility or electronic device.

**Employee:** A person employed by the RDKB, including volunteers and service providers.

**Integrity:** means, as it pertains to a Record, that the Record is complete and unaltered.

**Offline:** Refers to the storage of electronic Records on any storage medium such as diskette, tape, CD, DVD, or similar object or at a remote storage facility.

**Office of Primary Responsibility:** The office or department that has primary responsibility for a category of records or holds the master/official file copy of any record series. The OPR maintains the official master copy of the records to satisfy operational, financial, legal, audit, or other requirements.

**Online:** Refers to the storage of Records located on a central computer network, active disk or memory device.

**Permanent Record:** Means a Record, which must be retained by the RDKBC because of its intrinsic value to the RDKB.

**RDKB:** The Regional District of Kootenay Boundary

**Record:** Information created, received, and maintained by the RDKB. Includes, but is not limited to, emails, documents, books, maps, drawings, diagrams, sound recordings, videos, images, photographs, letters, papers, vouchers 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:** The efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

**Records Management Program:** Means the use of this policy, the Records Management System, and any other practices, processes or procedures to manage the Records of the RDKB.

**Records Management System:** Includes the system used by the RDKB to manage the Records of the RDKB from Record creation through to Records disposal or retention.

**Retention:** The length of time a record is retained, as governed by the retention schedule in the RDKB Records Classification and Records Retention Schedule.

**Transitory Record:** Means a Record:

1. of temporary usefulness that is not an integral part of an administrative or operational Records series
2. that is not regularly filed with a standard classification system;
3. that is only required for a limited period of time for the completion of an action or the preparation of an ongoing Record; or
4. that is not required to meet statutory obligations or to sustain administrative or operational functions.

**Vital Record: Means** a Permanent Record that is:

1. essential to the survival of the RDKB; and
2. has been identified for protection from destruction in the event of a disaster.

### **Authority, Roles and Responsibilities**

All employees of the Regional District of Kootenay Boundary have responsibilities for the management of records.

It is the responsibility of *managers* and *supervisors* to:

1. Lead by example and maintain good record keeping and records management practices
2. Provide support in the development, implementation, maintenance and monitoring of a compliant records management program and system
3. Ensure that records are created and managed in their department or business unit in compliance with records management policies and procedures, and any relevant legislation or regulations
4. Provide resources for employee training
5. Provide resources for technology, space, supplies, and services necessary to maintain the records management program
6. Authorize the final dispositions of records created by their department in conjunction with the Corporate Officer (or their designate) and the Chief Administrative Officer
7. Ensure that contracts with service providers include records management clauses in accordance with this records management policy.

It is the responsibility of the *Corporate Officer or their designate* to:

1. Develop records management policies and procedures, and provide guidelines to all employees to assist in the management of records
2. Monitor compliance with records management policies and procedures and make recommendations for improvement or modification of practice.
3. Ensure legislative compliance with FOIPPA and respond to requests for information made under the Act
4. Develop and deliver a records management training program

It is the responsibility of *all employees* at the RDKB to:

1. Manage their records according to the RDKB Records Classification and Records Retention Schedule, this policy, and other relevant policies, procedures, and guidelines
2. Understand that records are a corporate asset and are essential to efficient business processes, decision-making, and accountability. Therefore, all employees must create records of decisions and actions made in the course of official RDKB business activities as evidence of those activities
3. Ensure that they do not destroy records without the correct authorization
4. Ensure that records are saved into the RDKB's recordkeeping systems
5. Agree to the terms of and sign a Records Confidentiality Agreement

### **Classification of Records**

All records that are created or received by the RDKB will be classified and given a unique file number according to the RDKB Records Classification and Records Retention Schedule, or other approved filing convention, to ensure efficient and systematic control of records. All official records, including outgoing communications such as letters, faxes, and emails should contain reference to the file number whenever possible. If a classification does not exist, the Corporate Officer or their designate must be contacted to assist with additions to the RDKB Records Classification and Records Retention Schedule. Classifications should not be added to the manual without approval by the Corporate Officer or their designate.

### **Retention and Disposition of Records**

All records will have a retention period that is prescribed in the RDKB Records Classification and Records Retention Schedule. The retention period will determine the length of time that records are required or of value. The RDKB will maintain its records and information for an appropriate time, taking into account its legal, regulatory, fiscal, operational, and historical requirements.

The Corporate Officer or their designate is authorized to assign specific time frames for retention to records, giving due regard to generally accepted records management practices and procedures, including legislative, regulatory, and statutory obligations. Any changes to a retention period must be authorized by the Corporate Officer or their designate.

The authority to order the disposal of records shall be limited to the Chief Administrative Officer or the Corporate Officer. No official records shall be destroyed or disposed of without written authorization.

All disposals of records must be documented on a Records Disposal Authorization Form. Prior to disposal, the officer authorizing the disposal of the records shall:

1. ensure that the specified retention period has been complied with in accordance with the RDKB Records Manual;
2. verify that the records have been stored on an alternate medium if so required;
3. refer to the Office of Primary Responsibility (OPR) Officer for sign off that they are satisfied to the best of their knowledge that there are no extenuating circumstances which might require that the records be retained beyond their scheduled life;

4. refer to the Records and Information Management Analyst for sign off to ensure that there are no Access to Information Requests pertaining to the records;
5. refer to the Corporate Officer and the Chief Administrative Officer for sign off that they are satisfied to the best of their knowledge that there are no extenuating circumstances which might require that the records be retained beyond their scheduled life; and,
6. ensure that all records of a confidential or sensitive nature are disposed of accordingly.

### **Storage and Custody**

All records will be kept in storage areas that are appropriate for the type of medium. Active paper records will be kept onsite for convenient access. Semi-active records that are no longer needed for routine access but are still required to be retained in accordance with their retention schedule in the RDKB Records Classification and Records Retention Schedule will be transferred to offsite or alternative storage. Electronic records will be stored on shared network drives until a fully functional records management system is procured and implemented.

The official records of the RDKB are the property of the RDKB. When an employee is no longer an employee of the RDKB, they must ensure that all records are left in the custody or under the control of the RDKB.

### **Access and Security**

Records must be protected at all times against unauthorized access and tampering. Records must be made available to all authorized employees that require access to them for business purposes.

Employees shall not remove records that are not available in the public domain from the premises of the RDKB unless it is required for official RDKB business activities.

All records that can be made routinely available to the public will be provided where possible. The RDKB will also provide access to information contained within a record according to the *Freedom of Information and Protection of Privacy Act*. Information and records that are not available in the public domain will only be disclosed as part of a Freedom of Information request or with the explicit permission of the Corporate Officer.

A vital records plan will be developed to protect essential records and ensure the continuation of key functions and activities in the event of an emergency or disaster.

### **Training**

All employees will be provided with training as necessary in all aspects of records management.

### **Implementation of the Records Management System**

1. All records of the Regional District, whether paper or electronic, will be kept in accordance with the Records Management System Manual of Procedures and Policy

(the "Manual"). This means that the same retention schedules apply to both the paper records and electronic records as outlined in the Records Retention Schedule section of the Manual.

2. The Regional District has historically kept the official filing of records in paper format. Because of the immense task of scanning records into an electronic filing system, the Regional District will maintain the paper records in accordance with the retention schedule and eventually scan in the permanent vital records.
3. On implementation of the electronic records management system for each department, electronic records will be filed, as records, in the electronic records management system.
4. Should the electronic records management system require updates or modifications, Information Services will be involved in changes to the system in order to ensure that the changes are effective.

### **Relevant Legislation**

*Freedom of Information and Protection of Privacy Act* [RSBC 1996]

*Local Government Act* [RSBC 1996]

### **Related Documents**

1. RDKB Records Classification and Records Retention Schedule
2. "Regional District of Kootenay Boundary Records Management Bylaw No. 1760, 2021"
3. *Freedom of Information and Protection of Privacy Act* [RSBC 1996]
4. *Local Government Act* [RSBC 2015]

### **Acknowledgement**

Parts of this policy were derived from the Local Government Management Association, Regional District of Central Kootenay and Columbia Shuswap Regional District's records management policies.

### **Review Schedule:**

Review by Policy and Personnel Committee:

- March 31, 2021; and
- April 29, 2021

Adopted by the Board of Directors:

- May 27, 2021



**Regional District of  
Kootenay Boundary**

## **STAFF REPORT**

**Date:** May 12, 2021  
**To:** Chair Worley and East End Services Committee  
**From:** James Chandler, General Manager, Operations  
**Re:** May 2021 – East End Transit Service #900 Work Plan update and Annual Operating Agreement Review

**File**

### **Issue Introduction**

To provide an update on the 2021 East End Transit Service Work Plan and to seek approval of the annual operating agreement.

### **History/Background Factors**

The RDKB Service Work plans provide an overview for the operations of the service and present the projects planned for the current year and projects proposed for the coming year that will assist in the development of the future years' budget.

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

### **Implications**

#### Annual Operating Agreement.

The annual 2021-2022 operating agreement with BC Transit is attached with this report. The annual budget present by BC Transit supports our agreement for continuation of the service at current levels from fiscal year April 2021 to March 2022.

Considering the ongoing impacts of the COVID-19 pandemic, BC Transit are supporting the service and costs to maintain all existing service levels and have indicated that over the coming years there will not be additional investment in expansion of service.

Currently ridership is limited and remains below pre-2020 levels with reduced fare box revenue. BC Transit provided all local governments with 'Safe Re-start' funding in early 2021 to help offset revenue losses and maintain the service levels through 2021 and to 2022.

Considering the current reduced ridership, maintaining all existing service levels and limited need for more immediate expansion, staff support the agreement as presented.

Service Name	Project	Budget	Status
East End Transit Service	Downtown Trail – new bus exchange	Estimated up to \$2M	<ul style="list-style-type: none"> <li>Options assessment and analysis completed</li> <li>Final cost estimates in progress – due June 2021</li> <li>Presentation for final options to EES and City of Trail – June 2021</li> </ul> <p>The general tasks remain on schedule and the overview is included from the work plan below.</p> <p>Key next steps will included:</p> <ul style="list-style-type: none"> <li>Approval of preferred option / location (City of Trail)</li> <li>Determination of public washrooms (City of Trail)</li> <li>Public Engagement (BC Transit)</li> <li>Approval of final design (City of Trail)</li> </ul>
	Bus Shelters - BC Transit shelter program	\$18,000 budgeted, expected costs \$8,000	<p>Two shelters were awarded to the RDKB through the grant program (3 applied for)</p> <p>Shelters will be installed at Walmart and the Hospital. Current planning and agreements are in progress to prepare for installation before the BC Transit contractors will deliver and install the shelter. Timelines for installation are not yet established.</p>
	Bus stop and shelter improvement program.	Total costs estimate \$352,000 (RDKB current budget \$70,572)	<p>Staff have had initial planning meetings with BC Transit project staff to review the project and to establish the scope of work for their support through the ICIP funding model. BC Transit have confirmed that a project scope between 10-15 shelters would be eligible to the program.</p> <p>Next Steps:</p> <p>Staff will continue to work with BC Transit project team to ensure all information is prepared and complete for assessment and application to the BC Transit program. Not dissimilar to the Trail exchange the application should be assessed later this year for funding agreement in their fiscal year 2022.</p>

### New Bus Exchange Schedule

As indicated preferred locations for the exchange and options will be presented to EES Committee and City of Trail in June, this will also include estimated costs for the project. With direction to proceed presumed by end of June, BC Transit will organise a public engagement process to inform the public and businesses of the impacts and seek feedback where applicable.

Final design planning will then be complete and cost estimates refined. The goal remains to approve a budget for November 2021, such that BC Transit can pursue their funding and grants for budget approval March 2022 and subsequent construction.

Project Timelines and Milestones:	2021	2021	2021/2022	2022
Year				
Month	Jan – June	July – October	Nov - March	Summer
Planning and design				
Budget review				
Preplan and approval for construction				
Construction (based on budget approval BC Transit and RDKB)				

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

The projects listed continue to support the provision of effective services and ensure that transit meets the needs of changing demographics.



Exceptional Cost Effectiveness and Efficient Services



Responding to Demographic/Economic/Social Change

**Alternatives**

There are no alternatives presented with this report.

**Recommendation(s)**

That the East End Services Committee receive the May 2021 – Work Plan update for East End Transit Services #900, as presented on May 18, 2021.

That the Regional District of Kootenay Boundary Board of Directors approve the 2021-2022 BC Transit Annual Operating Agreement, as presented on May 18, 2021; **FURTHER**, that staff be authorised to execute the agreement.



April 27, 2021

**BY EMAIL**

James Chandler  
General Manager, Operations and Deputy Chief Administrative Officer  
Regional District of Kootenay Boundary  
202-843 Rossland Avenue  
Trail, BC V1R 4S8

Dear James Chandler,

**Re: 2021/22 Annual Operating Agreement**

As we provide you with your 2021/22 Annual Operating Agreement (AOA), we want to take the opportunity to update you on changes reflected in your agreement and highlight key pieces of information for your consideration.

One year ago, we were all adapting to the early stage of a pandemic that was rapidly unfolding around the world. BC Transit took steps to respond quickly and to continue providing essential transportation service to those who relied on it. While the impact continues to be felt today, we remain committed to providing transit services you can rely on to support the ongoing social and economic recovery in communities around the province.

In late 2020, the 'Safe Restart' program was announced by the provincial and federal governments which provided \$86 million in funding to cover costs of BC Transit communities in 2020/21. Local government partners were initially allocated a share of \$80 million in Safe Restart funding to address fare losses and added COVID-related expenses. An additional \$6 million in contingency funding was subsequently allocated to communities that experienced negative financial impacts that were greater than originally forecasted. If your system was eligible for a share of the contingency, you would have received written notification including the amount by the end of March.

For the coming 2021/22 year, BC Transit is reverting to billing based on actual expenditures instead of budget and the Province has directed BC Transit to use any remaining shared operating reserve in 2021/22. Therefore, the forecasted fiscal year end shared operating reserve has been incorporated into your 2021/22 budget. Your budget will also reflect amounts applied from your Local Transit Fund towards the reduction of the municipal share of expenses.

Language contained in the Annual Operating Agreement is periodically updated to reflect any material changes to our funding model or other special circumstances, such as those that were introduced in 2020 for the establishment of the Local Transit Fund and the Safe Restart funding

contribution. You will note changes in your 2021/22 agreement that include a definition for BC Transit's Management Services (BCTMS) under Eligible Operating Expenses (section 8 d.), as well as slight changes to clarify language regarding the use of reserve funds toward vehicle lease fees. The provision to allow a 'Lease Fee Holiday' for a six-month period, which was included in your 2020/21 amended AOA, has been removed from this year's agreement. In addition, language has been modified to reflect billing based on actual expenses, instead of budget.

Under the terms of the Safe Restart Funding contribution agreement and through receipt of funds, BC Transit and its local government partners are expected to maintain targeted essential transit service levels through to the end of the 2023/24 fiscal year. We expect that these targeted service levels will meet the expected growth in demand in the months to come.

Finally, a reminder that the information in the budget includes commercially confidential information from our operating company and is subject to protection afforded by the *Freedom of Information & Protection of Privacy Act*. Any reports to Council or Regional Boards, or any discussions which may be made within the public realm must be limited to four line items showing Revenues, Total Operating Costs, Total Costs and Total Local Government's Share of Costs.

As required by the Provincial Operating Agreement, all AOA's must be signed and returned to BC Transit no later than June 30, 2021.

If you have any questions regarding your agreement or the associated budget, please contact me at [seth\\_wright@bctransit.com](mailto:seth_wright@bctransit.com) at your earliest convenience so I can provide you with any additional information that you require.

Sincerely,



Seth Wright  
Manager, Government Relations

CF/kr

Enclosed: 2021-22 Annual Operating Agreement

**Kootenay Boundary and Boundary**

**ANNUAL OPERATING AGREEMENT**

**between**

**Regional District of Kootenay Boundary**

**and**

**British Columbia Transit**

**Effective**

**April 1, 2021**

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

BC Transit | 2021-22 Annual Operating Agreement

**ANNUAL OPERATING AGREEMENT**

BETWEEN:

**Regional District of Kootenay Boundary**

(the "Municipality")

AND:

**British Columbia Transit**

(the "Authority")

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

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

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

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

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

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

## BC Transit | 2021-22 Annual Operating Agreement

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## BC Transit | 2021-22 Annual Operating Agreement

**SECTION 1: DEFINITIONS**

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

- a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) "Transit Service Agreement" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;
- c) "Incurred" means an event or transaction has taken place for which an obligation to pay exists, even if an invoice has not been received, such that the underlying evidence indicates there is little or no discretion to avoid the obligation. The value of the obligation is to be calculated in accordance with recognized Canadian accounting standards.

**SECTION 2: INCORPORATION OF SCHEDULES**

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

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

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

**SECTION 4: TERM AND RENEWAL**

- a) The parties agree that the effective date of this agreement is to be April 1, 2021, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2022 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
  - a. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
  - b. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.

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

This Agreement and the parties hereto are subject to the provisions of the *Freedom Of Information And Protection Of Privacy Act* ("FOIPPA"). Any information developed in the performance of this Agreement, or any personal information obtained, collected, stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of the FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of the FOIPPA.

## SECTION 6: SETTLEMENT OF DISPUTES

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

## SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.
- e) BC Transit acknowledges receipt of a copy of that certain Community Transit Partnership Agreement between the Municipality and the Interior Health Authority (the "Partner") effective April 1, 2005. BC Transit hereby provides written consent for the Municipality to enter into the Community Transit Partnership Agreement; provided, however, that:
  - a. In the event the Partner provides one years' notice of its intention to terminate the Community Transit Partnership Agreement, the Municipality will immediately notify the Authority in writing of such termination;
  - b. In the event the Partner provides the Municipality with a payment in lieu of providing notice of termination pursuant to Section 4 of the Community Transit Partnership Agreement, the Municipality will immediately forward to BC Transit the full amount of such payment, without setoff whatsoever; and,
  - c. In the event the Partner provides the Municipality with payment in accordance with the subsection above, and the Municipality fails or neglects to forward such payment to the Authority, the Authority shall have the right to include such amount in its monthly invoice to the Municipality for immediate payment by the Municipality.

**SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES**

British Columbia Transit service is provided using a cost sharing model. Where any transit related contributions are received and/or third party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost sharing ratios between the Municipality and the Authority.

**Eligible Operating Expenses**

The Authority will invoice the Municipality and collect on monthly Municipal invoices based on Incurred Eligible Operating Expenses to provide Transit Service. Eligible Operating Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a. *For Conventional Transit Service:*
  - i. the operating costs for providing Conventional Transit Service excluding interest and amortization;
  - i. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
  - ii. the amount of the municipal administration charge not exceeding 2 percent of the direct operating costs payable under an Annual Operating Agreement;
  - iii. an amount of the Annual Operating Costs of the Authority not exceeding 8 percent of the direct operating costs payable under an Annual Operating Agreement;
- b. *For Custom Transit Service:*
  - i. the operating costs for providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
  - i. the amount of any operating lease costs of the Authority for Custom Transit Service;
  - ii. the amount of the municipal administration charge not exceeding 2 percent of the direct operating costs payable under an Annual Operating Agreement; and,
  - iii. an amount of the Annual Operating Costs of the Authority not exceeding 8 percent of the direct operating costs payable under an Annual Operating Agreement;
- c. Eligible Operating Expenses exclude the costs of providing third-party 100 percent-funded services.
- d. Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis based on the nature of the costs.

**Lease Fees**

The Authority will invoice the Municipality and collect on monthly Municipal invoices for Lease Fees on tangible capital assets owned by the Authority that are used in the provision of transit service. Lease Fees are comprised of the following:

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- a. The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- a. Debt financing and risk related charges or costs payable on assets;
- b. Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the authority;
- c. Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where Lease Fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future Lease Fees as outlined above.

**Reserve Funds**

The Authority will establish the following for each transit system to record the contributions that have been received but not yet earned as follows:

- a. **Operating Reserve:** Contributions by the Municipality prior to March 31, 2021, towards Eligible Operating Expenses that have been matched with a Provincial share Contribution but have not been used to fund incurred Eligible Operating Expenses.
  - i. Any expenditure of monies from the Operating Reserve will only be credited towards shareable Eligible Operating Expenses for the transit system for which it was collected.
  - i. The Operating Reserve excludes amounts collected from the Municipality on Lease Fees and will not be used toward Lease Fees.
  - ii. The Authority will provide a quarterly statement of account of the Operating Reserve balance including contributions, amounts utilized and any interest earned for the Operating Reserve.
- b. **Local Transit Fund:** Contributions by the Municipality towards Eligible Operating Expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
  - i. Any expenditure of monies from the Local Transit Fund will:
    - 1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
    - 1. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
  - i. The Local Transit Fund may be used towards Lease Fees.
  - ii. The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

**SECTION 9: SAFE RESTART CONTRIBUTION**

Under the Safe Restart program, the federal and provincial governments provided a joint one-time contribution to transit systems in BC (the "Safe Restart Contribution") in 2020/21.

The Authority applied the Safe Restart Contribution as follows:

- a. As a one-time allocation towards the Municipality's share of 2020/21 Eligible Operating Expenses;

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- a. After applying the allocation of Safe Restart Contribution, any excess contributions received from the Municipality were deferred to the Local Transit Fund;
- b. The Authority will apply the remaining Local Transit Fund balance to reduce 2021/22 and future Municipal invoices at the discretion of Local Government Partners as agreed to under an Annual Operating Agreement or amendments as required.

It is expected that by receiving the Safe Restart contribution the Municipality will work with the Authority to maintain targeted essential transit service levels by not reducing transit service below existing planned service levels and maintain affordability by limiting annual fare increases to 2.3% through March 31, 2024.

**SECTION 10: GOVERNING LAW**

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

**SECTION 11: COUNTERPARTS**

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

**SECTION 12: NOTICES AND COMMUNICATIONS**

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

**British Columbia Transit**

c/o Executive Assistant, Business Development

P.O. Box 9861

520 Gorge Road East

Victoria, British Columbia V8W 9T5

and to the Municipality at:

**Regional District of Kootenay Boundary**

c/o Chief Administrative Officer

202-843 Rossland Avenue

Trail, B.C. V1R 4S8

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

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IN WITNESS WHEREOF, the parties have hereunto set their hand this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**Regional District of Kootenay Boundary**

\_\_\_\_\_

\_\_\_\_\_

**British Columbia Transit**

\_\_\_\_\_  
Vice President, Business Development

\_\_\_\_\_  
Vice President, Finance and Chief Financial Officer

## BC Transit | 2021-22 Annual Operating Agreement

**SCHEDULE "A": TARIFF AND FARES****Tariffs and Fares for Transit Service Area – West Kootenay Transit****Conventional Fixed-Route:**

- a) Single Cash Fares:
    - i) Adult \$2.25
    - ii) Senior \* \$2.25
    - iii) Student \*\* \$2.25
    - iv) Child 4 years and under Free
  - b) Day Pass – all passengers \$4.50
  - c) Monthly Pass:
    - i) Adult \$60.00
    - ii) Senior \* \$45.00
    - iii) Student \*\* \$45.00
    - iv) 4-month semester pass (Student) \$125.00
  - c) Tickets (Books of 10)
    - i) Adult/Student/Senior \$20.25
  - d) BC Bus Pass valid for the current calendar year and available through the Ministry of Social Development and Poverty Reduction
  - e) CNIB Pass available from the local office of the CNIB.
  - f) BC Transit Employee Bus Pass
- (\*) Reduced fare for seniors age 65+, with valid ID  
 (\*\*) Reduced fare for students up to grade 12 and for post-secondary students, with valid ID

**Custom Transit Service:**

*\*NOTE: Paratransit and Custom Transit Services not incorporated below (i.e. Kaslo, Nakusp) will follow the existing Schedule "E" Tariff-Fares until services are redefined under the amalgamation of Kootenay services.*

**Service Zones****"City of Nelson"**

This zone encompasses that area within the City of Nelson

**"Castlegar"**

This zone encompasses portions of the Central Kootenay Regional District including the City of Castlegar, a portion of Area "I" known as Brilliant and portions of Electoral Area "J" known as Ootischenia, Fairview and Robson.

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**"Kootenay Boundary"**

This zone encompasses portions of the Kootenay Boundary Regional District including the City of Trail, the City of Rossland, the Village of Montrose, the Village of Fruitvale, the Village of Warfield and all the area encompassed by the boundaries of Electoral Areas "A" and "B"

	<b>Nelson</b>	<b>Castlegar</b>	<b>Kootenay Boundary</b>
a) Registered Users and Companions			
Accompanying Registered Users	\$2.00	\$2.50	\$2.50
Attendants Accompanying Registered Users	Free	Free	Free
b) Tickets (20 Trips)	\$40.00	\$50.00	\$50.00

**Paratransit Service:**

All passengers, one way

**Paratransit: Routes**

51 Nakusp to Hot Springs	\$1.25
52 Nakusp to Silverton	\$2.00
53 Nakusp to Edgewood	\$2.00
57 Kaslo Local	\$1.75
58 Kaslo to Argenta	\$2.00
Nakusp Local	\$1.25

**Health Connections**

Nakusp and Kaslo	\$4.00
Salmo	\$3.50

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

**Fare Zones:**

*Effective April 1, 2006*

Zone 1 -Whitehall Road to Spencer Road including Grand Forks

Zone 2 -Spencer Road to Greenwood

**Fares:**

Zone 1 (Grand Forks) \$1.50

Zone 2 (Grand Forks to Greenwood) \$1.75

Children under 6 Free

Monthly Pass \$24.00 (not applicable for door-to-door service)

BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program

BC Transit Employee Bus Pass

**Note:** Visitors may register for temporary handyDART service. Proof of registration in another jurisdiction or proof of eligibility is required.

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

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

Annual Service Level: for the Kootenay Boundary region of the West Kootenay Transit System (Conventional Transit) shall be **19,800** Revenue Service Hours

Exception Days recognized annually for the Kootenay Boundary region of the West Kootenay Transit System (Conventional Transit) are:

<b>Exception Days</b>	<b>Service Level</b>
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Year's Day	No Service
Family Day (2022)	No Service

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**Kootenay Boundary Custom Transit Service**

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

Annual Service Level: for the Kootenay Boundary region of the West Kootenay Transit System (Custom Transit) shall be **4,500** Revenue Service Hours.

Exception Days recognized annually for the Kootenay Boundary region of the West Kootenay Transit System (Custom Transit) are:

<b>Exception Days</b>	<b>Service Level</b>
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Year's Day	No Service
Family Day (2022)	No Service

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**Boundary Paratransit Service**

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

Annual Service Level: for the Boundary Transit System shall be **1,600** Revenue Service Hours

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

Exception Days	Service Level
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Years Day	No Service
Family Day (2022)	No Service

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## SCHEDULE "C": BUDGET

KOOTENAY BOUNDARY CONVENTIONAL			
	OFFICIAL AOA 2021/ 22	REGIONAL DISTRICT OF CENTRAL KOOTENAY	REGIONAL DISTRICT OF KOOTENAY BOUNDARY
TOTAL REVENUE	\$290,504	\$57,026	\$233,478
TOTAL OPERATING COSTS	\$2,763,381	\$652,987	\$2,110,394
TOTAL COSTS (including Local Government Share of Lease Fees)	\$3,105,996	\$733,947	\$2,372,049
NET LOCAL GOVERNMENT SHARE OF COSTS	\$1,264,200	\$289,208	\$974,992

KOOTENAY BOUNDARY CUSTOM			
	OFFICIAL AOA 2021/ 22	REGIONAL DISTRICT OF CENTRAL KOOTENAY	REGIONAL DISTRICT OF KOOTENAY BOUNDARY
TOTAL REVENUE	\$15,232	\$8,530	\$6,702
TOTAL OPERATING COSTS	\$499,475	\$179,811	\$319,664
TOTAL COSTS (including Local Government Share of Lease Fees)	\$542,851	\$195,426	\$347,424
NET LOCAL GOVERNMENT SHARE OF COSTS	\$138,328	\$46,752	\$91,577

BOUNDARY PARA TRANSIT	
	OFFICIAL AOA 2021/ 22
TOTAL REVENUE	\$13,032
TOTAL OPERATING COSTS	\$176,408
TOTAL COSTS (including Local Government Share of Lease Fees)	\$201,153
NET LOCAL GOVERNMENT SHARE OF COSTS	\$90,504



## Staff Report

<b>RE:</b>	Agricultural Land Commission Referral (Subdivision) – Rosegarden Holdings Ltd.		
<b>Date:</b>	May 27, 2021	<b>File #:</b>	E-2704-06737.500
<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) has received a referral from the Agricultural Land Commission (ALC) for an application to subdivide land within the Agricultural Land Reserve (ALR) in Electoral Area E/West Boundary, northeast of Westbridge (see Attachment 1 – Site Location Map).

Property Information	
<b>Owner(s):</b>	Rosegarden Holdings Ltd.
<b>Agent:</b>	Sage Environmental Consulting Ltd.
<b>Location:</b>	3635 Fiva Creek Road
<b>Electoral Area:</b>	Electoral Area E/West Boundary
<b>Legal Description:</b>	Lot 1, Plan KAP89123, District Lot 534s 1488s, Similkameen Division of Yale Land District
<b>Area:</b>	39.90 ha (98.59 ac)
<b>Current Use(s):</b>	Residential, Agricultural, and Treed/Undeveloped
Land Use Bylaws	
<b>OCP Bylaw:</b>	NA
<b>DP Area:</b>	NA
<b>Zoning Bylaw:</b>	NA
Other	
<b>ALR:</b>	Within
<b>Waterfront / Floodplain:</b>	Kettle River and Fava Creek

### History / Background Information

The subject property is adjacent to the Kettle River, east of Christian Valley Road approximately 9 km northeast of Westbridge. The property is hooked in four places at Fiva Creek Road and the watercourses. The entire parcel is within the ALR.

An approximately fourteen hectare (approximately 35 acre) portion of the property is used for hay production. The owners have a residence, barn, hay shed, and workshop on

the largest segment of the property. The smaller segments, proposed for subdivision, are not farmed or ranched.

In 2019 the property owners applied for a two lot subdivision. The ALC made the following decision in July 2019:

*"[...] the Panel refuses the Proposal to subdivide the 39.9 ha Property into a 4.0 ha lot, a 2.0 ha lot, and a 33.9 ha remainder lot. The Panel also refuses the Alternate Proposal to subdivide the Property into a 6.0 ha lot and a 33.9 ha remainder."*

The applicant's new subdivision proposal includes professional report that discusses water availability, access, and soil quality. The previous 2019 subdivision application submitted by the property owners did not include any professional reports.

Based on the professional report submitted with the application, the soil capability is 5 but could range from Class 4 to Class 2 with irrigation improvements. Class 5 is suitable for perennial forage and specially adapted crops. Improvements could allow for a slightly to moderately restricted range of crops.

## Proposal

The applicant is requesting a three-lot subdivision within the ALR (see Attachment 2 – Applicant Submission). The proposed subdivision is described as follows:

- **31.9 ha (78.8 ac) main remainder lot:** comprised of the hay field, residence, out buildings, and an unfarmed portion of the property separated by a creek hook. The majority of the lot is accessible from Fiva Creek Road, except for the portion hooked by the creek.
- **6.0 ha (14.8 ac) southeast lot:** vacant land, accessible by Fiva Creek Road. The property owners want to sell the lot to family members. The applicant states doing so would make installing a well feasible on the property, enhancing agricultural feasibility of the parcel.
- **2.0 ha (4.9 ac) northeast lot:** undeveloped treed land separated from the main remainder lot by a river hook. The property owners want to return this land to the Crown as they are not able to access it for agriculture.

The applicant states that the primary limitation to farming on portions of the property are access constraints created by the river (the proposed northeast lot intended to be returned to the Crown and a portion of the main remainder lot) and water (the proposed southeast lot).

## Advisory Planning Commission (APC)

At the May 3, 2021 APC meeting, the APC passed a motion recommending support of the application.

## Implications

While there are no land use, zoning, or OCP bylaws within this portion of Electoral Area E/West Boundary, the *2011 Boundary Area Agricultural Plan* includes the following

strategic objective: *"create long term planning policies and regulations for Electoral Area E/West Boundary which foster respect of agricultural lands within the ALR and otherwise."*

The staff recommendation does not include support or non-support for the applicant's proposal, based on past RDKB practices for ALR applications in the portions of Electoral Area E that do not have zoning or OCP bylaws in place.

The Agricultural Land Commission's (ALC) legislation and policies are supportive of subdivisions that promote farming. If the subdivision proposal is approved by the ALC, the owners would then have to apply to the Ministry of Transportation and Infrastructure to complete the subdivision.

This subdivision proposal is exempt from the *Local Government Act* parkland provision requirements as fewer than three new lots would be created. Any new development near the Kettle River or Fiva Creek will need to comply with the RDKB Floodplain Bylaw.

### **Recommendation**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward, without a recommendation, the application to the Agricultural Land Commission for a subdivision, submitted by Sage Environmental Consulting Ltd. on behalf of Rosegarden Holdings Ltd. for the parcel legally described as Lot 1, Plan KAP89123, District Lot 534s 1488s, Similkameen Division of Yale Land District, located in Electoral Area 'E'/West Boundary.

### **Attachments**

1. Site location map
2. Applicant submission



Regional District of  
Kootenay Boundary

Date: 2021-04-15

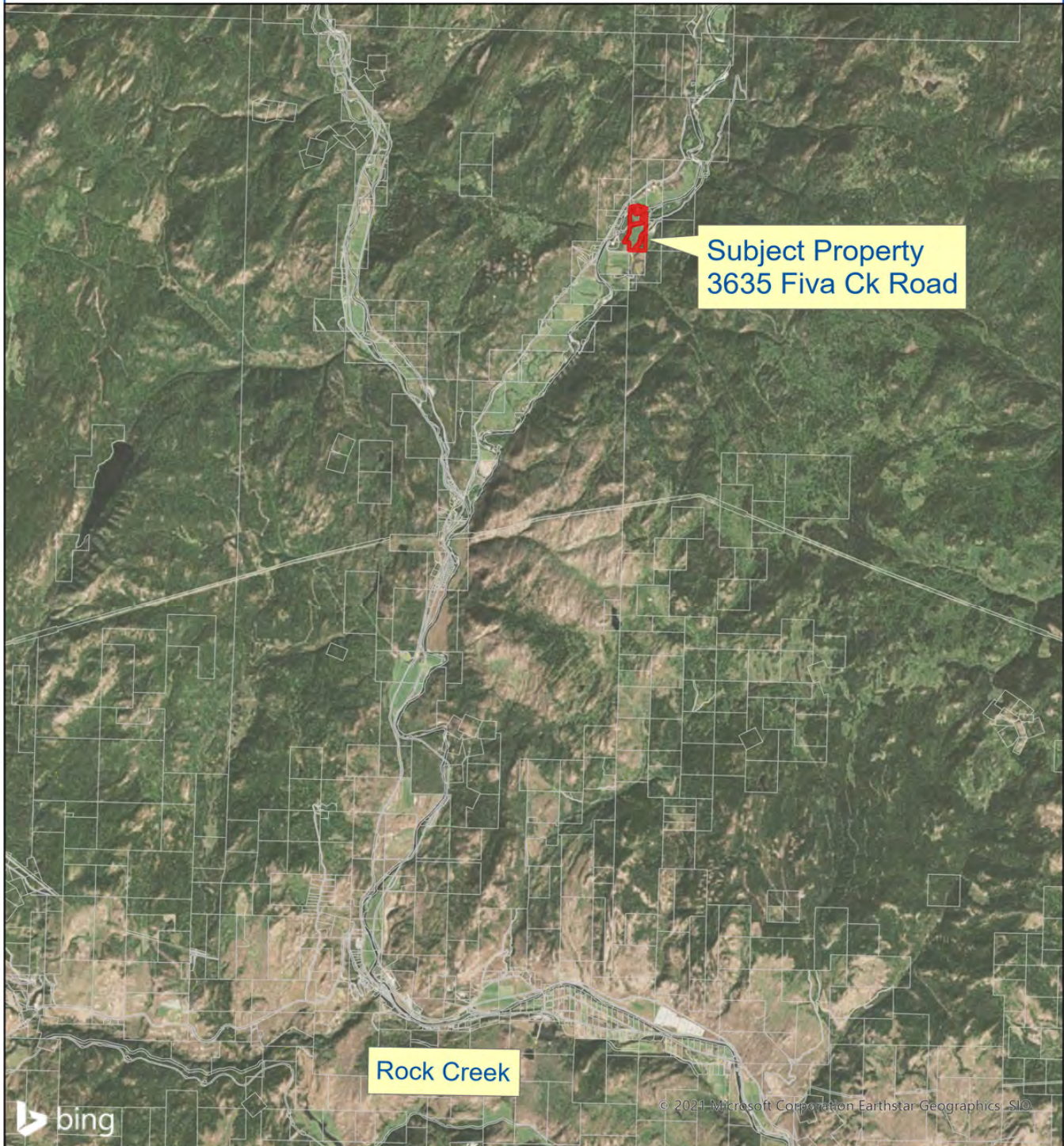
## Site Location Map

Lot 1, Plan KAP89123,  
District Lot 534S 1488S,  
Similkameen Div of Yale Land District



0 1 2 3  
Kilometers

1:130,000



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

Document Path: P:\PD\EA\E\E-534s-04832.010\_Rosegarden Holding Ltd\Mapping\2021-04-15\_DPM\Maps\_E-534s-04832.010\_3635FivaCkRd.aprx"

# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 62542

**Application Status:** Under LG Review

**Applicant:** Rosegarden Holding Ltd.

**Agent:** Sage Environmental Consulting Ltd

**Local Government:** Kootenay Boundary Regional District

**Local Government Date of Receipt:** 03/29/2021

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Subdivision

**Proposal:** The new lot would be created to be used for both agricultural and residential purposes. Agriculture on the proposed new lot area is limited by available water and most forms of soil and non-soil bound agriculture are not feasible in the current condition. While a small portion of the lot is anticipated to be used for a home site, the availability of water to this new lot will facilitate a broader agricultural practice at this location. The Proponent intends to sell the new lot to his family members so they may create a home and farm at this location. All areas will remain in the ALR but the subdivision will make viable the access to water, by well installation, that is needed to farm this upper portion. The availability of additional water for agricultural purposes is expected to result in a net increase to agricultural capacity for this location. As the home site creation has the potential to decrease the available arable land this site will be limited to 0.2ha in size and the location will be selected outside of the primary, contiguous arable land portion of the new lot.

The third lot proposed is to be returned to crown. This location is not accessible from the main property due to the Kettle River and is primarily composed of stream, side channel, and riparian areas. The proponent proposes to return this area to Crown.

## Agent Information

**Agent:** Sage Environmental Consulting Ltd

**Mailing Address:**

#8 - 3101 29th St

Vernon, BC

V1T 5A8

Canada

**Primary Phone:** [REDACTED]

**Email:** [REDACTED]

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 027-931-269

**Legal Description:** Lot 1 Plan KAP89123, District Lot 534S 1488S, Land District Similkameen  
Div of Yale

**Parcel Area:** 39.9 ha

**Civic Address:** 3635 Fiva Cr Rd

**Applicant:** Rosegarden Holding Ltd.

**Date of Purchase:** 06/22/2015

**Farm Classification:** Yes

**Owners**

1. **Name:** Rosegarden Holding Ltd.

**Address:**

[REDACTED]

**Phone:**

**Email:**

[REDACTED]

**Current Use of Parcels Under Application**

**1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

*The present parcel has approximately 14 hectares (ha) of irrigated hay crop. The total parcel size is approximately 40 ha. Areas of the parcel that are not farmed for hay are either inaccessible due to the Kettle River, or due to the lack available water for irrigation. The upper portion south of Fiva Creek Rd that is intended for subdivision is not farmed due to the water shortage for irrigation.*

**2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**

*The main property has a house, barn, workshop and hay shed. There is an irrigation well finished at a depth of ~6m, the allocation of which is entirely used by the present hay crop. The Agriculture Water Demand Model (AWDM) indicates that the present water license (F052878) is more than fully utilized (92,524m<sup>3</sup> is needed by the current hay operation however, the license allows 92,511m<sup>3</sup>). As the current shallow well on the parcel is likely hydraulically connected to the Kettle River which experience seasonal low water events an increase to the allocation on the current well is unlikely to be approved.*

*With an approved subdivision the proponent intends to drill a well on the new parcel for use as a domestic and irrigation water source.*

**3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**

*The proponent lives at the subject site. No other non-agricultural activities take place on the parcel.*

**Adjacent Land Uses**

**North**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Farming, single family, forested

**East**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Farming, single family, forested

**South**

**Land Use Type:** Unused

**Specify Activity:** Vacant private land

**Applicant:** Rosegarden Holding Ltd.

**West****Land Use Type:** Agricultural/Farm**Specify Activity:** Farming and Crown land**Proposal****1. Enter the total number of lots proposed for your property.**

6 ha

31.9 ha

2 ha

**2. What is the purpose of the proposal?**

*The new lot would be created to be used for both agricultural and residential purposes. Agriculture on the proposed new lot area is limited by available water and most forms of soil and non-soil bound agriculture are not feasible in the current condition. While a small portion of the lot is anticipated to be used for a home site, the availability of water to this new lot will facilitate a broader agricultural practice at this location. The Proponent intends to sell the new lot to his family members so they may create a home and farm at this location. All areas will remain in the ALR but the subdivision will make viable the access to water, by well installation, that is needed to farm this upper portion. The availability of additional water for agricultural purposes is expected to result in a net increase to agricultural capacity for this location. As the home site creation has the potential to decrease the available arable land this site will be limited to 0.2ha in size and the location will be selected outside of the primary, contiguous arable land portion of the new lot.*

*The third lot proposed is to be returned to crown. This location is not accessible from the main property due to the Kettle River and is primarily composed of stream, side channel, and riparian areas. The proponent proposes to return this area to Crown.*

**3. Why do you believe this parcel is suitable for subdivision?**

*The proposed lot is accessible by a maintained public road. This road bisects the parcel, separating the proposed portion for subdivision from the currently farmed portion. So the selected, proposed subdivision along the road way would not create additional hooked or non-contiguous lots and limits fragmentation of the ALR. Power and phone utilities are available near to or at the proposed lot boundary. The Regional District of Kootenay Boundary has not put in place zoning or an official community plan for Area E in which the parcel is located. The parcel size of 40 ha is larger than the minimum sub-divisible parcel size described in Zoning for Area A of the RDKB which is 10 ha.*

**4. Does the proposal support agriculture in the short or long term? Please explain.**

*According to provincial mapping, the owners farming experience as well as previous owners experience, available water is the primary limitation related to the agricultural capability of this location. Subdivision approval to create a new lot makes the construction of a new well viable for the proponent. With available water the proposed new lot will have a much broader capability for agriculture, whereby increasing the soil bound agricultural capacity of this area and enhancing this portion of the ALR for farm use. To leave the status quo will mean the upper portion of this lot will not likely get farmed as the available water for irrigation is entirely used on the existing hay operation. No portion of the parcel is intended to be removed from the ALR which will maintain the current size and continuity of the land base within the ALR.*

*Short term this proposal enables and encourages farming on this otherwise limited portion of the parcel. Long term the ALR land base is maintained, protected, and enabled to create greater farming value.*

**5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy****Applicant:** Rosegarden Holding Ltd.

**in the "Upload Attachments" section.**

*No*

### **Applicant Attachments**

- Agent Agreement-Sage Environmental Consulting Ltd
- Proposal Sketch-62542
- Professional Report-Summary Report
- Certificate of Title-027-931-269

### **ALC Attachments**

None.

### **Decisions**

None.

**Applicant:** Rosegarden Holding Ltd.



Summary Report  
 Client: Rosegarden Holdings Ltd.  
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 March 2021  
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March 25, 2021

Agricultural Land Commission  
 201 – 4940 Canada Way  
 Burnaby, British Columbia V5G 4K6  
 ATTN: Mike Bandy, Land Use Planner

**RE: Application for a proposed subdivision at 3635 Fiva Creek Road, Westbridge, BC Application #62542, Previous Application # 58454**

## Introduction and Project Background

Sage Environmental Consulting Ltd (SEC) was retained by George Bergevin of Rosegarden Holdings Ltd. (Client) to prepare a summary report for an application to the Agricultural Land Commission (ALC). The application (#62542) is for subdivision of 3635 Fiva Creek Road in Westbridge BC. The Proponent wishes to subdivide a six-hectare portion from the remainder parcel. The total area of the parcel is 39.9 hectares. The six-hectare portion for subdivision is physically separated from the remainder by a public road which forms the shape of the proposed new boundary line.

The accessible lower portion of the parcel, the proposed remainder, is used as a hay field which is supported by irrigation. The irrigation of this lower portion uses the entire water allocation for this lot leaving none for the upper area. The proponent wishes to facilitate greater farming capacity on the upper 6 ha by installing a new deep groundwater well and he intends to make the installation of this well financially viable by subdividing and selling this new parcel to family members who wish to make a home and farm at this location.

All portions of this property are intended to remain in the ALR and this subdivision is intended to improve the farming capacity of the area overall. The proponent is seeking an approval in principle of the proposed subdivision while they work through the RDKB subdivision requirements.

Approximately two hectares (ha) of the subject Property area is located north of the Kettle River and is not directly accessible from the remainder of the Site. The proponent intends to return this portion back to crown as it features, stream, side channel and riparian habitat.

## Land Capability Summary

The land capability mapping for the parcel was reviewed and the following is a summary of mapped capability and improvement opportunities across the parcel. All areas of the parcel have a capability limitation related to soil moisture deficit which can be improved by the application of irrigation. It is the availability of irrigation at this parcel that we mean to focus on as it pertains to agricultural capacity on the parcel. Figures showing land use and capability mapping are attached.

Portion of the parcel on the north side of the Kettle River

### **5A (3AC)**

#### ***Class 5 for Soil Moisture Deficit***

100% Improvable with Irrigation to Class 3 for Soil Moisture Deficit and Adverse Climate

This area is not farmed due to access restrictions, and is intended to be returned to Crown



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Lower portion of the parcel on the south side of the Kettle River but divided from the remainder by a river side channel

**5AWI (5:3AW 4:4WI 1:5WI)**

***Class 5 for Soil Moisture Deficit, Excess Water, and Inundation***

50% improvable to Class 3 for Soil Moisture Deficit and Excess Water (Irrigation)

40% improvable to Class 4 for Excess Water and Inundation (Irrigation / trenching / tilling / diking)

10% improvable to Class 4 for Excess Water and Inundation (Irrigation / trenching / tilling / diking)

This area is not farmed due to access restrictions

Upper portion of the parcel includes the hayed area and the area proposed for subdivision (above Fiva Ck Rd.)

**5A (7:3A 3:2AC)**

***Class 5 Soil Moisture Deficit***

70% improvable to Class 3 for soil moisture deficit (Irrigation)

30% Improvable to Class 2 for soil moisture deficit and adverse climate (Irrigation)

The irrigated hay field demonstrates that this area is farmable with irrigation however all irrigation is used by the current operation. With additional irrigation the proposed subdivision parcel is anticipated to be improvable and likewise farmable.

Class 5 without Irrigation	Class 2/3 with Irrigation
Perennial Forage	Slightly to moderately restricted range of crops
Specially Adapted Crops	

## Subdivision Proposal

This summary is to outline the potential for agricultural benefit of subdividing the property. The property has a total of 39.9 hectares however, only 16 hectares can be adequately irrigated for hay production. According to the Agriculture Water Demand Model (AWDM)<sup>1</sup> the present water license (F052878) is more than fully utilized (92,524m<sup>3</sup> is needed by the current hay operation however, the license allows 92,511m<sup>3</sup>). The current irrigation well is completed at approximately 6m depth in an unconfined sand and gravel aquifer and is likely hydraulically connected to the water stressed Kettle River. The Kettle River has been generating low water levels in the area which is an ongoing concern with high water temperatures (Pers. Comm. Jason Marzinnik, RPBio, Water Stewardship Officer, Okanagan Shuswap Natural Resource District). Although it does not currently have a fully recorded status, the Kettle River has been placed on the Provincial Watchlist for Monitoring. "In dry years, net flows are 76-90% lower than the monthly naturalized flow"<sup>2</sup>. For this reason, it is not anticipated that

<sup>1</sup> Government of BC. 2015. Irrigation Scheduling Factsheet; Agriculture Water Demand Model. Accessed 2020, Jan 15 from: [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/water/agriculture-water-demand-model/500320-2\\_agric\\_water\\_demand\\_model.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/water/agriculture-water-demand-model/500320-2_agric_water_demand_model.pdf)

<sup>2</sup> Regional District of Kootenay Boundary. 2014, July 23. Sustaining the Flow: Managing Water Supply and Demand to Support Ecosystem Health and Community Needs. Kettle River Watershed Management Plan.



the current water license would be adjusted to increase the available volume of water available for irrigation. With subdivision the proponent intends to establish a deep well on the proposed new parcel for irrigation and residential uses. Neighbouring and nearby properties have established productive, deep well at depths of approximately 120 to 150m

Due to water availability agricultural activities on the 6 ha portion proposed for subdivision would be limited to non-soil-based options or dry soil-based options such as limited forage production. The improvements that are indicated in the capability mapping (class 5 to class 2 or 3) on the upper portion cannot be realized without irrigation.

In consideration of the section 6 of the *Agricultural Land Commission Act (ALC Act)* the Purpose of the Commission we believe this proposal supports these purposes in the following ways:

To preserve agricultural land	The total area of the parcel(s) will remain in the ALR and the primary land use will be agriculture. A residential use is proposed on the new parcel but will be limited to 0.2 ha in size and located outside of the higher quality, contiguous, farmable areas of the parcel.
to encourage farming on agricultural land in collaboration with other communities of interest	Subdivision will finically facilitate the development of a new deep well on the proposed parcel, whereby allowing irrigation and improvement to the water availability limitation of this area. The net result is anticipated to be an increased regional agricultural capacity.
to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies.	The parcel(s) are in Area E of the Regional District of Kootenay the Boundary which does not yet have complete zoning or an official community plan for this area. In comparison to Area A zoning the parcel is larger than the minimum subdivisible size of 10 ha. The property is adjacent to and accessible from a serviced public road and has access to power and communication servicing at the road.
the size, integrity and continuity of the land base of the agricultural land reserve	The size and continuity of the land base will not change due to this subdivision. The proposed new parcel is already physically divided from the main potion by a public road. The proposed new property boundary would align with the existing physical boundary that is present and the parcels would not be further subdivided.
the use of the agricultural land reserve for farm use	The current farm uses of the proposed 6 ha portion are limited without access to water for irrigation. With subdivision and the addition of irrigation, capability improvements may be



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 Client: Rosegarden Holdings Ltd.  
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	realized, improving the likelihood of future use of this parcel for farming.
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## Closure

This summary has been created by Sage Environmental Consulting Ltd. (SEC) exclusively for Rosegarden Holdings Ltd. (George Bergevin). The conclusions made reflect SEC's best judgment in the light of the information available at the time of preparation. No other warranty, expressed or implied, was made. Any use which a third party makes of this report, or any reliance on or decisions to be made or actions based on this summary, are the responsibility of such third parties. SEC accepts no responsibility for damages, if any, suffered by a third party as a result of decisions made or actions based on this report.

Questions or comments may be directed to the undersigned.

Respectfully Submitted,

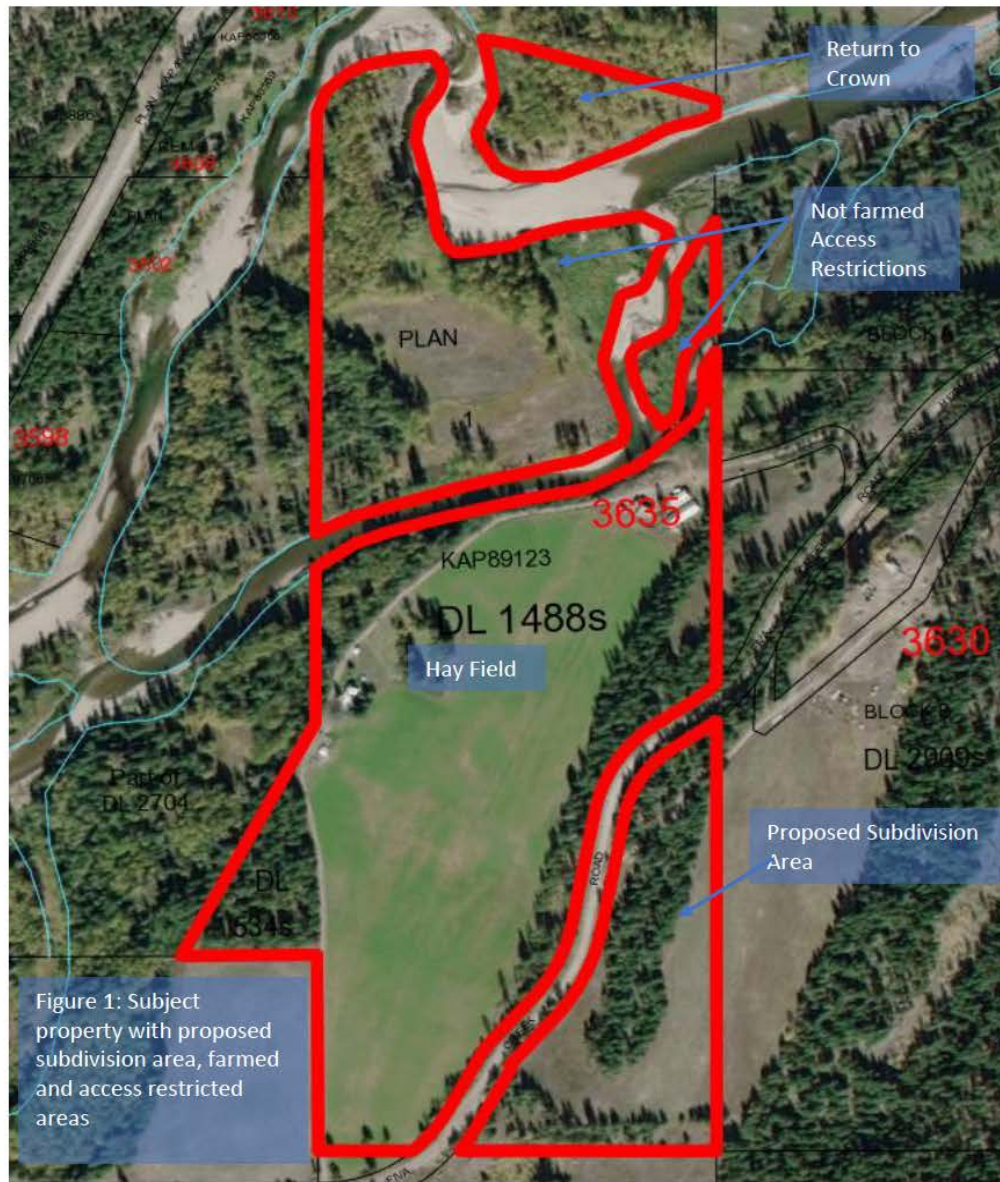
Matthew Davidson,  
 Sage Environmental Consulting Ltd.

Prepared By:

A handwritten signature in black ink, appearing to read "Matt Davidson".

Matthew Davidson, P.Ag.  
 Sage Environmental Consulting Ltd.

enclosure.



Source <https://www.rdkb.com/Services/Planning/Mapping.aspx>

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## Attachment 1 – Soil Mapping details

Description of soil BCSAU~~~~~N (SAUNIER)

### General Characteristics

<u><b>Classification</b></u>	O.R <u>Orthic Regosol</u>
<u><b>Profile</b></u>	Native soil profile The soil is in native condition (undisturbed by agriculture).
<u><b>Kind of material</b></u>	Mineral The soil material is primarily composed of mineral particles.
<u><b>Water table</b></u>	Never The water table is not present in the soil at any time.
<u><b>Root restrictions</b></u>	No root restricting layer The growth of plant roots is not restricted by any soil layer.
<u><b>Type of root restricting layer</b></u>	n/a Not Applicable
<u><b>Drainage</b></u>	Rapidly drained Water is removed from the soil rapidly in relation to supply. Excess water flows downward if underlying material is pervious. Subsurface flow may occur on steep gradients during heavy rainfall. Soils have low available water storage capacity (2.5-4 cm) within the control section, and are usually coarse textured, or shallow, or both. Water source is precipitation.

Canadian Soils Information Service Accessed January 23 2020. <http://sis.agr.gc.ca/cansis/soils/bc/SAU/~~~~~N/description.html>



Regional District of  
Kootenay Boundary

## Staff Report

<b>RE:</b>	Parkland Provision for Subdivision – Manson – Electoral Area C/Christina Lake		
<b>Date:</b>	May 27, 2021	<b>File #:</b>	C-963-04310.000
<b>To:</b>	Chair Langman and members of the Board of Directors		
<b>From:</b>	Danielle Patterson, Planner		

### Issue Introduction

Staff presents parkland provision options for consideration by the Regional District of Kootenay Boundary (RDKB) Board to meet the RDKB's 'Requirement for provision of park land or payment for parks purposes' under Section 510 of the *Local Government Act*, for a proposed subdivision in Electoral Area C/Christina Lake, along East Lake Drive (see Attachment 1 – Site Location and Subject Property Maps). Staff are requesting direction from the Board on how to proceed.

Property Information	
<b>Owner(s):</b>	Ronald Manson and Tara Manson
<b>Location:</b>	3041 East Lake Drive
<b>Electoral Area:</b>	Electoral Area C/Christina Lake
<b>Legal Description:</b>	Lot 1, Plan KAP6813, District Lot 963, Similkameen Division of Yale Land District, Except Plan 29141
<b>Area:</b>	19.6 ha (48.3 ac)
<b>Current Use(s):</b>	Residential
Land Use Bylaws	
<b>OCP Bylaw No. 1250:</b>	Rural Residential (portion of lands in proposal)
<b>Development Permit Area:</b>	Environmentally Sensitive Waterfront
<b>Zoning Bylaw No. 1300:</b>	Rural Residential 3 (R3) (portion of lands in proposal)
Other	
<b>Waterfront / Floodplain:</b>	Christina Lake/McRae Creek
<b>Service Area:</b>	NA

### History / Background Information

The property at 3041 East Lake Drive is located north of English Point, along Christina Lake. The subject property hooks across East Lake Drive and McRae Road. McRae Creek runs through the eastern portion of the property. The north east corner of the parcel is adjacent to Gladstone Provincial Park and the McRae Creek Potholes, a well known feature of the area.

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P:\PD\EA\_'C'\C-963-04310.000\_Manson\2021-02-09 MoTI referral request\Parks Provision\Board Report\2021-05-17\_Manson\_ParklandProvision\_Board.docx

During March 2021, the Electoral Area C/Christina Lake Advisory Planning Commission (APC) and the Electoral Area Services Committee (EAS Committee) received staff reports for a Ministry of Transportation and Infrastructure (MoTI) subdivision referral for a seven lot subdivision of the subject property. Given that more than three lots are being created and the smallest of the lots has an area less 2 ha, Section 510 of the *Local Government Act* requires provision of park land or payment for park purposes.

### **Proposal**

The subject property owners are requesting the Board of Directors approve their park land proposal. The proponents are offering  $\pm 1.3$  ha of land located between McRae Road and McRae Creek (see Attachment 2 – Applicant's Land Proposal). The owners are aware of the Board's option to request cash in-lieu of land; however, given the high value of the proposed 1.3 ha park parcel, which is greater than \$45,000 (discussed further below), they prefer the land provision option.

The owners note in communications with staff that the proposed park land area is regularly used as a trail to connect to the McRae Creek potholes by local residents and tourists alike even though the users are in trespass.

The subject property owners cannot finalize their subdivision with MoTI until they have completed parkland provision requirements.

### **Implications**

#### **Requirements for provision of park land or payment for parks purposes**

Section 510 of the *Local Government Act* states that if the area where a subdivision is proposed has an Official community Plan that contains policies and designations respecting the location and type of future parks, the local government may determine whether the owner must provide land or cash in-lieu. The amount of land that may be required or used for establishing the amount that may be accepted as cash must not exceed 5% of the total lands being proposed for subdivision. Generally, if the lands being subdivided include lands identified in the OCP for park land, the land would be taken. Alternatively, the cash in-lieu of land would be ear marked for future land acquisitions.

#### **Access to Water**

Under Section 75(1c) of the *Land Title Act*, the MoTI may require a 20 m access strip to McRae Creek as part of the final subdivision process. As the subdivision has not reached this stage yet, staff do not have information on whether the MoTI will require this access strip or where it may be located. In addition, the MoTI can require widening of the road but based on the plans submitted at the Preliminary Subdivision Review, planned road widening is limited to a very narrow strip of land that would add to the McRae Road shoulder.

## Land Option

### Quantity:

The property owner's proposal is approximately 6.6% of the total parcel area of their piece of land. While Section 510(5) of the *Local Government Act* states the amount of land required by the RDKB for parkland provision cannot exceed 5 percent of the land, there are no regulations against a property owner voluntarily giving a greater amount of land. Further, the MoTI typically requires the return of an 18 m strip of land along creeks as part of the subdivision process so a small area of this 1.3 +/- area will likely be returned to the Provincial Crown. As the site has not been surveyed, staff are not able to provide finalized dimensions or area for the proposed parcel.

### OCP and Zoning:

The Electoral Area C/Christina Lake OCP Land Use Map includes an annotation on the subject property for a Special Feature Park (future or proposed). The OCP also includes objectives and policies that are complimentary to the property owner's land proposal (see Attachment 3 – OCP Section 2.3 Parks and Recreational).

A key objective in the Parks and Recreational section of the OCP is "[to] support the preservation of land and water with high scenic, natural and recreational values for public use and enjoyment." Further, Policy 2.7.3 states that the RDKB's dedicated park system consists of a) a central community park, b) neighbourhood parks, c) special feature parks, and d) road end parks. Special Feature Parks are "intended to protect and allow for the development of unique areas or features present within the plan area (e.g. **McCrae [sic] Creek potholes**, the Fife Quarry, the Cascade Falls and the Santa Rosa lookout)"[bolded letters added by staff].

The OCP also states that, "dedications will then be directed towards the development of the system of community parks identified on the Land Use Map".

Recreational Value, Access, and Other Considerations: Staff from RDKB Facilities and Recreation Department visited the proposed site (see Attachment 4 – Site Photos) and noted the following about the proposed ±1.3 hectare parcel; and the Potholes and canyon area:

- The proposed ±1.3 ha parcel provides easy, gently sloped access (less than 5 minute walk) to McRae Creek;
- Most of the northwest portion of the proposed ±1.3 ha parcel is on steep terrain with ~45 degree slopes. As such, the entrance and trail are the accessible components for recreational values;
- While the land provides access to McRae Creek, it does not lead the entire way to the Potholes;
- McRae Creek Road is very narrow and there is nowhere to park on the proposed lands with the current configuration. Due to this, most visitors to the Potholes park at Gladstone Provincial Park, taking a steeper and more dangerous path to the Potholes (see Attachment 5 – Crown Lands and Park Lands Near Subject Property); and

- Staff commented that the canyon features at McRae Creek are similar to Maligne Canyon in Jasper National Park.

The property owners' proposal provides a rare opportunity for the RDKB to obtain ownership of a piece of land that provides aesthetic value and watercourse access in close proximity to the Provincial Crown Lands that contain the Potholes. However, the land proposal is on a narrow road without adequate space for vehicular parking and there are potential safety concerns related to accessing the creek and potholes that could create a liability for the RDKB. This land, in combination with the surveying out of the McRae Creek, may provide safe public access to the Potholes special feature.

### **Cash-in-lieu of land Option**

Section 510(6) of the *Local Government Act* states that if the owner is to pay money to the RDKB, the value of the land is whichever of the following is applicable:

*"(a) if the local government and the owner agree on a value for the land, the value on which they have agreed;*

*(b) the average market value of all the land in the proposed subdivision calculated*

*(i) as that value would be on the date of preliminary approval of the subdivision or, if no preliminary approval is given, a date within 90 days before the final approval of the subdivision,*

*(ii) as though the land is zoned to permit the proposed use, and*

*(iii) as though any works and services necessary to the subdivision have not been installed."*

To arrive at a cash amount, staff used the current BC Assessment land assessment as a guide. This is a suitable option when the land does not contain any works necessary as part of subdivision, the subject property is not zoned, and there is no contention between the RDKB and the property owner on variable/market value of land.

As the RDKB does not have a parkland provision policy, staff utilized the Province of BC's Parkland Acquisition Best Practice Guide<sup>1</sup> for arriving at a cash value. The Guide's best practice is to remove McRae Creek and its floodplain setback from the total land area when calculating a cash value (see Attachment 6 – Park Provision Excluding Water Course Map for visual of buffer). Based on the BC Assessment land assessment and the removal of the creek from the land total, the RDKB Board can require up to \$45,339 for parkland provision (see table below) if the land option is not chosen.

<b>Measured value</b>	<b>\$ Amount</b>
BC Assessed value of 19.6 ha of land (with creek)	\$1,018,000
Assessed land value of 17.5 ha (without creek)	\$906,781
Five percent of assessed land value, excluding creek (maximum amount the RDKB can require)	<u>\$45,339</u>

<sup>1</sup> Province of British Columbia. *Parkland Acquisition Best Practice Guide*. 2006 Available from [https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/finance/parkland\\_acquisition\\_best\\_practices\\_guide.pdf](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/finance/parkland_acquisition_best_practices_guide.pdf)

## Options

The RDKB Board has a number of options available for consideration:

- 1) Accept the subject property owner's proposal for land as is (minor modifications may be required once MoTI finalizes the survey along the creek);
- 2) Direct staff to work with MoTI and/or BC Parks to see if there is an opportunity for the Crown to accept the parcel as part of provincial parks/lands system, reverting to the initial land offer if this is not deemed feasible by the Province;
- 3) Require \$45,339 cash in lieu of land;
- 4) Direct staff to work with MoTI and the property owners to explore the feasibility of other options such as linear park access along McRae Creek; or
- 5) Other options deemed suitable by the Board that meet the requirements of the *Local Government Act*, such as accepting a combination of land and cash or a lesser amounts of land or cash.

## Recommendation

That the Regional District of Kootenay Boundary Board of Directors review the staff report "Parkland Provision for Subdivision – Manson," associated with the proposed subdivision of Lot 1, Plan KAP6813, District Lot 963, Similkameen Division of Yale Land District, Except Plan 29141, and provide direction to staff on which parkland provision option to finalize with the property owners.

## Attachments

1. Site Location and Subject Property Maps
2. Applicant's Land Proposal
3. OCP Section 2.3 Parks and Recreational
4. Site photos
5. Crown Lands and Park Lands Near Subject Property
6. Park Provision Excluding Water Course Map

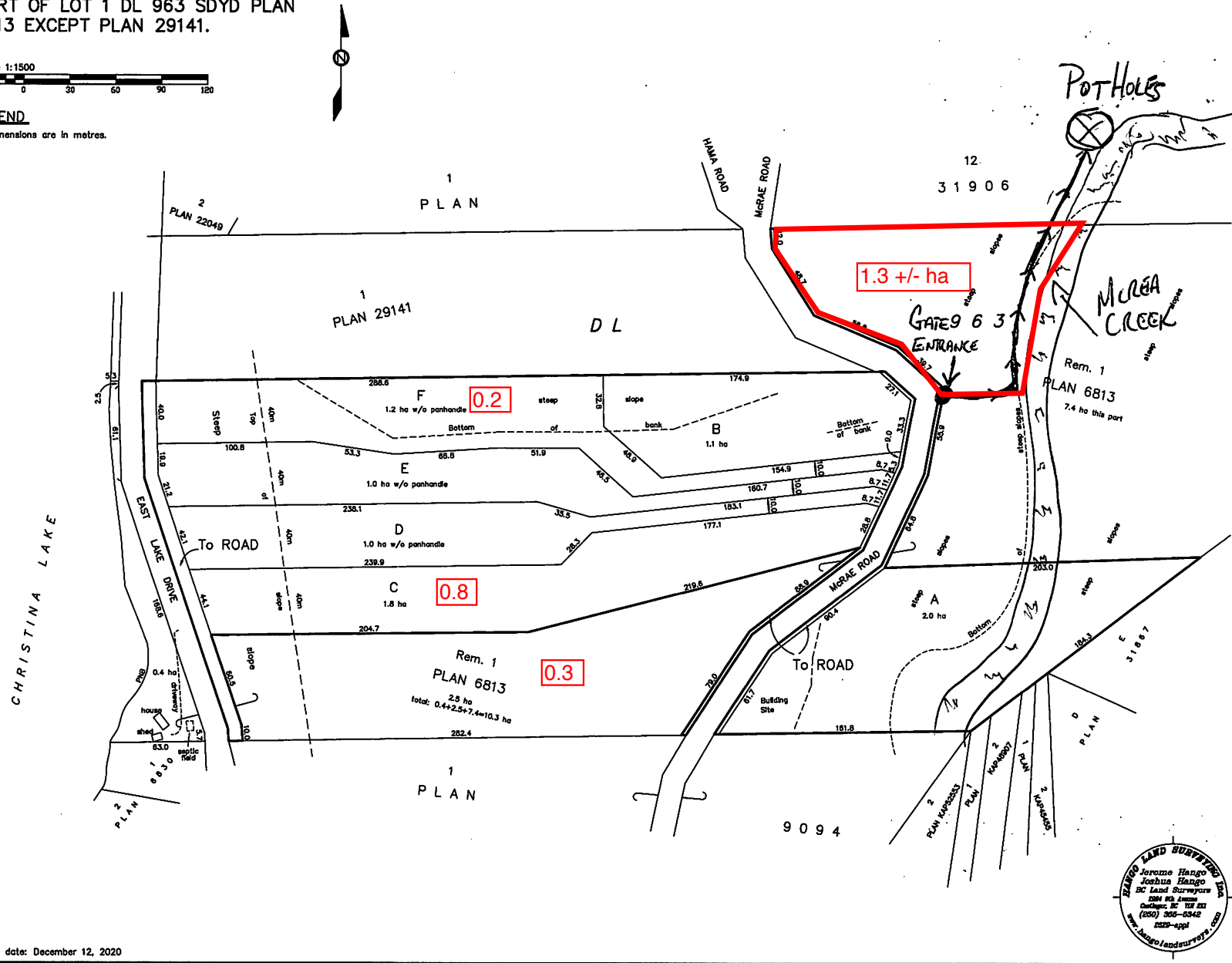


PLAN OF PROPOSED SUBDIVISION OF  
PART OF LOT 1 DL 963 SYD PLAN  
6813 EXCEPT PLAN 29141.

Scale 1:1500  
30 0 30 60 90 120

LEGEND

All dimensions are in metres.



Drawing date: December 12, 2020



**Area 'C' Official Community Plan-Bylaw No. 1250, 2004**Bylaw  
No. 1443

10. The Zoning Bylaw shall not permit, nor shall the Regional District of Kootenay Boundary support Zoning Bylaw amendment applications which propose:
- i. Gasification industries producing synthesis gas (syngas) and similar products by incineration, thermal treatment, or other means from materials including, but not limited to, hazardous waste, municipal solid waste, wood waste, compost or other biomass;
  - ii. Hazardous waste processing, recycling, or treatment facilities (not including municipal solid waste disposal, recycling, and transfer facilities operated by, or with the consent of, the Regional District pursuant to an approved Solid Waste Management Plan);
  - iii. Hammer mills, rolling mills, blast furnaces, foundries, drop forges, brick kilns, and flour mills;
  - iv. The distilling, incinerating, processing, rendering or canning of fish, animal or vegetable products, and the manufacture of matches, paper or rubber;
  - v. The manufacture, processing, refining, mixing or bulk storage of bitumen, coal or tar products or derivatives and corrosive, noxious, highly flammable or explosive minerals, chemicals, gasses and fission or fusion products;
  - vi. The manufacture, processing, refining and mixing of petroleum and petroleum products including asphalt plants;
  - vii. The smelting, refining and reducing of minerals and metallic ores;
  - viii. The operation of stockyards, the slaughtering of animals or poultry and the manufacture of fertilizers;
  - ix. Pulp and paper plants; or
  - x. The storage of the following:
    - a. Waste pest control product containers and wastes containing pest control products, including wastes from the application of pest control products to wood;
    - b. Radioactive dangerous goods;
    - c. Waste wood products treated with wood preservatives;
    - d. Used tires;
    - e. Used batteries.

Notwithstanding the above, portable asphalt plants and similar facilities required for short-term infrastructure construction and renovation projects may be permitted through the issuance of a temporary use permit.

**2.7 Parks and Recreational****2.7.1 Goal**

- Suitable land is available to meet the active and passive recreational needs of the resident population and visitors to the area.

**2.7.2 Objectives**

- To develop a system of community parks and trails under control of the Regional District or a community group such as the Chamber of Commerce, which are designed to meet the needs of local residents and visitors.
- To encourage the Province to develop and manage provincial parks in a manner which is environmentally sensitive while serving the needs of local residents and visitors.
- To support the preservation of land and water with high scenic, natural and recreational values for public use and enjoyment.

*Note: This Bylaw is amended periodically.  
Contact the Planning Department to ensure this is a current copy.*

**9**

**Area 'C' Official Community Plan-Bylaw No. 1250, 2004**

- To enhance and encourage the public's access to and use of Christina Lake in a manner which minimizes detrimental effects on the environment and adjacent land uses.

**2.7.3 Policies**

1. Provincial park lands have been identified on the Land Use Map and will be zoned in the implementing bylaws to further protect their public value.
2. In order to help meet the community's long term park needs, the Regional District will consider establishing a community parks service and requiring the dedication of land or cash in lieu of park land as a condition of subdivision. These dedications will then be directed towards the development of the system of community parks identified on the Land Use Map. The system consists of the following elements:
  - a) A Central Community Park - encompassing and supplementing the existing lands and facilities in the vicinity of the community centre (i.e. the tennis courts, lawn bowling greens and ball diamond).
  - b) Neighbourhood Parks - providing safe areas for quiet recreational activities serving the needs of residents in that particular area (e.g. children's playgrounds and walking paths).
  - c) Special Feature Parks - intended to protect and allow for the development of unique areas or features present within the plan area (e.g. McCrae Creek potholes, the Fife Quarry, the Cascade Falls and the Santa Rosa lookout).
  - d) Road End Parks – intended to provide access to the Lake for the use and enjoyment of residents and visitors.
3. The Province, in cooperation with local community groups and in open consultation with the community, will be encouraged to prepare a development and management plan for that part of DL 498 which encompasses a portion of the Christina Creek lowlands.
4. That part of DL 498 which encompasses part of the Christina Creek lowlands will be designated as Park on the Land Use Map. The area will remain in a natural state until the Province, Regional District or a community group undertakes development and management of the land. A portion of DL 498, across Christina Creek from Kimura Road, is also designated as Park to protect its possible use as a site for a footbridge.
5. Should the Regional District establish a parks function, the development of a multi-purpose recreational trail network within the Plan area shall be supported. Some important elements of this system could include the Badger Trail, the historic Dewdney Trail, the Park Reserve along the South bank of the Kettle River and the former CPR railway grade. In addition, the Regional District will consider requiring linear park dedications where appropriate in order to secure access to adjoining Crown Land.
6. The Regional District will maintain an inventory of Crown Land and Road-Ends to assist in developing a long-term strategy for their use.
7. The Regional District will consider rezoning specific parcels for park purposes where the land is owned, and to be developed, by a non-profit society with those intentions.
8. The UREP Reserve along the North Bank of the Kettle River, at the end of Swanson Road, shall be designated as Community Park to protect and highlight its value for Public use and enjoyment.

**2.8 Transportation****2.8.1 Goal**

- People and goods are able to move safely within and through the community.

*Note: This Bylaw is amended periodically.*

*Contact the Planning Department to ensure this is a current copy.*

**10**

View of McRae Creek from Property Pin 1B

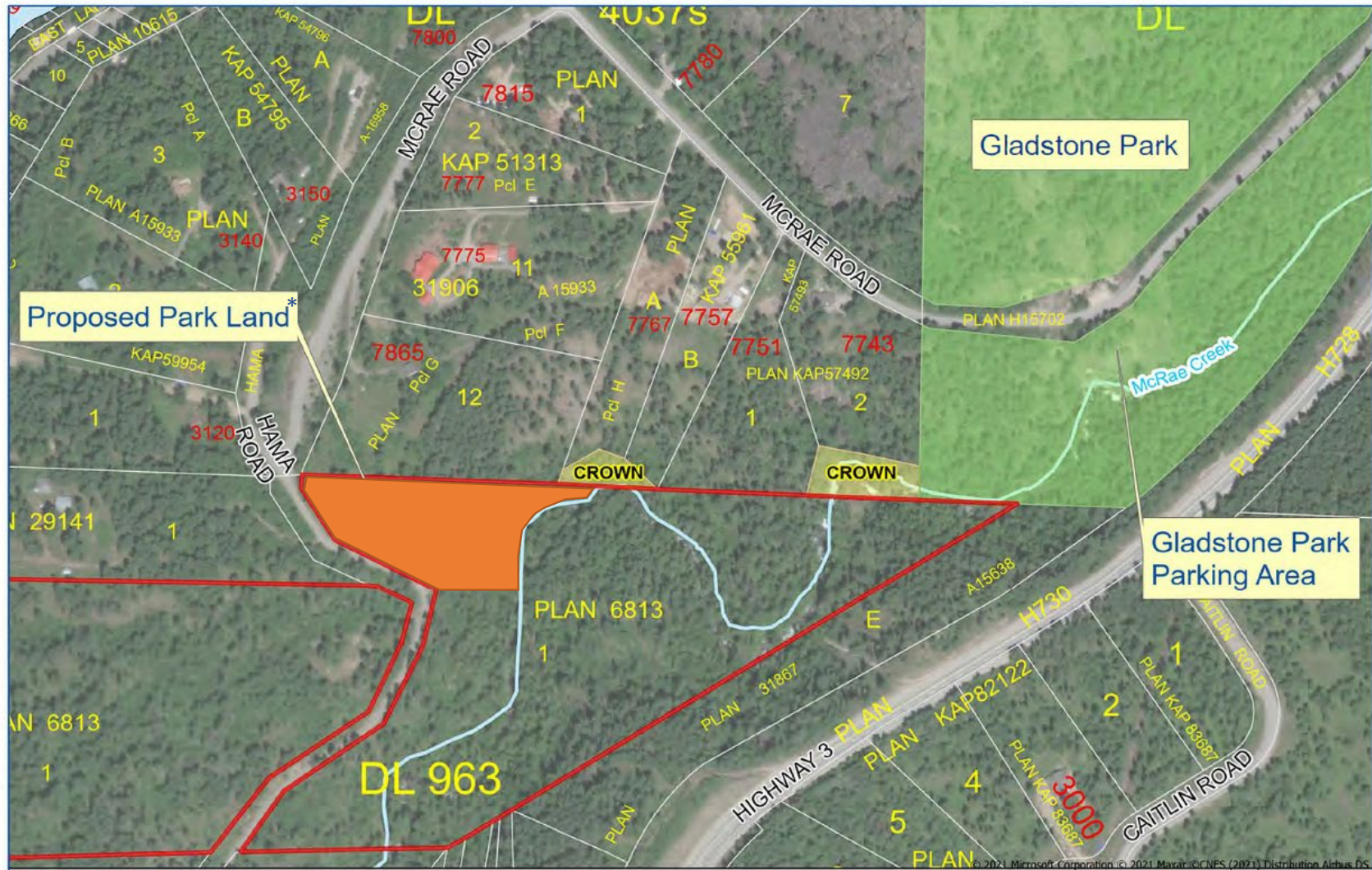


View of Canyon/Falls



View of Canyon/Falls





Regional District of  
Kootenay Boundary

Date: 2021-05-20

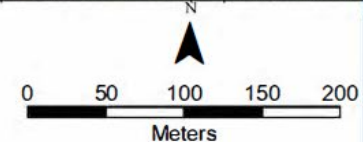
\*Approximation of  
Parkland Proposal

## Potential Park Dedication Map

Lot 1, Plan KAP6813, District Lot 963,  
SDYD

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

Document Path: P:\PD\EA\_C\963-04310.000\_Manson\2021-02-09 MoTI referral request\Maps\2021-05-20\_ParkDedication\_C-963-04310.000\_Manson.aprx



1:4,000



## Regional District of Kootenay Boundary

Date: 2021-04-30

## Parkland Provision Excluding Watercourses

Lot 1, Plan KAP6813,  
District Lot 963,  
Similkameen Div of Yale Land District



0 50 100 150 200

Meters

1:6,000



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Regional District of  
Kootenay Boundary

## Staff Report

<b>RE:</b>	Liquor and Cannabis Regulation Branch – Food Primary Liquor License – Riverdell Adventures Ltd.		
<b>Date:</b>	May 27, 2021	<b>File #:</b>	E-3307-07141.060
<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) has received a referral request for a Food Primary Liquor License with a Patron Participation Endorsement for a proposed new eating establishment near Beaverdell (see Attachment 1 – Site Location map).

Property Information	
<b>Owner:</b>	Riverdell Adventures Ltd.
<b>Agent:</b>	Alison Koch
<b>Location:</b>	5550 Highway 33
<b>Electoral Area:</b>	Electoral Area E/West Boundary
<b>Legal Description:</b>	Lot 3, Plan EPP34890, District Lot 3307, Similkameen Division of Yale Land District
<b>Area:</b>	9.6 ha (23.8 ac)
<b>Current Use:</b>	Campground
Land Use Bylaws	
<b>OCP Bylaw:</b>	NA
<b>Development Permit Area:</b>	NA
<b>Zoning Bylaw:</b>	NA
Other	
<b>Watershed:</b>	Approximately 200 metres from West Kettle River
<b>ALR:</b>	NA

### History / Background Information

The subject property is located at 5550 Highway 33 (see Attachment 2 – Subject Property Map) and was created by subdivision in 2017. The property backs onto Crown lands and is across the highway from the West Kettle River and a property located in the Agriculture Land Reserve (ALR). The parcel to the north of the subject property is vacant land owned by the agent. The parcel to the south is privately owned vacant land.

The property owner operates a campground on the subject property and is building a restaurant/catering space to service guests of the campground. The owners are requesting a Food Primary License from the Liquor and Cannabis Regulation Branch (LCRB).

To be eligible for a Food Primary Licence, all licensing requirements must be met and the focus must be on food when liquor is being served. The LCRB approval process for Food Primary Licences – including new businesses – no longer includes a local government input and support step unless the proponent is also applying for a Patron Participation Endorsement as well. When the proponent is applying for a Patron Participation Endorsement, input from the RDKB is required to ensure community concerns about noise, nuisance and other impacts *related to the Patron Participation Endorsement* portion of the LCRB application are considered. For more information on the Patron Participation Endorsement and the RDKB's role, see Attachment for the LCRB's "*Local Government/First Nations Qs & As*" and LCRB's "*Appendix D: Types of Liquor Licenses Issued in the Province of British Columbia*".

The next step in the process is to select a method for collecting residents' views prior to the Board making a decision on whether or not the proposal is supported.

### **Proposal**

The proponent is applying for a Food Primary Liquor License for a new café being opened called "The Coyote Café" (see Attachment 4 – Proponent's Submission). The proponent is requesting for LCRB's standard/set service hours of 9:00 am to 12:00 am (midnight), Monday to Sunday.

As the applicant is also requesting a Patron Participation Endorsement to accompany their new Food Primary Liquor License, support from the RDKB is required for the application to move forward. A Patron Participation Entertainment Endorsement is required for activities such as dining and dancing, karaoke, or other forms of entertainment where the patron participates. Patron Participation Endorsement does not include special event catering with liquor, such as weddings. Staff have received clarification from the applicant that they are interested in having small space on their patio for live music for ambience/background music and the application is not for events such as weddings. The proponent has noted that the area is rural and the campground guests and staff are the intended patrons of the proposed food and drink establishment.

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

At their April 5, 2021 meeting, the Electoral Area E/West Boundary APC reviewed the proponent's proposal and had the following comments:

- This should be opened to the public for comment.
- Director Gee stated that the RDKB has the option of holding a public hearing in these instances.
- There was concern that if there were events that not all the patrons would be staying at the campsite.
- There were questions about liquor licensing: How many licences you can have in an area? Can you sell the licence (i.e. does it remain with the property)?

**Staff comments:** Staff received clarification that the APC members were referring to the consideration of the liquor license being “open to the public”. The RDKB does not have a formal process for considering LCRB applications other than meeting the LCRB’s requirements. The LCRB requires *“views of residents, and a description of the method used to gather views,”* to be included in the RDKB’s response, which can take the form of public hearing, a receipt of written comments, or any similar process.

Staff have received clarification from the proponent that they are not looking to host concerts or large special events and the intent of their application is for music on the patio for guests. Patrons may wish to dance to the live dinner music.

While businesses can change, relocate, or transfer liquor licenses, the LCRB does not place any limits on the number of Food Primary Licenses in a given area. The LCRB specifies that a license transfer is available for situations where, for example, a business is sold to new owners, rather than taking a license from one business and selling or giving it to another business.

#### **Delay in Board consideration and timeline of review period**

Although the proposal was considered at the April 5, 2021 APC meeting, consideration was postponed as the applicant wanted to adjust their application with the LCRB to permit a temporary use as the construction of their café was behind schedule. After consulting with LCRB, the applicant decided not to make any changes to their application. Below is a summary of the timeline of events.

Timeline	Event
February 16, 2021	RDKB received application. 90 day RDKB response timeline began.
April 5, 2021	Application reviewed by APC.
April 17, 2021	Applicant stated they were considering changing the content of their application. Staff placed application on hold until updated.
April 22, 2021	Staff requested extension from LCRB to 90 day response time.
April 23, 2021	LCRB approves request for extension to 90 day response time
May 10, 2021	Applicant confirms they are not making changes to their application and asks to reactivate the application.
May 17, 2021	Original 90 day response period expired.
May 27, 2021	Staff report to the Board
TBD	Collection of public feedback
TBD	Board of Directors considers application and makes decision.
TBD	Staff submit response to LCRB after Board Resolution is signed.
Jul 22, 2021	LCRB extension to 90 day response expires. LCRB stated the RDKB could request an additional extension, if required.

## Implications

When the RDKB provides comments on a Food Primary License with Patron Participation Endorsement, the comments must be accompanied by a Board Resolution, which includes the following:

1. The impact of noise on the community in the immediate vicinity of the establishment;
2. The impact on the community if the application is approved;
3. Whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose (a food establishment);
4. The views of residents, and a description of the method used to gather views;
5. The RDKB's recommendations (including whether the application should be approved) and the reasons on which they are based; and
6. Copies of any staff reports that are referenced in the comments.

Options for gathering views of the residents may include:

1. Receiving written comments in response to a public notice of the licence application;
2. Conducting a public hearing in respect of the licence application;
3. Holding a referendum; or,
4. Any other similar method determined by the local government.

Typically the RDKB solicits the views of nearby residents and the larger community by requiring the applicant to place a sign or signs on the property, visible at or near the front of the building, by the main entrance, and other conspicuous spots where residents, patrons, and members of the community can easily see it and have an opportunity to comment. Additionally, the application is reviewed by the APC.

As the liquor license is for a restaurant that is not yet open, additional forms of collecting public views may be more appropriate. They may include:

1. Mail outs to properties within 60 m of the subject property (standard RDKB radius);
2. Mail outs to properties within a 1.5 km radius of the subject property (commonly used distance by other regional districts when properties in an area are very large and neighbours may be a good distance away);
3. A Public Hearing; and
4. A newspaper notice for either request for comment and/or a Public Hearing.

Staff advise that as the RDKB does not have its own application process for Liquor Licenses, no fees are collected by the RDKB to recover/reduce the costs associated with mail outs, staffing public hearings, and/or newspaper notices. As the application has been forwarded to the RDKB for comment only on the Patron Participation Endorsement portion of the license rather than the full liquor license, notices for public comment rather than a Public Hearing may suit the scale of the proposal.

Comments generated from residents, the community, and the APC will be provided to the Board for their consideration, as well as LCLB for their review.

### **Recommendation**

That the Regional Board of Kootenay Boundary Board of Directors direct staff to make arrangements to gather the views of the public for the Food Primary Liquor License with a Patron Participation Endorsement submitted by Alison Koch on behalf of Riverdell Adventures Ltd., for easting establishment on the property legally described as Lot 3, Plan EPP34890, District Lot 3307, Similkameen Division of Yale Land District, Beaverdell, Electoral Area 'E'/West Boundary. Further, that the method for gathering the views of the public take the form of a public notice for a request for written submissions, communicated as follows:

1. Posting of two signs on the subject property by the applicant;
2. Mail outs to properties within a 1.5 m radius of the subject property; and
3. Posting the request for written submissions on the RDKB website.

### **Attachments**

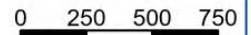
1. Site Location Map
2. Subject Property Map
3. LCRB's "Local Government/First Nations Qs & As" and LCRB's "Appendix D: Types of Liquor Licenses Issued in the Province of British Columbia"
4. Proponent Submission



Date: 2021-03-15

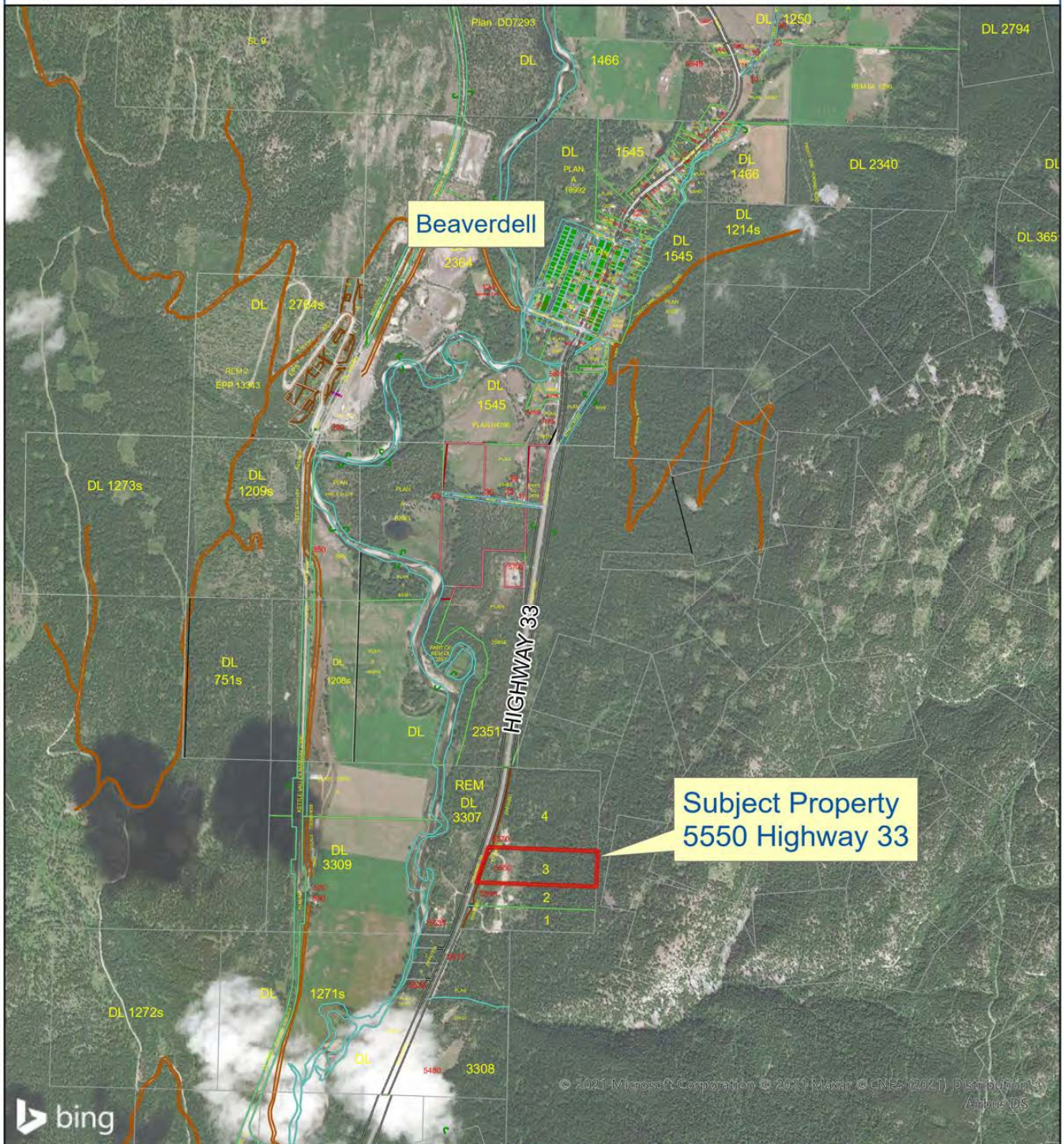
## Site Location Map

Lot 3, Plan EPP34890,  
District Lot 3307,  
Similkameen Div of Yale Land District



Meters

1:25,000



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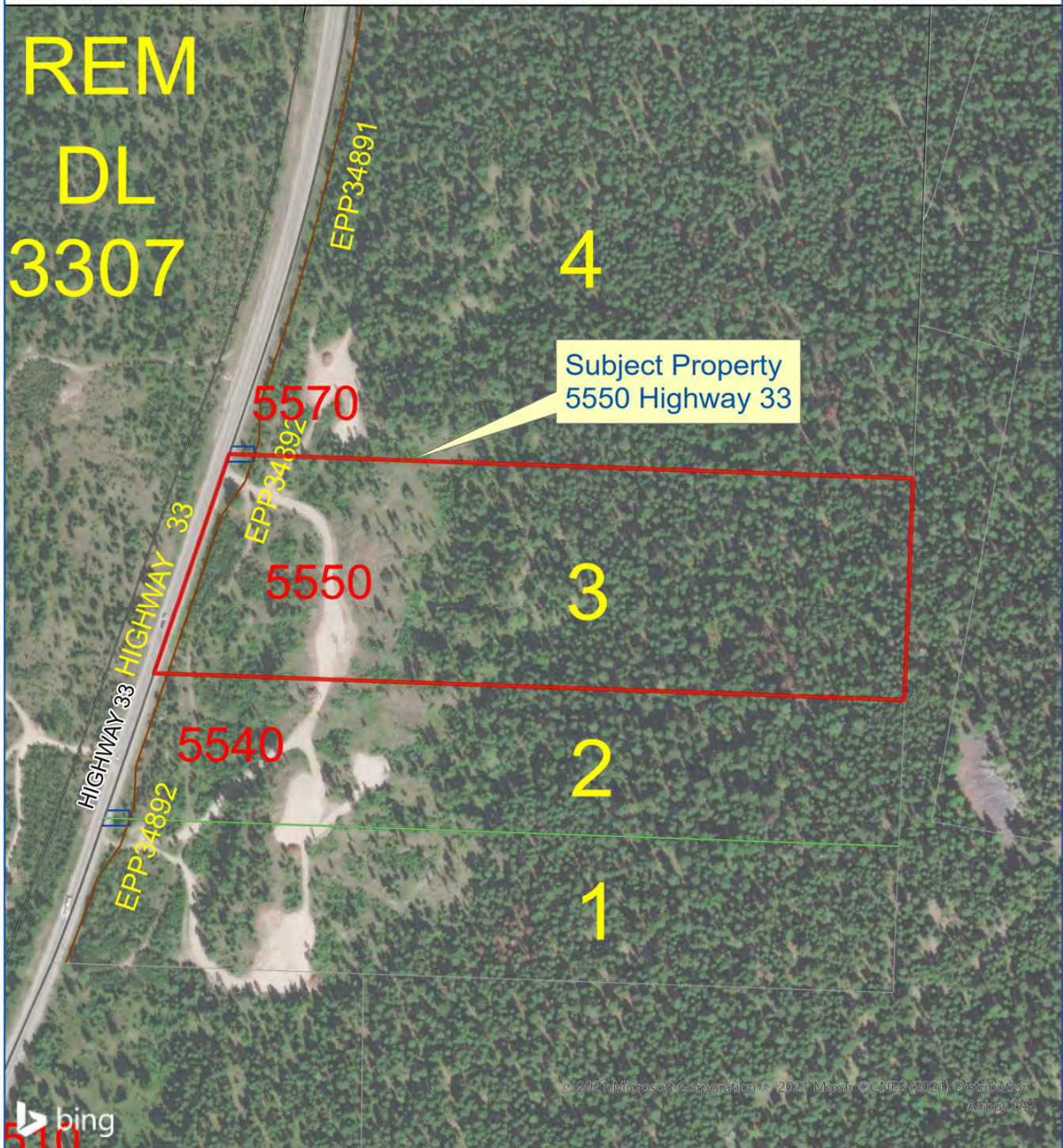
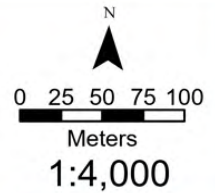


Regional District of  
Kootenay Boundary

Date: 2021-03-15

## Subject Property Map

Lot 3, Plan EPP34890,  
District Lot 3307,  
Similkameen Div of Yale Land District



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## Local Government/First Nations Qs & As

### Licence Types and Eligibility

#### **What are the eligibility criteria for a food primary?**

To be eligible for a food primary licence, all licensing requirements must be met and the focus must be on food when liquor is being served. That means a food primary can be used for activities that are not food-focused, as long as there is no liquor service at that time (for example, a banquet hall could be used for a lecture). Also, any business, even businesses without a primary focus on food service, can apply for a food primary licence (e.g. a funeral home is not in the food business, but could apply for a food primary to offer food and refreshments after a service). Food primaries do not require local government/First Nations input unless they are applying for the patron participation endorsement or hours past midnight.

#### **What are the eligibility criteria for a liquor primary?**

Any business is eligible for a liquor primary licence, except those that operate from a motor vehicle or focus on minors, (e.g. store, spa, rental hall), subject to zoning, and to local government and public input. Liquor primary establishments must ensure food is available for patrons.

Where a liquor primary is in another business (e.g. a barber shop), the licensed area may completely or partially overlap the main business, or be adjacent to it. Also, the hours of operation may completely or partially overlap the main business' hours of operation. The Liquor and Cannabis Regulation Branch (LCRB) will determine if and when minors are permitted. The licensee must apply to the LCRB if they want to change or close the main business, as that might affect the terms and conditions of the licence.

#### **Can a food primary switch to a liquor primary late at night?**

Yes, this is permitted as long as there is both a food primary licence and a liquor primary licence sharing the same space but with different operating hours (e.g. the food primary closes at 9 p.m. when the liquor primary opens). This requires two separate licences, with each licence subject to the normal licensing requirements, including local government and public input for the liquor primary licence.

#### **What activities can take place at a manufacturing site?**

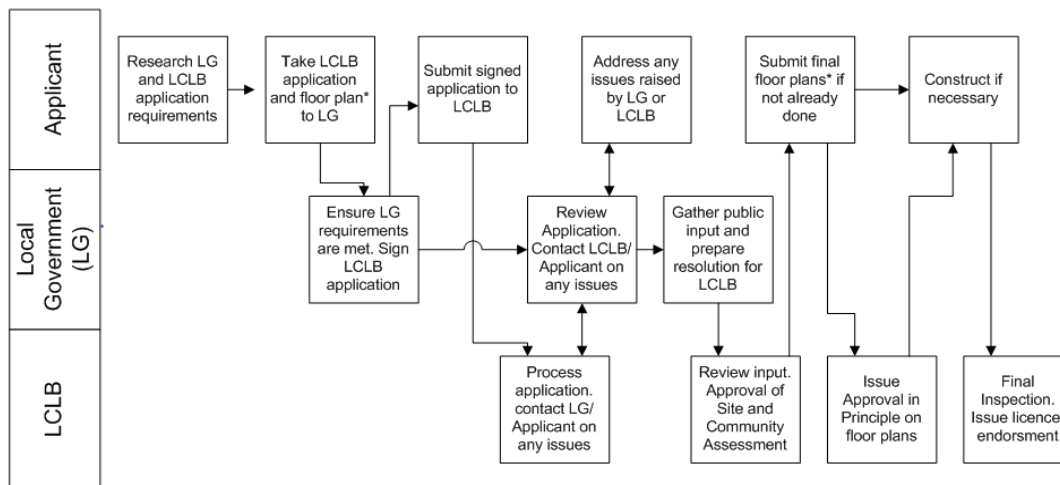
Manufacturers (wineries, breweries and distilleries) can have one or more indoor tasting areas where patrons can consume samples of product manufactured on-site. They can also conduct guided tours, with patrons consuming samples from the tasting area or drinks from the manufacturer lounge.

Manufacturers can also apply for the following endorsements, subject to zoning:

- An on-site store endorsement, which allows for sales to the public from an on-site retail store and/or via the internet;
- A manufacturer lounge with service by the glass or bottle (not restricted to sample size). Lounges are subject to local government/First Nations and public input;
- A special event area, which is similar to a lounge but can only be used during events.
- A picnic area, which is a no-service area where patrons can consume liquor they have obtained from the sampling area or an endorsement area. Picnic areas close half-an-hour after sunset and are subject to zoning and capacity limits.

## Licensing Process

### What is the licensing process for a liquor primary, manufacturer lounge or special event area?



\*Requires occupant load stamp, normally provided by the local government.

### What is the process for a licence amendment?

For licence amendments that require local government/First Nations (LG/FN) comment, the process is:

- The applicant takes the application to the LG/FN to be signed. This serves as notification that comment is required and initiates the 90-day timeframe.
- The applicant submits the signed application package to the LCRB.
- The LG/FN reviews the application, gathers the views of residents (unless there are no nearby residents) and submits comment to the LCRB regarding the [regulatory criteria](#). (The LG/FN may also choose to opt out of providing comment by noting that decision on the application form.)
- The LCRB reviews the comment and proceeds accordingly.

## Local Government & First Nations Comment

### **What is the role of local government/First Nations in the liquor licensing process?**

The role of local government/First Nations is to consider the impact of the licence application on their community and to provide comments, generally in the form of a resolution.

### **How does the process differ for Treaty First Nations?**

Treaty First Nations may adopt the provincial model outlined in this document for providing input, or they may develop a method of their own. As different nations may have different provisions within their agreements with regard to liquor, any applicants on Treaty First Nations land should call the LCRB prior to applying.

### **Which applications will a local government/First Nation be invited to provide comment on?**

#### **New licence applications**

- Liquor primary
- Liquor primary club

#### **Amendments to a licence:**

##### **Liquor primary/liquor primary club**

- Relocations Extension to the hours of liquor service
- Increase in person capacity
- Patio addition
- Adding or amending a temporary use area endorsement (golf courses and ski hills only)
- Transition from a liquor primary club to a regular liquor primary

##### **Manufacturers**

- Lounge endorsement
- Special event area endorsement
- Increase in the person capacity or hours of a lounge
- Increase in the capacity/size or hours of a special event area

##### **Food primary**

- Patron-participation entertainment (e.g. dine and dance or karaoke)
- Liquor service past midnight
- Temporary use area endorsement (golf courses and ski hills only)

#### **Other Consultation Requirements:**

- Picnic endorsements at a manufacturing site (new or change applications) requires input in regard to zoning only.
- Liquor primary relocations very close to the existing site (such as next door), in which case input would be in the form of objection/no objection

Input is requested for temporary changes (for an event) in the form of objection/no objection:

- Expand hours or person capacity for liquor primary
- Expand hours or size/capacity for manufacturer lounge or special event area

### What should the comment include?

In providing comment, section 71 of the [Regulations](#) states that the local government/First Nation must take into account the following considerations:

- The location of the establishment;
- The person capacity and hours of liquor service of the establishment.

The local government/First Nation must comment on the following (see [resolution template](#) and example of resolution comments for a liquor primary):

- The impact of noise on the community in the immediate vicinity of the establishment;
- the impact on the community if the application is approved;
- (for a food primary only) whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose;
- the views of residents, and a description of the method used to gather views; and
- the local government's/First Nation's recommendations (including whether the application should be approved) and the reasons on which they are based.

In addition to providing comments, the local government/First Nation should provide any reports that are referenced in its comments.

### How do local government/First Nations provide comment?

- A [resolution](#) OR
- Delegation – For applications that would otherwise require a resolution, a local government can delegate authority to staff to provide comments. The delegation must comply with applicable local government legislation and section 40 of the *Liquor Control and Licensing Act*. The delegation can specify some or all types of liquor licensing applications, and can be very specific (for example, all applications to extend closing times up to 2 am, or all applications where public input resulted in no more than five letters of opposition). A local government that has delegated authority to staff should send a copy of the delegation to the LCRB at [lclb.lclb@gov.bc.ca](mailto:lclb.lclb@gov.bc.ca) describing the parameters of the delegation.

### What if the local government/First Nation does not want to provide comment?

If the local government/First Nation does not want to provide comment, they can choose to “opt out”. This is done on a case by case basis by signing the application form that the applicant brings to the local government/First Nation. LCRB will be reviewing this process and consulting on options in the coming months to streamline this process.

A local government/First Nation can't opt out of half of the process. If a local government/First Nation has gathered public input, they must also provide the LCRB with their comments on the application. Similarly, if the local government/First Nation wants to provide comment, they must gather public input (unless there are no nearby residents).

Where the local government/First Nation opts out, the LCRB:

- Will gather the views of residents; and
- May request additional information from staff at the local government/First Nation to determine if it would be in the public interest to approve the application.

**What if the comments provided do not meet all of the regulatory criteria?**

If the comments fail to meet the [regulatory criteria](#), the LCRB will request that the local government/First Nation provide new or amended comments that address the outstanding criteria.

If the local government/First Nation is unable to provide comments that address all of the criteria, the LCRB will take over the process to determine if the application should be approved.

**How long does the local government/First Nation have to provide comments?** Comments must be provided within 90 days after the local government/First Nation has signed the LCRB application form. (The local government/First Nation can withhold signing the form until the applicant has met all of their requirements and they are ready to consider the application e.g. zoning, business licence application, fee submission, etc.)

If local government needs more time, they may submit a written request to the LCRB before the end of the 90 days explaining what stage they are at, and offer timelines for providing the LCRB with comments. If an extension is granted, the LCRB will provide written authorization. Please note that delays in the application process can have a significant impact on the applicant.

If the applicant is the reason for the delay, please notify the LCRB. If the applicant is not making efforts to move an application forward, the application will be terminated.

**Can the local government/First Nation recommend approval subject to certain conditions?**

In some circumstances, the local government/First Nation may want to recommend approval with certain restrictions (e.g. hours of liquor service) placed on the licence/endorsement. In these situations, the comments should clearly explain the rationale for recommending restrictions.

If the local government/First Nation is requesting the imposition of terms and conditions on a licence, they should consult with the LCRB first to ensure the LCRB has the required authority to do so before finalizing a conditional recommendation.

The local government/First Nation may also have the ability to impose other operating rules on the proposed establishment through the terms and conditions of the applicant's business licence. In these cases, it would fall to the local government/First Nation to enforce those rules.

**Can the local government/First Nation provide its own restrictions on entertainment?**

A local government/First Nation may, through a bylaw, restrict or prohibit any or all types of entertainment that would otherwise be permitted under the regulation or the terms and conditions of a licence, but that jurisdiction will be responsible for enforcing any bylaw.

## Gathering the Views of Residents

### **When must a local government/First Nation gather the views of residents?**

If the local government/First Nation wants to provide comments, they must first gather the views of residents (unless there are no residents nearby). The LCRB must be satisfied that residents have had an opportunity to express their views. The LCRB will only be able to consider comments if the local government/First Nation has also gathered public input.

### **What methods can be used to gather the views of residents?**

The local government/First Nation may use one or more of the following methods:

- Receive written comments in response to a public notice of the application. Examples of public notice could include posting a notice at the site, advertising in local newspapers, or delivering letters to nearby residents.
- Conduct a public hearing
- Hold a referendum
- Any other similar process

The local government/First Nation must ensure the method they choose:

- Is fair and equitable to both the residents and the applicant;
- Provides all nearby residents with reasonable notice and opportunity to comment;
- Avoids any perception of bias;
- Is appropriate to local circumstances; and
- Provides sufficient information for residents to understand the nature of the application including:
  - The type of licence or change to a licence
  - The proposed person capacity and/or hours of liquor service, if applicable.

The local government/First Nation may gather the views of residents in conjunction with a public input process to consider a rezoning application for the proposed site.

## Floor Plans with occupant load

### **What is local government's role in regards to occupant load?**

Licences such as food primary and liquor primary licences cannot be issued unless the LCRB sets a person capacity based on occupant load. Occupant load is also required for structural expansions to various licence types. The LCRB directs applicants to take their floor plans to the local government/First Nation to be stamped with an occupant load (based on section 145 of the [Regulation](#)). If the local government/First Nation does not issue occupant load, the applicant must get something in writing to verify this. In these situations, the applicant can take their floor plans to a registered professional, such as an architect, to get the occupant load.

**If you have any questions about this document, please contact the LCRB toll-free at 1-866 209-2111.**

## Delegation by Local Government regarding Comments and Recommendations

Legislation	Type of Local Government	Decision-making body	Mechanism for delegation	Who can be delegated	Documentation required to show delegation
<i>Community Charter</i> , [section 154]	Municipal government	Municipal Council	Bylaw	a) council member or council committee, b) officer or employee of the municipality, or c) another body established by the council	Copy of bylaw
<i>Islands Trust Act</i> [Section 10]	Local trust area (island or group of islands)	Trust council	Bylaw	Not specified, but subject to any restrictions or conditions specified in the bylaw	Copy of bylaw
<i>Local Government Act</i> [sections 229, 230]	Regional District	Regional District Board	Bylaw	a) a board member or board committee, b) an officer or employee of the regional district, or c) another body established by the board	Copy of bylaw
<i>Vancouver Charter</i> [section 161]	Vancouver City	City Council	Vote	A committee comprised a) of members of the Council, or b) of employees of the city; or c) of members of the Council and employees of the city	Copy of minutes from meeting where Council voted to delegate their powers

## APPENDIX 1: Resolution Template

RE: *[Describe type of application, address and establishment name or proposed name]*

At the [council/board] meeting held on [date], the [council/board] passed the following resolution with respect to the above-referenced application:

"Be it resolved that:

1. The [council/board] has considered the following\*:
  - The location of the establishment
  - The person capacity and hours of liquor service
2. The [council's/board's] comments on the prescribed criteria are as follows:  
*[Comment on the following]*

Criteria requiring comment	Guidance
The impact of noise on the community in the vicinity of the establishment.	Comments should be made in relation to potential impacts on the community in the vicinity of the establishment (or proposed establishment) if the new licence or licence change were to be approved. Comments should be made in the context of the considerations below (see footnote), and speak to: <ul style="list-style-type: none"> <li>• the impact of noise</li> <li>• the general impact (impacts beyond noise)</li> </ul>
The general impact on the community if the application is approved.	
For a food primary licence only: Whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose.	The primary purpose of a food primary is to have a focus on food at all times when liquor is being served. Comments should speak to whether approval of the application may result in the food primary operating contrary to this (e.g. being operated more like a liquor primary, such as a nightclub or pub).

3. The [council's/board's] comments on the views of residents are as follows: *[describe the views of residents, and the method used to gather the views]*.
4. The [council/board] [recommends/does not recommend] the [issuance of the licence/ approval of the licence change] for the following reasons: *[provide detail]*

*[Attach reports that are referenced in the comments.]*

*\* The Regulations require that the local government/First Nation consider these factors before providing comment. These considerations provide the context for understanding the potential impact of any new licence or change application. For example, an application for later hours needs to be considered in the context of the establishment's location and person capacity – as well as the proposed hours – to understand the potential impact to nearby residents.*

### **APPENDIX 3:**

#### **Example of Resolution Comments for a new liquor primary application**

The following example illustrates the type of comments that local governments/First Nations might provide. Comments may be a mix of positive, negative and neutral observations relevant to each piece of criteria. The final recommendation is the result of balancing these “pros and cons.”

If the comments refer to a staff report, the staff report must be attached.

#### **The impact of noise on the community in the immediate vicinity of the establishment**

Noise is not expected to be an issue because of the size and closing hours. The location is in a commercial area that is removed from nearby residences and it is suitable for a late-night entertainment venue where some street noise at closing time can be anticipated.

#### **The impact on the community if the application is approved**

If the application is approved, the impact is expected to be positive in that it will support the growth in tourism and offer a new social venue for residents. The maximum person capacity of 150 with closing hours of 2 a.m. Tuesday through Saturday and midnight on Sunday is acceptable. A larger capacity or later hours is not supported given the low number of police on duty at that time.

#### **Council’s comments on the views of residents**

A total of 11 responses were received from nearby residents. Eight were in support of the application citing the creation of additional jobs and a new entertainment venue as their primary reasons. Three letters were received in opposition to the application, citing concerns about noise and increased risk of drunk driving.

#### **Description of method used to gather views of residents**

The views of residents within one kilometre of the proposed establishment were gathered through written comments received in response to a public notice posted at the site and newspaper advertisements placed in two consecutive editions of the local newspaper. Residents were given 30 days from the date of the first newspaper advertisement to provide their written views. Residents were also given an opportunity to provide comments at the public meeting of Council held on (date).

#### **Council’s recommendation and rationale**

Council recommends the issuance of the licence. Council believes the majority of residents in the area support the issuance of the licence, provided the closing hours are no later than 2 a.m. The establishment will create new jobs and provide a new entertainment venue that is needed in this area. The 2 a.m. closing time is consistent with other licensed establishments in the area and noise is not expected to be an issue.

## APPENDIX D

## Types of Liquor Licences Issued in the Province of British Columbia

*Last updated: October 5, 2017*

The Liquor Control and Licensing Branch (LCLB) supervises over 10,200 licensed establishments and over 25,000 temporary special events per year in B.C.

The purpose of this document is to give a broad understanding of the types of liquor licences issued in B.C. Visit the LCLB's website at [www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing) and the hyperlinks below for the most up to date information.

### Licences:

Agent – for independent liquor agents who market products from liquor manufacturers outside of B.C.

Catering – for catering companies who wish to serve liquor in addition to food, with food service as the primary purpose.

Food Primary – for businesses where the primary purpose is to serve food (such as restaurants).

A Patron Participation Endorsement is an additional term and condition on a food primary licence that permits the active involvement of patrons in entertainment or results in patrons leaving their seats, such as dancing or karaoke. An application for this endorsement requires additional considerations beyond the routine assessment of an initial application. To ensure that community concerns about noise, nuisance and other impacts are considered, input from local government or First Nation authorities is required before patron participation entertainment will be approved for a food primary establishment.

Liquor Primary – for businesses where the primary purpose is to sell liquor (such as bars, pubs, and nightclubs, as well as stadiums, theatres, aircraft, etc.). Liquor primary licences are also for businesses that wish to serve liquor as an additional service to their primary business (such as spas, salons, art galleries, etc.)

*Liquor Primary Club* – a sub-class of the liquor primary licence for private clubs. To be eligible to apply, the club must be a society registered under the provincial Societies Act or a non-profit or veterans organization incorporated by special act of parliament. LP Clubs must have at least 50 members who pay annual fees. The service area of an LP Club is restricted to members and guests only.

Manufacturer – for businesses making wine, cider, beer (this includes brew pubs), or spirits (known as wineries, breweries, and distilleries). Manufacturers can also apply to add a lounge, special event area, and/or picnic area endorsement to their manufacturer licence.

UBrew/UVin (Ferment-on-Premises) – for businesses that sell ingredients, equipment and provide advice for customers to make their own beer, wine, cider or coolers.

Licensee Retail Store\* – for selling liquor by the bottle at retail stores (often called private liquor stores).

Wine Store\* – for wine stores including winery-operated stores, independent wine stores, VQA stores and tourist wine stores.

Special Wine Store – available to eligible grocery stores only, the special wine store licence permits the sale of 100% BC wine on grocery store shelves.

*\*No new licences are available at this time.*

### **Permits:**

Special Event Permit – for individuals and groups holding special events (such as community celebrations, weddings or banquets).

Ethyl Alcohol Purchase Permit – for purchasing ethyl alcohol for commercial and industrial use.

Charitable Auction Permit – for registered charities and non-profit organizations that wish to hold liquor auctions to raise funds for a charitable purpose.

### **What is the difference between a food primary and a liquor primary licence?**

A food primary licence is issued when the primary purpose of the business is the service of food (such as restaurants and cafes). A liquor primary licence is issued when the primary purpose of the business is the service of liquor, hospitality or entertainment (such as bars, pubs, spas, and art galleries).

The approval process is different for both types of licences, with the process for liquor primaries being more involved. Minors are generally prohibited from liquor primary establishments, unless the licence specifically allows them.

### **Additional Resources:**

Forms – access to all LCLB forms, including application forms and licence change forms.

Frequently Asked Questions – answers to common liquor-related questions.

Licensed Establishment Locations – a list of all licensed establishments in B.C.

Publications & Resources – access to the licensee terms and conditions handbooks, public consultations, and the Local Government/First Nations Guide page and more.



Liquor and Cannabis Regulation Branch  
400-645 Tyeo Road, Victoria, BC V8W 6J8  
Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 6J8  
Phone: 250-952-5767 Fax: 250-952-7060

## FOOD PRIMARY LICENCE APPLICATION FORM

Liquor and Cannabis Regulation Branch (LCRB001B)

### Instructions:

Using the attached guide, complete this application form, attach the required documents, and submit the package with payment to the Liquor and Cannabis Regulation Branch.

### Part 1: Applicant

Applicant Name: Riverell Adventures Inc

Office use only

Job No. \_\_\_\_\_

Mailing Address: 5550 Highway 33, General Delivery, Beaverell, BC V0H 1A0

If different than location address.

Street

City

Province

Postal Code

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Business Number: \_\_\_\_\_

722 520 731

Applicant Type:

☒ Private Corporation

☐ Sole Proprietor

☐ Partnership

☐ Public Corporation

☐ Society

Other: \_\_\_\_\_

Do you or any individual associated with this application have a tied house association (see page 4 of the guide) with a manufacturer or agent? ☒ No ☐ Yes

\*If yes, identify each licence number(s). Attach a separate list if needed.

Please check (X) Yes or No to each of the following:

☐ No ☒ Yes The applicant is the owner of the business in respect of which the licence is to be issued or will become the owner before the licence is issued.

☐ No ☒ Yes At the time of application, the applicant is:  
• The owner of or has an agreement to purchase the place or premises that will form the proposed establishment, or  
• The lessee or has a binding offer to lease the place or premises that will form the proposed establishment.

☐ No ☒ Yes At the time the licence is issued, the applicant will be:  
• The owner of the place or premises that forms the establishment, or  
• The lessee of the place or premises that forms the establishment (term no less than 12 months).

### Part 2: Contact Person

Name: Alison Koch

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### Part 3: Establishment (Restaurant) Proposal

Proposed Name: Coyote Cafe

Physical Address: 5550 Highway 33, Beaverell, BC V0H 1A0

Street

City

Postal Code

Phone: 6043514085

Business Email: \_\_\_\_\_

If the FP licence is issued, would you like mail sent to the establishment? ☒ No ☐ Yes

Parcel Identifier (PID): 029-816-629

## Appendix 2: Local Government/First Nation Confirmation of Receipt of Application

This form is to be completed and submitted with the Food Primary Licence Application if Hours of Liquor Service that extend past midnight and/or Patron Participation entertainment endorsement is requested.

Name of Applicant: Riverdell Adventures Inc - W. Alison Koch

Establishment name: Coyote Cafe

Establishment address: 5550 Highway 33, Beaverdell B.C.

Applicant Proposal:

- ☐ Hours of liquor service that extend past midnight – hours requested must be between 9:00 am to 4:00 am of the same business day

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open							
Close							

- ☐ Patron Participation entertainment endorsement – dancing, karaoke or other types of entertainment that involve patron participation in the service area

Describe the type of patron participation activities that will take place within your establishment:

Local Government/First Nation (name):

Regional District of Kootenay Boundary

Name of Official:

Anitra Winje

Email:

corporate@rdkb.com

Signature of Official:

*Anitra Winje*

Check here if the LG/FN will not be providing comment: ☐ Yes, opting out of comment.

Title/Position:

Manager of Corporate Administration

Phone:

250-368-9148

Date Received:

February 16, 2021

*\* Local Government*

*advised they have*

*no input on this*

*Liquor License*

*Application*

Note: The LG/FN cannot provide comment for their own application.

Is the establishment located on Treaty First Nation Land? ☒ No ☐ Yes

The above statement is from the applicant; RDKB Board will provide a recommendation

### Instructions for the Local Government/First Nation

This serves as notice that an application for a new food primary licence is being made within your community and is requesting hours of liquor service past midnight, and/or a patron participation entertainment endorsement. The Branch requests that you consider the endorsement and/or hours requested and provide the Branch with resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comments.

Note: An agent, lawyer, licensee representative or third party operator may not sign the declaration on behalf of the applicant.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the applicant to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the applicant is an individual or sole proprietor, the individual himself/herself
  - If the applicant is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
  - If the applicant is a general partnership, one of the partners
  - If the applicant is a limited partnership, the general partner of the partnership
- If the applicant is a society, then a director or a senior manager (as defined in the *Societies Act*)

### Part 5: Application Fee \$950 (non-refundable)

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check ☒ one):

☐ Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)

☐ Money order, payable to Minister of Finance

☒ Credit card: ☐ VISA ☒ MasterCard ☐ AMEX

☒ I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.

☐ I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

The information requested on this form is collected by the Liquor and Cannabis Regulation Branch under Section 26 (a) and (c) of the Freedom of Information and Protection of Privacy Act and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the Liquor Control and Licensing Act. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

LCRB001B

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Food Primary Licence Application Form

### Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card):

Credit card number:  Expiry date:  /

(Month)

(Year)

Signature:

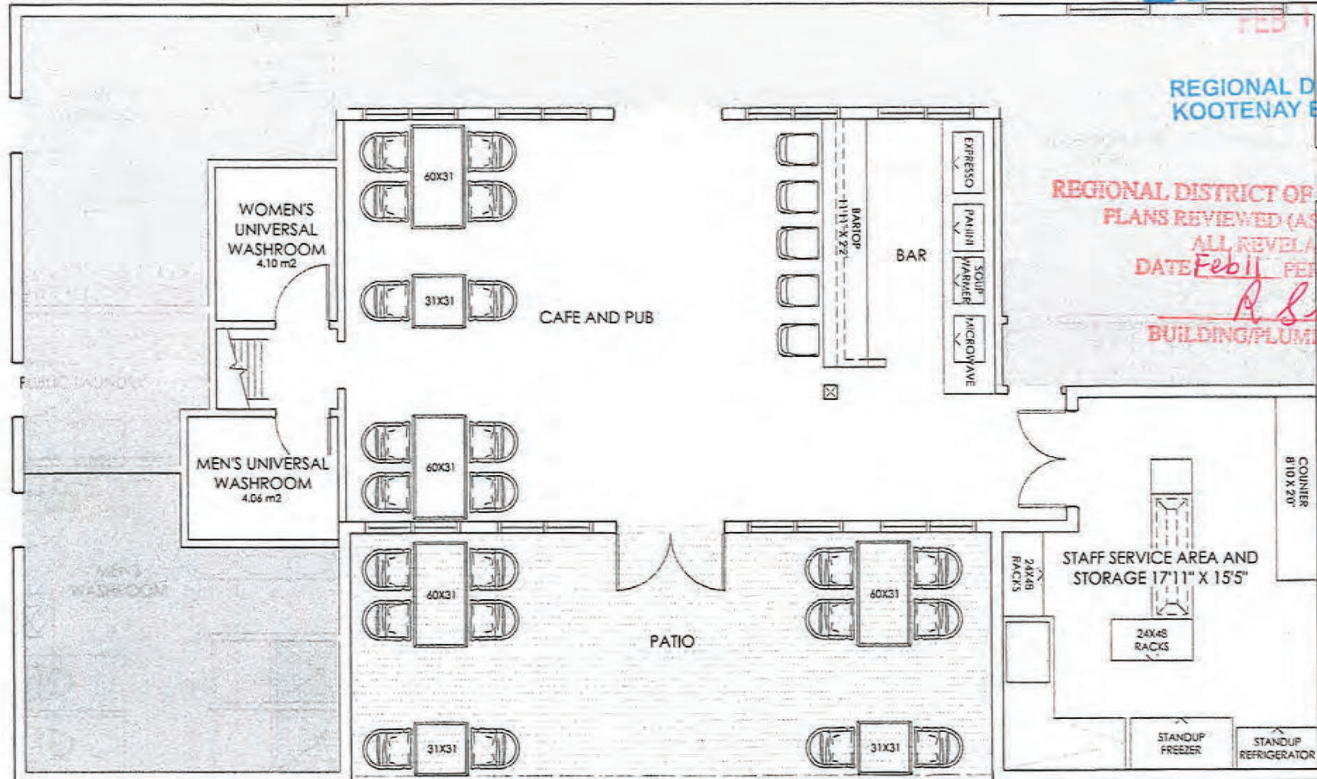
RECEIVED

FEB 10 2021

REGIONAL DISTRICT OF  
KOOTENAY BOUNDARY

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
PLANS REVIEWED (AS NOTED) SUBJECT TO  
ALL RELEVANT BYLAWS  
DATE Feb 11 PERMIT # 2021  
A. Siler  
BUILDING/PLUMBING INSPECTOR

As per Occupant  
Load Calculation  
by Registered  
Professional



1 GROUND FLOOR PLAN  
A-100 SCALE: 1/4"=1'-0"

OUT OF SCOPE

WELLINGTON LODGE

RESTAURANT/CAFE

ACCEPTABLE OCCUPANT LOAD = 46

5550 HWY 33  
BEAVERDEL, B.C.



October 15, 2020

Re: Food Primary Liquor License Application

Riverdell Adventures Inc.

Dear Sir/Madam,

In addition to the enclosed package for our liquor license application, I would like to give you a bit more information that may be helpful.

I spoke with the Regional District of Kootenay Boundary and they advised that there are no qualifications required by them for this application.

Riverdell Adventures is an all-inclusive RV Resort located on 22 acres in the Okanagan. We are near Beaverdell and Carmi - towns of about a couple thousand people total. Closest population centres are approximately a 45-minute drive away.

The part of our resort we are requesting a liquor license for is the restaurant located in the main building. You will notice on the floor plan additional bathrooms that are accessible from outdoors, and a reception area for our guests when they check in and out of the resort. Bathrooms available from inside the restaurant also.

The restaurant will function exclusively to serve our guests and staff on the property. As a result of this, we do not expect anyone to be leaving the property after enjoying our restaurant.

We are also applying for catering, as we have an outdoor banquet area located approximately 300 feet from the main building (on our private property). With this area we aim to provide food and drinks from our restaurant to guests for special events.

The main building is currently in construction. We are actively working on getting an Occupancy Load stamp from our engineer and/or the District. Once I receive that I will forward it to you immediately.

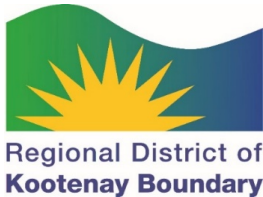
Thank you for your consideration.

Yours sincerely,

(Nancy) Alison Koch

Owner, Riverdell Adventures Inc.

Direct Phone: 604-351-4085



## STAFF REPORT

**Date:** May 27, 2021  
**To:** Chair Langman and Board of Directors  
**From:** Janine Dougall, General Manager of Environmental Services  
**Re:** May 2021 Work Plan Update – Regional Solid Waste (010) Service and Big White Solid Waste (064) Service

**File** ES – Solid Waste

### Issue Introduction

The purpose of this report is to provide an update on the 2021 Solid Waste Service (010/064) Work Plans.

### History/Background Factors

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

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

### Implications

#### Solid Waste Services - Operational Service Level Impacts – COVID-19






- Operational procedures that were implemented in 2020 to comply with Public Health Orders continue.
- Site usage at both the Grand Forks and McKelvey Creek Landfills by the public again seems higher than normal in March/April. Staff will continue to monitor usage data and tipping fee revenue to assess potential budget implications.

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*Page 1 of 4*


















*Staff Report-2021 Regional Solid Waste (010) Service and Big White Refuse (064) Service Work Plan Update Board Meeting May 27, 2021*

### 2021 Solid Waste Management Work Plans – May 2021 Update

Service Name	Project	Strategic Priority	Budget	Status
Regional Solid Waste Management - Service 010	Big White Recycling Infrastructure Upgrades	  	\$30,000	<b>In Process</b> - Preliminary internal discussions initiated on potential needs and areas to be considered for infrastructure
Regional Solid Waste Management - Service 010	Mount Baldy - General Infrastructure Upgrades		\$25,000	<b>Not Started</b>
Regional Solid Waste Management - Service 010	Rossland, Beaver Valley Commercial Curbside Collection Program Transition	 	N/A	<b>Complete</b> – Notification was provided to impacted businesses by email. Transition occurred on May 1, 2021 Monitoring commercial bin use at McKelvey Creek Landfill
Regional Solid Waste Management – Service 010 and Big White Solid Waste Management - Service 064	Big White/Idabel Lake Garbage and Recycling Collection Contract Renewal		Unknown	<b>Complete</b> – Contract renewed with SuperSave Disposal for 1 additional year.
Regional Solid Waste Management - Service 010	Weigh Scale Software Upgrades and associated Computer Hardware Upgrades		\$100,000	<b>Not Started</b>
Regional Solid Waste Management - Service 010	West Boundary Landfill – Additional Site Investigations	 	\$50,000	<b>Not Started</b>


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Staff Report-2021 Regional Solid Waste (010) Service and Big White Refuse (064) Service Work Plan Update  
Board Meeting May 27, 2021

Regional Solid Waste Management - Service 010	Grand Forks Landfill – Organics Infrastructure Upgrade	  	\$3,071,558	<b>In Process</b> - General Contract award completed at April 29, 2021 Board Meeting. Marwest Industries to mobilize to site by end of May. Equipment supplied by Sustainable Generation LLC. to arrive on site in early June. Facility commissioning anticipated by end of October 2021. Procurement documents for mobile equipment is under development.
Regional Solid Waste Management - Service 010	Boundary Wasteshed - Organics Diversion Expansion	  	N/A	<b>Not started</b> – will not be initiated until the fall of 2021 as expansion cannot occur until facility upgrades completed
Regional Solid Waste Management - Service 010	McKelvey Creek Landfill – Upgrades	  	\$130,000	<b>Initiated</b> – discussions ongoing with Tetra Tech regarding scope of work and cost to complete detailed design and tender ready documents for issuance in early 2022
Regional Solid Waste Management - Service 010	McKelvey Creek Wasteshed Curbside Organics Collection	  	N/A	<b>Not started</b> – waiting for results of grant application which is anticipated for summer of 2021.
Regional Solid Waste Management - Service 010	Asset Management Planning	  	N/A	<b>Ongoing</b>
Big White Solid Waste Management - Service 064	Big White Transfer Station Maintenance Contract Renewal		N/A	<b>Complete</b> – Renewed contract for an additional year with existing contractor to allow results from community issues analysis to be better understood
Big White Solid Waste Management - Service 064	Camera System Replacement		\$10,000	<b>Not Started</b>

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Staff Report-2021 Regional Solid Waste (010) Service and Big White Refuse (064) Service Work Plan Update  
Board Meeting May 27, 2021

Big White Solid Waste Management - Service 064	Community Issues Analysis	   	N/A	<b>In Process</b> – not directly leading project but participating as required
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### Advancement of Strategic Planning Goals



Environmental Stewardship/Climate Preparedness



Exceptional Cost Effectiveness and Efficient Services



Responding to Demographic/Economic/Social Change



Improve and Enhance Communication

### Background Information Provided

None

### Alternatives

There are no alternatives presented with this report.

### Recommendation(s)

That the Board of Directors receive the staff report titled "May 2021 Work Plan Update – Solid Waste (010/064) Services" as presented to the Board on May 27, 2021.



**Regional District of  
Kootenay Boundary**

## **STAFF REPORT**

**Date:** May 6, 2021 **File**  
**To:** Chair Langman and Regional District Kootenay  
 Boundary Board of Directors  
**From:** Dan Derby, Regional Fire Chief  
**Re:** May 2021 – Work Plan update 9-1-1  
 Emergency Communications Service (015)

### **Issue Introduction**

To provide an update on the 2021 9-1-1 Emergency Communications Service work plan.

### **History/Background Factors**

The RDKB Service Work plans provide an overview for the operations of the service and present the projects planned for the current year and projects proposed for the coming year that will assist in the development of the future years' budget.

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

### **Implications**

#### **9-1-1 Emergency Communications Service (015) Workplan – May Update**

Service Name	Project	Budget	Status
9-1-1 Emergency Communications Service (015)	Fire Dispatch Network Radio Coverage Assessment	\$35,000	Work has started with the consultant including meeting with fire service leadership from each of the 7 fire departments within the RDKB. Onsite repeater site surveys are scheduled for June. Work is proceeding on budget and is anticipated to be complete in the fall.

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*Page 1 of 2*

*Staff Report-9-1-1 Emergency Communications Work Plan Update - May 2021  
 RDKB Board of Directors, May 27, 2021*

**Advancement of Strategic Planning Goals**

All noted projects and initiatives support the following strategic planning goals.



Exceptional Cost Effectiveness and Efficient Services

**Alternatives**

There are no alternatives presented with this report.

**Recommendation(s)**

That the Regional District Kootenay Boundary Board of Directors receive the May 2021 – Work Plan update for 9-1-1 Emergency Communications Service (015), as presented to the Regional District Kootenay Boundary Board of Directors on May 27, 2021.



**Regional District of  
Kootenay Boundary**

## **STAFF REPORT**

**Date:** May 27, 2021  
**To:** Chair Langman and RDKB Board of Directors  
**From:** Mark Stephens, Manager of Emergency Programs  
**Re:** May 2021 – Work Plan update Emergency Preparedness Service 012

### **File**

### **Issue Introduction**

To provide an update on the 2021 Emergency Preparedness Service 012 work plan

### **History/Background Factors**

The RDKB Service Work plans provide an overview for the operations of the service and present the projects planned for the current year and projects proposed for the coming year that will assist in the development of the future years' budget.

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

### **Implications**

#### Operational Service Level Impacts – EOC Activations:

The RDKB Regional EOC has been activated for a total of 73 days in 2021. 35 days are in response to the COVIE-19 cluster at Big White and ongoing monitoring of the pandemic, and 38 days in response to the Fife Rd beaver dam collapse and freshet 2021. From mid March through May emergency management staff have spent roughly 75% of each day working on freshet related tasks.

During this years freshet Emergency Management staff have created the Freshet Dashboard to capture current conditions without putting pressure on staff from other departments. It is estimated that the dashboard has saved roughly 100 hours or 14 days of the Boundary Integrated watershed service staff time. Additional staff capacity in the Emergency Preparedness Service, has allowed the service to manage the bulk of the workload with in the department resulting in less dependence on other RDKB services for example the RDKB planning department.

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*Page 1 of 2*

*Staff Report-2021 Emergency Preparedness Service Work Plan update – May 27, 2021  
Board Of Directors, May 27, 2021.*

**Emergency Preparedness Service 012 Work Plan – May Update.**

Service Name	Project	Budget	Status
Emergency Preparedness Service (012)	Update Regional HRVA	\$1,000	Work has started on the Hazard, Risk and Vulnerability Assessment (HRVA) update. This project was paused due to EOC Activation. Work will continue shortly.
Emergency Preparedness Service (012)	Regional Emergency Plan Update	\$1,000	This project will start once the HRVA update is complete.
Emergency Preparedness Service (012)	RDKB FireSmart Program	Grant	Staff have been working with the contractor to kick the project off. Meeting have been scheduled and key task have started.
Emergency Preparedness Service (012)	RDKB EOC Activation Business Continuity Planning	N/A	This project is planned for late 2021 pending the amount of EOC activations.
Emergency Preparedness Service (012)	RDKB Regional Pet & Livestock Plan	\$1,000	This project is planned for late 2021 pending the amount of EOC activations.
Emergency Preparedness Service (012)	EOC Staff Training/ Orientation/ Exercise Plan	N/A	This project is planned for late 2021 pending the amount of EOC activations.

**Advancement of Strategic Planning Goals**

All noted projects and initiatives support the following strategic planning goals.



Environmental Stewardship/Climate Preparedness



Exceptional Cost Effectiveness and Efficient Services

**Alternatives**

There are no alternatives presented with this report.

**Recommendation(s)**

That the Board of Directors receive the May 2021 – Work Plan update for Emergency Preparedness Service (012), as presented to the Board of Directors on May 27th, 2021.



**Regional District of  
Kootenay Boundary**

## **STAFF REPORT**

**Date:** May 27, 2021  
**To:** Chair Langman and Board of Directors  
**From:** Brian Champlin, Manager of Building  
 Inspection Services  
**Re:** May 2021 Work Plan update, Building  
 Inspection Services, Service 004 Report

### **File**

### **Issue Introduction**

The purpose of this report is to provide an update on the Building Inspection Services 004 Workplan for the first quarter of 2021.

### **History/Background Factors**

The RDKB Service Workplans provide an overview for the operations of the service and present the projects planned for the current year and projects proposed for the coming year that will assist in the development of the future year's budget.

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

### **Implications**

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

Access to the new CityView Workspace program has been limited to in office use only in both the Trail and Grand Forks offices, due to some limitations in IT infrastructure being that does not support remote access to this new software program. Staff working from home are not able to access this program which will continue to limit their ability to process building permits and applications until such time as improvements in the IT infrastructure systems are in place. (e.g. improved VPN systems).

**2021 "Building Inspection Services" (004) Workplan – May 2021 Update**

Service Name	Project	Budget	Status
<b>Building Inspection Services (004)</b>	IT CityView Software Upgrade for Building Inspection Services (carried forward from 2020)	Total Cost of upgrade to date, is \$90,693  An additional \$6,050 is required for programing fixes in the system.	May – 95 % completed, Infrastructure is in place. Word add-in training to be completed with receptionists in both offices and final sign off to be completed.  Validation training and Go Live testing has been completed. Minor deficiencies are being dealt with accordingly and some additional cost will be acquired to fix ongoing issues.

Service Name	Project	Budget	Status
<b>Building Inspection Services (004)</b>	New Provincial Building Official in Training Program – Trainee Class and Reliance Class Building Official Endorsement	¼ of our \$6,500 training budget.  Our full budget for all courses and training, including travel is \$22,000.  Note: The above funds have been allocated in the 2021 Budget.	In the Trail Administration office:  One building official is registered in the BOABC Level 3 building code course and recently passed his level 1 plumbing exam.  Another building officials who received his Level 3 qualification designation last year, has recently achieved his Level 1 plumbing designation.  Also our level 1 building official has completed the level 2 course at BCIT and is preparing to write his level 2 exams.  In the Grand Forks Administration office:  One building official has taken the Level 2 BCIT building code course and is preparing to write his Level 2 exams. He also received his level 1 plumbing designation recently.
<b>Building Inspection Services (004)</b>	Asset Management Planning	TBD - Finance	The corporate asset management plan is being led by the Finance Department, with participation from all other departments is ongoing.

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

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

### **Relationship to Board Priorities**

The above noted Projects supports the following categories for the RDKB's strategic plan:



Exceptional Cost Effectiveness and Efficient Services

### **Alternatives**

There are no alternatives presented with this report.

### **Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors receive the "May 27, 2021" staff report titled "Building Services 004, first Quarter Update Report".



**Regional District of  
Kootenay Boundary**

## **STAFF REPORT**

**Date:** May 20, 2021 **File**  
**To:** Chair Langman & the Directors of the Board  
**From:** Mark Andison, CAO  
**Re:** May 2021 – Work Plan update  
 General Government Services 001

### **Issue Introduction**

To provide an update on the 2021 General Government Services 001 Work Plan.

### **History/Background Factors**

The RDKB Service Work Plans provide an overview for the operations of the service and present the projects planned for the current year and projects proposed for the coming year that will assist in the development of the future years' budget.

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

### **Implications**

#### **General Government Services 001 Work Plan – May 2021 Update.**

<b>Project</b>	<b>Status</b>
Asset Management – develop a corporate plan and training of staff to maintain database, etc.	No grants have been approved at this time. However, staff continue to work on Asset Management dashboards for each service with a detailed review occurring in June. Expect to provide the dashboard information to the relevant participants of each service in the Fall of 2021.
Work with Non-Profit Organizations in the Boundary to Assist Facilitation of Community Meat Processing and Food Hub Projects	The work with the Boundary Community Ventures Assn (BCVA) regarding the major funding for the Food Hub is complete including the development and signing of the contribution agreement between the RDKB and the BCVA.
Development of Annual Report with summary of achievements along with	In progress - the Annual Report will be presented to the BOD in June and submitted to GFOA by the end of June.

*Page 1 of 4  
 Staff Report-2021 General Government Services 001  
 Board of Directors, May 27, 2021*

anticipated GFOA award submission	
Operational Reviews and Implementation of Best Practices / Restructure	In progress - Terms of Reference with CUPE has been reviewed and accepted. Reviews are underway for Grand Forks Aquatic Centre and McKelvey Landfill.
Big White Community Issues Assessment	In progress - draft report has been received by the consultant
Electronic and Paper Records Management (RDKB Internal Filing Systems)	<p>In progress</p> <p>April 2021:</p> <ul style="list-style-type: none"> <li>- Records Management Policy adopted</li> <li>- Records Management Bylaw given 2 readings</li> <li>- Records Management Users' Survey created</li> <li>- Records Management Classification and Retention Schedule drafted</li> </ul> <p>May 2021:</p> <ul style="list-style-type: none"> <li>-Survey staff regarding records management (in progress)</li> <li>-clean up electronic records (in progress)</li> <li>-Board to adopt Records Management Bylaw</li> <li>-list of abbreviations developed</li> <li>-naming convention document developed</li> <li>-scanning of Supplementary Letters Patent (in progress)</li> <li>- create job description and posting for part time, temporary position; expect position to be filled in August</li> </ul>
Energy and Climate Change Project – FortisBC Agreement	<p>Complete</p> <p>EV infrastructure design. Installation rebate applications have been submitted.</p> <p>Low Carbon Fleet Management Plan.</p> <p>Grand Forks Aquatics Centre energy study. Fully funded by FortisBC.</p> <p>In progress</p> <p>FortisBC commercial energy assessments were undertaken at 9 facilities. Awaiting reports.</p> <p>Energy Step Code implementation of voluntary complete - Initial training, RDKB process. Builder training due to be launched early June.</p> <p>Community Energy Retrofit approach approved by the Board. Implementation commenced.</p>
Community and Corporate Climate Plan	In progress - Work has commenced on scope of work.
Energy and Climate Change Project – Part 2	In progress - Discussions have commenced with FortisBC on funding year 3 and 4.

Anaconda Community Water Service Establishment Review	In progress - With the recent changes with the CAO and Mayor in the City of Greenwood, RDKB staff are meeting to discuss the water system and the best approach moving forward.
Security Gateway Replacement – installing new higher capacity digital gateways to enable improved remote work and access	Complete - A high availability, 2 node cluster of Checkpoint CP6400 gateways was installed to replace the aging CP4200.
Server Services Rebuild – to modernize data centre operations	In progress - 85% complete.
Virtual Desktop Infrastructure Virtual private network (VPN) upgrades to enable more functional remote work	Currently evaluating options and waiting for funding approval. This project will provide VDI desktops for 75 users, and 65 Office 365 users.
Primary Corporate Storage Replacement	In progress - 85% complete.
RDKB Photo Refresh Project	In progress - Expect to be complete by June - with assistance from photo consultants via RFP.
Public Engagement Policy and Framework	In progress - Expect to be complete by November/December - using existing templates from other regional districts – several are now completing their frameworks and the draft framework will include staff and board input.
Completion of rdkb.com Website Re-design	In progress - 95% complete, mostly into regular maintenance operations now.
Communications Plan Update	In progress - Expect to be complete by end of year.
RDKB Brand Refresh Project	In progress - Expect to be complete by end of June - Completion of banners, graphic design elements including replacement of flags. New signage for Grand Forks RDKB building and additional sign for Trail RDKB building (highway side) will be in 2022 budget.
Internal Communications Plan	Work to start in 2021 and rolled out in 2022.
Online Engagement Continuity	In progress – Join the Conversation online engagement platform, and designated project administrators among staff carry out specific project updates. This also includes social media outreach.
Digital Maturity Mapping	Work to start in September - This is an initial analysis via workshop with staff, to determine gaps in our digital assets, skills and approaches. Data will be used to develop a 2022 Digital Strategy.
Digital Strategy	Based on results of the Digital Maturity workshop, develop a draft framework for a Digital Strategy in 2022.

**Page 3 of 4**  
**Staff Report-2021 General Government Services 001**  
**Board of Directors, May 27, 2021**

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



Environmental Stewardship/Climate Preparedness



Exceptional Cost Effectiveness and Efficient Services



Responding to Demographic/Economic/Social Change



Improve and Enhance Communication

### **Alternatives**

There are no alternatives presented with this report.

### **Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors receive the May 2021 – Work Plan update for General Government Service 001, as presented to the Board of Directors on May 27, 2021.



## STAFF REPORT

**Date:** 21 May 2021 **File**  
**To:** Chair Langman, and  
 Members of the Board  
**From:** Barb Ihlen,  
 General Manager of Finance/CFO  
**Re:** 2021 First Quarter Budget Variance Report

### Issue Introduction

A staff report from Barb Ihlen, General Manager of Finance/CFO, regarding the financial variance report for the first quarter of 2021.

### Background Factors

March 31<sup>st</sup> represents the end of the first quarter of the RDKB fiscal year. Attached is a high level summary of each service showing their approved budget, revenue received and/or accrued, and costs expensed to the end of March 2021. While the tax requisition amounts from the province and the municipalities have not been received, they have been accrued and are reflected as revenue received in this summary.

At this point in time, most expenses should be tracking at around 25% since the RDKB is one quarter through their fiscal year. All services are tracking as expected except and are consistent with prior year trends.

### Implications

Overall, the RDKB budget variance for first quarter is positive.

### Recommendation

That the Regional District of Kootenay Boundary Board of Directors receive the 2021 First Quarter Budget Variance report.

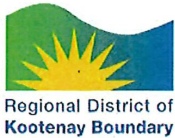


2021 First Quarter Variance Report  
Revenues & Expenses listed by Committee  
As at March 31, 2021

Reporting Committee		Budget	YTD Actual	Revenue			Budget	YTD Actual	Expenses			Surplus (Deficit)	Comments
				Variance Actual to Budget \$	Variance Actual to Budget %	PY YTD - PY Budget Variance %			Variance Actual to Budget \$	Variance Actual to Budget %	PY YTD - PY Budget Variance %		
Board of Directors/Committee of the Whole													
General Government Services	001	4,644,069	983,019	3,661,050	21%	25%	4,644,069	735,425	3,908,644	16%	17%	247,594	
Building & Plumbing Inspection	004	1,145,269	1,090,650	54,619	95%	95%	1,145,269	237,420	907,849	21%	18%	853,230	
Reserve for Feasibility Studies	006	76,492	87,627	(11,135)	115%	76%	76,492	376	76,116	0%	2%	87,251	
Regionalized Waste Management	010	7,799,779	2,069,189	5,730,590	27%	43%	7,799,779	621,751	7,178,028	8%	17%	1,447,438	Expenses - contractor billing delayed
Emergency Preparedness	012	521,101	76,532	444,569	15%	62%	521,101	86,602	434,499	17%	49%	(10,070)	Revenue - billing to be completed Q2
911 Emergency Communications	015	383,369	370,492	12,877	97%	100%	383,369	31,578	351,791	8%	14%	338,914	Expenses - service contract paid later in year
Refuse Disposal - Big White	064	318,095	315,795	2,300	99%	100%	318,095	27,602	290,493	9%	13%	288,193	Expenses - contractor billing delayed
Total Board		14,888,174	4,993,304	9,894,870			14,888,174	1,740,754	13,147,420			3,252,550	
Beaver Valley Recreation Committee													
Beaver Valley Recreation & Arena	020	1,006,975	850,895	156,080	85%	93%	1,006,975	130,627	876,348	13%	20%	720,268	
Beaver Valley Parks & Trails	019	1,182,822	981,886	200,936	83%	100%	1,182,822	47,412	1,135,410	4%	4%	934,473	Expenses - service contract paid later in year
Total BV Rec		2,189,797	1,832,781	357,016			2,189,797	178,040	2,011,757			1,654,741	
East End Services Committee													
Police Based Victims' Assistance	009	145,793	101,344	44,449	70%	66%	145,793	35,545	110,248	24%	16%	65,799	
Parks & Trails - Electoral Area 'B'	014	324,075	323,625	450	100%	74%	324,075	15,689	308,386	5%	8%	307,936	Expenses - grants paid in Spring after budget approval
East End Economic Development	017	150,865	150,865	(0)	100%	100%	150,865	71,606	79,259	47%	22%	79,259	Expenses - project fees incurred unevenly during year
Culture Arts & Rec in the Lower Columbia	018	2,095,370	1,117,523	977,847	53%	61%	2,095,370	314,398	1,780,972	15%	15%	803,125	
Kootenay Boundary Regional Fire Rescue	050	5,068,677	4,094,243	974,434	81%	85%	5,068,677	1,156,693	3,911,984	23%	14%	2,937,550	
Animal Control - East End	070	98,665	97,338	1,327	99%	98%	98,665	23,607	75,058	24%	25%	73,732	
Weed Control - 'A' - Columbia Gardens	090	33,069	30,043	3,026	91%	100%	33,069	676	32,393	2%	2%	29,367	Expenses - operations are summer/fall
House Numbering - Area 'B'	122	3,000	3,000	0	100%	100%	3,000	741	2,259	25%	25%	2,259	
Cemeteries - East End	150	615,424	594,024	21,400	97%	100%	615,424	1,190	614,234	0%	0%	592,834	
East End Transit	900	2,631,414	1,585,352	1,046,062	60%	87%	2,631,414	125,828	2,505,586	5%	57%	1,459,524	
Total EES		11,166,352	8,097,357	3,068,995			11,166,352	1,745,973	9,420,379			6,351,384	
Boundary Services Committee													
Boundary Economic Development	008	306,587	188,522	118,065	61%	53%	306,587	19,678	286,909	6%	2%	168,844	Expenses - project fees incurred unevenly during year
Recreation - Grand Forks & Area 'D'	021	576,796	541,659	35,137	94%	91%	576,796	126,917	449,879	22%	21%	414,742	
Recreation - Greenwood, Midway, 'E'	022	48,473	48,743	(270)	101%	100%	48,473	376	48,097	1%	10%	48,367	Expenses - grants paid in Spring after budget approval
Recreation - Christina Lake	023	78,891	72,209	6,682	92%	81%	78,891	10,131	68,760	13%	15%	62,078	
Recreation Facilities - Christina Lake	024	63,090	63,090	(0)	100%	100%	63,090	787	62,303	1%	3%	62,303	Expenses - contractor billing delayed
Boundary Museum Service	026	30,000	30,000	(0)	100%	100%	30,000	24	29,976	0%	0%	29,976	Expenses - billing completed in August
Area 'C' Regional Parks & Trails	027	2,762,676	417,612	2,345,064	15%	15%	2,762,676	17,380	2,745,297	1%	0%	400,233	Rev - grants not yet received (\$1.8m); Exp - contractor billing delayed
Beaverdell Community Club Service	028	19,950	19,950	-	100%	100%	19,950	-	19,950	0%	0%	19,950	Expenses - billing completed in August
Grand Forks Arena	030	695,993	571,385	124,608	82%	78%	695,993	128,289	567,704	18%	18%	443,096	
Grand Forks Curling Rink	031	51,140	48,455	2,685	95%	94%	51,140	12,785	38,355	25%	28%	35,670	
Grand Forks Aquatic Centre	040	1,150,875	924,084	226,791	80%	86%	1,150,875	134,613	1,016,262	12%	12%	789,471	
Area 'D' Regional Parks & Trails	045	474,310	57,783	416,527	12%	-57%	474,310	1,715	472,595	0%	9%	56,068	Revenue-grant not yet received; Expenses-capital project not started
Heritage Conservation - Area 'D'	047	10,239	10,239	0	100%	100%	10,239	1,814	8,425	18%	33%	8,425	
Fire Protection - Christina Lake	051	1,002,635	609,635	393,000	61%	65%	1,002,635	120,100	882,535	12%	9%	489,535	
Fire Protection - Beaverdell	053	95,874	95,875	(1)	100%	100%	95,874	12,295	83,579	13%	12%	83,579	
Big White Fire - Specified Area	054	1,927,214	1,509,561	417,653	78%	70%	1,927,214	545,890	1,381,324	28%	10%	963,671	
Rural Greenwood Fire Service	056	23,932	23,932	-	100%	100%	23,932	376	23,556	2%	2%	23,556	Expenses - billing completed in August
Fire Protection - Grand Forks Rural	057	678,130	485,630	192,500	72%	28%	678,130	5,564	672,566	1%	1%	480,066	Expenses - billing completed in August
Kettle Valley Fire Protection	058	169,982	169,982	0	100%	100%	169,982	2,898	167,084	2%	2%	167,084	Expenses - billing completed in August
Area 'E' Regional Parks & Trails	065	77,892	77,892	0	100%	100%	77,892	376	77,516	0%	0%	77,516	Expenses - contractor billing delayed
Animal Control - Boundary	071	168,443	163,795	4,648	97%	97%	168,443	15,380	153,063	9%	14%	148,415	Expenses - contractor billing delayed
Big White Security Services	074	248,965	248,856	109	100%	100%	248,965	13,879	235,086	6%	9%	234,977	Expenses - contractor billing delayed
Big White Noise Control Service	075	1,492	1,492	-	100%	100%	1,492	376	1,116	25%	25%	1,116	
Area 'C' Economic Development	077	147,492	147,492	(0)	100%	100%	147,492	376	147,116	0%	0%	147,116	Expenses - project fees incurred unevenly during year
Area 'D' & GF Economic Development	078	77,412	77,412	0	100%	100%	77,412	376	77,036	0%	1%	77,036	Expenses - project fees incurred unevenly during year
Area 'E' Economic Development	079	1,799,643	1,199,643	600,000	67%	100%	1,799,643	300,376	1,499,267	17%	1%	899,267	
Mosquito - Grand Forks, Area 'D'	080	93,656	87,674	5,982	94%	74%	93,656	3,359	90,297	4%	3%	84,315	Expenses - operations are summer/fall
Mosquito Control - Christina Lake	081	28,014	28,014	0	100%	100%	28,014	762	27,252	3%	3%	27,252	Expenses - operations are summer/fall
Weed Control - Christina Lake Millfoil	091	341,394	338,717	2,677	99%	98%	341,394	10,111	331,283	3%	2%	328,607	Expenses - operations are summer/fall
Noxious Weed Control - Area 'D' & 'E'	092	255,215	149,145	106,070	58%	58%	255,215	3,141	252,074	1%	1%	146,004	Expenses - operations are summer/fall
House Numbering - Area 'D'	121	3,000	3,000	0	100%	100%	3,000	741	2,259	25%	25%	2,259	
House Numbering - Area 'E'	123	3,000	3,000	-	100%	100%	3,000	741	2,259	25%	25%	2,259	
Library - Grand Forks, Area 'C' & 'D'	140	426,252	425,252	1,000	100%	100%	426,252	104,426	321,827	24%	24%	320,826	
Library - Specified Area 'E'	141	3,750	3,750	-	100%	100%	3,750	-	3,750	0%	0%	3,750	

**2021 First Quarter Variance Report**  
Revenues & Expenses listed by Committee  
As at March 31, 2021

Reporting Committee		Budget	YTD Actual	Revenue			Budget	YTD Actual	Expenses			Surplus (Deficit)	Comments
				Variance Actual to Budget \$	Variance Actual to Budget %	PY YTD - PY Budget Variance %			Variance Actual to Budget \$	Variance Actual to Budget %	PY YTD - PY Budget Variance %		
Greenwood, Area 'E' Cemetery Service	145	21,555	21,586	(31)	100%	100%	21,555	376	21,179	2%	1%	21,210	Expenses - billing completed in August
Boundary Integrated Watershed	170	953,121	110,686	842,435	12%	63%	953,121	35,136	917,985	4%	8%	75,551	Rev-grant not yet received;Exp-project fees incurred unevenly during
Boundary Transit	950	141,265	89,260	52,005	63%	67%	141,265	10,013	131,252	7%	56%	79,247	
<b>Total BSC</b>		<b>14,958,348</b>	<b>9,065,012</b>	<b>5,893,336</b>			<b>14,958,348</b>	<b>1,641,577</b>	<b>13,316,771</b>			<b>7,423,436</b>	
<b>Utilities Committee</b>													
Street Lighting - Big White	101	22,494	22,494	0	100%	100%	22,494	2,695	19,799	12%	4%	19,798	
Street Lighting - Beaverdell	103	1,893	1,893	0	100%	100%	1,893	394	1,499	21%	2%	1,499	
Beaver Valley Water Supply	500	3,516,971	1,272,665	2,244,306	36%	44%	3,516,971	83,822	3,433,149	2%	4%	1,188,843	Expenses - contractor billing delayed
Christina Lake Water Supply Utility	550	1,302,010	204,750	1,097,260	16%	88%	1,302,010	44,592	1,257,418	3%	7%	160,158	Revenue - billing in Q2;Expenses - major capital project not
Columbia Gardens Water Supply Utility	600	45,933	9,803	36,130	21%	33%	45,933	13,379	32,554	29%	27%	(3,576)	
Rivervale Water & Street Lighting Utility	650	216,109	34,559	181,550	16%	57%	216,109	25,812	190,297	12%	17%	8,746	Revenue - billing in Q2
East End Regionalized Sewer Utility	700	2,921,487	1,994,835	926,652	68%	91%	2,921,487	259,225	2,662,262	9%	28%	1,735,610	
Oasis-Rivervale Sewer Utility	800	69,349	38,221	31,128	55%	95%	69,349	8,139	61,210	12%	51%	30,081	
<b>Total Utilities Committee</b>		<b>8,096,246</b>	<b>3,579,219</b>	<b>4,517,027</b>			<b>8,096,246</b>	<b>438,059</b>	<b>7,658,187</b>			<b>3,141,160</b>	
<b>Electoral Area Services Committee</b>													
Electoral Area Administration	002	644,831	450,420	194,411	70%	58%	644,831	129,541	515,290	20%	12%	320,880	
Electoral Grant - in - Aid	003	437,490	437,387	103	100%	100%	437,490	42,505	394,985	10%	18%	394,882	
Planning & Development	005	996,992	863,976	133,016	87%	89%	996,992	213,205	783,787	21%	18%	650,772	
House Numbering - Areas 'A' & 'C'	120	6,000	6,000	0	100%	100%	6,000	1,500	4,500	25%	25%	4,500	
<b>Total EAS</b>		<b>2,085,313</b>	<b>1,757,783</b>	<b>327,530</b>			<b>2,085,313</b>	<b>386,750</b>	<b>1,698,563</b>			<b>1,371,033</b>	
<b>Total Amended Budget</b>		<b>53,384,230</b>	<b>29,325,456</b>	<b>24,058,774</b>	<b>55%</b>		<b>53,384,230</b>	<b>6,131,152</b>	<b>47,253,078</b>	<b>11%</b>		<b>23,194,304</b>	



## 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 Anitra Winje, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or foi@rdkb.com.

This application must include a complete mailing address. Incomplete address fields will result in delays in processing GIA funds and your request sent back to the RDKB Director.

Please check all Electoral Area Boxes You Are Making Application To:

<input checked="" type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input checked="" 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 type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
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Applicant:	* Kidney Walk <del>Terrace</del> <sup>Trail</sup> , Kidney Foundation, BC & Yukon				
FULL Mailing Address: Including Postal Code	* 200-4940 Canada Way, Burnaby, BC V5G 4K6				
Phone:	* 604-558-6887	Fax:		E-Mail:	* Brenda.Dondo@kidney.ca
Representative:	* Brenda Dondo				
Make Cheque Payable To:	* Kidney Foundation, BCY				

\*Starred items, including contact information, must be completed in full.

\*\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ \_\_\_\_\_ What amount are you requesting from this RDKB Director(s)? \$ 500.00 *Approved*

What is the Grant-in-Aid for? (attach an extra sheet if necessary) *Director Grieve May 6, 2021*

This past year has been particularly challenging for kidney patients and they need our support more than ever, we are requesting support from the Regional District of Kootenay Boundary for the Kidney Walk Trail by providing a Grant in Aid. This will help the Kidney Foundation, BC & Yukon provide the much needed programs and services for those living with kidney disease within the region.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	Regional District of Central Kootenay	
Amount Requested: \$	500.00	Amount Secured: \$ _____
Name of Organization	City of Trail	
Amount Requested: \$	500.00	Amount Secured: \$ _____
Name of Organization	_____	
Amount Requested: \$	_____	Amount Secured: \$ _____
Date:	May 6, 2021	Applicant Signature Brenda Dondo
		Print Name Brenda Dondo

Digitally signed by Brenda Dondo  
Date: 2021.05.06 10:31:31 -0700

### Office Use Only

Grant approved by Electoral Area Director: \_\_\_\_\_

Approved by Board: \_\_\_\_\_

**Jennifer Kuhn**

**From:** is@rdkb.com  
**Sent:** May 18, 2021 9:17 AM  
**To:** Anitra Winje - Corporate Officer; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Montrose Recreation Commission - Village of Montrose, email address - admin@montrose.ca

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'A' Director Ali Grieve

**Applicant Information:**

Applicant: Montrose Recreation Commission - Village of Montrose

Address: Box 510, Montrose, BC V0G 1P0

Phone: 250-367-7234

Fax: 250-367-7288

Email: admin@montrose.ca

Representative: Mike Walsh

Make Cheque Payable To: Village of Montrose

**Other Expenses:**

Total Cost of Project: \$1800

Amount Requested from RDKB Director(s): \$500 *Approved Director Grieve May 18, 2021*

What is the Grant-in-Aid for?

Montrose Recreation is hosting a Family Day Treasure Hunt/Escape Room on June 5, 2021. The funds will be used to purchase "treasure" and prizes for the participants. Families (or a Covid compliant group) will act as a team to find the items placed around the Village. Montrose has been able to keep recreation active

in the Village for our residents while respecting the restrictions put in place by the provincial government during the pandemic. Our group of dedicated volunteers has come up with a way to keep our annual June event going.

#### **List of Other Organizations Applied to for Funding**

Name of Organization    Columbia Basin Trust

Amount Requested    500

Amount Secured    500

Name of Organization    TRUE

Amount Requested    400

Amount Secured    400

Name of Organization    RDKB Area A

Amount Requested    500

Amount Secured    0

Documents uploaded with Submission?

☐

I:\Portals\0\Documents\GIA-Attachments\



## Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Anitra Winje, 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 checked="" 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 type="checkbox"/> Electoral Area 'E'/ West Boundary Director Vicki Gee
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Applicant:	* Kidney Walk Terrace, Kidney Foundation, BC & Yukon				
FULL Mailing Address: Including Postal Code	* 200-4940 Canada Way, Burnaby, BC V5G 4K6				
Phone:	* 604-558-6887	Fax:		E-Mail:	* Brenda.Dondo@kidney.ca
Representative:	* Brenda Dondo				
Make Cheque Payable To:	* Kidney Foundation, BCY				

\*Starred items, including contact information, must be completed in full.

\*\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ \_\_\_\_\_ What amount are you requesting from this RDKB Director(s)? \$ 500.00 *Approved*

What is the Grant-in-Aid for? (attach an extra sheet if necessary) *Director Worley May 6, 2021*

This past year has been particularly challenging for kidney patients and they need our support more than ever, we are requesting support from the Regional District of Kootenay Boundary for the Kidney Walk Trail by providing a Grant in Aid. This will help the Kidney Foundation, BC & Yukon provide the much needed programs and services for those living with kidney disease within the region.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization Regional District of Central Kootenay

Amount Requested: \$ 500.00 Amount Secured: \$ \_\_\_\_\_

Name of Organization City of Trail

Amount Requested: \$ 500.00 Amount Secured: \$ \_\_\_\_\_

Name of Organization \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Date: May 6, 2021 Applicant Signature Brenda Dondo

Digitally signed by Brenda Dondo  
Date: 2021.05.06 10:31:31 -0700

Print Name Brenda Dondo

### Office Use Only

Grant approved by Electoral Area Director: \_\_\_\_\_

Approved by Board: \_\_\_\_\_

**Jennifer Kuhn**

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**From:** is@rdkb.com  
**Sent:** May 12, 2021 10:21 AM  
**To:** Anitra Winje - Corporate Officer; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Grand Fork and District Fall Fair, email address - grandforksfallfair@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: Grand Fork and District Fall Fair

Address: PO Box 704 Grand Forks, BC V0H 1H0

Phone: 778-836-4059

Fax: na

Email: grandforksfallfair@gmail.com

Representative: Jason Markle, VP

Make Cheque Payable To: Grand Fork and District Fall Fair

**Other Expenses:**

Total Cost of Project: \$10402.32

Amount Requested from RDKB Director(s): \$4500.00

What is the Grant-in-Aid for?

The Project is to purchase aluminum bleachers to add seating at the Fair. We are also seeking funds both from the RDKB area "d" and Phoenix Foundation with the remainder of the balance paid by the Fair. Each year our Fair struggles to provide seating. With additional benches people, including seniors, will not

have to bring and carry their own chairs.

The Fall Fair regularly lends out its items like tables and tents to the community to be used in exchange for volunteer help or donations. These Bleachers will be available to the community for any event that may need them.

There is a shortage of bleachers in Grand Forks at this time and the Fair struggles to find enough each year. The bleachers being aluminum are lightweight and weather proof. They will be moveable and will have an indefinite lifetime.

Thank you very much. - Jason Markle

#### **List of Other Organizations Applied to for Funding**

Name of Organization    Phoenix foundation

Amount Requested    5000

Amount Secured    0

Name of Organization

Amount Requested

Amount Secured

Name of Organization

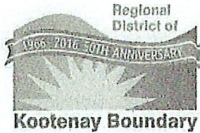
Amount Requested

Amount Secured

Documents uploaded with Submission?

☐

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## Grant-in-Aid Request

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
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Applicant:	* Big White Mountain Community Development Association			
Address:	* 101 1865 DILWORTH Rd Suite 215			
Phone:	* 250-469-2425	Fax:		E-Mail: * info@BIGWHITEMOUNTAIN.COM
Representative:	* Keith Strach - CDO			
Make Cheque Payable To:	* BIG WHITE MOUNTAIN COMMUNITY DEVELOPMENT ASSOCIATION			

\*Starred items, including contact information, must be completed in full.

\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$11,000.00 What amount are you requesting from this RDKB Director(s)? \$5,000.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

To Complete the installation of the Community Garden Irrigation System. The work involved completing the required Plumbing that the Irrigation System will be connected to.  
The irrigation system trenching was completed in the fall of 2020. This year we are connecting the system to the water & electrical supply in the Big White Community School. The Irrigation project is required to reduce the volunteer manpower to maintain the GARDEN. The Irrigation system will be operational this year with the ability to expand for both the future Greenhouse & School Grounds.

Name of Organization

Amount Requested: \$

Amount Secured: \$

Name of Organization

Amount Requested: \$

Amount Secured: \$

Name of Organization

Amount Requested: \$

Amount Secured: \$

Date: May 20 21 Applicant Signature

Print Name Joyce Riccio

Office Use Only

Grant approved by Electoral Area Director:

Approved by Board:

**SUBMIT**

**Jennifer Kuhn**

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**From:** is@rdkb.com  
**Sent:** May 13, 2021 10:37 AM  
**To:** Anitra Winje - Corporate Officer; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Midway Fire and Rescue – Road Rescue Team, email address - firechief@midwaybc.ca

**Online Grant-in-Aid Application****Electoral Area(s) Applied to:**

Electoral Area 'E'/West Boundary Director Vicki Gee

**Applicant Information:**

Applicant: Midway Fire and Rescue – Road Rescue Team

Address: PO Box 160

Phone: 2504492206

Fax: 2363548011

Email: firechief@midwaybc.ca

Representative: Fire Chief Michael Daloise

Make Cheque Payable To: The Village of Midway Fire Department

**Other Expenses:**

Total Cost of Project: \$\$11948.90

Amount Requested from  
 RDKB Director(s): \$4000 *Approved Director Gee  
 May 19, 2021*

**What is the Grant-in-Aid for?**

Midway Fire and Rescue department is in need of new equipment to assist with their Road Rescue service. The purchase of a hydraulic ram is for Road Rescue Vehicle Extrication. The purchase of a battery-operated unit will allow us to access long distance MVA events (such as over an embankment) without being tied to

a hose system, which is restrictive. This tool will provide much faster response and will ultimately assist in saving more lives as responders can get there more readily. Funding has been secured to purchase an electric hydraulic cutter to complement the spreader that was purchased last year. The purchase of the ram will mean that we will have a complete set of electric tools that will provide us the ability to perform vehicle extrication and patient rescue in locations that lined tools would not reach.

#### **List of Other Organizations Applied to for Funding**

Name of Organization    City of Greenwood

Amount Requested    \$4000

Amount Secured    \$0

Name of Organization    Village of Midway

Amount Requested    \$4000

Amount Secured    \$4000

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

["Ram Quote.pdf"]

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**EMERGENCY VEHICLES, EQUIPMENT & SERVICE**  
 #103 - 2285 Queen Street  
 Abbotsford, BC V2T 6J3  
 Phone: (888) 815 - 0500  
 Fax: (604) 864 - 4938

### Quotation

Date Mar 15, 2021	Page 1
Quote Number QT0045879	

**Customer:**

MIDWAY FIRE DEPARTMENT  
 midwayarena@shaw.ca  
 BOX 160  
 MIDWAY, BC V0H 1M0  
 CANADA

**Quote To:**

MIDWAY FIRE DEPARTMENT  
 midwayarena@shaw.ca  
 BOX 160  
 MIDWAY, BC, V0H 1M0  
 CANADA

Reference	PO Number	Customer No. MID005	Salesperson Brian Hoeght - Lower Mainland/Okanagon/Kootenays	Ship Via
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Qty. Ord.	Item Number	Description	Unit Price	UOM	Extended Price
1	HUR-2742850009	R 521 EWXT RAM 9AH PACKAGE 2 BATTERIES/1 CHARGER	11,167.20	EA	11,167.20

**Comments:**

RETURNED GOODS SUBJECT TO A 20% RESTOCKING FEE

**Tax Summary:**

GST 558.36  
 PSTBC 781.70

Less	
Included Tax	0.00
Order Discount	0.00
Subtotal	11,167.20
Total sales tax	1,340.06
Total order	12,507.26

Quote valid until 6/30/2021.