

**Electoral Area Services** 

Thursday, April 13, 2017 - 4:30 pm

The Regional District of Kootenay Boundary Board Room, RDKB Board Room, 843 Rossland Ave., Trail, BC

# AGENDA

- 1. CALL TO ORDER
- 2. <u>ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)</u>
  - A) April 13, 2017

**Recommendation:** That the April 13, 2017 Electoral Area Services Agenda be adopted as presented.

- 3. <u>MINUTES</u>
  - A) March 16, 2017

**Recommendation:** That the March 16, 2017 Electoral Area Services Minutes be adopted as presented. <u>Minutes-Electoral Area Services 16 Mar</u>

- 4. <u>DELEGATIONS</u>
  - A) Dave Hubbs RE: Bylaw Enforcement Dave Hubbs Delegation Request
  - B) Sandco Industries Ltd. Peter Spencer and Peter Muirhead RE: Christina Lake Estates Subdivision application Sandco Industries Delegation Request
- 5. <u>UNFINISHED BUSINESS</u>
  - A) Memorandum of Committee Action Items

**Recommendation:** That the Memorandum of Committee Action Items be received.

ToEndOfMarchForApril2017

# 6. <u>NEW BUSINESS</u>

# A) Lawrence Waite

# **RE: Development Variance Permit**

78 Lavalley Road, Electoral Area 'C'/Christina Lake RDKB File: C-317-00302.005

**Recommendation:** That the Development Variance Permit application submitted by Lawrence Waite, to allow for an accessory building height variance of 2.3m (from 4.6m to 6.9m) and a front yard setback variance of 2.7m (7.5m to 4.8m) to construct an accessory building on the property legally described as Lot 1, DL 317, SDYD, Plan KAP90475, Electoral Area 'C'/Christina Lake, be presented to the Regional District of Kootenay Boundary Board for consideration, with a recommendation of support.

2017-04-07-Waite-DVP-EAS

# B) Jason Alton

# **RE: Development Permit**

5370 Big White Road, Big White RDKB File: BW-4109s-07412.000

**Recommendation:** That the Development Permit application submitted by Krista Paine, of Ian Paine Construction Ltd., on behalf of Jason Alton, to construct a single family dwelling in the Alpine Environmentally Sensitive Landscape Reclamation Development Permit Area on the parcel legally described as Lot 3, DL 4109s, KAP23412, SDYD, be received.

2017-04-05 Alton DP\_EAS

# C) Ponderosa Estates RE: MOTI Conventional Subdivision Ponderosa Drive, Electoral Area 'C'/Christina Lake RDKB File: c-317-02632,275

**Recommendation:** That the subdivision application to create 8 strata lots on Lot 35 District Lots 312 & 348 SDYD Plan 29935 Except Plan 39263, Electoral Area 'C'/Christina Lake, be received. <u>Ponderosa MOTI Sub EAS</u>

# D) Sandco Industries Ltd. RE: MOTI Conventional Subdivision 24 Park Road, Electoral Area 'C'/Christina Lake

RDKB File: C-317-00215.055

**Recommendation:** That the staff report regarding the referral from the Ministry of Transportation and Infrastructure for a conventional subdivision on 24 Park Road, Christina Lake (Lot 1, District Lots 317, and 498, 4243, Plan KAP80157) and 47 Sandner Road, Christina Lake (Parcel A (being a consolidation of lots 45 and 6 LB378272), District Lot 317 Plan KAP 50), Electoral Area 'C'/Christina Lake, be received.And FURTHER that the Board of Directors direct staff to work with MoTI regarding the establishment of a Statutory Right of Way to secure a footbridge landing on the portion of the subject parcel as noted within the Official Community Plan.

2017-04-06-Sandco\_EAS

# E) Sandco Industries Ltd. RE: Bare Land Strata Subdivision 24 Park Road, Electoral Area 'C'/Christina Lake

RDKB File: C-317-00215.055

**Recommendation:** That the staff report regarding the referral from the Ministry of Transportation and Infrastructure for a bare land subdivision of the remainder of Lot 1, District Lots 317, and 498, 4243, Plan KAP80157 Electoral Area 'C'/Christina Lake be received. And FURTHER that the Board of Directors supports dedication of park land rather than cash in lieu to satisfy Section 510 (Requirement for provision of park land or payment for parks purposes) in order to fulfill the public's interest for a landing for a footbridge and access to water along Christina Creek.

2017-04-05-Sandco\_EAS

# F) 0980131 BC Ltd. RE: MOTI Subdivision 40 High Forest Crescent, Big White RDKB File: BW-4247-07914.000

**Recommendation:** That the staff report regarding the referral from the Ministry of Transportation and Infrastructure for a bare land strata subdivision on 40 High Forest Crescent, Big White, Block A, District Lot 4247, Land District 54 Big White, Electoral Area 'E', be received.And FURTHER that the Board of Directors supports dedication of cash in lieu rather than park land to satisfy Section 510 (Requirement for provision of park land or payment for parks purposes). 2017-04-06-High Forest EAS

- G) Director Remuneration Bylaw Discussion (Director Gee) Bylaw 1621 - Director Remuneration - PEP - March 21, 2017 Grieve RE\_Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - comments - PEP - March 21, 2017 Re\_Policy - Directors Remuneration and Expenses - Bylaw No. 1621 comments - PEP - March 21, 2017 Worley1-RE\_Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - comments - PEP - March 21, 2017 Worley2 Re\_Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - comments - PEP - March 21, 2017 Worley2 Re\_Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - comments - PEP - March 21, 2017 Worley-Re\_Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - comments - PEP - March 21, 2017 Morely-Re\_Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - comments - PEP - March 21, 2017 Morley-Re\_Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - comments - PEP - March 21, 2017 Morley-Re\_Policy - Directors Remuneration and Expenses - Bylaw No.
- H) **Electoral Area Budgets** Discussion on cost overruns (Director Gee)

# I) Grant in Aid report

**Recommendation:** That the Grant in Aid report be received. 2017 Grant In Aid

### J) Gas Tax Report

**Recommendation:** That the Gas Tax Report be received. <u>Gas Tax Agreement EA Committee (March 30, 2017)</u>

 K) G. Denkovski
 RE: Gas Tax Application - Electoral Area 'B'/Lower Columbia-Old Glory Rossland Historical Museum and Archives Association A report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the gas tax application from the Rossland Historical Museum and Archives Association.

**Recommendation:** That the Regional District of Kootenay Boundary Board of Directors approves funding the Rossland Historical Museum and Archives Association Gas Tax Application in the amount of \$25,000.00 for the capitol costs associated with improvements at the Rossland Museum. FURTHER that the Board of Directors authorizes the RDKB signatories to sign and enter into the agreement. Rossland Museum Gas Tax Application

### L) G. Denkovski

# RE: Gas Tax Application - Electoral Area 'A' Village of Fruitvale RV Park

A report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the gas tax application from the Village of Fruitvale.

**Recommendation:** That the Regional District of Kootenay Boundary Board of Directors approves funding the Village of Fruitvale Gas Tax Application in the amount of \$70,000.00 for the capitol costs associated with improvements at the Fruitvale RV Park. FURTHER that the Board of Directors authorizes the RDKB signatories to sign and enter into the agreement.

Fruitvale RV Park Gas Tax Mar 2017

# M) Request for building permit fee waiver - Stonegate Big White Building Dept. 12-0022BW

A staff report from Mark Andison, General Manager, Operations / DCAO introducing a request from Dennis Skuter of Mountain Sky Properties Inc. requesting that partial fees payable in relation to a 2016 building permit application be waived in recognition of monies already paid by the developer toward the project in 2012.

**Recommendation:** That the Electoral Area Services Committee consider the request submitted by Dennis Skuter of Mountain Sky Properties Inc. to credit the \$25,210 fee submitted in 2012, in relation to a building permit for the final phase of the Stone Gate building, to his 2016 building permit application for the same project. Request for Building Permit Fee Partial Waiver (RPT - 998) - Pdf

- 7. <u>LATE (EMERGENT) ITEMS</u>
- 8. <u>DISCUSSION OF ITEMS FOR FUTURE AGENDAS</u>
- 9. <u>CLOSED (IN CAMERA) SESSION</u>
- 10. <u>ADJOURNMENT</u>



#### Electoral Area Services Minutes

Thursday, March 16, 2017 RDKB Board Room, 843 Rossland Ave., Trail, BC

#### **Directors present:**

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

#### **Directors Absent:**

Director Roly Russell

#### Staff Present:

Donna Dean, Manager of Planning and Development Louise Hamazaki, Recording Secretary

#### CALL TO ORDER

Chair Worley called the meeting to order at 4:30 p.m.

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

March 16, 2017

Moved: Director Grieve

Seconded: Director Gee

Director Worley wished to add a Grant-in-Aid application and Director Gee wished to add discussion regarding the potential for a new funding stream.

That the March 16, 2017 Electoral Area Services Agenda be adopted as amended.

Carried.

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#### **MINUTES**

#### February 16, 2017

Moved: Director Grieve

Seconded: Director Gee

Director Gee did not request a formal change to the minutes as presented, however, she did want to make mention, that regarding the proposed permissive property taxation exemption policy, she was to follow-up with the Manager of Corporate Administration.

Director Gee also wanted to clarify the proposed Grant-in-Aid application requirements for an organization's Director's signature and physical address, are specific to Electoral Area 'E' / West Boundary.

That the February 16, 2017 Electoral Area Services Minutes be adopted as presented.

Carried.

#### DELEGATIONS

There were no delegations in attendance.

#### UNFINISHED BUSINESS

#### Memorandum of EAS Committee Action Items

Moved: Director McGregor

Seconded: Director Grieve

Regarding Pest Management, it is believed that this item has been completed. To be discussed with Alan Stanley/General Manager/Director of Environmental Services, if completed, remove from 'Pending Tasks' list

That the Memorandum of Committee Action items be received.

Carried.

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#### NEW BUSINESS

West K Sand and Gravel RE: OCP and Zoning Bylaw amendments Highway 22, Electoral Area B/Lower Columbia-Old Glory RDKB File: B-7187-08837.000

Moved: Director Grieve

Seconded: Director Gee

There was a discussion regarding the potential for farming activities on the parcel, concerns regarding highway access and water availability and the possibility of a storage building being erected on one of the parcels.

That the application submitted by West K Sand and Gravel Ltd., to amend the Electoral Area 'B'/ Lower Columbia-Old Glory Official Community Plan Bylaw No. 1470 to redesignate the property from 'Rural Resource 1' to 'Light Industrial' and to amend the Electoral Area 'B'/ Lower Columbia-Old Glory Zoning Bylaw No. 1540 to rezone the property from 'Rural Resource 1 (RUR 1)' to 'Light Industrial 2 (IN 2)', be deferred until further information is made available regarding access and water service.

Carried.

Heinrich Brussow and Deborah Geiger Rick Llewellyn, Agent RE: Zoning Bylaw Amendment 11065 Granby Road, Electoral Area D/Rural Grand Forks RDKB File: D-3009-07018.000

Moved: Director McGregor

Seconded: Director Grieve

Tweak wording 'and further' to restrict to 'Family member only'. Ensure that a Restrictive Covenant is on title 'For Family Member only'

Committee members requested that a notation be made on file that the owners have not been in compliance in the past.

Ensure that Director Russell, has a conversation with the owner regarding past noncompliance.

That the application submitted by Ric Llewellyn, as agent for Heinrich Brussow and Deborah Geiger, to amend the Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299 to permit a second dwelling on a parcel, in the form of a manufactured home, for a member of the owner's immediate family, be supported AND FURTHER that the staff *Electoral Area Services March 16, 2017 Page 3 of 8* 

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be directed to draft an amendment bylaw for presentation to the RDKB Board of Directors for first and second readings and to schedule and hold a public hearing on the proposed bylaw amendments AND FURTHER that third reading and adoption of the amendment bylaw be subject to the provision of a guarantee in the form of a covenant that restricts occupancy of the residence to the owner's immediate family and specifies what would trigger removal of the residence in the future.

Carried.

#### Big White Ski Resort Brent Harley & Associates, Agent RE: Zoning Bylaw Amendment

Black Forest Area within the Big White Controlled Recreation Area (CRA) Boundary RDKB File: BW-4255-Temp

Moved: Director Gee

Seconded: Director McGregor

Director Gee relayed concerns raised by Big White APC regarding potential campers being on a remote parking area if that portion of the new zone requested by the applicant is retained. Director Gee questioned why the applicant would have requested such a small parcel size. Donna Dean / Manager of Planning described the revised zone prepared by staff and confirmed that it had been shared with the agent for the application.

That the application submitted by Brent Harley and Associates (BHA), acting as agent for Big White Ski Resort Ltd., to amend the Big White Ski Resort Zoning Bylaw No. 1166, 2001 to rezone the subject area from 'Chalet Residential 3 (R3)' to a new for employee housing zone, be supported AND FURTHER that staff be directed to draft an amendment bylaw for presentation to the RDKB Board of Directors for first and second readings and to schedule and hold a public hearing on the proposed bylaw amendment.

Carried.

### Keith Lawrence and Sarah Kabatoff RE: Development Variance Permit

305-2nd Avenue, Electoral Area C/Christina Lake RDKB File: C-269-00210.110

Moved: Director McGregor

Seconded: Director Gee

Director McGregor stated that in conversation with the owner, they assured her that a secondary suite has not been considered.

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That the Development Variance Permit application submitted by Keith Lawrence, to allow for an accessory building height variance of 5.4m (from 4.6m to 10.0m) to construct an accessory building on the property legally described as Lot 1, DL 269, KAP72739, SDYD, Electoral Area 'C'/Christina Lake, be presented to the Regional District of Kootenay Boundary Board for consideration, with a recommendation of support.

Carried.

#### Greg & Dena Wyna RE: MOTI Subdivision

4111 Casino Road, Electoral Area B/Lower Columbia-Old Glory RDKB File: B-367-02303.014

Moved: Director McGregor

Seconded: Director Grieve

Donna Dean / Manager of Planning stated that MOTI generally does not support the use of easements for access to parcels, however, it is ultimately their decision whether the proposed access through the neighbors' parcel is approved.

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed conventional subdivision for the parcel legally described Lot A, Sec, 26, TWP 8A, Kootenay District, Plan EPP8823, in Electoral Area 'B'/ Lower Columbia-Old Glory, be received.

Carried.

Winlaw Mechanical Services Ltd. Linda Tedesco RE: MOTI Subdivision 1120 Hwy 3, Anaconda, Electoral Area E/West Boundary RDKB File: E-Twp70-08017.000

Moved: Director Gee

Seconded: Director McGregor

The proposed parcel line is along the ALR boundary, thus, application to ALC is not required.

APC has expressed a concern regarding water.

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed conventional subdivision for the parcel legally described as those parts *Electoral Area Services March 16, 2017 Page 5 of 8* 

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of the North East  $\frac{1}{4}$  and of the North  $\frac{1}{2}$  of the South East  $\frac{1}{4}$  of Sec 29, TWP 70, SDYD, Plan B1005, in Electoral Area 'E' / West Boundary, be received.

Carried.

**Geoff Furniss RE: MOTI Subdivision** 1810 Hulme Creek Road, Electoral Area E/West Boundary RDKB File: E-2454-06580.000

Moved: Director Gee

Seconded: Director McGregor

APC has recommended a hydrology study.

Director Gee noted that grassland ecosystems are quickly diminishing across Canada.

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed conventional subdivision for the parcel legally described DL 2454 SDYD Except Plan 38495 KAP64195 KAP87238 & EPP61225 & EXC Part lying East of the Eastern limit of H722, in Electoral Area 'E' / West Boundary, be received.

Carried.

#### G. Denkovski RE: Gas Tax Application - Electoral Area 'A' Beaver Valley Family Park

Moved: Director Grieve

Seconded: Director McGregor

That the Regional District of Kootenay Boundary (RDKB) Board of Directors approves funding the RDKB Gas Tax Application in the amount of \$10,000.00 for the electrical upgrade at the Beaver Valley Family Park.

Carried.

G. Denkovski RE: Gas Tax Application - Electoral Area 'A' Beaver Valley Blooming Society Fruitvale Creekside Park

Moved: Director Grieve

Seconded: Director McGregor

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That the Regional District of Kootenay Boundary Board of Directors approves funding the Beaver Valley Blooming Society Gas Tax Application in the amount of \$10,000.00 for the capitol costs associated with the improvements at Fruitvale Creekside Park. FURTHER that the Board of Directors authorizes the RDKB signatories to sign and enter into the agreement.

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#### **Grant in Aid Report**

Moved: Director McGregor

Seconded: Director Grieve

That the Grant in Aid Report be received.

Carried.

#### Gas Tax Report

Moved: Director Gee

Seconded: Director McGregor

That the Gas Tax report be received.

Carried.

#### Grant in Aid Application

Chair Worley discussed a Grant in Aid application that will be going to the Board meeting for approval.

#### New Funding Stream

The Committee members discussed the potential for new funding streams for projects that do not qualify for Gas Tax or Grant in Aid (similar to the 'communication' monies).

#### LATE (EMERGENT) ITEMS

There were no late (emergent) items.

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#### **DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

Dave Hubbs would like to speak at the April EAS meeting, regarding unsightly premises & derelict vehicles in the Christina Lake area. He is to be listed as a delegate for the April 2017 EAS meeting.

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

A closed/in camera meeting was not required.

#### **ADJOURNMENT**

There being no further business to discuss, Chair Worley adjourned the meeting at 5:28 p.m.

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	Board Delegation/Presentation Policy
Bo	ard/Committee Delegation Request Form
Name of person or organization wishing to appear:	DAVE HUBBS
Subject of delegation:	DERELIES VEHICLES DERELIES PROPERTIES
	NEW VEHICLE STORAGE COMPOUND.
Purpose of delegation(please check where appropriate):	Information Only     Information Only       Requesting a letter of support     Information Only       Request for funding     Information Only       Other (please provide details):     Information Only
	TO DISCUSS AND CONVINCE DIRECTORS
	TO DISCUSS AND CONVINCE DIRECTORS TO DEF STRINGENS BYLAWS IN PLACE 2) BUDGET TO HIRE F/T BYLAW DEFICEN
	3 GET THE PARBITRATION LUG JAM
Confact Person (if different	r/xob
from above): Telephone: - 4439036	Email: Ahubby@514AW.CA
Meeting Date Requested:	APRIL 2017
Technical Requirements: Will you be using a powerpoint presentation?	<b>If yes</b> , you are required to submit the presentation before the meeting
responsible for software	tilizes Microsoft Office products. The Regional District is not e incompatibility. If your presentation does not work on our t be able to use an electronic presentation.
equipment, you will no	For more information please contact:
Phor	Director of Corporate Administration 202-843 Rossland Avenue Trail, BC V1R 4S8 ne: 250-368-9148 Toll Free: 1-800-355-7352
	Fax: 250-368-3990 Email: tlenardon@rdkb.com
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Board Delegation/Presentation Policy

Chair: Date       Approved    Declined      Approved    Declined      declined provide explanation:	time for questions. 2. The name of the person and or group appearing before the Board will be published in the agenda and available to the public. 3. If you have not provided your information prior to the meeting, bring sufficient copies to the meeting. Sixteen (16) copies are required. 4. Direct all comments to the Chair. 3. You may not be able to appear before the Board may wish to have further investigation or time to consider the matter. 3. You may not be able to appear before the Board on the day requested. You are not confirmed to appear before the Board until you receive confirmation from staff. 7. At no time will a delegation be allowed regarding a bylaw which a Public Hearing has been held, or where a Public Hearing is required under an enactment as a prerequisite to the adoption of the bylaw. 8. At no time will a delegation be allowed for the purpose of discussing a matter to be dealt with as a grievance under a collective agreement. 9. Understand and agree with the terms and conditions of my request to appear as a delegation: 9. DAVE HOSS/17 10. Date 9. DAVE HOSS/17 10. Date 9. Date 9. Declined 9. Date	facilitate effective delegations:
DAUL HUBBY         Name of Delegate/Representative of Group         MARCH 05/17       Jule         Date       Signature         For Office Use Only       Signature         Approved       Declined         declined provide explanation:	DAUL HUBBE Name of Delegate/Representative of Group MARCH 05/17 Date Signature For Office Use Only ferred to Chair: Date pproved Declined seclined provide explanation: e of delegation (if applicable): dicant informed of decision: Signature Date Page 2 of 2 BUBMIT Board Delegation/Presentation Policy	<ol> <li>A ten-minute limit is in place. It does not matter how many people speak. Please allow time for questions.</li> <li>The name of the person and or group appearing before the Board will be published in the agenda and available to the public.</li> <li>If you have not provided your information prior to the meeting, bring sufficient copies to the meeting. Sixteen (16) copies are required.</li> <li>Direct all comments to the Chair.</li> <li>Do not expect an immediate answer. The Board may wish to have further investigation or time to consider the matter.</li> <li>You may not be able to appear before the Board on the day requested. You are not confirmed to appear before the Board until you receive confirmation from staff.</li> <li>At no time will a delegation be allowed regarding a bylaw which a Public Hearing has been held, or where a Public Hearing is required under an enactment as a prerequisite to the adoption of the bylaw.</li> <li>At no time will a delegation be allowed for the purpose of discussing a matter to be dealt with as a grievance under a collective agreement.</li> </ol>
Name of Delegate/Representative of Group	Name of Delegate / Representative of Group	TAUG HUBRS
Date       Signature         For Office Use Only       Signature         Referred to       Date         Chair:       Date         Approved       Declined         declined provide explanation:       Declined         ate of delegation (if applicable):       Date         pplicant informed of decision:       Date         Signature       Date         Page 2 of 2       SUBMIT	Date       Signature         For Office Use Only       Signature         ferred to       Date         pproved       Declined         sclined provide explanation:       Declined         e of delegation (if applicable):       Date         blicant informed of decision:       Date         Signature       Date         Page 2 of 2       SUBMIT	Name of Delegate/Representative of Group
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	A Designed Street
	A CONTRACTOR
	CARL STREET, ST
Street of the second	1000000000
	Boundary

**Committee/Board Delegation and Presentation Form** 

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Names of all persons who will be speaking & position titles (if relevant) must be included. Name of organization you are			Sand co Industries Ltd.
representing is also required.			
Subject of delegation	Christina	hake	Estates Subdivision
(What information will be presented?)	applica	tion	s and Park requirements
What is the purpose of delegation?	Information O	nly	
(Please check where appropriate):	Letter of Supp	port Requ	lest
	Funding Requ	lest	
	Other (please		
			of proposed subdivisions
	and	Park	dedication proposal
Contact Person Peter Muicheac(			
Telephone: 50 354-934/		Email:	advantage il
Meeting Date Requested:	-	L	peter. mhead @gmail.com
Apr: 1 13,2017 H		,201	
Technical Requirements: Will you be using a power-point	YES	NO	If yes, you are required to submit the presentation before the meeting as well as bringing it to the
presentation?		X	meeting on a memory stick.
The Regional District is not responsible	for software inco	ompatibilit	y. The Regional District utilizes Microsoft Office
connection. If you do not have a laptop	, contact the Ma	nager of (	ing your own laptop and a VGA/9-pin or HDMI Corporate Administration to make alternative
arrangements.	or more inform	ation, pl	ease contact:
	Manager of Cor	rporate Ad	dministration
	202-843 F		
Phone: 25	ı rail, i 0-368-9148	BC V1R 4	S8 I Free: 1-800-355-7352
Fax: 250-3			ail: <u>tlenardon@rdkb.com</u>
			Board & Committee Delegation Request (Excerpt from Board Presentation Policy)
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#### To facilitate effective delegations:

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

I understand and agree with the terms and conditions of my request to appear as a delegation: 21

	reter Muirheach
	Name of Delegate/Group Representativ
April 7, 2017 Date	Signature
For	Office Use Only
Attending at request of the Board	_
Requesting attendance to present information ar	id or to request letter and or funding support.
Referred to Chair:	
	Date
Approved	Declined
If declined provide explanation:	
Data of delogation (if applicable)	
Date of delegation (if applicable): Applicant informed of decision:	
Applicant morned of decision.	
Manager of Corporate Administration	Date
	Board & Committee Delegation Request

(Excerpt from Board Presentation Policy) Page 2 of 2

A4 .

#### RDKB MEMORANDUM OF ELECTORAL AREA SERVICES COMMITTEE ACTION ITEMS

#### Action Items Arising from Electoral Area Services Committee Direction (Task List) Pending Tasks

Date	Item/Issue	Actions Required/Taken	Status – C / IP
Feb. 14/13	Boundary Ag Plan Implementation	Consider areas 'C' & 'D' OCP review recommendations;	IP
		Consult with Area 'E' residents re: needs assessment survey recommendations;	
May 12/16	Area 'E' Heritage Service Establishment	Bylaw to be drafted	IP
June 14/16	Director Managed Pro-D		IP
Nov 10/16	Board of Variance Bylaws	Staff to draft bylaw(s)	IP
Jan. 12/17	5 Yr. Financial Plans	EAS committee to provide direction to Staff of any changes	С
	2016 Communication Budget	To roll over unused portion to 2017	С
Feb. 16/17	Permissive Property Tax Exemption	To be deferred to a future EAS meeting	С
	Director Remuneration	To be increased and Bylaw 1526 be amended	IP

#### Tasks from Electoral Area Services Committee Meeting March 16, 2017

Date	Item/Issue	Actions Required/Taken	Status – C / IP
Mar. 16/17	West K Sand & Gravel	Deferred to a future meeting	IP
	Brussow Zoning Amendment	To Board for 1 <sup>st</sup> /2 <sup>nd</sup> rdg set up public hearing	С
	Big White Ski Resort Zoning Amendment	To Board for 1 <sup>st</sup> /2 <sup>nd</sup> rdg. Set up public hearing	С
	Lawrence/Kabatoff DVP	Recommend to Board for approval	С
	Gas Tax App (Family Park)	Recommend to Board for approval	С
	New funding stream for projects that don't		
	Qualify for Gas Tax or GIA	Back to EAS for discussion	IP
	-		

Memorandum of Committee Action Items Electoral Area Services to the End of March 2017



# Electoral Area Services Committee Staff Report

Prepared for meeting of April 2017

Development Variance Permit				
Owners:			FI	ile No:
Lawrence Waite			C-	317-00302.005
Location:				
78 Lavalley Road, Chr	ristina Lake			
Legal Description:			Area:	
Lot 1, DL 317, SDYD, Plan KAP90475		0.	08 hectares (0.2 acres)	
OCP Designation:	Zoning:	ALR statu	s:	DP Area:
Residential	Single Family	No		No
	Residential 1 R1			
Report Prepared by: Ken Gobeil, Planner				

#### **ISSUE INTRODUCTION**

Agents for the owner have applied for a Development Variance Permit to increase the maximum allowable height, and to locate an accessory building within the front yard setback as per the conditions of the Zoning Bylaw for an accessory building on the subject parcel *(see Site Location Map, Subject Property Map, and Applicant's Submission)*.

#### **HISTORY / BACKGROUND FACTORS**

The subject property is located at 78 Lavalley Road, Christina Lake. The property is designated as 'Residential' in the Electoral Area 'C'/Christina Lake OCP Bylaw 1020, 2001 and zoned 'Single Family Residential 1' (R1) in the Electoral Area 'C'/Christina Lake Zoning Bylaw 1300, 2007.

The subject property is not within the ALR or a Development Permit Area. The subject property, which is rectangular in shape, is adjacent to Sandner Road to the North and Lavalley Road to the south. The Christina Lake Community Centre and baseball diamond are south of this property. On the north, west and east of this property are privately owned parcels. Properties on the North side of Sander Road are lakefront.

Access to the Subject Property is at the end of Lavalley Road, the 3 properties to the west of the subject parcel utilize an access easement on this parcel for access from Lavalley Road for access.

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#### PROPOSAL

The applicants wish to demolish the existing cabin and construct a new single family dwelling and accessory building (a secondary suite above a detached garage) on the south end (front) of the property. The proposed height of the garage is 6.8 metres, which would exceed the maximum allowable height by 2.2 metres. The proposed setback from the front of the property is angled with the closest portion being 4.95 metres from the front of the property, which exceeds the setback by 2.55 metres.

The requested variances, which have been rounded to ensure sufficient space in case of minor miscalculations are as follows:

- Increase the maximum allowable height from 4.6m to 6.9m
- Decrease the minimum front yard setback from 7.5m to 4.8m

#### IMPLICATIONS

In considering applications for Development Variance Permits, the RDKB generally considers whether the proposed variance will:

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

In response to these, the applicant has provided the following points:

- a) The hardship expressed within the application is to include a garage and secondary suite on as minimal of footprint as possible.
- b) The proposed accessory building will be built with a similar theme to the proposed residence for the property to keep the property aesthetically pleasing.
- c) Potential negative impacts to neighbouring properties have been considered in the design of the building as explained in the *Applicants' Submission*.

Surrounding landowners will be notified of the proposed Development Variance Permit Application and given the opportunity to provide comments or express concerns.

The access easement on the subject property is not affected by this proposal.

#### Zoning Bylaw and Official Community Plan

Total site coverage on the subject parcel with the proposed residence and accessory building will be roughly 22% which is below the maximum 33%.

The minimum parking required for a residence and secondary suite is 3 spaces, which have been identified in the application.

The floor space for the secondary suite is  $42m^2$ , which is below the maximum permitted (90m<sup>2</sup> or 40% of the single family dwelling; whichever is less).

Prior to the issuance of a building permit for the secondary suite the applicant is responsible to obtain approval for liquid waste disposal and connection to the RDKB

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Page 2 of 3

Christina Lake Water Utility. An inquiry was sent to Environmental Services regarding this property, there is sufficient capacity for the proposed new connection.

The subject property is not within a Development Permit Area, properties directly north of the subject property are within the Waterfront Environmentally Sensitive Development Permit Area. The subject property is also outside of the 200-year floodplain for Christina Lake. The proposed development is compliant with the goals and intent of the Official Community Plan.

#### ADVISORY PLANNING COMMISSION COMMENTS

The Electoral Area 'C' / Christina Lake Advisory Planning Commission supported the proposal for a height and setback variance.

#### RECOMMENDATION

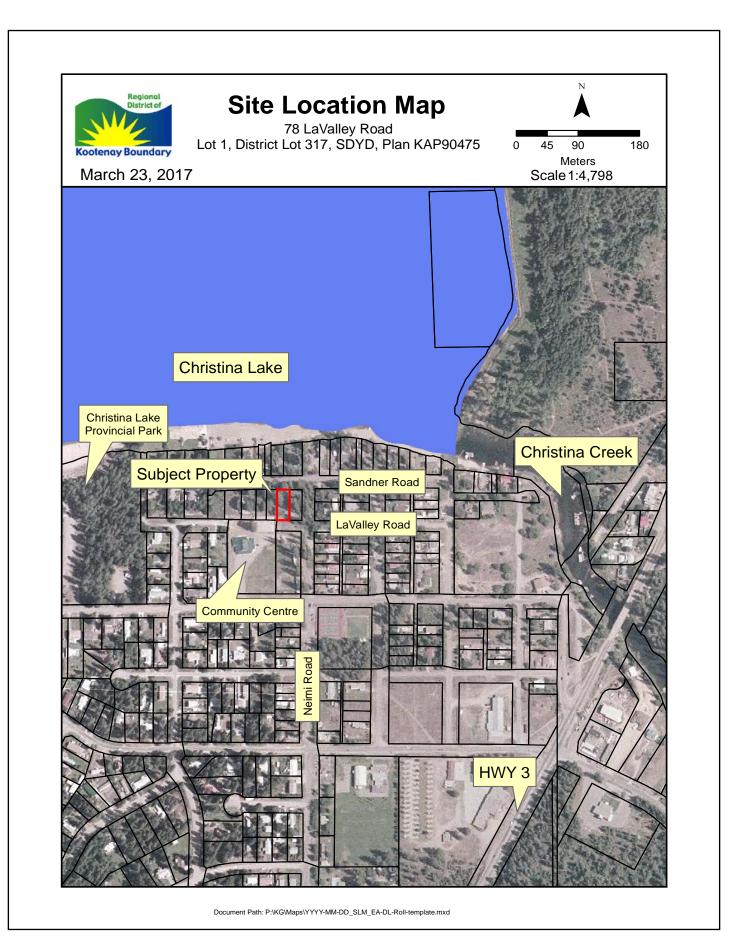
That the Development Variance Permit application submitted by Lawrence Waite, to allow for an accessory building height variance of 2.3m (from 4.6m to 6.9m) and a front yard setback variance of 2.7m (7.5m to 4.8m) to construct an accessory building on the property legally described as Lot 1, DL 317, SDYD, Plan KAP90475, Electoral Area 'C'/Christina Lake, be presented to the Regional District of Kootenay Boundary Board for consideration, with a recommendation of support.

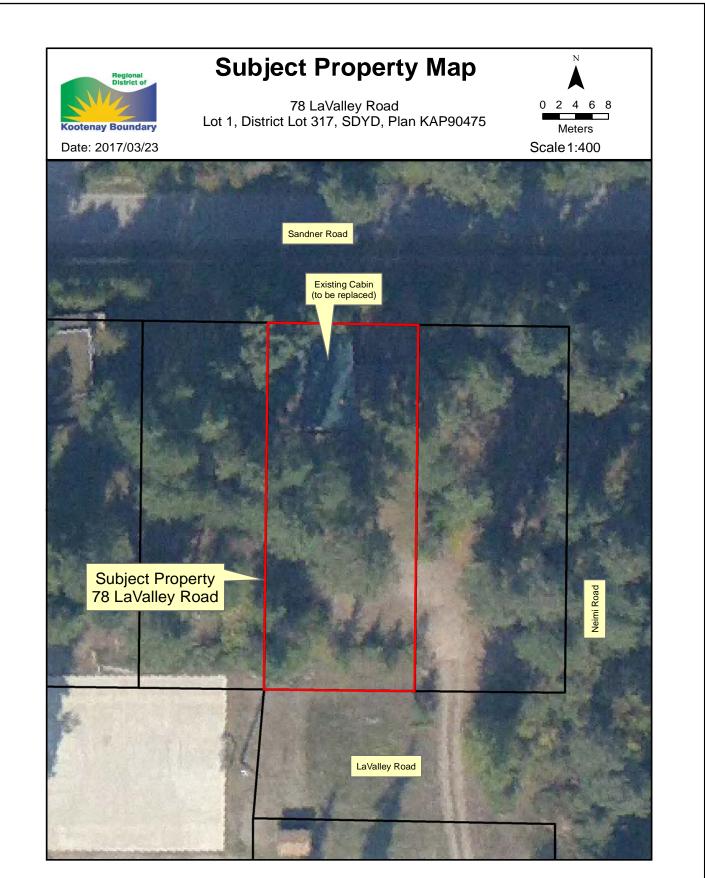
#### ATTACHMENTS:

Site Location Map Subject Property Map Applicant's Submission

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# APPLICANTS' SUBMISSION

# DiStefano Jaud Architecture

#### RE: Development Variance Permit Application For 78 LaValley Road, Christina Lake, BC

The above noted property has been part of a family owned property for a many years. Once existing as one larger parcel this property has been subdivided into smaller lots over the years. The family patriarch having chosen to provide individual lots for each of his children. This lot and the one immediately to the East of it remain owned by family offspring.

For the lot in question, the original cabin remains as well as some original stone walls and stairs. The cabin is very much just that, a very simple wood structure built for vacation times. The cabin is quickly deteriorating and does not provide many of the typical comforts current owners have come to expect.

The proposed new development is meant to take the approximate position of the existing cabin and reflect the initial spirit that has made this property a treasure for the family while adding in many of the modern aspects that were missing. This new design takes advantage of the site and views. The house is massed in such a way to echo the step of the land and provide modulation in light and shadow to the exterior and interior spaces. The design features a detached garage at the main access to the property. The garage incorporates a secondary suite above and the design echoes that of the house.

By way of this application we are requesting two variances to the R1 zoning bylaw. Both of the requested variances relate to the garage as an Accessory Building. The variances requested are in respect of the height requirement and the Front yard setback for Accessory buildings. The rationale for these requested variances is as follows:

#### **Accessory Building Height Variance**

- The R1 zoning allows for secondary suite, in this case the owners wishes to use this space for visitors and not as rental. To minimize impact on the site it made more sense to stack the living area on top of the garage rather than as expanding the main floor and taking up more of the site. The placement of the suite above the garage pushes the limits of the height restriction yet saves more ground space by limiting the floor areas of the structures.
  - To help mitigate the impact of this increased height, the garage has been design to reduce the massing as it rises from the ground. This is achieved largely by setting back the second-floor suite from the street side so that the second-floor impact is reduced. The area of the second floor is close to half that of the main floor garage.

DiStefano Jaud Architecture Carlo DiStefano MAAAMAIBC Neil Jaud MAIBC, MAAA, MRAIC, LEED AP

3 - 1331 Ellis Street Kelowna BC V1Y 1Z9, Canada T (250) 868-9278 F (250) 868-9217 E info@distefanojaud.com

WWW.DISTEFANOJAUD.COM

#### **APPLICANTS' SUBMISSION**

# DiStefano Jaud Architecture

- The overall design of the garage has been done in a way to minimize height. The roof slope has been kept shallow and rather than maintaining an 8' ceiling throughout the suite, the slope of the roof drops slightly into this space to slightly lower the roof height.
- With the location of the property, the surrounding context is such that there are no immediate neighbour's that will be impacted by the garage. In fact, to the south side of the property the Christina Lake Community Centre and a baseball pitch are located. With this type of institutional use immediately adjacent to the property we feel the height of the garage will be negligible in contextual appearance.

#### **Accessory Building Setback Variance**

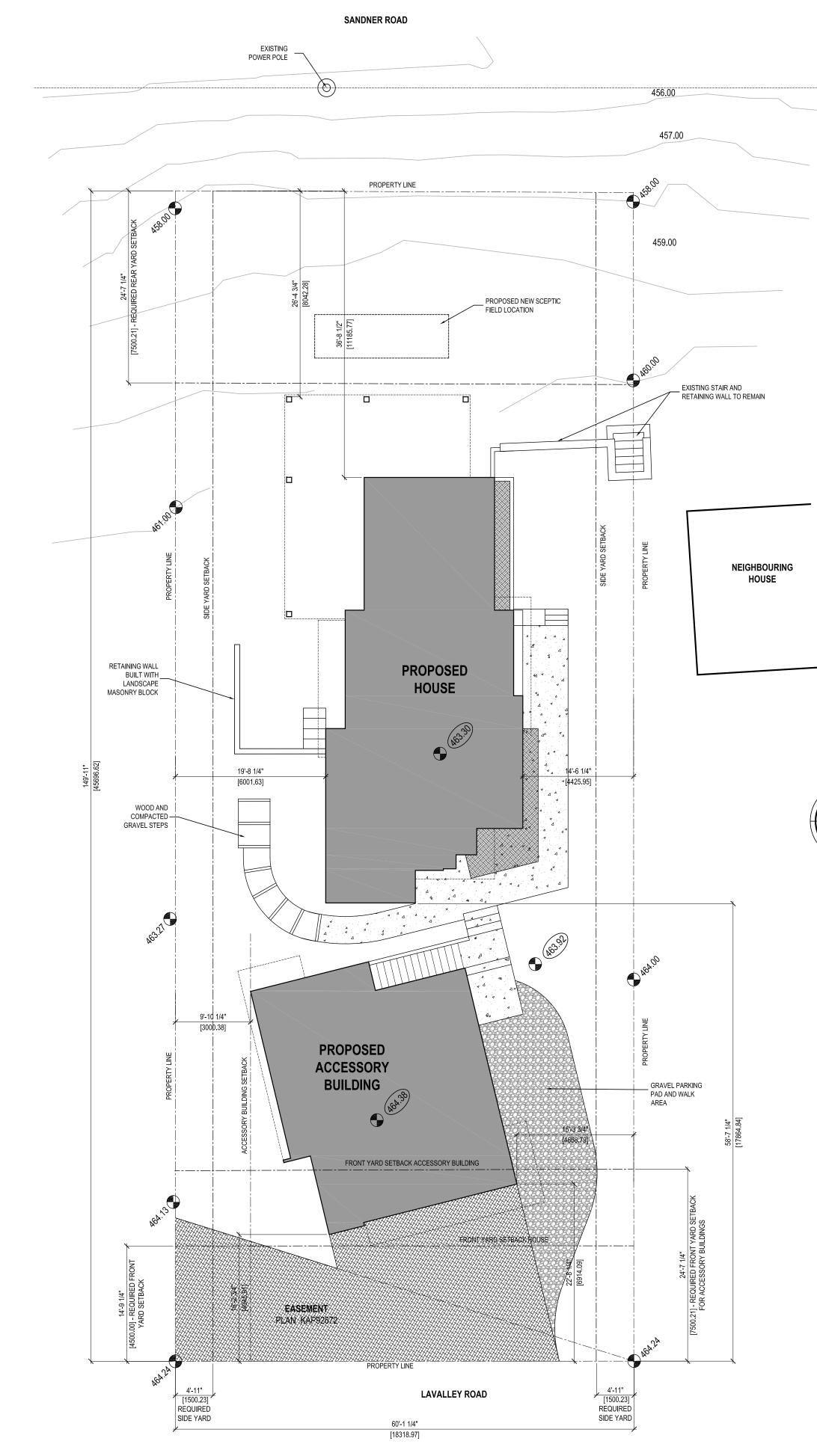
- While the property is bordered by two roads to the north and south only access from LaValley at the south is possible because of grading. The traditional access to the property has always been from LaValley and the street addressing reflects this. The house and garage position are the optimal for the site grading and point of access.
- With access from LaValley, the garage is therefore located on this side of the property.
- The grading and setback at the north side sets the position for the house with the garage siting naturally relating to this.
- To provide a separation between the two buildings to maintain a smaller scale building mass the garage has to be pushed closer to the LaValley Road property line.
- We would argue that with the two road frontages as well as the location of the community center adjacent to the property, that a reduced setback should be permissible.
- With the rotated position of the garage (to make access easier) the setback to the one corner is 5m while the second corner is 6.9m.

If you require further information or rationale on the design, please do not hesitate to contact me.

Listefons

Cordially, U Carlo DiStefano, M.Arch. MAAA, MAIBC, Principal

	_		
APPLICAN	ITS' SUBMISSION		
	LOT INFORMATION Legal Address	PARKING PROVIDED PARKING	
	Lot 1, Plan KAP90475, District lot 317 Municipal Address 78 LaValley Road	2 Stalls (In Garage) 1 Exterior	
	Zoning <b>R1</b> - Single Family Residential 1 Zone	Plus driveway	
		LEGEND	
	SITE INFORMATION		Compacted Gravel
	SITE AREA 835.54 m2 (8994 ft2) LOT COVERAGE:		Planting Bed
	180.6 m2 / 835.54 m2 = 22%		Broom Finish Concrete
			Pavement
			Proposed Buildings
	BUILDINGS		Existing Grade
	COVERAGE: 33% allowed House = 103m2 ( 1110 ft2) Garage = 77.6 m2 (835 ft2)		Proposed Grade
	TOTAL LOT COVERAGE = 180.6 m2 (1945 ft2)		
	REQUESTED VARIANCES HEIGHT OF ACCESSORY BUILDING		
	- REQUIRED - 4.6m - REQUESTED - 6.8m		
	FRONT YARD SETBACK FOR ACCESSORY BUILDING - REQUIRED - 7.5m		
	- REQUESTED - 5m		



NO. DATE ISSUE ISSUED FOR DP VAR. 01 MARCH 14, 2017 REVISED GARAGE POSITION 02 MARCH 23, 2017

PROFESSIONAL SEAL(s) CONSULTANTS DiStefano Jaud, Architecture

NORTH

# DiStefano **A** Jaud Architecture

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The contractor shall verify all dimensions and specifications before and during the construction project. Any errors, omissions and misunderstanding must be reported to the Architect.

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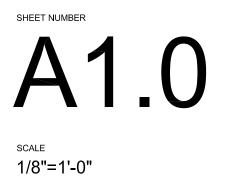
PROJECT Lake Christina Retreat

PROJECT NUMBER DJA 2015-04

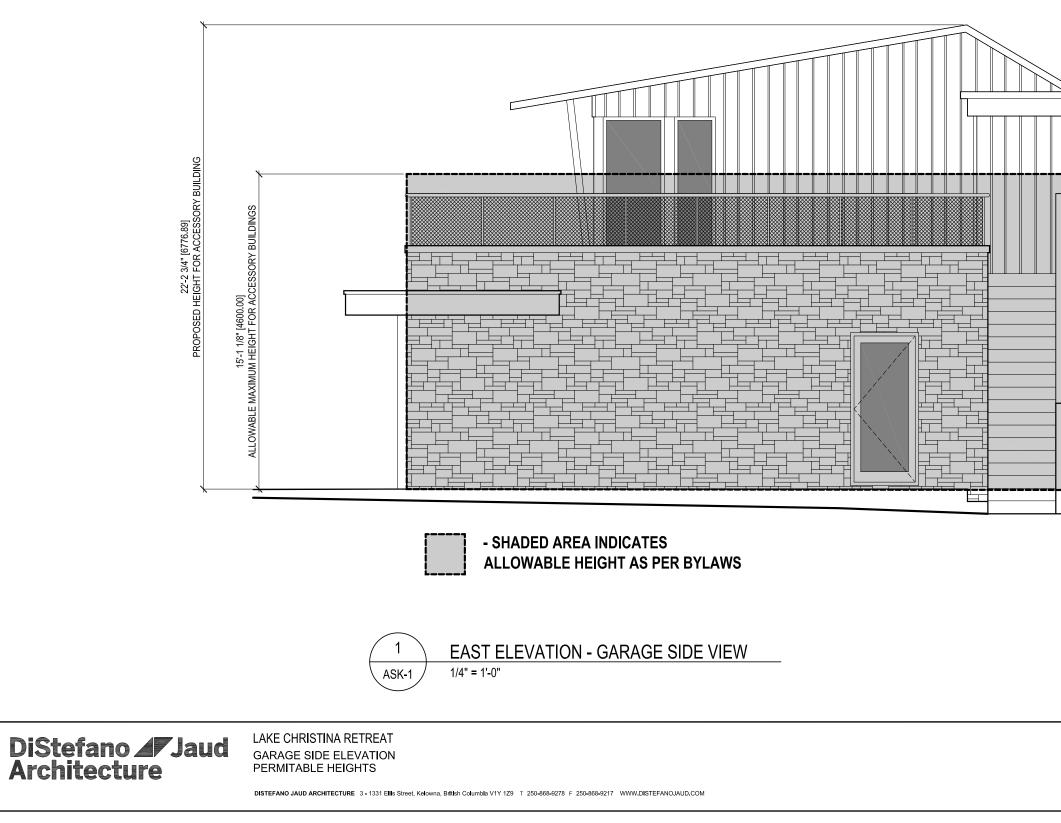
PROJECT LOCATION 78 Lavalley Rd., Lake Christina

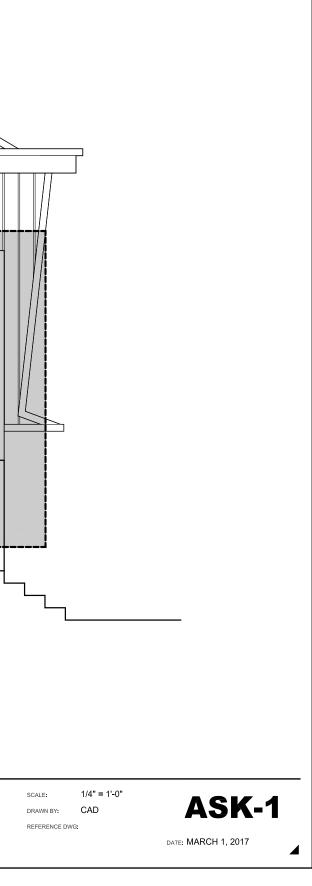
SHEET TITLE Site Plan Bylaw Review

DATE March 14, 2017



# **APPLICANTS' SUBMISSION**





ITEM ATTACHMENT # 6.A)



# Electoral Area Services Committee Staff Report

Prepared for meeting of April 2017

	Development	Permit	
Owner:			File No:
Jason Alton			BW-4109s-07412.000
Agent:			·
Krista Paine, Ian Paine	e Construction Ltd.		
Location:			
5370 Big White Road,	Electoral Area 'E'/West Bo	oundary	
Legal Description:			Area:
Lot 3, DL 4109s, KAP2	23412, SDYD		0.197 acres (797 m <sup>2</sup> )
OCP Designation:	Zoning:	ALR	DP Area:
Village Core	Chalet Residential 1 (R1)	<i>status:</i> N/A	Alpine Environmentally Sensitive Landscape Reclamation /Commercial & Multiple Family Development Permit Area

Prepared by: Carly Rimell, Senior Planner

#### **ISSUE INTRODUCTION**

Krista Paine, of Ian Paine Construction Ltd, as agent for the owner Jason Alton, has applied for a Development Permit to build a single family dwelling at 5370 Big White Road *(see Site Location Map; Applicant's Submission).* To obtain a building permit, the applicant must first submit a Landscape Plan for approval of a Development Permit for the Alpine Environmentally Sensitive Landscape Reclamation Area. Approval of the landscaping must occur prior to the issuance of a Certificate of Final Occupancy.

#### **HISTORY / BACKGROUND FACTORS**

The subject property has an existing single family dwelling which is set to be demolished. The property is designated as 'Village Core' in the Big White Official Community Plan Bylaw No. 1125, 2001 and zoned 'Chalet Residential 1' in the Big White Zoning Bylaw No. 1166, 2001. The property is within the 'Alpine Environmentally Sensitive Development Permit Area' and the 'Commercial and Multiple Family

Development Permit Area.' The proposed development, of a single family dwelling, only requires an Alpine Environmentally Sensitive Landscape Reclamation Development Permit.

#### PROPOSAL

The applicant is requesting a Development Permit to construct a single family dwelling at 5370 Big White Road. The guidelines for development in the Alpine Environmentally Sensitive Landscape Reclamation Development Permit Area have been addressed by the applicant and are outlined below:

#### Reclamation of Disturbed Areas

The parcel currently has well established vegetation *(see Applicant's Submission).* The landscape plan demonstrates that they plan to maintain as much of the existing vegetation as possible, and transplant any vegetation which must be removed to facilitate construction of the proposed single family dwelling. As the majority of vegetation is existing, the maintenance will be minimal. The applicant is proposing a 2" crushed gravel driveway and path surrounding the single family dwelling to help aid as a fire barrier.

#### Type of Vegetation

The applicant plans to relocate existing vegetation where possible along the front of the parcel along with the placement of boulders to ensure the vegetation is protected from snow clearing and storage. If the transplanting is unsuccessful the applicant plans to source trees which are appropriate for the classification of two Biogeoclimactic Eco Zones (BEC): Engelmann Spruce-Subalpine Fir (ESSF) and Interior Mountain-heather Alpine (IMA).

#### IMPLICATIONS

The Certificate of Title identifies a restrictive covenant and building scheme from 1973. The restrictive covenant is pertaining to utilities. The proposal is not in contravention of the restrictive covenant or the building scheme.

#### REFERRALS

The application was referred to the Big White Fire Services Department. The Big White Fire Department sees no fire related issues.

#### ADVISORY PLANNING COMMISSION COMMENTS

The Big White Advisory Planning Commission provided the following comments and recommendation;

• The APC questioned the road allowance for the Ministry of Transportation and Infrastructure (MoTI) as the landscaping along the front parcel line which includes boulders

- The APC questioned if there was sufficient snow storage along the front parcel line of the property
- The APC questioned if there was sufficient parking

Recommendation: It was moved, seconded, and resolved that the APC recommends to the Regional District that the subject referral be supported with the following conditions;

- That the road allowance not be landscaped
- That there be sufficient snow storage for driveway clearing
- That there be sufficient parking.

#### PLANNING AND DEVELOPMENT DEPARTMENT COMMENTS

The landscaping plan indicates the placement of boulders on the owner's private property. The Ministry of Transportation and Infrastructure (MoTI) has setback requirements for buildings and structures within the 4.5m from a front parcel line abutting a MoTI right of way; however, it does not apply to landscaping such as boulders and trees.

There is additional area in the south east corner of the parcel which can be used for snow storage which does not have any proposed vegetation or structures.

Planning and Development staff contacted the agent who provided a site plan which outlined 2 onsite tandem parking spaces which satisfy the length (5.5m) and width (2.5m) requirements specified within Section 317 of the Big White Zoning Bylaw No. 1166.

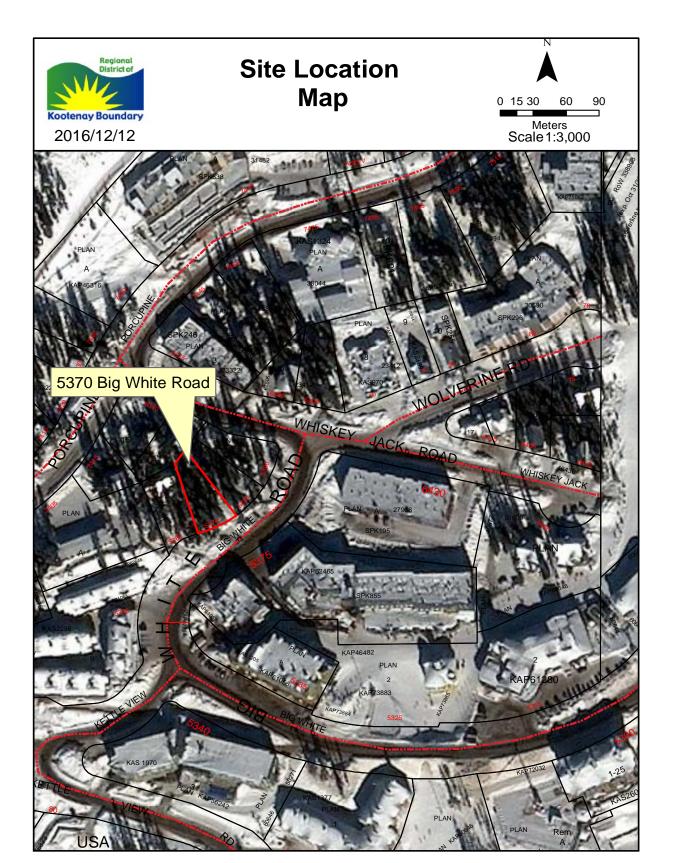
#### RECOMMENDATION

That the Development Permit application submitted by Krista Paine, of Ian Paine Construction Ltd., on behalf of Jason Alton, to construct a single family dwelling in the Alpine Environmentally Sensitive Landscape Reclamation Development Permit Area on the parcel legally described as Lot 3, DL 4109s, KAP23412, SDYD, be received.

#### **ATTACHMENTS**

Site Location Map Applicant's Submission

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Applicant's Submission

Regional District of Kootenay Boundary 202-843 Rossland Ave Trail, BC V1R 4S8 1.205.368.9148 plandept@rdkb.com March 15, 2017

RE: Development Permit Application for Proposed Single Family Dwelling located on the property legally described as 5370 Big White Road.

Lot 3 D.L. 41095 Plan 23412 PID 006-439-195

Attention: Planning and Development Department

This narrative is written as part of the submission for a development permit application for the property legally noted above and is intended to support the landscape reclamation plan and address the guidelines outlined in Section 4.2 Alpine Environmentally Sensitive Landscape Reclamation Development Permit Area in the Big White Official Community Plan Bylaw No. 1125, 2001.

As part of the plan for this proposed single family dwelling, disruption to the native landscape will be kept to a minimum, preserving all native vegetation where possible. To maintain the appearance of the natural alpine environment found at Big White, native plants and trees, have been selected and will remain. Trees and shrubs will be transplanted and or planted in locations which will not create conflict with designated snow storage areas, as per the attached drawings.

In order to mitigate the possible threat of wildfire a 2" crushed gravel driveway and path surrounding the single family dwelling (as drawn) will be laid to help aid as a fire barrier.

There are no easements on this property and once construction is completed all construction debris will be removed from the site.

The remainder of the parcel will remain the same as much as possible, coordinating with adjacent landscaping. Where possible, removal and re-planting of existing trees and vegetation will be organized.

The strategic placement of large boulders (native to Big White) will provide visual privacy and separation to neighbouring properties and enhance appearance of proposed buildings as viewed from the public roads, the Village Core, and adjacent residential properties. The location of these boulders will also ensure the vegetation is not destroyed by activities, such as snow clearing and storage.

Once established, the landscaping will be low maintenance and will add to the beauty of the natural surroundings.

Thank you for your consideration,

Jason Alton Owner Tel: 250-826-0402 E: <u>info@jasnaltn.com</u> Krista Paine Ian Paine Construction Ltd. Tel: 250-801-7787 E: <u>krista@ianpaineconstruction.ca</u>

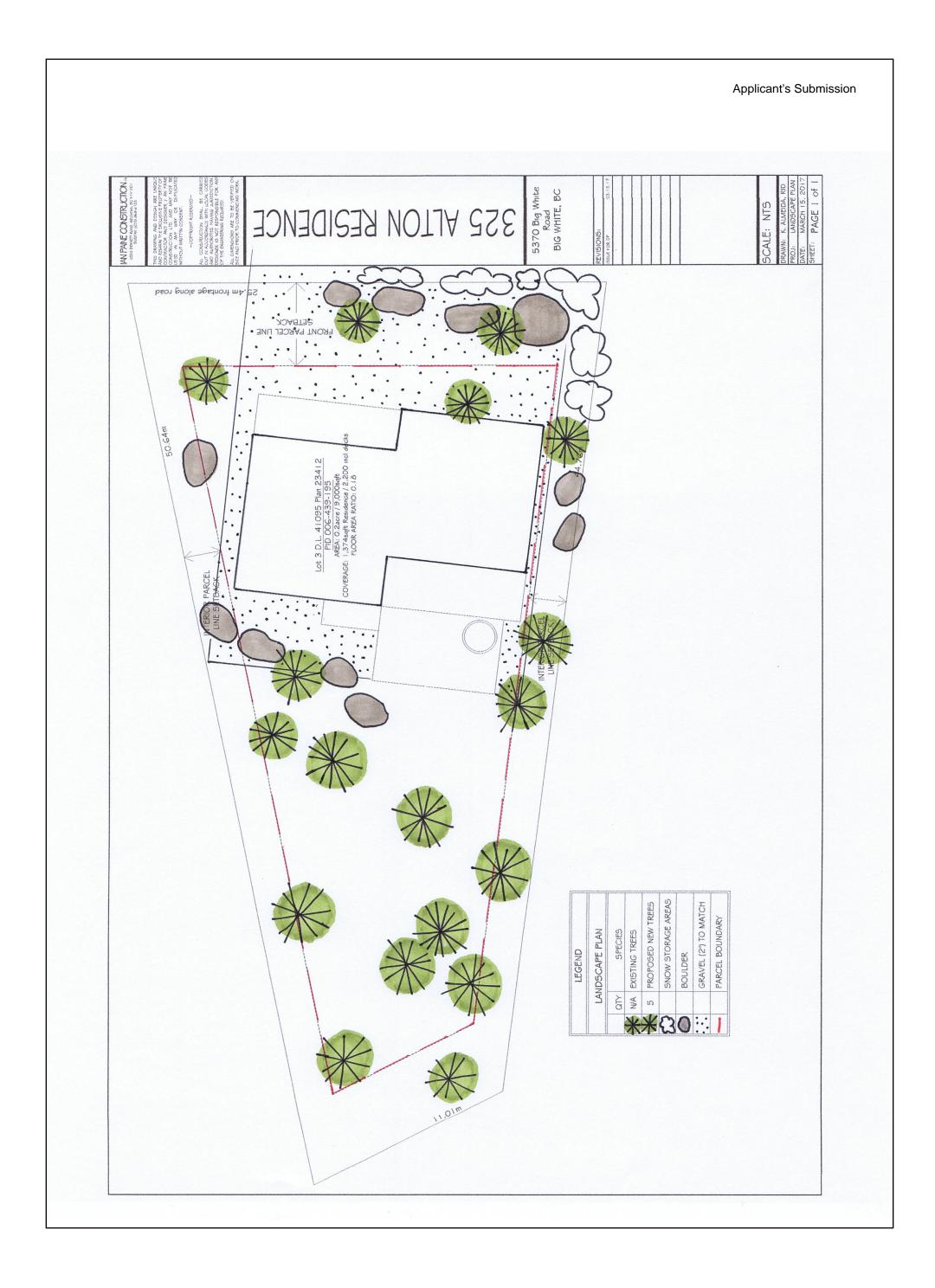




Image capture: Sep 2012 © 2017 Google

Beaverdell, British Columbia

Street View - Sep 2012

Big White Ski Resort O











# Electoral Area Services Committee Staff Report

Prepared for meeting of April 2017

Subdivision Referral – Ministry of Transportation and Infrastructure				
Owner(s):			File No:	
Ponderosa Estates Ltd.			C-312-02632.275	
Location:	Location:			
Ponderosa Drive				
Legal Description:			Area:	
Lot 35 District Lots 312 & 348 SDYD Plan 29935 Except Plan 39263			99 acres (40 hectares)	
OCP Designation:	Zoning:	ALR status:	DP Area:	
Industrial	12 – Industrial 2	Yes	Ponderosa Industrial	
Prepared by: Ken Gobeil, Planner				

### **ISSUE INTRODUCTION**

The Regional District has received a referral from the Ministry of Transportation and Infrastructure (MoTI) for a proposed conventional subdivision of Lot 35 Plan KAP 29935 on Ponderosa Drive, Christina Lake, Electoral Area 'C'/ Christina Lake *(see Site Location Map; Subject Property Map; Applicants' Submission).* An application for an Official Community Plan and Zoning Bylaw amendment as well as an application for exclusion from the Agricultural Land Commission (ALC) have also been submitted concurrently. This report focuses on the conventional subdivision.

The applicant has retained 2 agents to act on their behalf for the various applications.

### BACKGROUND INFORMATION

Lot 35 has had a contentious history with the surrounding landowners, and the ALC *(see, Ponderosa Estates Chronology in Bylaw Amendment and ALC exclusion packages).* Historically the land has been the subject of various applications regarding prospective developments and subdivisions. To the applicants' knowledge the subject parcel was never used for farming. Currently the use of the parcel is described as a vacant/gravel pit within the application.

Within the Official Community Plan, the subject property is within the Industrial land use designation. The Subject Property is also within the Ponderosa Industrial Development Permit area and as such all subdivision applications require a development permit that meets the requirements listed within the Official Community Plan that

> Page 1 of 4 P:\PD\EA\_'C'\C-312-02632.275 Ponderosa Estates\2017-04-MOTI Subdivision\EAS\2017-04-06\_Sub\_EAS.docx

include an internal access road to access new lots. The subject property is not within a service area for a community water.

Within the Zoning Bylaw, the subject property is within the Industrial 2 (12) Zone which was created in the late 1990's with the permission of the ALC as part of a proposed development that never materialized. This permission was based on a support made by local governments at the time to allow for industrial (non-farm) use on the property due to a lack of industrial property in the area.

To the north, south, and west of the property are privately owned land with residences that are all within the Rural 1 (RUR1) Zone. The RUR1 Zone has a minimum parcel size requirement of 10 hectares for new parcels created by subdivision. To the east there is a railway, the Cascade Reload Station and Highway 395. The railway is within the Rail/Trail Corridor 1 zone and the Cascade Reload Station is within the Industrial 1 (I1) zone.

There are multiple right of way caveats on title for utilities.

To date the activity to take place on this parcel includes; removal of topsoil, gravel extraction, logging, and temporary storage of gas pipe have occurred on the property. *(see, Ponderosa Estates Chronology in Bylaw Amendment and ALC exclusion packages).* 

#### PROPOSAL

The proposed conventional subdivision would create 8 total lots. Proposed Lots 1-7 are intended to become residential acreages within a range of 2 to 5.6 hectares and have a new Zone created for them in the Zoning Bylaw. The remainder will remain in Lot 8. Lot 8 will also remain within the Industrial 2 (I2) Zone and the Agricultural Land Reserve (ALR). The proposed Lot 8 is adjacent to the rail and where the gravel extraction and removal of topsoil have taken place.

No parameters for a new zone other than parcel size were submitted.

(see, Subject Property Map, and Applicants' Submission).

### IMPLICATIONS

As mentioned there is a concurrent application for exclusion from the ALC. This subdivision application could not be approved without first obtaining exclusion from the ALC, or subdivision within ALR.

Bylaw amendments in both the Official Community Plan and Zoning Bylaw are required for this subdivision to be approved, which is also included in a separate package. The proposed residential use in this subdivision application is not compliant with the current Zoning Bylaw or the Official Community Plan. The applicant has submitted an application to amend the Official Community Plan and Zoning Bylaws, however, they have requested a deferral in order to provide more information.

A Development Permit is required for this subdivision because it is within the Ponderosa Industrial Development Permit Area. A request for information on how the applicant intends to meet the development permit criteria has been made.

> Page 2 of 4 P:\PD\EA\_'C\C-312-02632.275 Ponderosa Estates\2017-04-MOTI Subdivision\EAS\2017-04-06\_Sub\_EAS.docx

Within the Zoning Bylaw the parcel size proposed meets the size of the current IN2 zone. However, the intended use of the subdivision is residential which is not a permitted use, so a bylaw amendment is required. The proposed residential parcels are smaller than the requirements of the current zone used in properties around the subject parcel. The new Zone proposed in the Zoning Bylaw amendment application would need to allow parcel sizes that range between 2 and 5.6 hectares. Other parameters of the new zone would also need to be coordinated with the RDKB and applicant.

There is no parkland dedication requirement with this proposed subdivision because all proposed parcels are over 2.0 hectares. A lack of water is noted on the application for exclusion from ALR as a reason why agriculture is not a successful venture on this property; proving sufficient water is available for subdivisions is a responsibility of MoTI. The approving authority for gravel fill, and aggregate extraction is the Ministry of Energy and Mines; determining compliance of the existing gravel extraction operation in conjunction with this application will be the responsibility of MoTI.

The application does not meet the Development Permit requirements as stated within the Official Community Plan. The agents for the applicant would need to submit more information, or, the Official Community Plan would need to be amended to change the dimensions of the Ponderosa Development Permit Area. A change to the requirements of that Development Permit Area to include issues pertinent to the type of developments associated with this subdivision application could also be made. The land use designation will also need to be amended for this parcel. An existing land use designation could be used, or, depending on the desired zoning regulations, a new land use designation may need to be created as well.

Correspondence from surrounding land owners obtained through the application process for exclusion from the ALR indicates that the plan of proposed subdivision is not universally supported by all of the surrounding landowners, however, public input for parcel sizes will be required under the bylaw amendment process.

There is no separation distance between conflicting land uses such as residential and industrial within the Official Community Plan or Zoning Bylaw, although, some could be added as part of the bylaw amendment process.

## ADVISORY PLANNING COMMISSION COMMENTS

The Electoral Area 'C' / Christina Lake Advisory Planning Commission supported a subdivision that had a minimum parcel size of 10ha for the residential parcels. The APC raised concern about access to water, and providing a buffer for the industrial use and the proposed residential subdivision.

### PLANNING COMMENTS

Buffering and separation of the industrial use from surrounding use is a requirement of the development permit which is required for subdivision. The applicant has not adequately addressed the development permit requirements as stated within the Official Community Plan. The application for bylaw amendment which has been deferred to allow more time for review could potentially address this issue.

Page 3 of 4 P:\PD\EA\_'C'\C-312-02632.275 Ponderosa Estates\2017-04-MOTI Subdivision\EAS\2017-04-06\_Sub\_EAS.docx The proposed use of the lots is not compliant with the Zoning Bylaw or Official Community Plan.

Maintaining large minimum parcel size requirements for lands not serviced by a community water system is also considered a strategy for greenhouse gas emissions within the Official Community Plan. This proposal would contravene the greenhouse gas reduction initiative described in section 2.15.2.

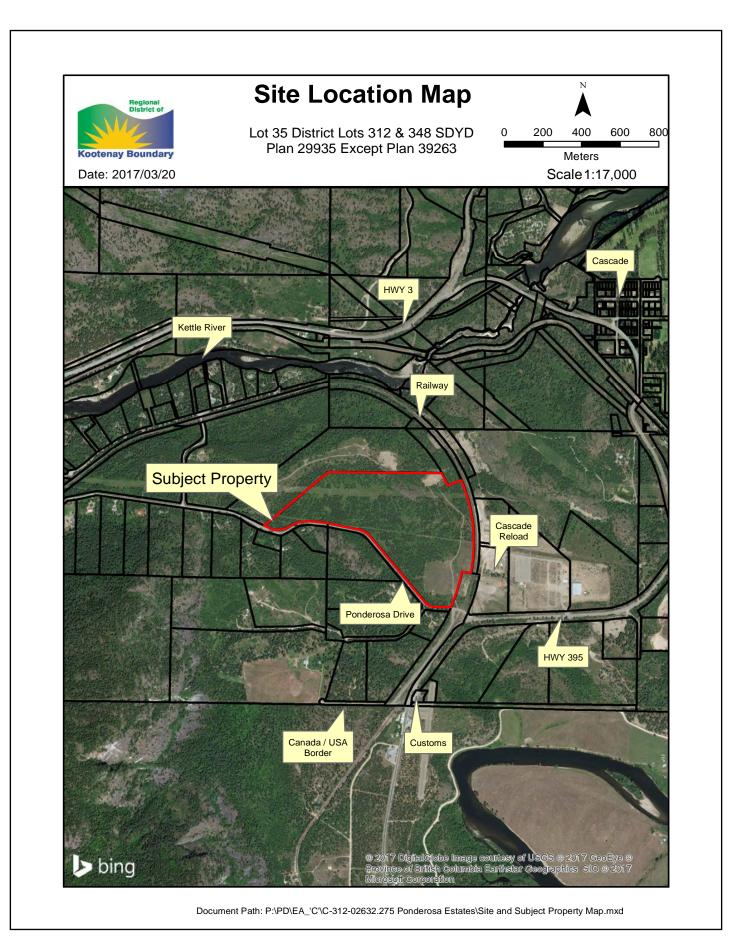
#### RECOMMENDATION

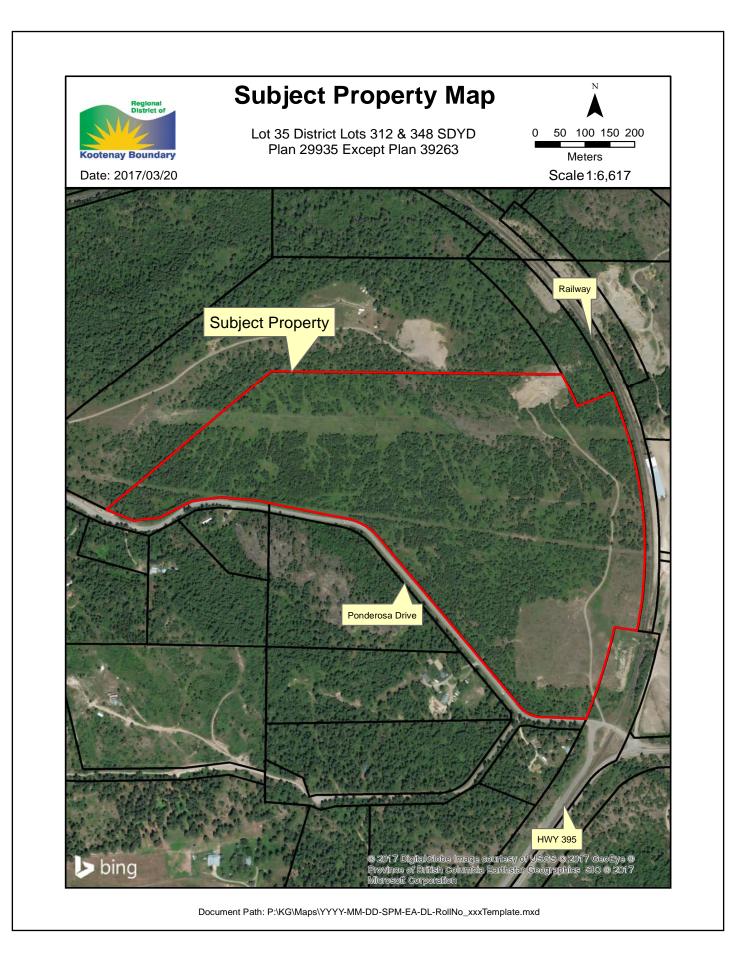
That the subdivision application to create 8 strata lots on Lot 35 District Lots 312 & 348 SDYD Plan 29935 Except Plan 39263, Electoral Area 'C'/Christina Lake, be received.

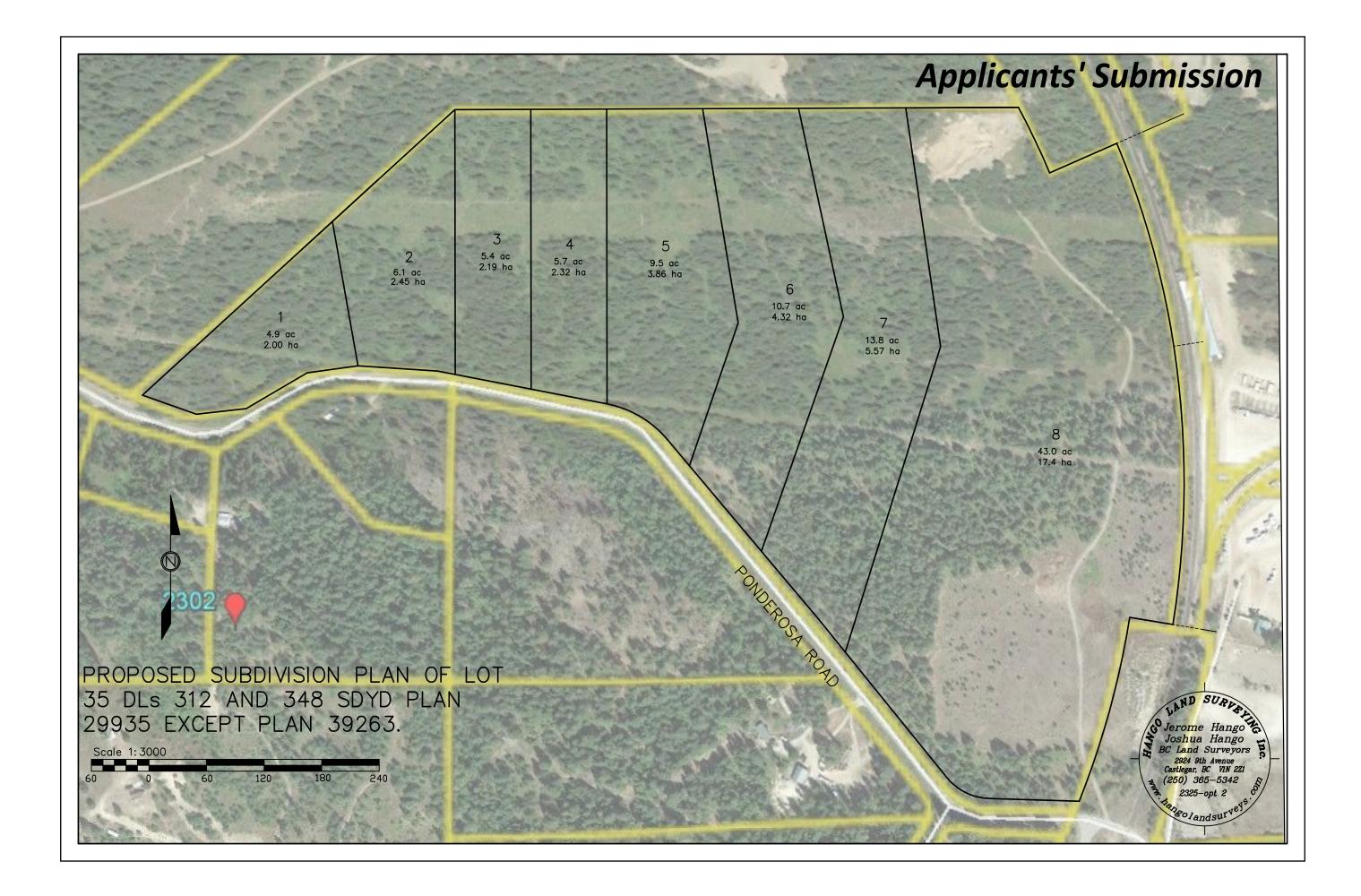
#### **ATTACHMENTS**

Site Location Map Subject Property Map Applicants' Submission

> Page 4 of 4 P:\PD\EA\_'C'\C-312-02632.275 Ponderosa Estates\2017-04-MOTI Subdivision\EAS\2017-04-06\_Sub\_EAS.docx







ITEM ATTACHMENT # 6.C)



## Electoral Area Services Committee Staff Report

Prepared for meeting of April 2017

Conventional Subdivision Referral - Ministry of Transportation and Infrastructure				
Owner(s):			File No:	
1) Sandco Industries Ltd.			C-317-00212.055	
2) Douglas and Kenneth Sandner,			C-317-00236.005	
Location:				
1) 24 Park Road, Ch	1) 24 Park Road, Christina Lake			
2) 47 Sandner Road	2) 47 Sandner Road, Christina Lake			
Legal Description:			Area:	
1) Lot 1, District Lots 317, and 498, 4243, Plan KAP80157			1) 5.14 acres	
2) Parcel A (being a consolidation of lots 45 and 6			(2.08 hectares)	
LB378272), District Lot 317 Plan KAP 50			2) 0.248 acres (0.1 hectares)	
OCP Designation:	Zoning:	ALR status:	DP Area:	
Residential	R1 - Single Family Residential 1	No	No	
Prepared by: Ken Gobeil, Planner				

### **ISSUE INTRODUCTION**

The Regional District has received two (2) referrals from the Ministry of Transportation and Infrastructure (MoTI) for a proposed subdivision of 24 Park Road, Christina Lake, Electoral Area 'C'/ Christina Lake *(see Site Location Map; Subject Property Map; Applicants' Submission).* One is a conventional subdivision, which is being done to facilitate a Bare Land Strata subdivision. This report focuses on the conventional subdivision.

### **BACKGROUND INFORMATION**

47 Sandner Road has an existing residence. There is a 3 car garage that utilizes a shared driveway with the neighbouring property to the east (24 Park Road).

24 Park Road is 2.08 hectares (5.14) acres in size. There are currently 2 buildings on the parcel; 1 office building on the south east corner of the property, and a 3 car

garage on the north side of the property. The garage utilizes Sandner Road for access while the office building utilizes Park Road *(see Subject Property Map).* 

To the north of the property is Sandner road with privately owned lakefront residences. To the west there is Benniger Road with privately owned residences. To the south there is Park Road, as well as privately owned residences, to the east is Christina Creek, near its meeting point with Christina Lake.

Sandner Road currently has an 11m right of way width and comes to an end before Christina Creek. Historically, Sandner Road had ended at the edge of Christina Creek, and at one point a bridge crossed at this location. Over time development had encroached upon the road allowance, and fill had been added to the creek creating additional lands. The road width was narrowed to accommodate building encroachment, and the additional grounds created by adding fill into the creek bed was consolidated with the subject parcel by the property owner.

The alignment of the orthophotos and parcel lines may not be accurate, a request for more information regarding buildings and setbacks from property lines has been sent to the applicant and MoTI.

This parcel was previously home to a sawmill (Sandner Brothers Lumber Company) from 1936 to 1984. The commercial building on the south east corner of the subject property was an office building for the sawmill operation. An environmental review of the property may be required for this subdivision application by MoTI.

These parcels are within Electoral Area 'C'/ Christina Lake and is subject to the Electoral Area 'C' / Christina Lake Official Community Plan (Bylaw No. 1250) and Zoning Bylaw (Bylaw No. 1300). There are also interests on title regarding right of way for an electric utility (SRW Plan KAP56688), right of way for a water utility (SRW Plan KAP56687), and a safe building elevation and setbacks for development from Christina Creek *(see, Subject Property Map)*.

Within the Official Community Plan these properties are within the residential land use designation, and a portion of the south east corner of 24 Park Road is within the Parks and Recreation land use designation. The subject property is within the Christina Waterworks District; the utility is now owned by the Regional District of Kootenay Boundary and known as the RDKB Christina Lake Water Utility. This parcel is not within a Development Permit area. This proposed subdivision was referred to the Environmental Services Department which operates the water system and confirmation regarding the water connections was received.

Within the Zoning Bylaw these parcels are zoned Single Family Residential 1 (R1). The existing commercial building was constructed prior to the adoption of the first zoning bylaw for Christina Lake in 1978 so it may be considered legal non-conforming.

## PROPOSAL

The proposed conventional subdivision will create a new boundary for 47 Sandner Road. The proposed subdivision will also separate the existing office building into its own separate parcel.

The Bare Land Strata subdivision application is based off of the conventional subdivision application which will take the residual from the conventional subdivision to create 9 residential parcels with a common area adjacent to Christina Creek. This is the subject of a separate report.

(see, Subject Property Map, and Applicants' Submission).

### IMPLICATIONS

The proposed subdivision has concerns regarding encroachment for the garage utilized by the residence on 47 Sandner Road by potentially placing it within 2 parcels. Agents for the applicant are aware of this concern, and have stated that the owner intends to keep the garage intact. An amendment to this subdivision plan is likely required to address this issue.

The new parcel size for 47 Sandner Road is 0.117 hectares, which is below the 0.2 hectare minimum size required by the Zoning Bylaw, however, this can be classified as a parcel line adjustment and section 306.7 of the Zoning Bylaw will apply allowing the amended parcel to remain below 0.2 hectares.

The proposed parcel for the intended office building is not-compliant with the land use specified within the Official Community Plan, which specified the land use as park space or recreational, and residential; not for a commercial enterprise. Section 2.7.3.4 of the Official Community Plan also protects this portion of land from development for a footbridge landing location.

Office buildings, or any commercial uses are not permitted within the Single Family Residential Zone either, and are not the intent of the Residential Land Use area within the Official Community Plan. However, this building was constructed as part of the sawmill that was on the property from 1936 to 1984 and may be considered a legal non-conforming structure. The proposed parcel size is 0.21 hectares which is over the minimum size requirement of 0.2 hectares when a parcel is connected to a community water system, as per the Zoning Bylaw.

As the site was previously used for a sawmill, section 2.6.3.7 of the Official Community Plan encourages all land that was used for industrial purposes to require remediation of land once the use ceases. It is unknown what remediation has been done to this property after the mill was closed.

Setbacks from the existing buildings to the proposed subdivision parcel lines has not been included with the application. A confirmation of setbacks has been requested by the Planning Department to MoTI and the applicant. Access to the existing structures is already established, and a new access to the residual parcel would need to be addressed by MoTI if the subdivision is approved, However, they may defer this to the Bare Land Strata subdivision application.

A new connection to the Christina Waterline, and other utilities will be required with this subdivision. Confirmation from Environmental Services has been received that there is capacity for this connection.

A covenant is on title for this property regarding safe build elevations and setbacks from Christina Creek. No elevation data was submitted with this application. A request for more information regarding elevations and setbacks from Christina Creek has been sent to MoTI and the applicant by the Planning Department. This would be important for any new buildings as they would have to meet the requirements of the Floodplain bylaw.

Septic locations for the existing residence and office building have not been included in the application. MoTI and Interior Health will determine if the proposed boundaries will be compliant with those specific regulations.

There is no parkland dedication requirement with this proposed subdivision. However, The Official Community Plan does specify an area within the proposed parcel for the office building is designated in the land use plan as park space. Within this area is the previous road bridge that connected Kimura Road on the east side of Christina Creek to Christina Road on the west. This bridge was removed in the 80's and has been the preferred location for a pedestrian footbridge for the Christina Lake Community since then. This area is specifically noted to be protected from development within the Official Community Pan to preserve the land for bridge landing. Preliminary plans for a potential foot bridge to allow pedestrians safe access across Christina Creek have been created and submitted as part of an application for funding for bridge construction. Parkland dedication is a requirement for the Bare Land Strata subdivision application which is concurrent to this application.

A Development Permit is not required for this subdivision.

### ADVISORY PLANNING COMMISSION COMMENTS

The Electoral Area 'C' / Christina Lake Advisory Planning Commission supported the subdivision proposal on the following conditions:

- That Sandner Road be extended to the edge of Christina Creek.
- That the portion of DL 498 that was consolidated into the subject parcel in 2005 and designated as park within the Official Community Plan have a Statutory Right of Way registered on title to protect pedestrian access through the parcel and allow for a landing area for a pedestrian bridge.
- That the issues of encroachment of the 3 car garage are resolved.

### PLANNING COMMENTS

Road ends with access to water, and pedestrian connectivity are both objectives of the Official Community Plan. One potential option for this is to extend Sandner Road to the

Page 4 of 6 P:\PD\EA\_'C'\C-317-00212.055 Sandco\2017-04-MOTI Conventional Subdivision\APC end of Christina Creek and request a Statutory Right of Way be placed on a portion of the subject property that is designated as parkland in the Official Community Plan. These requests must be approved by the Approving Officer in MoTI.

Under normal practice, Sandner Road can be extended as per the *Land Title Act*. 75(1)(c) of the *Land Title Act* requires that roads be extended to water to provide public access to waterbodies 20m wide to the body of water at distances no greater than 200m in urban areas. This is to be requested as part of the conventional subdivision. Section 76 of the act gives the applicant the ability to apply for relief of this obligation. It is unknown if the applicant has applied for relief.

The *Land Title Act* defines highway to include walkways, trails, bridges, and any other public way. Section 85 of the *Land Title Act* says a subdivision can be refused if it is against the public interest. Statutory Right of Way would secure the bridge landing location.

The Official Community Plan also supports the extension of road ends and pedestrian access.

2.7.3 of the *Area 'C' / Christina Lake Official Community Plan Bylaw no. 1250* specifically sets out policies regarding park space, some of these have been listed below for reference, specifically.

2.7.3.2 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...

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) ...

d) Road End Parks – intended to provide access to the Lake for the use

Trails are also mentioned in the transportation section 2.8 of the Official Community Plan. Policies specifically mentioned relevant to this include:

2.8.3.5 The Regional District is prepared to actively participate in the preparation of management plans for pedestrian walkways, trails and railway grades should such opportunities arise.

2.8.3.9 Support the development and maintenance of trails for active transportation...

There are several other supporting goals, objectives and policies within the Official Community Plan.

Agents for the applicant have been contacted for further discussion regarding parkland requirements for the bare land subdivision application. To date there has been no consensus on dedication. Agents for the applicant are opposed to a road extension, or any land dedication on the subject parcel and prefer cash-in-lieu. A verbal offer was proposed during the APC meeting to offer space for a bridge landing that had been identified as noted above as parkland instead of utilizing a statutory right of way,

however, this has not been confirmed in writing since then. Within the Conventional Subdivision referral, it is possible to request a Statutory Right of Way on the affected parcel for pedestrian access as per the Land Title Act stated previously. There is also case law that can be used to support this request. This would be approved and implemented at the discretion of the approving officer for the MoTI.

#### RECOMMENDATION

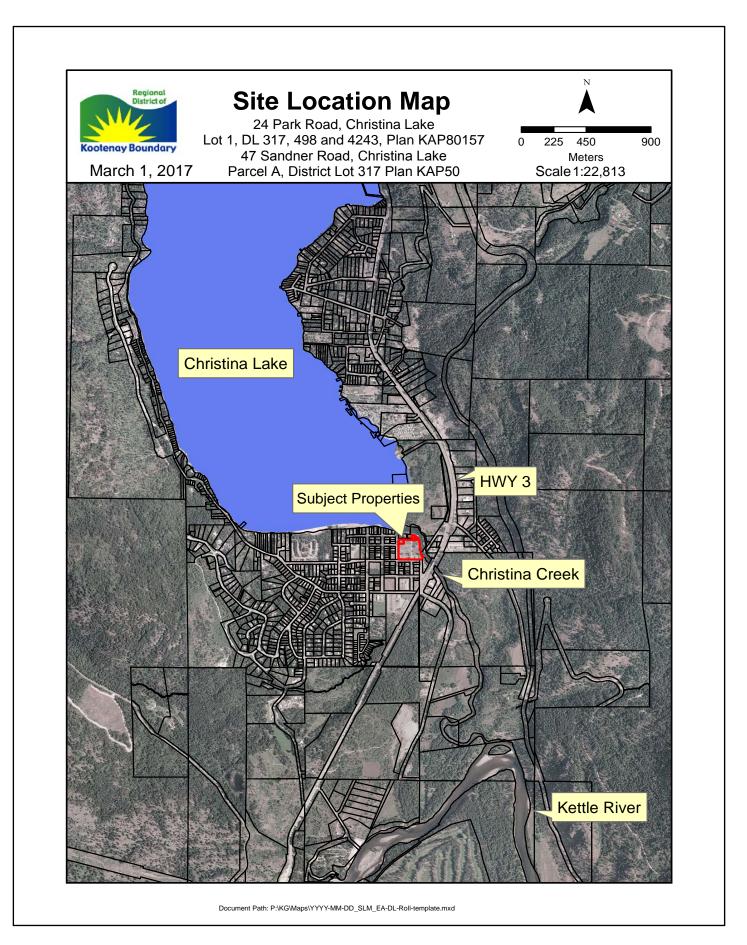
That the staff report regarding the referral from the Ministry of Transportation and Infrastructure for a conventional subdivision on 24 Park Road, Christina Lake (Lot 1, District Lots 317, and 498, 4243, Plan KAP80157) and 47 Sandner Road, Christina Lake (Parcel A (being a consolidation of lots 45 and 6 LB378272), District Lot 317 Plan KAP 50), Electoral Area 'C'/Christina Lake, be received.

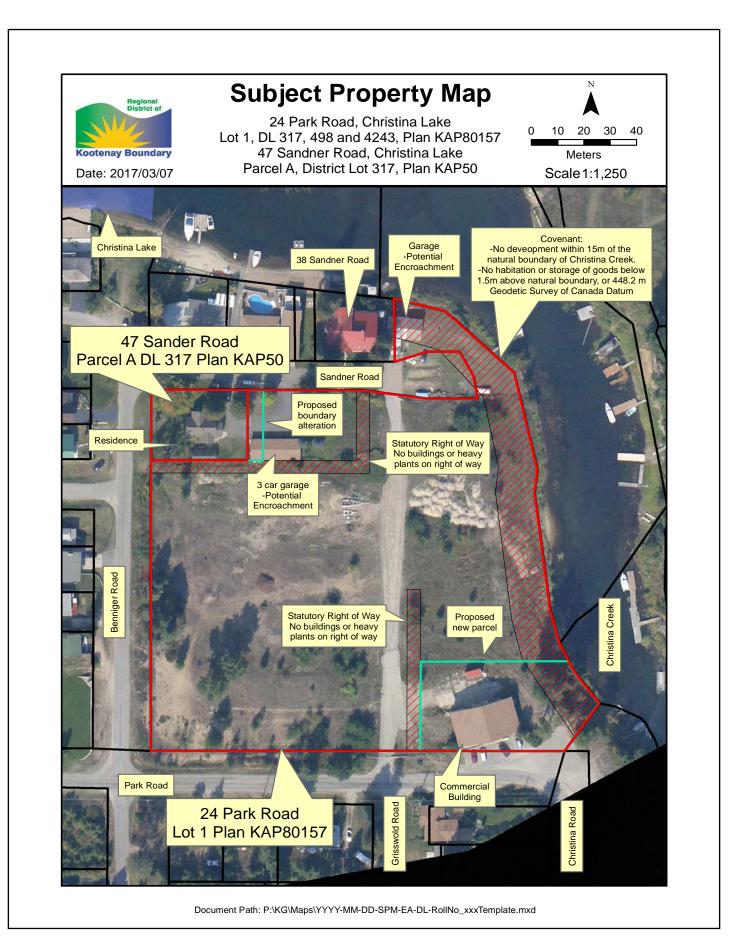
And FURTHER that the Board of Directors direct staff to work with MoTI regarding the establishment of a Statutory Right of Way to secure a footbridge landing on the portion of the subject parcel as noted within the Official Community Plan.

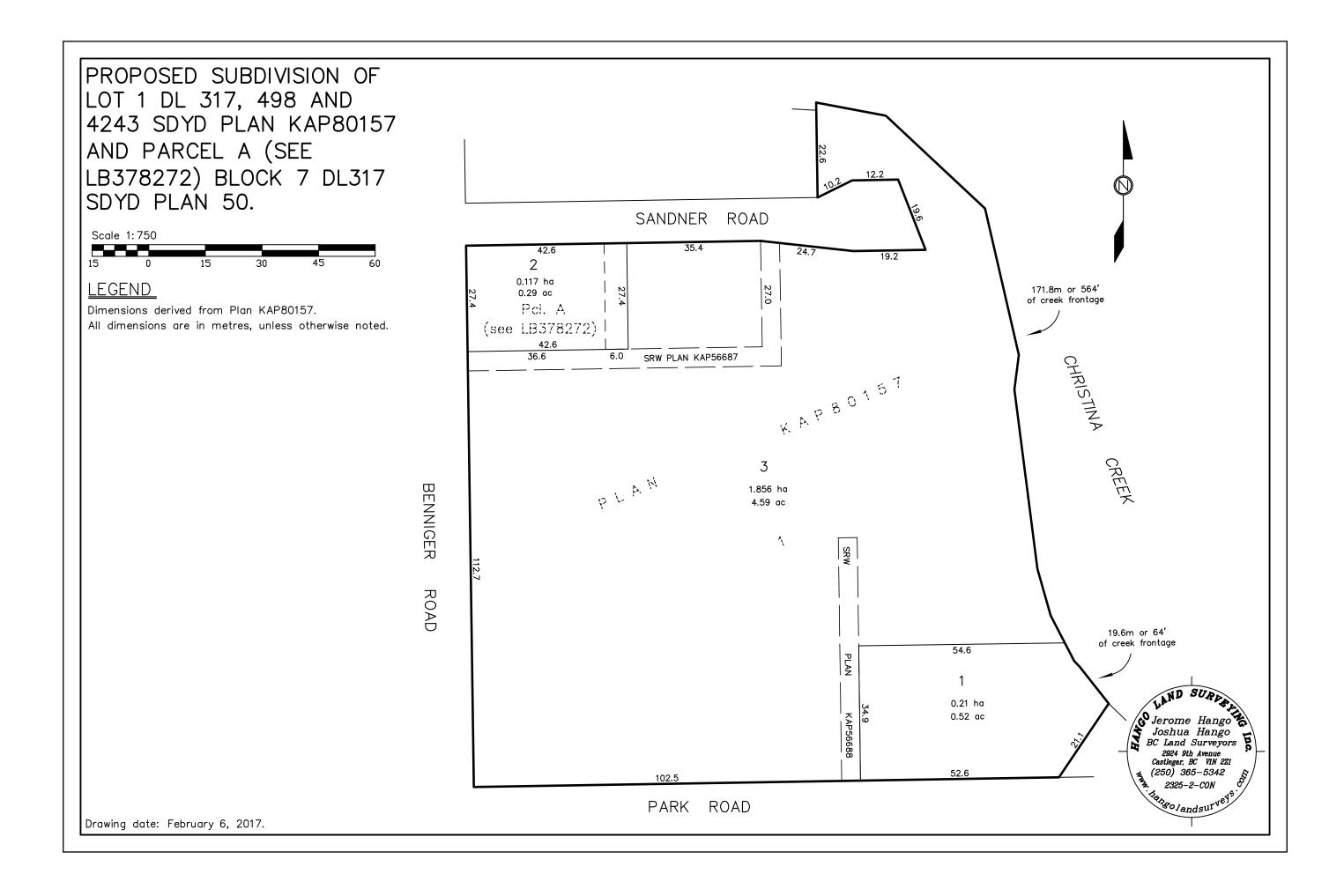
### **ATTACHMENTS**

Site Location Map Subject Property Map Applicants' Submission Potential Road extension and Statutory Right of Way

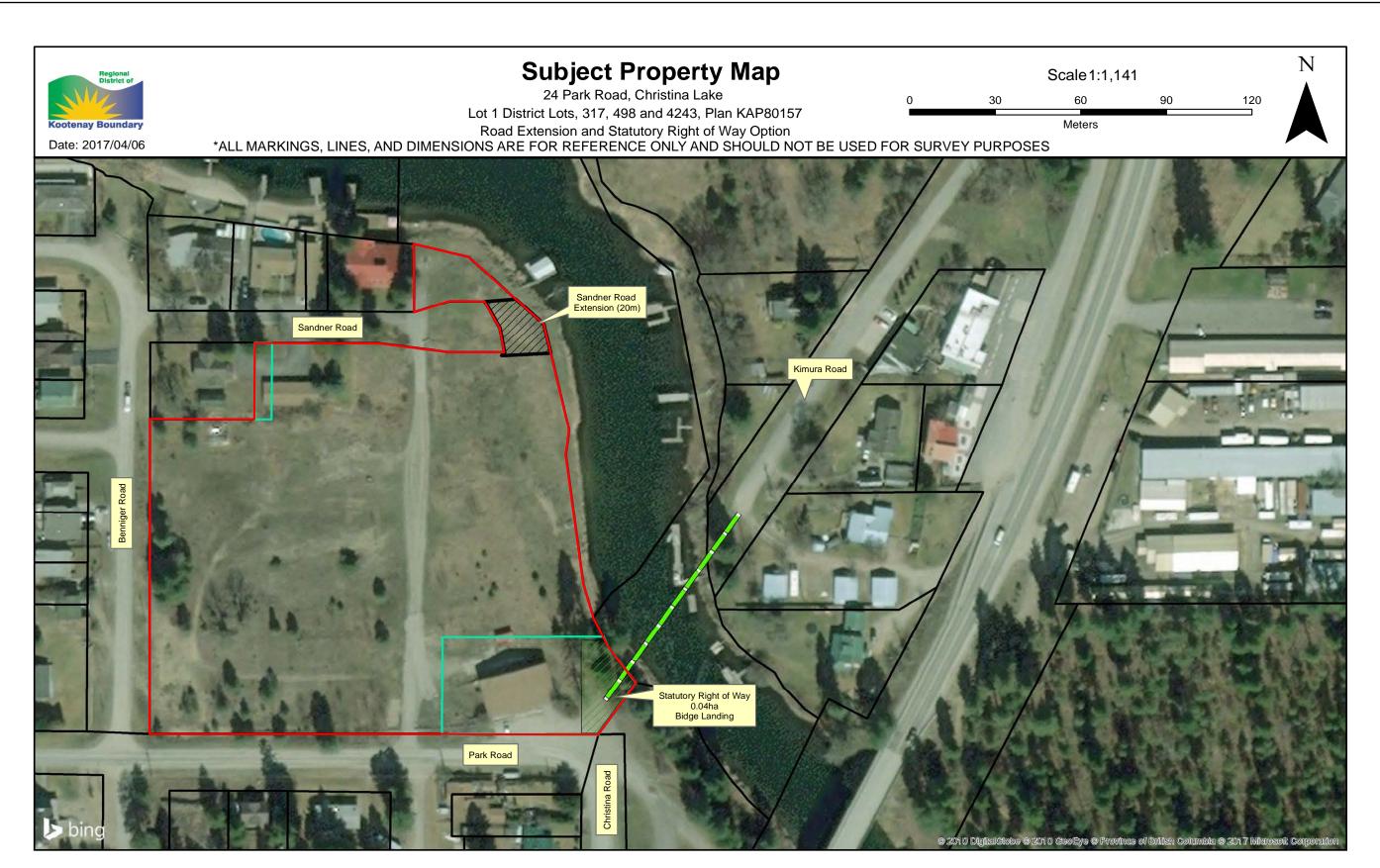
> Page 6 of 6 P:\PD\EA\_'C'\C-317-00212.055 Sandco\2017-04-MOTI Conventional Subdivision\APC







ITEM ATTACHMENT # 6.D)



Document Path: P:\PD\EA\_'C'\C-317-00212.055 Sandco\Subject Area with Bridge Markups.mxd

ITEM ATTACHMENT # 6.D)



# Electoral Area Services Committee Staff Report

Prepared for meeting of April 2017

Bare Land Strata Subdivision Referral - Ministry of Transportation and Infrastructure				
Owner(s):			File No:	
Sandco Industries Ltd.			C-317-00212.055	
Location:	Location:			
24 Park Road, Christina Lake				
Legal Description:			Area:	
Lot 1, District Lots 317, and 498, 4243, Plan KAP80157			5.14 acres (2.08 hectares)	
OCP Designation:	Zoning:	ALR status:	DP Area:	
Residential Land Use Area	R1 - Single Family Residential 1	No	No	
Prepared by: Ken Gobeil, Planner				

## **ISSUE INTRODUCTION**

The Regional District has received two (2) referrals from the Ministry of Transportation and Infrastructure (MoTI) for a proposed subdivision of 24 Park Road, Christina Lake, Electoral Area 'C'/ Christina Lake *(see Site Location Map; Subject Property Map; Applicants' Submission).* One is a conventional subdivision, which is being done to facilitate a Bare Land Strata subdivision. The focus of this report is on the Bare Land Strata subdivision.

## BACKGROUND INFORMATION

The subject property is 2.08 hectares (5.14) acres in size. There are currently three (3) buildings on the parcel; One (1) office building on the south east corner of the property, and two (2) garages on the north side of the property. The garages appear to be used by neighbouring residences, one is utilized by the residence on 47 Sandner Road, and the other by the residence on 338 Sandner Road. The garages utilize Sandner Road for access while the office building utilizes Park Road *(see Subject Property Map).* 

To the north of the property is Sandner road with privately owned lakefront residences. To the west there is Benniger Road with privately owned residences. To the south there is Park Road, as well as privately owned residences, to the east is Christina Creek, and its meeting point with Christina Lake. The alignment of the orthophotos and parcel lines may not be accurate, a request for more information regarding buildings and setbacks from property lines has been sent to the applicant and MoTI.

This parcel is within Electoral Area 'C'/ Christina Lake and is subject to the Electoral Area 'C' / Christina Lake Official Community Plan (Bylaw No. 1250) and Zoning Bylaw (Bylaw No. 1300). Within the Zoning Bylaw this parcel is zoned Single Family Residential 1 (R1).

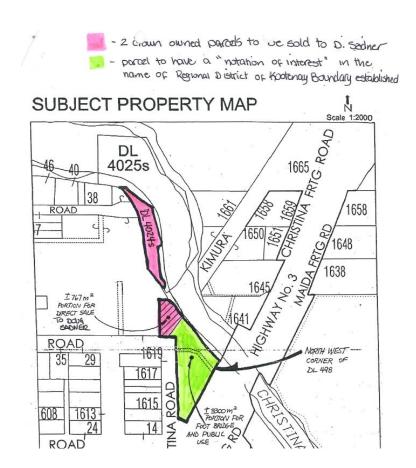
There are also covenants on title regarding the electricity utility, water utility, and a safe building elevation and setback from Christina Creek. *(see, Subject Property Map).* 

Sandner Road currently has an 11m right of way width and comes to an end before Christina Creek. Historically, Sandner Road had ended at the edge of Christina Creek, and at one point a bridge crossed at this location. Over time development had encroached upon the road allowance, and fill had been added to the creek creating additional lands. The road width was narrowed to accommodate building encroachment, and the additional grounds created by adding fill into the creek bed was consolidated with the subject parcel by the property owner

Within the Official Community Plan this property is mostly within the residential land use designation and a small portion of the south east corner of the parcel is within the Parks and Recreation land use designation, however, this portion is within the concurrent proposed conventional subdivision application. This portion of land is the site of a proposed pedestrian bridge to align with Kimura Road on the east side of Christina Creek in the previous highway bridge location.

The southeast corner of the parcel, which is designated Parks and Recreation 1 (P1) was part of an adjacent Crown parcel until 2005. The current owner made a request to the Crown to purchase that portion of the parcel from the Crown in 1994; however, the RDKB Board did not support the purchase and it did not proceed at that time. A subsequent application for a Crown Grant was made by Sandco Industries Ltd. to purchase  $\pm 4067m^2$  directly across Christina Creek from the Kimura Road end in 2004. The Board of Directors did not support this application, however, the purchase of  $\pm 767m^2$  was approved by the Provincial government with an option presented to the board for a notation of interest for a foot bridge on the remaining  $\pm 3300m^2$  to be added on title for the purchase of as shown in green on the figure below. The sale and subsequent consolidation with the subject property proceeded in 2005. The Board requested that a notation of interest be placed on the remaining  $\pm 3300m^2$  for public use for a footbridge. That notation remains with the province.

Through the conventional subdivision application referral, it is recommended that the board request that Sander Road be extended to the edge of Christina Creek and that the site for the footbridge landing have a Pedestrian Statutory Right of Way placed on title of the affected parcel. This intended right of way would allow for a pedestrian bridge and pedestrian access on the area property.



The subject parcel was previously used as a mill, which had closed in the 1980's. The commercial building was originally part of the mill, to date there is evidence of the mill on the property, including cement and metal on the parcel, and in the shore of Christina Creek.

The subject parcel is entirely within the Christina Waterworks District, this utility is now owned by the Regional District of Kootenay Boundary and known as the RDKB Christina Lake Water Utility. This parcel is not within a Development Permit area.

## PROPOSAL

The proposed conventional subdivision will create a new boundary with 47 Sandner Road and will separate the existing office building into its own parcel.

The Bare Land Strata subdivision application is based off the conventional subdivision application being approved as it is presented, and will take the residual from the conventional subdivision to create 9 residential parcels with a common area adjacent to Christina Creek.

Page 3 of 8 P:\PD\EA\_'C'\C-317-00212.055 Sandco\2017-04-MOTI Bare Land Strata Subdivision (see, Subject Property Map, and Applicants' Submission).

### IMPLICATIONS

Any required adjustments to the conventional subdivision would impact the size of the remainder for the bare land subdivision.

The proposed parcel sizes for Strata Lots range from 0.1 hectares to 0.15 hectares (See Applicants' Submission). As per *The Bare Land Strata Regulations*, when considering subdivision applications for a Bare Land Strata, the average size of proposed residential lots derived from the total area to be subdivided, (including any common property) may be used. Taking this into consideration the proposed average parcel size is  $\pm 0.2053$  hectares which is above the minimum 0.2 hectares as stated in the bylaw. There are no parcel frontage requirements within the Single Family Residential Zone.

New Access to the proposed residential lots would be off Sandner Road and Benniger Road. The common parcel access is not clearly defined on the plan of proposed subdivision, however, it appears that access is intended off Sandner Road. Each access will need to be addressed by MoTI if the subdivision is approved. A new civic address for each parcel will also be required for each new parcel.

New connections to the RDKB Christina lake Water Utility, as well as electricity and other utilities will be required with this subdivision. The RDKB Christina Lake Water Utility, and each utility company will be responsible to determine the appropriate fees to connect each lot to its service, as well as if there is sufficient capacity within the utility to take on additional customers. This proposed subdivision has been referred to the Environmental Services Department which operates the water system to determine if there is capacity for the additional water connections. Environmental Services has responded confirmed there is capacity for the proposed additional connections.

While each parcel will have sufficient room for a residence, proposed parcel SL A *(See, Applicants' Submission)* will have a considerably smaller buildable area than the other proposed parcels due to a utility covenant throughout the parcel. Proposed parcel SL H and SL I will also have restrictions for building areas due to covenants on title, however, the effects of this are minimal *(See Subject Property Map).* 

As the site was previously used for a sawmill, section 2.6.3.7 of the Official Community Plan encourages all land that was used for industrial purposes to be remediated once that use ceases. It is unknown what remediation has occurred to date on this property.

A caveat is on title for this property regarding safe build elevations and setbacks from Christina Creek. No elevation data was submitted with this application. This will be relevant for new construction within the proposed subdivision.

The Board has the option to accept land, or cash-in-lieu for parkland with this application. As per section 510 of *the Local Government Act*, the subdivision must provide some form of contribution to parks. The maximum amount is 5% of the land, or a payment to the RDKB of that value to be used to purchase parkland elsewhere. It should be noted that funds collected through this process can only be used for

Page 4 of 8 P:\PD\EA\_'C'\C-317-00212.055 Sandco\2017-04-MOTI Bare Land Strata Subdivision purchasing parkland and cannot be used for putting towards a bridge or a park implements (benches, playground equipment, etc.). A third party assessment would be required to determine the full amount owed.

Since the parcel is currently 5.14 acres (2.08 hectares) the minimum amount of parkland required is approximately 0.26 acres (0.1 hectares). However, because of other circumstances listed in this report (e.g. possible encroachment, Sandner Road right of way extension, etc.), the final amount of land may change.

The Official Community Plan does specify an area that is designated in the land use plan as park space, this area would also encompass nearly all the requirement for park space, however, this land is within the conventional land subdivision which is being processed concurrent to this one. Within this area is the intended landing for a foot bridge to allow pedestrians safe access across the creek which would line up to Kimura Road on the east side of Christina Creek. This is the location of an old highway bridge that was removed in the 80's.

Septic locations for the existing residents and office building have not been included in the application. MoTI and Interior Health will determine if the proposed boundaries will be compliant with regulations.

### ADVISORY PLANNING COMMISSION COMMENTS

The Electoral Area 'C' / Christina Lake Advisory Planning Commission supported the subdivision proposal on the following conditions:

- That no new docks be built on the creek
- That public access be secured along Christina Creek and a Bridge landing be secured for a pedestrian bridge across Christina Creek be secured.
- That environmental remediation of the property take place prior to any construction.
- That the issues of encroachment of the 3 car garage be resolved.

### PLANNING COMMENTS

Currently the RDKB has no authority on the placement of docks within Electoral Area 'C' / Christina Lake. The owners would be required to submit an application to the Province.

Parkland, and pedestrian connectivity are both objectives of the Official Community Plan. One potential option for parkland would be to create a park at the north end of the property and a trail to connect to the south end of the property at the proposed footbridge location. The Board has final authority on deciding on parkland dedication or accepting cash-in-lieu.

2.7.3 of the *Area 'C' / Christina Lake Official Community Plan Bylaw no. 1250* specifically sets out policies regarding park space, some of these have been listed below for reference, specifically.

2.7.3.2 In order to help meet the community's long term park needs, the Regional District will consider establishing a community parks service (note that a Parks Service)

Page 5 of 8 P:\PD\EA\_'C'\C-317-00212.055 Sandco\2017-04-MOTI Bare Land Strata Subdivision has been established) and requiring the dedication of land or cash in lieu of park land as a condition of subdivision...

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) ...

d) Road End Parks – intended to provide access to the Lake for the use

trails are also mentioned in the transportation section 2.8 of the Official Community Plan. Policies specifically mentioned relevant to this include:

2.8.3.5 The Regional District is prepared to actively participate in the preparation of management plans for pedestrian walkways, trails and railway grades should such opportunities arise.

2.8.3.9 Support the development and maintenance of trails for active transportation...

There are several other supporting goals, objectives and policies within the Official Community Plan.

Agents for the applicant have been contacted for further discussion regarding parkland requirements. To date there has been no consensus on dedication. Agents for the applicant are opposed to land dedication on the subject parcel and prefer cash-in-lieu. A verbal offer was proposed during the APC meeting to offer space for a bridge landing that had been identified as noted above, however, this has not been confirmed in writing since then.

There are several options for public access, and parkland dedication with this application. A strong opportunity for a bridge landing and public access along the Christina Creek are available and can be pursued in both the conventional and bare land subdivision applications.

Within the Conventional Subdivision referral, it is possible to request a Statutory Right of Way on the affected parcel for the pedestrian bridge landing. This would be approved and implemented at the discretion of the approving officer for the MoTI.

Under the *Land Title Act* there is a legal requirement to extend Sandner Road to the edge of the water. 75(1)(c) of the *Land Title Act* requires that roads be extended to water to provide public access to waterbodies 20m wide to the body of water at distances no greater than 200m. This is could be requested as part of the conventional subdivision. Section 76 of the Act gives the applicant the ability to apply for relief of this obligation.

Under the *Bare Land Strata Regulations,* the same legal requirement to extend a road end to a width of 20m to provide public access to waterbodies exists in Section 8. Section 9 requires that a strip of land no greater than 7m along the water body to a maximum of 5% of the parcel for public access to the water body. This is in addition to the parkland requirements. Taking a 7m buffer along the shore of Christina Creek for the entire parcel would be greater than 5% of the parcel size, however, there is an option to use parkland dedication for the rest of the area, required, or to designate the

> Page 6 of 8 P:\PD\EA\_'C'\C-317-00212.055 Sandco\2017-04-MOTI Bare Land Strata Subdivision

northern edge of the property at the intersection of Christina Creek and Christina Lake as park, and have a 7m path along the parcel going south of Sandner Road along Christina Creek.

Public Access Option	Supporting Legislation:		
	Conventional	Bare Land Strata	
Bridge Landing	The preferred bridge landing location, which is designated as 'Park' in the OCP is within the conventional subdivision.	The bridge landing is outside the bare land strata.	
	Through Section 75(1) & (3) of the <i>Land Title Act</i> a request can be made for a Statutory right of way over that portion of the parcel designated as 'Park' in the OCP.		
	The statutory right of way requirement rests with the Provincial Approving Officer.		
Sandner Road Extension	75(1)(c) of the <i>Land Title Act</i> triggers the requirement for extension of the road end to Christina Creek; however the owner can apply for relief from this requirement.	75(1)(c) of the <i>Land Title Act</i> triggers the requirement for extension of the road end to Christina Creek, however the owner can apply for relief from this requirement.	
		Section 8 of the Bare Land Strata Regulation also triggers the requirement for extension of the road end to Christina Creek.	
<u>Trail along</u> <u>Christina Creek</u>	No trigger to require a trail along Christina Creek.	Section 75(1) & (3) of the Land Title Act.	
		Section 9 of the Bare Land Strata Regulation requires the subdivider of land adjoining a water body to dedicate without compensation a strip of land up to 7 m wide along the bank or shore for public access if the Provincial approving officer deems it to be in the public interest.	
		Section 510 of the Local Government Act triggers the Board	

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P:\PD\EA\_'C'\C-317-00212.055 Sandco\2017-04-MOTI Bare Land Strata Subdivision

		to consider whether they would like cash in lieu or land.510 of the Local Government Act
Parkland	Section 510 (Park land dedication) of the <i>Local Government Act</i> is not triggered by the conventional subdivision.	Section 510 of the <i>Local</i> <i>Government Act</i> triggers the Board to consider whether they would like cash in lieu or land.

### RECOMMENDATION

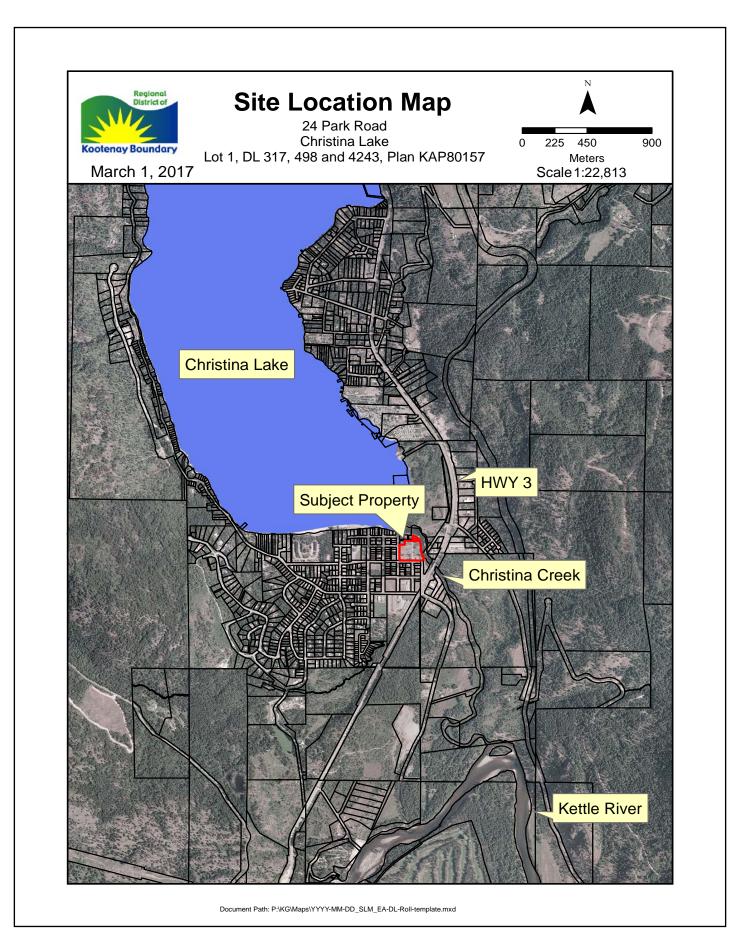
That the staff report regarding the referral from the Ministry of Transportation and Infrastructure for a bare land subdivision of the remainder of Lot 1, District Lots 317, and 498, 4243, Plan KAP80157 Electoral Area 'C'/Christina Lake be received.

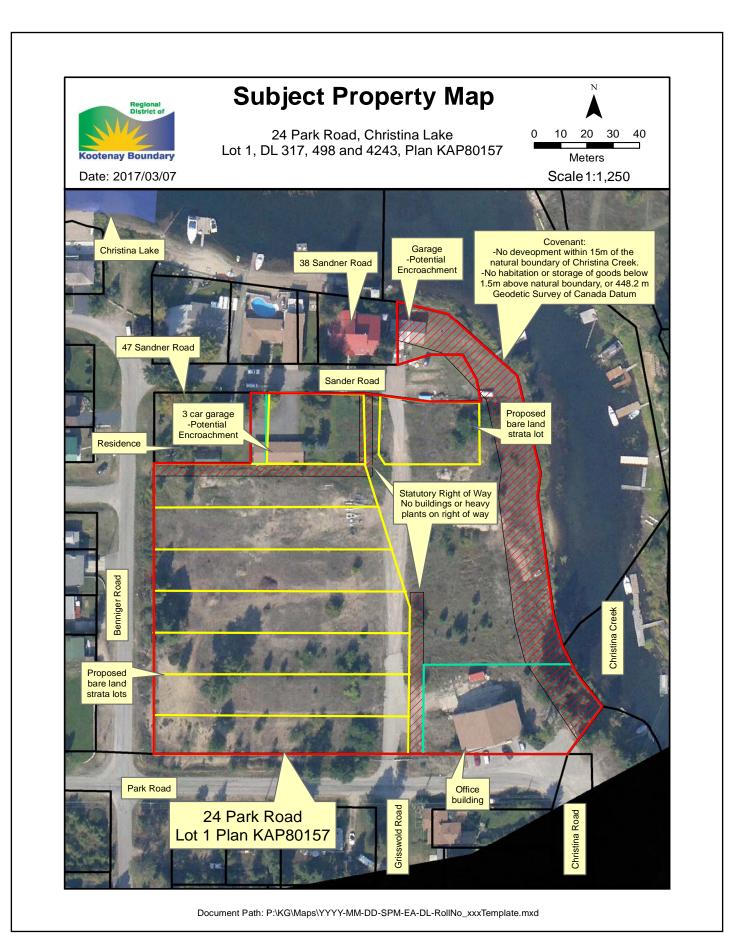
And FURTHER that the Board of Directors supports dedication of park land rather than cash in lieu to satisfy Section 510 (Requirement for provision of park land or payment for parks purposes) in order to fulfill the public's interest for a landing for a footbridge and access to water along Christina Creek.

## ATTACHMENTS

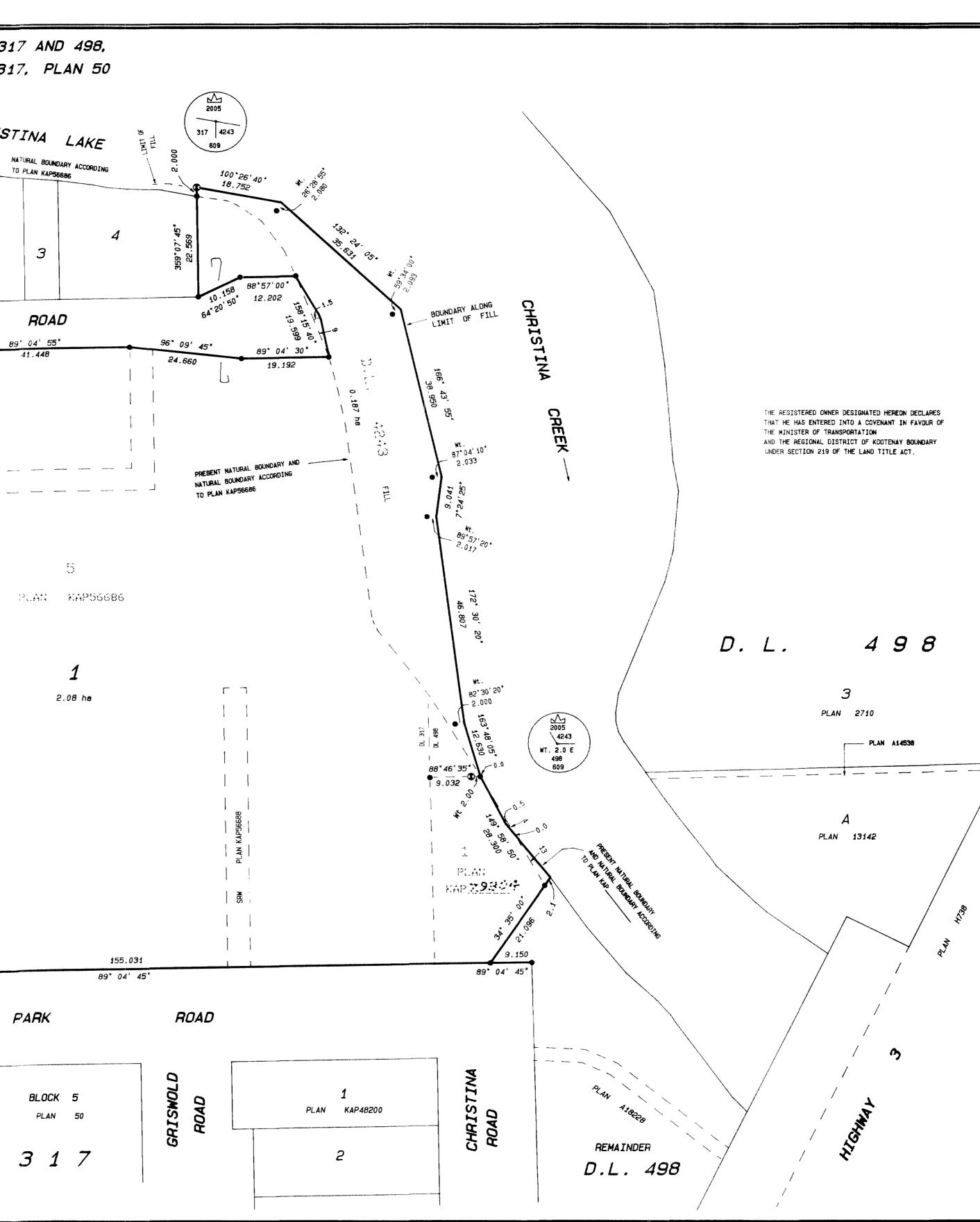
Site Location Map Subject Property Map Applicants' Submission Potential Parkland Dedication

> Page 8 of 8 P:\PD\EA\_'C'\C-317-00212.055 Sandco\2017-04-MOTI Bare Land Strata Subdivision





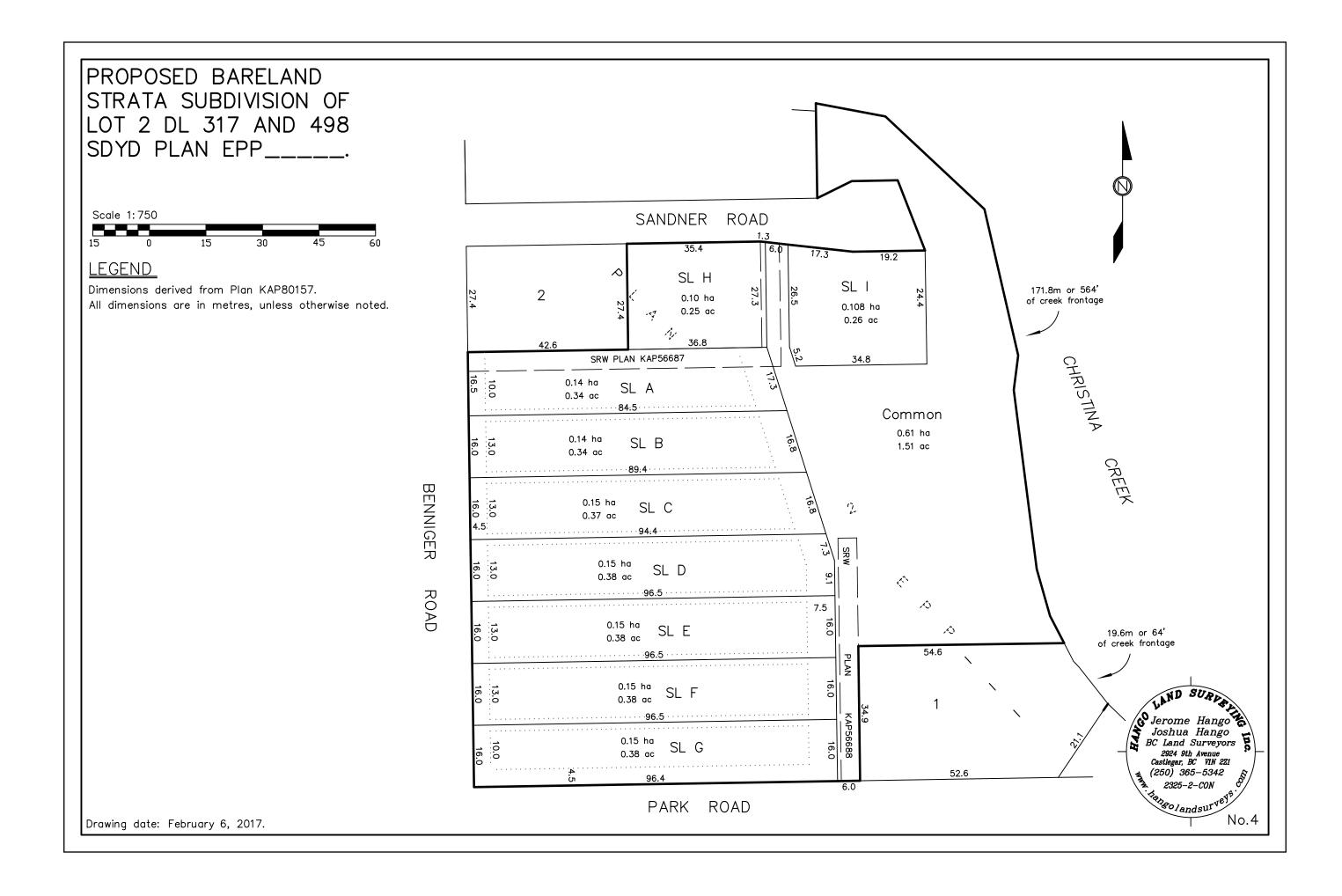
Status: Filed REFERENCE PLAN OF CONSOLIDATION OF D.L. 4243; LOT 5, D.L.'S 317 AND 498, PLAN KAP**56686; THE WE**STERLY 60 FEET OF LOT 9, BLOCK 6, D.L. 317, PLAN 50 AND LOT 1, D.L. 498, PLAN KAP 79304 ALL OF S.D.Y.D. CHRISTINA LAKE PURSUANT TO SECTION 100 (1) (b) OF THE LAND TITLE ACT. B.C.G.S. 82E.009 TO PLAN KAP56686 SCALE 1 : 500 1 2 ALL DISTANCES ARE IN METRES. З KAP56686 PLAN ROAD SANDNER 89" 04' 55" 89' 06' 30' 41.448 36.592 ВK 5 PLAN 50 Δ 36.581 89' 05' 20' SRW PLAN KAP56687 -----ROAD OWNER SANDCO INDUSTRIES LTD. INC. NO. 80155 AUTHORIZED SIGNATORY: DOUGLAS SANDNER Fanda AUTHORIZED SIGNATORY: KENNETH SANDNEL WITNESS TO BOTH SIGNATURES Heather Moen PRINT NAME OF WITNESS \_\_\_\_\_ BOY ZOS Christing Christing Sc. Vollies ADDRESS OF WITNESS W. 607 LOT 9 BK: 6 Drauleher OCCUPATION OF NITNESS BENNIGER PLAN 50 \_\_\_\_\_ KM162766 & KM162767 Royal Bank **of Canada** AUTHORIZED SIGNATORY: Ryma KAisko PARK : than AUTHORIZED SIGNATORY: See T Frast alene Fines WITNESS TO BOTH SIGNATURES PLAN KAP67536 ARLENE LINES PRINT NAME OF WITNESS D. L. 401 BAKER ST NELLAN BC. BUSINGS SERVICES AFILER



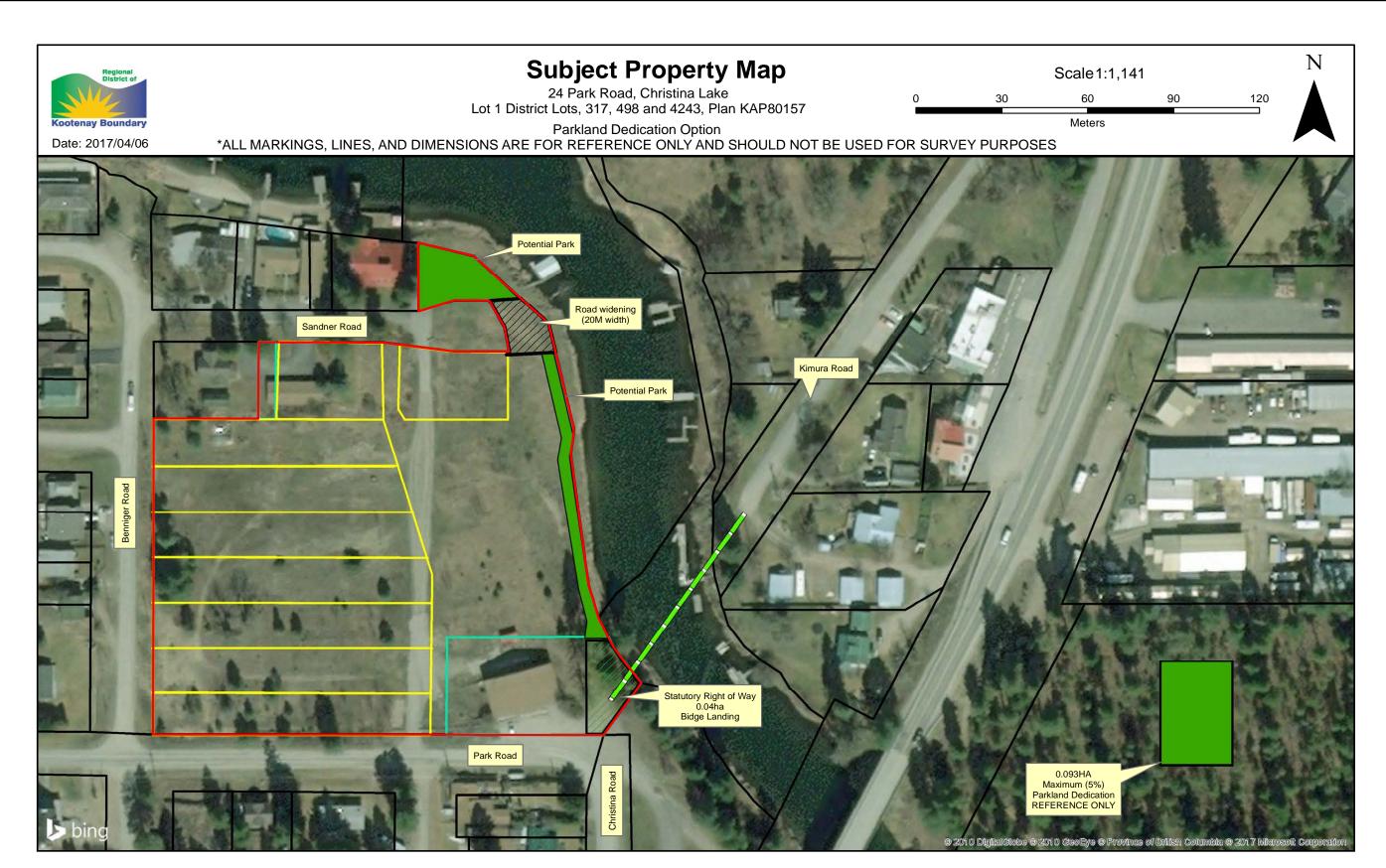
Plan #: KAP80157 App #: N/A Ctrl #:

. .

RCVD: 2006-01-19 RQST: 2016-05-31 15.10.01 PLAN KAP **80157** Deposited in the Land Title Office at Kamloops, B.C. this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_ 20 <u>06</u>\_\_\_. D. REGISTRAR LA8938 cl Approved pursuant to the Land Title Act this <u>30</u> \_\_\_\_ day o fuguot 20 05 Approving Officer for the Ministry of Transportation MINISTRY FILE NO. : A55/04 (14895) THIS PLAN LIES WITHIN THE KOOTENAY 498 BOUNDARY REGIONAL DISTRICT LEGEND Bearings are astronomic, derived from Plan KAP56686 denotes standard iron post found denotes standard capped post found I, A.F. HOEFSLOOT, A BRITISH COLUMBIA LAND SURVEYOR OF THE CITY OF GRAND FORKS IN BRITISH COLUMBIA, CERTIFY THAT I WAS PRESENT AT AND PERSONALLY SUPERINTENDED THE SURVEY REPRESENTED BY THIS PLAN AND THAT THE SURVEY AND PLAN ARE CORRECT. THE FIELD SURVEY WAS COMPLETED ON THE 1 ST DAY OF JUNE 2005 THE PLAN WAS COMPLETED AND CHECKED, AND THE CHECKLIST FILED UNDER NO. 34318 , DN THE 15 TH DAY OF JULY , 2005 5 B.C.L.S. A.F. HOEFSLOOT BRITISH COLUMBIA LAND SURVEYOR P.O. BOX 2740, GRAND FORKS, B.C. VOH 1HO 442-5597 04-41-3 Original Page 1 of 1



ITEM ATTACHMENT # 6.E)



Document Path: P:\PD\EA\_'C'\C-317-00212.055 Sandco\Subject Area with Bridge Markups.mxd

ITEM ATTACHMENT # 6.E)



# Electoral Area Services Committee Staff Report

Prepared for meeting of April 2017

Bare Land Strata Subdivision Referral - Ministry of Transportation and Infrastructure				
Owner(s):			File No:	
0980131 BC LTD			E-4247-07914.000	
Location:	Location:			
40 High Forest Crescent, Big White				
Legal Description:			Area:	
Block A, District Lot 4247, Land District 54		10.5 acres (4.3 hectares)		
OCP Designation:	Zoning:	ALR status:	DP Area:	
Medium Density Residential	Chalet Residential 3 (R3)	No	1. Commercial and Multi Family	
			2. Alpine Sensitive Landscape Reclamation Development Permit areas	

Prepared by: Ken Gobeil, Planner

## ISSUE INTRODUCTION

The Regional District has received a referral from the Ministry of Transportation and Infrastructure (MoTI) for a proposed bare land strata subdivision of 40 High Forest Crescent, at Big White, Electoral Area 'E'/ West Boundary. This application includes proposed sites for detached single family dwellings and duplexes. This application is the first of 4 proposed phases for subdivision *(see Site Location Map; Subject Property Map; Applicants' Submission).* 

Comments from the APC will be forwarded to the Electoral Area Services Committee for consideration at their April 2017 meeting.

## BACKGROUND INFORMATION

The subject property is 4.3 hectares (10.5 acres) in size. There is currently one residence on the south west corner of the parcel *(see Site Location Map; Subject Property Map; Applicants' Submission)*. There are 2 creeks that run through the

Page 1 of 6 P:\PD\EA\_'E'\_Big\_White\BW-4247-07914.000 High Forest-Monashee Ridge\2017-04-MOTI Subdivision\EAS\2017-04-06-High\_Forest\_EAS.docx proposed phase 1 area and a portion of a skier easement (Plan KAP81903) which runs through the entire property.

The subject property is within the 'Chalet Residential 3' (R3) Zone in the Big White Zoning Bylaw No. 1166. Permitted uses within this zone include Single Family Dwellings, 2 Family Dwellings, and Pensions.

Within the Big White Official Community Plan, Bylaw No. 1125, the subject parcel is designated as 'Medium Density Residential'. The density goals for residential development in this designation are a maximum of 60 units per hectare, and a maximum floor area ratio (the gross floor area of the building(s) on a property divided by the total area of the property) of 0.8. The subject parcel is also within the Commercial and Multi Family and Alpine Sensitive Landscape Reclamation Development Permit areas.

Grizzly Ridge and The Forest subdivisions are both east of the subject parcel. These subdivisions are within the Medium Density 4 (R4) Zone. Grizzly Ridge share the same land use designations and, are also in the same Development Permit Areas as the subject property as noted within the Official Community Plan.

North of the subject property is unsurveyed Crown Lands that are designated as 'Powder Future Growth Area' in the Official Community Plan. To the south of the subject property is Big White Road and more unsurveyed Crown Lands and is designated as 'Lower Snow Pines Future Growth Area' within the Official Community Plan.

#### History

In the late summer of 2005 the RDKB was approached regarding development of an unsurveyed portion of Crown land adjacent to District Lot 4213. The intent at the time was to create a subdivision as an extension of the Forest; a strata development directly east of the subject property. The proposed development planned to utilize the existing common access road, Forest Road, for access through the Forest subdivision.

After that initial meeting District Lot 4247 was created, and RDKB staff drafted bylaw amendments to the Official Community Plan and Zoning Bylaw. Bylaw 1289 amended the Official Community to include the subject parcel within the 'Medium Density Residential' land use designation. This bylaw also incorporated the subject property into the 'Commercial and Multiple Family Development Permit Area' and into the 'Alpine Environmentally Sensitive Landscape Reclamation Development Permit Area'. Bylaw 1290 amended the zoning bylaw to incorporate the subject property into the 'Medium Density Residential 4' zone, eventually the parcel was zoned 'Chalet Residential'.

This High Forest subdivision intended for lots to be developed with duplex style housing, with a central lot to be used as a club house for amenities available for its residents. This proposal was supported but the RDKB and had been granted preliminary layout approval by the MoTI on June 8, 2006. The plan of this subdivision is included below for reference.

Page 2 of 6 P:\PD\EA\_'E'\_Big\_White\BW-4247-07914.000 High Forest-Monashee Ridge\2017-04-MOTI Subdivision\EAS\2017-04-06-High\_Forest\_EAS.docx In August 2006 Development Permit 312-06D was issued on the subject parcel for the area described as lot 34 of the proposed subdivision for an amenity building. This building was intended to contain a pool, spa, and clubhouse for the residents of the Forest and High Forest strata developments. This development was never initiated and is no longer valid.

In 2007 this preliminary approval was requested and granted an extension. The application was due to conditions in the local housing markets and economy.

In 2007 Development Permit '0347-07D' was issued for a duplex to be constructed to serve as a show home in the new development. The location of which is lot 9 of the preliminary subdivision plan, and within Phase 2 of the 2017 subdivision application *(see, Site Location Map; Subject Property Map; 2006 Subdivision Plan; Applicants' Submission*).

In early 2008 the developer had applied for an amendment to the zoning bylaw to decrease the parcel size requirements and decrease the maximum parcel coverage within their residential zoning designation. The intent of this bylaw amendment was to ensure lots within the High Forest could be subdivided once duplex houses were built. Provisions were also added to the proposed bylaw to increase parcel width to ensure that covered parking provisions could be achieved within the potential smaller parcels. This bylaw was approved in March 2008.

In the summer of 2008 the developer applied for another extension to the preliminary layout approval, citing the local housing economy. Over this time, the conditions listed within the preliminary subdivision layout approval were never met, no further extensions were applied for and the approval expired.

In 2016 discussions began with the owner and the RDKB about phasing the subdivision. In early 2017 drafts of a new subdivision proposal were submitted to the RDKB for staff comment showing a new proposed layout and requesting clarification regarding setbacks, An Official application was also submitted to the MoTI. In March 2017 a subdivision referral package had been submitted to the RDKB from the MoTI. *(see Site Location Map; Subject Property Map; Applicants' Submission).* 

## PROPOSAL

The proposed Bare Land Strata subdivision will create 13 strata lots within phase 1 of potentially 4. The current proposal for all 4 phases includes 38 parcels. The subdivision proposal will utilize the same transportation network as the previous subdivision application. The intent of the subdivision is to create strata lots for residential development.

This application differs from the subdivision proposed in 2006 largely due to the fact that only a small portion of the parcels are proposed for duplex construction and further subdivision in this application.

Page 3 of 6 P:\PD\EA\_'E'\_Big\_White\BW-4247-07914.000 High Forest-Monashee Ridge\2017-04-MOTI Subdivision\EAS\2017-04-06-High\_Forest\_EAS.docx This report only focuses on the 13 Strata Lots proposed in Phase 1. The other phases noted are for reference only. Conditions of this subdivision and/or other circumstances may have effects on future plans and affect the other phases. *(see, Subject Property Map, and Applicants' Submission).* 

### IMPLICATIONS

The subject parcel, and all properties within Big White are serviced by the Big White Water, Sewer, and Gas Utility Service. It is the requirement of the applicant to establish utility connections. Transportation and access to parcels are the responsibility of MoTI and the applicant.

While each parcel will have sufficient room for a residence, proposed parcels SL1, SL6, SL7, and SL13 buildable areas are greatly reduced by the 15m setback required as part of the RDKB Floodplain Bylaw No. 677 *(See, Applicants' Submission).* 

#### Official Community Plan

Subdivisions are not included in the Commercial Multiple Family Development Permit requirements or the Alpine Environmentally Sensitive Landscape Reclamation Development Permit requirements as noted in the Official Community Plan; therefore, a Development Permit is not required for this subdivision application.

An interest is on title for this property regarding skier access. The plans submitted do indicate where the existing ski path is, however, pedestrian or ski access to each proposed parcel is not defined.

A parkland dedication will be required for this subdivision as per section 510 of *the Local Government Act.* As the parcel is 10.5 acres (4.3 hectares) the minimum amount of parkland required is approximately 0.5 acres (0.2 hectares). Within the Official Community Plan parkland requirements are recommended to be taken in the form of trails (linear parks) to establish links between neighborhoods and amenities. The Planning Department has communicated with the applicant regarding the parkland requirement.

The desired density for the Medium Density Residential Land Use Area is a maximum of 60 units per hectare. The subdivision as proposed will be well below this density. The surrounding subdivisions also well below this density objective. This subdivision proposal will be keeping with the character of the surrounding subdivisions and the previous subdivision plan that was given recommendation for approval by the RDKB and granted preliminary approval in 2006.

### Zoning Bylaw

The existing residence is within the proposed phase 2 of the High Forest subdivision plan, and would be considered the residual of D.L. 4247 for the purposes of this subdivision. The existing residence is compliant with the Zoning Bylaw requirements and would continue to be compliant as a result of this subdivision.

Page 4 of 6 P:\PD\EA\_'E'\_Big\_White\BW-4247-07914.000 High Forest-Monashee Ridge\2017-04-MOTI Subdivision\EAS\2017-04-06-High\_Forest\_EAS.docx The proposed parcel sizes for Strata Lots range from approximately  $320m^2$  to  $2,340m^2$  (See *Applicants' Submission*). Within the Chalet Residential 3 Zone the minimum parcel size for a single family dwelling is  $428m^2$  and  $510m^2$  for all other permitted uses. As per *The Bare Land Strata Regulations*, when considering subdivision applications for a Bare Land Strata, the average size of proposed residential lots can be used instead of the applying the minimum parcel size requirements of the zoning bylaw to each proposed parcel. Taking this into consideration the proposed average parcel size is well above the minimum bylaw requirements.

Each proposed parcel is compliant with the frontage requirements (13m) for single family dwellings, however, frontage for 2 family dwellings, which is a permitted use, has a frontage requirement of 19m. Only 4 of the proposed parcels within this subdivision meet that requirement *(see Site Location Map; Subject Property Map; Applicants' Submission).* 

Within the Chalet Residential 3 (R3) Zone there is no minimum front yard setback requirement when a parcel is connected to an access route when developed under bare land strata regulations. The applicants intend to utilize this provision of the Zoning Bylaw in order to provide the maximum amount of buildable area for each proposed parcel.

# ADVISORY PLANNING COMMISSION COMMENTS

Concerns were raised regarding:

- the front yard proposed and potential for snow unloading from roofs onto the street.
- Very little to no area for snow storage for snow removal.
- There has been no update from the applicant or its agent regarding the parkland dedication or cash-in-lieu, or if it is intended to delay this until another phase.
- The APC would also like to know if the utilities will be underground.

The APC supported the subdivision proposal with the following conditions:

- 1. That adequate snow storage be addressed in the plan.
- 2. Where possible services should be underground.
- 3. Park should be part of each phase

### PLANNING COMMENTS

Front yard setback requirements within a strata development can be amended in the Zoning Bylaw if instructed to do so.

Snow removal and snow storage will be a requirement of the individual lot owners and the strata. This may be addressed with the development of the individual lots in the development permit stage. If snow pile up becomes a problem this may become an ongoing regular operational expense for the strata.

Page 5 of 6 P:\PD\EA\_'E'\_Big\_White\BW-4247-07914.000 High Forest-Monashee Ridge\2017-04-MOTI Subdivision\EAS\2017-04-06-High\_Forest\_EAS.docx As per the Local Government Act, parkland dedication is required with each subdivision. Due to the properties location and features, the responsibility to maintain parkland, and potential liability, cash in lieu is the preferred option.

Utilities and services are not governed by the RDKB and their placement will be determined by the appropriate utility or service provider. A preference for underground may be a requirement by the utility service.

### RECOMMENDATION

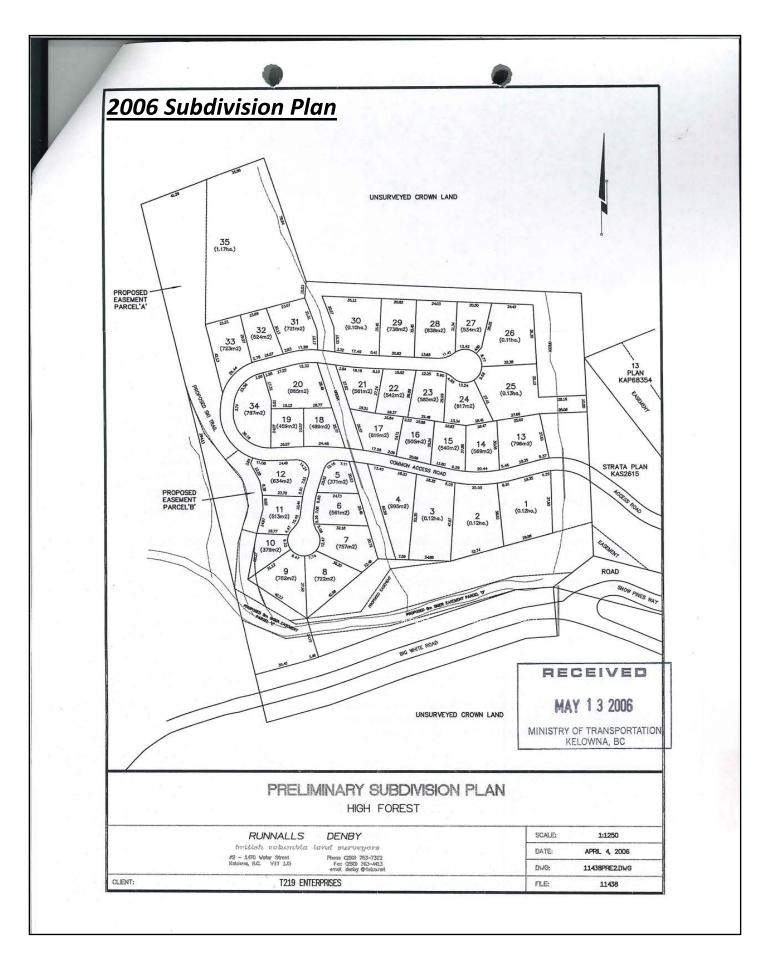
That the staff report regarding the referral from the Ministry of Transportation and Infrastructure for a bare land strata subdivision on 40 High Forest Crescent, Big White, Block A, District Lot 4247, Land District 54 Big White, Electoral Area 'E', be received.

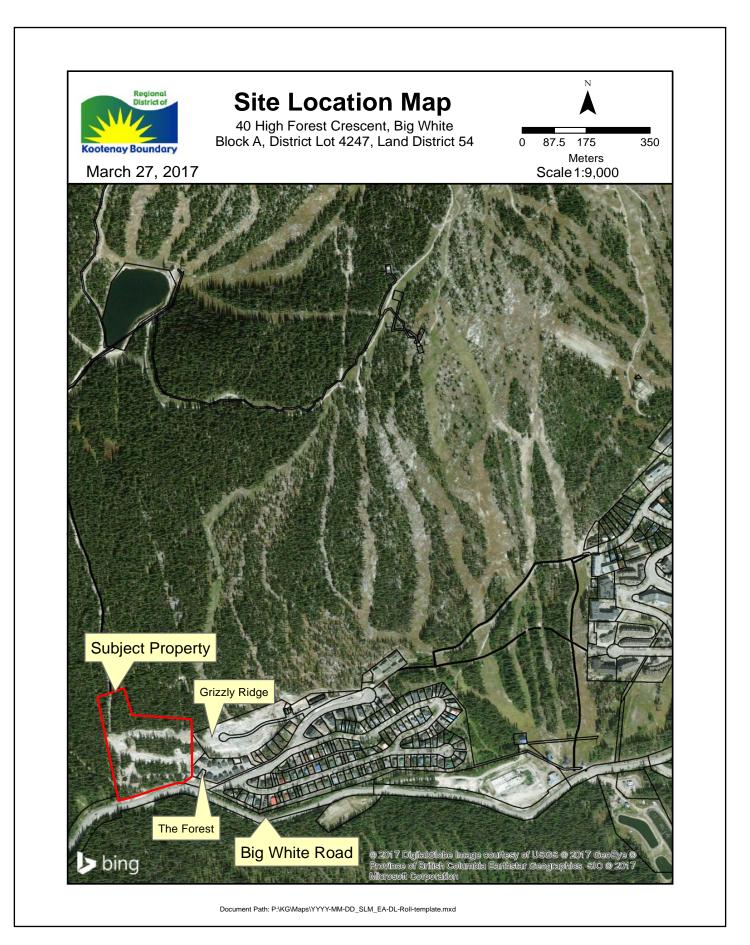
And FURTHER that the Board of Directors supports dedication of cash in lieu rather than park land to satisfy Section 510 (Requirement for provision of park land or payment for parks purposes).

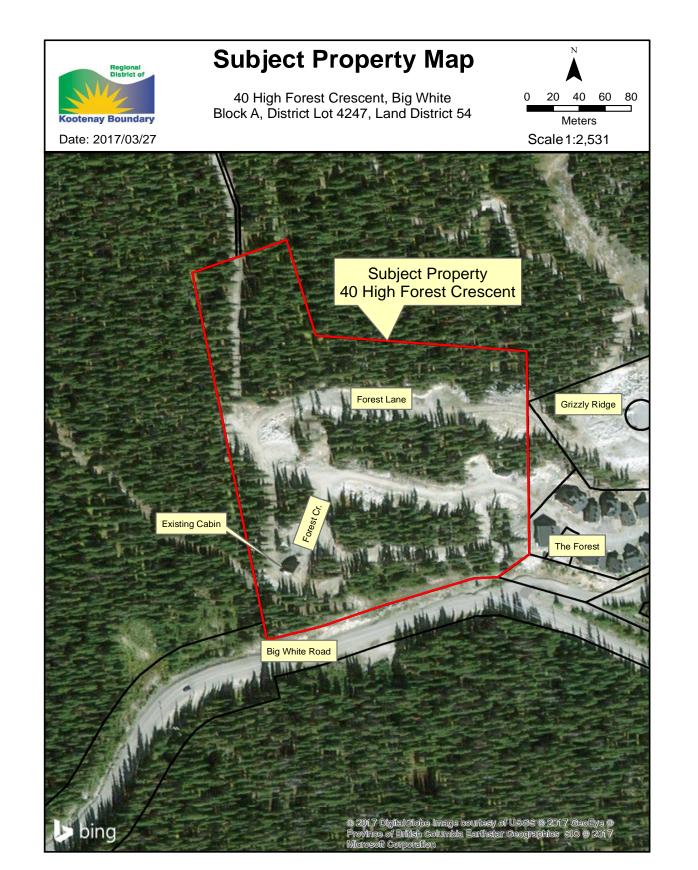
### ATTACHMENTS

2006 Subdivision Plan Site Location Map Subject Property Map Applicants' Submission

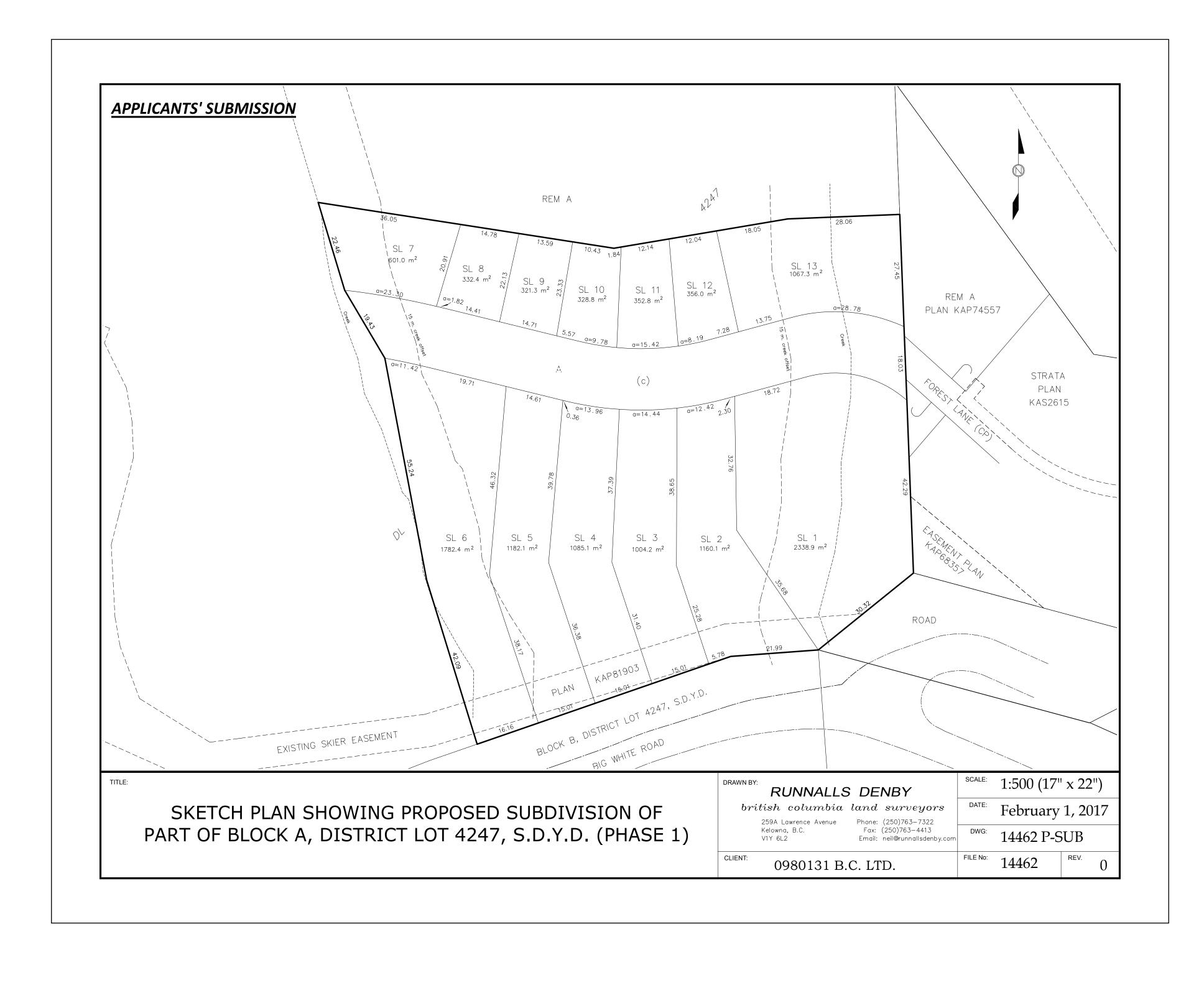
> Page 6 of 6 P:\PD\EA\_'E'\_Big\_White\BW-4247-07914.000 High Forest-Monashee Ridge\2017-04-MOTI Subdivision\EAS\2017-04-06-High\_Forest\_EAS.docx

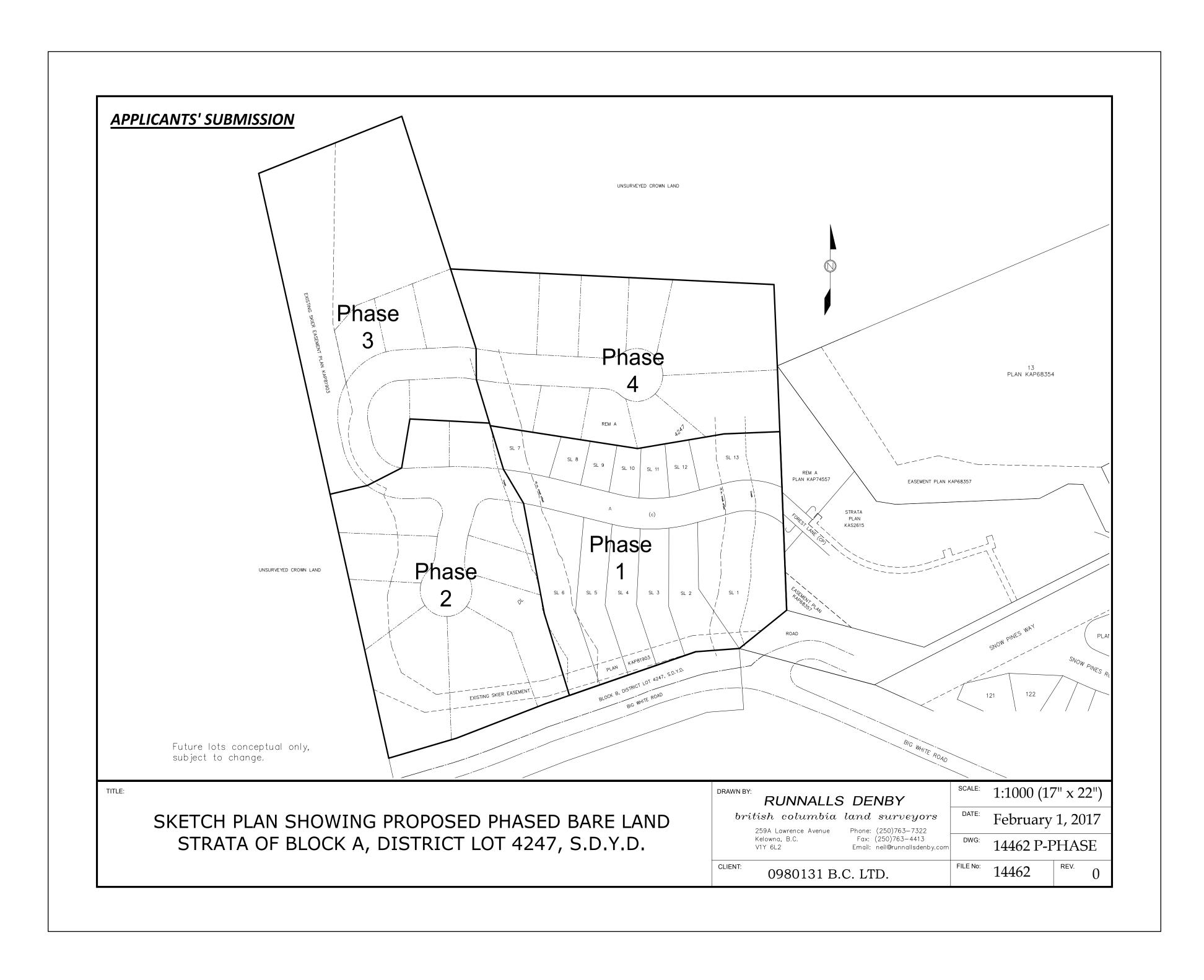


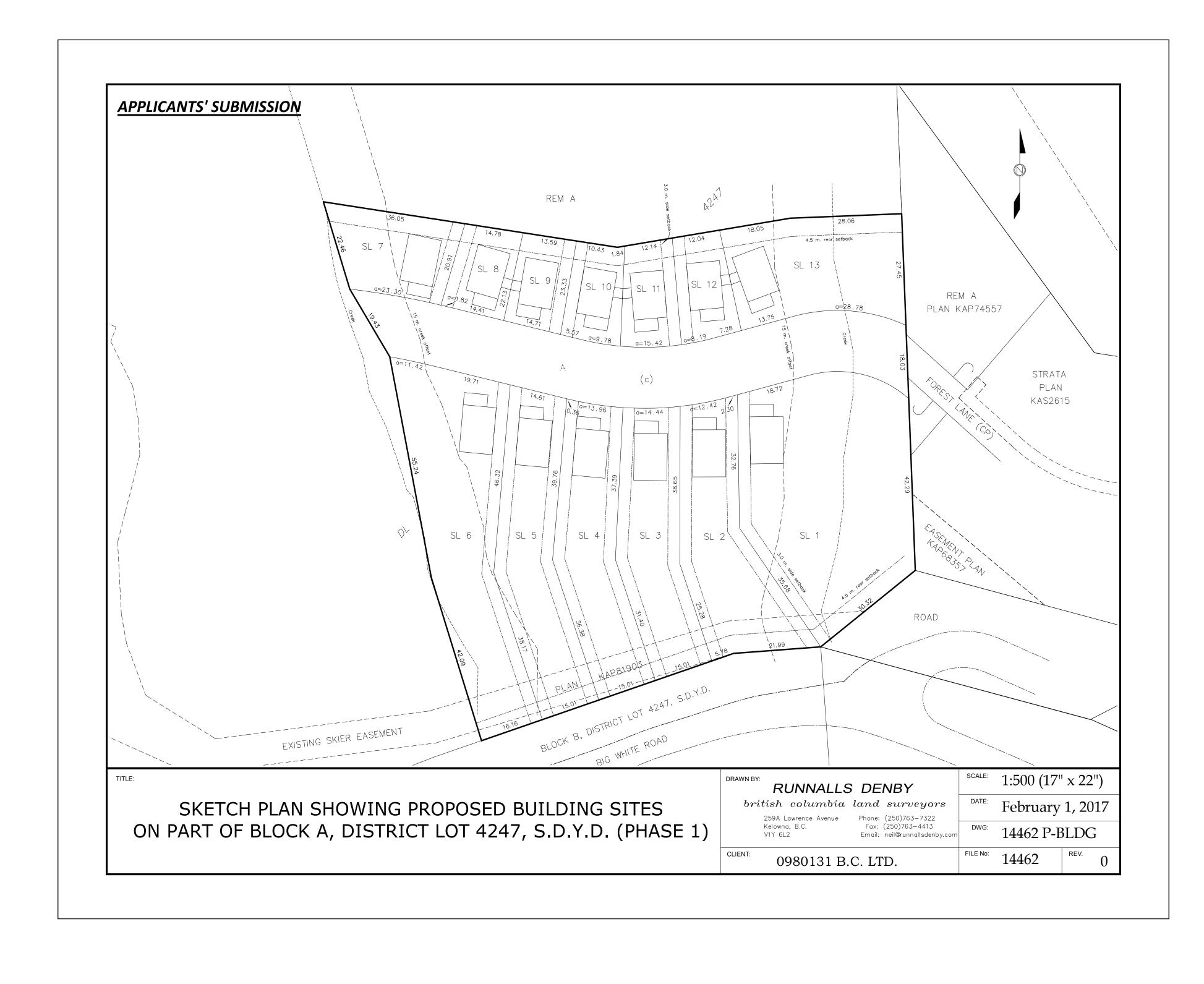




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### **BYLAW NO. 1621**

#### A Bylaw to provide for remuneration and repayment of expenses to the Board of Directors of the Regional District of Kootenay Boundary

**WHEREAS** pursuant to the provisions of the *Local Government Act*, being Chapter 1 of the Statutes of British Columbia, and the *Community Charter*, being Chapter 26 of the Statutes of British Columbia, the Regional District may, by bylaw, provide remuneration for and reimbursement of expenses of Directors;

**AND WHEREAS** the Board of Directors finds it desirous to remunerate members of the Board and provide for expenses incurred by a Director for discharge of the duties of office;

**AND WHEREAS** the Regional District Board may, by bylaw, provide reimbursement of all or part of the expenditures made or expenses incurred by a Director when that Director is representing the Regional District of Kootenay Boundary, or is attending a meeting of the Board or any committee of the Board of which the Director is a member;

**AND WHEREAS** the Regional District may, by bylaw, provide an allowance, daily or otherwise, for specified expenses incurred by a Director when performing the activities referred to in the preceding recital;

**NOW THEREFORE BE IT RESOLVED** that the Regional District of Kootenay Boundary Board of Directors, duly assembled in an open meeting, enacts as follows:

#### 1. Annual Remuneration

a) There shall be provided in the annual budget under Legislative and General Government an amount sufficient to pay remuneration to each of the Municipal Directors of the Regional District of Kootenay Boundary.

#### 2. Reimbursement of Expenses

a) There shall be included in the annual budget under the Legislative and General Government Exhibit an amount sufficient to pay to each of the Directors of the Regional District of Kootenay Boundary.

- b) Such amounts are payable to reimburse each Director for the scheduled expenses incurred or an allowance in lieu of reimbursement when the Director is representing the Regional District, or engaging in Regional District business, or attending a meeting, course, seminar or convention as specifically authorized by the Board, or attending a meeting of a committee of the Board of which the Director is a member.
- c) The annual remuneration and reimbursement of expenses shall be as per Schedule 'A', attached to and forming part of this bylaw, which shall take effect on the date of adoption.
- 3. Bylaw No. 1548 cited as "Director Remuneration Bylaw No. 1548, 2014" is hereby rescinded.
- 4. This Bylaw may be cited for all purposes as the "Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1621, 2017".

# READ A FIRST TIME

### **READ A SECOND TIME**

### READ A THIRD TIME

# RECONSIDERED AND FINALLY ADOPTED

Chair

Manager of Corporate Administration

I, Theresa Lenardon of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1621 cited as the "Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1621, 2017" as reconsidered and finally adopted this

Manager of Corporate Administration

# Directors Basic Monthly Stipend

(Applies to all Regional District Directors)

	Remuneration	Expense Allowance	Totals
Stipend	\$500	\$250	\$750.00/month

# Chair of the Board Compensation

The position of Chair will continue to receive the approved stipends as a Director, and if applicable, an Electoral Area Director.	\$1,911.00/month
If there is a change in the Chair part way through any month, the stipend will be pro-rated.	

# Vice Chair of the Board Compensation

The position of Vice Chair will continue to receive the approved stipends as a Director, and if applicable, an Electoral Area Director.	\$333.00/month
If there is a change in the Vice Chair part way through any month, the stipend will be pro-rated.	

# Meeting Allowance

When attending a Public Hearing or a Committee/Commission meeting at the direction of the Board, a Director is entitled to a meeting allowance.	\$83.00/meeting
Meeting allowances are adjusted on an annual basis (starting January 1 <sup>st</sup> each year), or otherwise at the direction of the Board, as per the British Columbia Consumer Price Index as at the end of November each year.	

# Committee Chair Meeting Allowance

In addition to the meeting allowance, Directors who serve as the Chair, or who are appointed in the absence of Committee Chair or Vice Chair, are eligible to receive a Chair's Meeting allowance.	\$111.00/meeting

# S.I.D.I.T. Reading Allowance

Elected Officials appointed by the Board to sit on the Southern Interior Development Initiative Trust (S.I.D.I.T.) Regional Advisory Committee are eligible to claim for a reading allowance.	\$41.50/month (2017 rate)
The S.I.D.I.T. Reading Allowance is adjusted on an annual basis, or otherwise at the direction of the Board, as per the British Columbia Consumer Price Index as at the end of November each year.	

# Directors Technology/Office Supplies Allowance

(Applies as Indicated)

A Technology/Office allowance will be provided to each Director. This allowance will cover technology and office related expenses for performing Regional District of Kootenay Boundary business at home. This expense allowance is intended to cover expenses related to mobile/cell phones, internet service, printers, paper, printer cartridges and other consumables. Internet service is deemed to be at least high speed "lite" (256 kbps). Should a Director reside in part of the Regional District that does not offer the minimum internet service through traditional means (i.e. Telus, Shaw), the Regional District will cover the cost for satellite internet service.	\$200.00/month
The Regional District of Kootenay Boundary will provide to each Municipal Director suitable hardware to undertake their Regional District duties.	Supplied by RDKB
The Regional District of Kootenay Boundary will provide to each Electoral Area Director an annual technical/hardware allowance and each Electoral Area Director will be responsible for supplying and maintaining appropriate hardware in order to undertake their Regional District duties.	\$500.00/year

# Travel Expenses

# General Travel

ł	For	travel	exclusively	related	to	Regional	District	The rate approved and used
r	respo	onsibilities	, mileage at	the curr	ent	automobile	expense	by the Province of British
r	reimt	oursemen	t rate per kil	ometer n	nay I	be claimed	from the	Columbia.
F	olace	of the D	Director's prind	cipal resid	lence	e to the place	ce of the	
1	meet	ing.						
		-						

# Out of RD/Other Travel

All travel outside of the Regional District must be approved by the Board. The Chair of the Board may approve such travel when it is inappropriate or not feasible to get Board approval. Approval is deemed to be given if the meeting/convention/conference is specifically identified and included in the annual Financial Plan.	Receipts are required for commercial travel.
Directors are eligible for reimbursement of commercial airline fees (economy class) or mileage, whichever is less.	

# Vehicle Allowance

Directors are entitled to claim a vehicle allowance.	\$50.00/month

# **Travel Time Allowance**

Directors who attend a Board meeting, Committee of the Board meeting of which they are a member or any other agency they are appointed to and such attendance requires the traveling of more than a specified distance, shall be entitled to claim an allowance at the rates below:

For approved travel exceeding 150 kilometers but less than 250 kilometers.	\$49.00
For approved travel exceeding 251 kilometers but less than 350 kilometers.	\$59.00
For approved travel exceeding 351 kilometers.	\$73.00

# Accommodations

Where overnight stays are required for Board business, whether it be for meetings, conferences or seminars, the Regional District will book rooms at the accommodator hosting the event, or at the most convenient accommodator to the event. Directors will be responsible for any upgrade or additional costs incurred. Should a Director choose to book their own room, the Regional District will pay only for a basic room.	Receipts are required (if the Director is booking privately)
Directors are able to utilize private accommodation if they choose. They are entitled to an allowance.	\$50.00/night

# Meals/Incidental Allowances

For the purposes of this Bylaw: Breakfast is at 7:00 a.m. Lunch is at 12:00 p.m. (noon) Dinner is at 6:00 p.m.

If the meeting, convention or seminar, or the travel required, spans one or more of the stipulated times, Directors are entitled to claim the appropriate meal allowance(s) in accordance to appropriate Zone.

If a meal is provided as part of the event, or is otherwise paid for by public money, no claim for that meal may be made. Where a provided meal is missed due to reasonable circumstances the Director shall be entitled to claim to appropriate meal allowance.

Zone 1 – All of BC excepting GVRD, SLRD and CRD					
Breakfast	\$20.00				
Lunch	\$25.00				
Dinner	\$35.00				
Zone 2 – GVRD, SLRD, CRD and anywher	re else				
Breakfast	\$25.00				
Lunch	\$30.00				
Dinner	\$45.00				
GVRD = Greater Vancouver Regional District					
SLRD = Squamish Lillooet Regional District					
CRD = Capital Regional District					
Directors are entitled a claim for incidental expenses.					
For each full day of meetings, conventions, seminars or travel.	\$20.00/day				

# Miscellaneous

Directors can claim reimbursement of actual expenses such as taxis, buses/transit, baggage fees and parking.	Receipts are required
Directors are entitled to have their partner/spouse accompany the the Federation of Canadian Municipalities, Union of British Colum Association of Kootenay Boundary Local Government convention pay for, or reimburse the Director, for fees related to Welcoming Banquet/Dinner only.	bia Municipalities and s. The Regional District will
Directors are entitled to claim the difference between personal and business car insurance rates due to use of private vehicles for RDKB business.	Receipts are required.
Directors are entitled to claim for one windshield replacement deductible per year if there windshield is damaged while on RDKB business.	Receipts are required.

From:	Ali Grieve
To:	Maureen Forster; "Grace McGregor"; Roly Russell; "AliGrieve"; "Patricia Cecchini"; Linda Worley; Joe Danchuk;
	" <u>Mike Martin"; Arlene Parkinson; "Lloyd McLellan"; "Marguerite Rotvold"; Vicki Gee; "Ed Smith"; "Frank Konrad"</u>
Cc:	John MacLean; Theresa Lenardon
Subject:	RE: Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - for Directors" comments
Date:	February-24-17 2:59:39 PM

#### COW Stipend

In follow up conversations I have learned that PEP did discuss a different model for the COW stipend, so thank you. I would like the Board to consider a different model for this;

- If we are going to continue with three chairs, to me, that says there are three meetings when you review all bylaws carefully
- What if we were to consider \$50/meeting, with a minimum of the current \$83?
- I feel that we have taken a step backwards in this regard: there are still three valid committees

I only ask that you take some time to consider this suggestion – thanks everyone! Or maybe someone has another idea?? Have a wonderful weekend!

ag

#### From: Ali Grieve

Sent: February-23-17 1:09 PM

**To:** 'Maureen Forster'; Grace McGregor; Roly Russell; AliGrieve; Patricia Cecchini; Linda Worley; Joe Danchuk; Mike Martin; Arlene Parkinson; Lloyd McLellan; Marguerite Rotvold; Vicki Gee; Ed Smith; Frank Konrad

Cc: John MacLean; Theresa Lenardon

Subject: RE: Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - for Directors' comments

Would also like to know if there was a discussion around the COW meeting stipend where three meetings were combined into one evening with the same reading and workload. What was the discussion around this as I understood this meeting stipend would likely be adjusted. Could someone share with us? Vicki? Thanks everyone!!

ag

From: Maureen Forster [mailto:mforster@rdkb.com] Sent: February-23-17 11:42 AM

**To:** Grace McGregor; Roly Russell; Ali Grieve; AliGrieve; Patricia Cecchini; Linda Worley; Joe Danchuk; Mike Martin; Arlene Parkinson; Lloyd McLellan; Marguerite Rotvold; Vicki Gee; Ed Smith; Frank Konrad **Cc:** John MacLean; Theresa Lenardon; Maureen Forster

Subject: Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - for Directors' comments

Chair McGregor and Directors:

I have attached the Directors Remuneration and Expenses – Bylaw No. 1621 for your comments. This policy was presented at the January 26, 2017 PEP Committee meeting. Revisions, as directed by the PEP Committee, have been made and it was approved for Directors' comments.

Please provide your comments to both Theresa and I.

Thank you,

Maureen



Maureen Forster | Executive Assistant Regional District of Kootenay Boundary Direct: 250.368.0235 | Cell: 250.231.7792 | Main: 250.368.9148 1.800.355.7352 www.rdkb.com

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From:	John MacLean
To:	Ali Grieve; Maureen Forster; Grace McGregor; Roly Russell; AliGrieve; Patricia Cecchini; Linda Worley; Joe
	Danchuk; Mike Martin; Arlene Parkinson; Lloyd McLellan; Marguerite Rotvold; Vicki Gee; Ed Smith; Frank Konrad
Cc:	Theresa Lenardon
Subject:	RE: Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - for Directors" comments
Date:	February-23-17 2:09:04 PM
Attachments:	Bylaw 1548 Director"s Remuneration (whole board) rescinds 1521.doc

We completely revised the schedules so track changes would not be appropriate in this case.

#### The changes were:

- Vice Chair Remuneration from \$266/month to \$333/month
- The Meals/Incidental allowances are completely revised
- Some changes in what we will pay for partners at Convention

I have attached the old Bylaw for your reference.

#### JMM

From: Ali Grieve [mailto:ali.grieve@kscu.com]

Sent: Thursday, February 23, 2017 12:34 PM

**To:** Maureen Forster <mforster@rdkb.com>; Grace McGregor <gem9293@gmail.com>; Roly Russell <rrussell@rdkb.com>; AliGrieve <aligrieve@telus.net>; Patricia Cecchini

<mayor@village.fruitvale.bc.ca>; Linda Worley <lworley@rdkb.com>; Joe Danchuk

<jdanchuk@rdkb.com>; Mike Martin <MMartin@trail.ca>; Arlene Parkinson

<aparkinson@rdkb.com>; Lloyd McLellan <councillormclellan@rossland.ca>; Marguerite Rotvold <rotvoldrdkb@shaw.ca>; Vicki Gee <vgee@rdkb.com>; Ed Smith <edjanbc@gmail.com>; Frank Konrad <fkonrad@grandforks.ca>

**Cc:** John MacLean <jmaclean@rdkb.com>; Theresa Lenardon <tlenardon@rdkb.com> **Subject:** RE: Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - for Directors' comments

Thank you – can we always please see the revisions in tracked changes so they are clear and we are all aware of what changes were made? Thanks for your help Mo!! ag

From: Maureen Forster [mailto:mforster@rdkb.com]

Sent: February-23-17 11:42 AM
To: Grace McGregor; Roly Russell; Ali Grieve; AliGrieve; Patricia Cecchini; Linda Worley; Joe Danchuk; Mike Martin; Arlene Parkinson; Lloyd McLellan; Marguerite Rotvold; Vicki Gee; Ed Smith; Frank Konrad
Cc: John MacLean; Theresa Lenardon; Maureen Forster

Subject: Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - for Directors' comments

Chair McGregor and Directors:

I have attached the Directors Remuneration and Expenses – Bylaw No. 1621 for your comments. This policy was presented at the January 26, 2017 PEP Committee meeting. Revisions, as directed by the

PEP Committee, have been made and it was approved for Directors' comments.

Please provide your comments to both Theresa and I.

Thank you, Maureen



Maureen Forster | Executive Assistant Regional District of Kootenay Boundary Direct: 250.368.0235 | Cell: 250.231.7792 | Main: 250.368.9148 1.800.355.7352 www.rdkb.com

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From:	Theresa Lenardon
To:	Linda Worley
Cc:	Maureen Forster
Subject:	RE: Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - for Directors" comments
Date:	February-23-17 1:30:49 PM
Attachments:	image001.png

#### No Worries Linda

The EAS Committee discussed increasing the stipend at a fair and modes percentage every year rather than waiting several years for a large increase.

I think if I understand correctly that <u>EA Directors</u> Remuneration Bylaw <u>No. 1526</u> will be amended to increase remuneration from \$716 to \$800 and increase the Expense Allowance from \$358 to \$400 per month of office.

The Bylaw 1621 Maureen sent out is for the overall Board of Directors including EA Directors and it replaces the previous Board Remuneration Bylaw No. 1548.

We will probably do a complete new bylaw (rather than an amendment bylaw) for EA Directors resulting in the current EA Bylaw 1526 to be rescinded.

Hope this helps.

Sincerely,



Theresa Lenardon | Manager of Corporate Administration | Corporate Officer Regional District of Kootenay Boundary Direct: 250.368.0225 | Cell: 250.231.4559 | Main: 250.368.9148 1-800-355-7352 www.rdkb.com

From: Linda Worley
Sent: February-23-17 1:22 PM
To: Theresa Lenardon <tlenardon@rdkb.com>
Cc: Maureen Forster <mforster@rdkb.com>
Subject: Re: Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - for Directors'
comments

Thanks both of you for that info. I presumed it would appear here, perhaps I should go over the EAS min as I don't recall that although I was a little out of it that day of surgery.

Sorry to put you to the extra work of replies

Linda

Linda Worley. Director (Elected Official) Regional District of Kootenay Boundary Lower Columbia/ Old Glory. (Area B) Phone: 250-231-1300 (cell) Phone: 250-693-5500. (Home)

On Feb 23, 2017, at 1:16 PM, Theresa Lenardon <<u>tlenardon@rdkb.com</u>> wrote:

Yes, Maureen is correct

There are 2 bylaws – one for overall board and one for EA Directors.

The one for the overall Board that was sent out is in progress.

The EA Director by law will move forward from the EAS Committee meeting that was held Feb  $16^{\rm th}$ 

Sincerely,

<image001.png> Theresa Lenardon | Manager of Corporate Administration | Corporate Officer Regional District of Kootenay Boundary Direct: 250.368.0225 | Cell: 250.231.4559 | Main: 250.368.9148 1-800-355-7352 www.rdkb.com

From: Maureen Forster Sent: February-23-17 1:11 PM To: Linda Worley <<u>lworley@rdkb.com</u>> Cc: Grace McGregor <<u>gem9293@gmail.com</u>>; John MacLean <<u>jmaclean@rdkb.com</u>>; Theresa Lenardon <<u>tlenardon@rdkb.com</u>> Subject: RE: Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - for Directors' comments

Hi Linda,

Bylaw 1621 addressed the Directors in general and I believe another one specifically addressing rural Directors remuneration went to EAS.

Thanks Maureen

From: Linda Worley
Sent: February-23-17 12:29 PM
To: Maureen Forster <<u>mforster@rdkb.com</u>>
Cc: Grace McGregor <<u>gem9293@gmail.com</u>>
Subject: Re: Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - for
Directors' comments

Hello

Just read over Bylaw 1621

I see the notation of basic Stipend for All Directors mentioned but see no references to the Rural Stipend. I trust this previous amount of Basic plus Rural Stipends still applies to Rural Directors Remuneration? If so should it not appear in the Bylaw?

Regards Linda

Linda Worley - Director ( Elected Official) Regional District of Kootenay Boundary Lower Columbia/Old Glory/ Area B

On Feb 23, 2017, at 11:41 AM, Maureen Forster <<u>mforster@rdkb.com</u>> wrote:

Chair McGregor and Directors:

I have attached the Directors Remuneration and Expenses – Bylaw No. 1621 for your comments. This policy was presented at the January 26, 2017 PEP Committee meeting. Revisions, as directed by the PEP Committee, have been made and it was approved for Directors' comments.

Please provide your comments to both Theresa and I.

Thank you, Maureen <image003.jpg> Maureen Forster | Executive Assistant Regional District of Kootenay Boundary Direct: 250.368.0235 | Cell: 250.231.7792 | Main: 250.368.9148 1.800.355.7352 www.rdkb.com

<Bylaw 1621 - Director Remuneration (Director Comments) -February 2017.pdf>

From:	Linda Worley
To:	<u>Ali Grieve</u>
Cc:	<u>Maureen Forster; Grace McGregor; Roly Russell; AliGrieve; Patricia Cecchini; Joe Danchuk; Mike Martin; Arlene</u> Parkinson; Lloyd McLellan; Marguerite Rotvold; Vicki Gee; Ed Smith; Frank Konrad; John MacLean; Theresa Lenardon
Subject:	Re: Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - for Directors" comments
Date:	February-27-17 9:51:39 AM

#### Good Morning

I also agree with what Ali is saying and for the same reasons. The work regarding meeting preparation remains the same.

We are still seeing savings on hotel and travel times and mileages by consolidating the meetings into one day.

I feel that if there is to remain One meeting at One meeting rate, then there should be consideration of One Chair, overseeing the One meeting, with appropriate remuneration for the work prep required.

regards Linda

Linda Worley - Director (Elected Official) Regional District of Kootenay Boundary Lower Columbia/Old Glory/ Area B

On Feb 24, 2017, at 2:59 PM, Ali Grieve <a href="mailto:ali.grieve@kscu.com">ali.grieve@kscu.com</a>> wrote:

#### COW Stipend

In follow up conversations I have learned that PEP did discuss a different model for the COW stipend, so thank you. I would like the Board to consider a different model for this;

- <!--[if !supportLists]-->• <!--[endif]-->If we are going to continue with three chairs, to me, that says there are three meetings when you review all bylaws carefully
- <!--[if !supportLists]-->• <!--[endif]-->What if we were to consider \$50/meeting, with a minimum of the current \$83?
- <!--[if !supportLists]-->• <!--[endif]-->I feel that we have taken a step backwards in this regard: there are still three valid committees

I only ask that you take some time to consider this suggestion – thanks everyone! Or maybe someone has another idea?? Have a wonderful weekend!

ag

From: Ali Grieve
Sent: February-23-17 1:09 PM
To: 'Maureen Forster'; Grace McGregor; Roly Russell; AliGrieve; Patricia Cecchini; Linda Worley; Joe Danchuk; Mike Martin; Arlene Parkinson; Lloyd McLellan; Marguerite Rotvold; Vicki Gee; Ed Smith; Frank Konrad
Cc: John MacLean; Theresa Lenardon
Subject: RE: Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - for Directors' comments

Would also like to know if there was a discussion around the COW meeting stipend where three meetings were combined into one evening with the same reading and workload. What was the discussion around this as I understood this meeting stipend would likely be adjusted. Could someone share with us? Vicki? Thanks everyone!! ag

From: Maureen Forster [mailto:mforster@rdkb.com]
Sent: February-23-17 11:42 AM
To: Grace McGregor; Roly Russell; Ali Grieve; AliGrieve; Patricia Cecchini; Linda Worley; Joe Danchuk; Mike Martin; Arlene Parkinson; Lloyd McLellan; Marguerite Rotvold; Vicki Gee; Ed Smith; Frank Konrad
Cc: John MacLean; Theresa Lenardon; Maureen Forster
Subject: Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - for Directors' comments

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Please provide your comments to both Theresa and I.

Thank you, Maureen

<image001.jpg> Maureen Forster | Executive Assistant Regional District of Kootenay Boundary Direct: 250.368.0235 | Cell: 250.231.7792 | Main: 250.368.9148 1.800.355.7352 www.rdkb.com

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From:	Linda Worley
To:	Maureen Forster
Cc:	Grace McGregor
Subject:	Re: Policy - Directors Remuneration and Expenses - Bylaw No. 1621 - for Directors" comments
Date:	February-23-17 12:28:34 PM

Hello

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Regards Linda

Linda Worley - Director ( Elected Official) Regional District of Kootenay Boundary Lower Columbia/Old Glory/ Area B

On Feb 23, 2017, at 11:41 AM, Maureen Forster <<u>mforster@rdkb.com</u>> wrote:

Chair McGregor and Directors:

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Please provide your comments to both Theresa and I.

Thank you, Maureen

<image003.jpg> Maureen Forster | Executive Assistant Regional District of Kootenay Boundary Direct: 250.368.0235 | Cell: 250.231.7792 | Main: 250.368.9148 1.800.355.7352 www.rdkb.com <Bylaw 1621 - Director Remuneration (Director Comments) - February 2017.pdf>

That the Policy, Executive and Personnel Committee approve the Correspondence Policy and forward it to the RDKB Board Directors with a recommendation of approval.

Carried.

### J. MacLean-Re: Fire Department Service Level Policy

The revised Fire Department Service Level Policy is presented for final consideration, amendment and referral to the RDKB Board of Directors for approval.

Moved: Director Martin Seconded: Director McGregor

That the Policy, Executive and Personnel Committee approve the proposed Fire Department Service Level Policy and forward it to the Board of Directors with a recommendation of approval.

Carried.

#### J. MacLean-Re: Purchasing Policy and Procedure Statement

The revised Purchasing Policy and Procedure Statement is presented for final consideration.

Moved: Director Martin Seconded: Director McGregor

That the Policy, Executive and Personnel Committee approve the proposed Purchasing Policy and Procedure Statement and refer it to the Directors for comment.

Carried.

#### J. MacLean-Re: Director Remuneration and Expenses Bylaw No. 1621

The revised Director Remuneration and Expenses Bylaw No. 1621 was presented for final consideration and referral to the Board.

The Committee members reviewed the various comments from the other Board Directors that were submitted in response to the proposed revised Remuneration Bylaw.

There was a discussion on the comments pertaining to the COW meeting allowance and which suggest that the current allowance of \$83 be increased to recognize the additional reading, preparation and work Directors must undertake for the three different COW subject areas (Protective Services, Environmental Services and Protective Services). Although the PEP Committee members acknowledges the three COW subject areas and additional work, there was general agreement not to increase the allowance as much as \$83 per each subject area, given the agendas do not always include items

Page 4 of 8 Policy, Executive and Personnel Committee March 21, 2017 for all three subject areas. There could be further debate around this matter at the Board level.

The allocation for Meals and Incidental Expenses included in proposed Bylaw No. 1621 was reviewed. It was agreed that this has more impact on the Electoral Area Directors and should be reviewed by the Electoral Area Services Committee.

Director Gee expressed her concerns that not all Directors have the same level of interest for each of the three COW subject areas and that sometimes the debate gets cut short. A discussion regarding engagement at COW meetings ensued and further review included a discussion on the possibility of having two Board meetings during the month rather than one COW meeting and one Board meeting. The Committee discussed the pros, including working more efficiently, and the cons. An example that was discussed is the staff time required to undertake legislative processes to obtain Board approvals for emergent and timely issues between the monthly Board meetings (e.g. Special Voting Regulation). There was general agreement that for now, the COW meeting schedule will remain as is, and it was;

Moved: Director McGregor Seconded: Director Danchuk

That Staff draft a report on the pros and cons as well as the logistics of having two Board meetings per month in place of one COW meeting and one Board meeting. **FURTHER** that the report be presented to the PEP Committee at a future meeting.

Carried.

Moved: Director McGregor Seconded: Director Danchuk

That proposed Remuneration Bylaw No. 1621 be referred to the Electoral Area Services Committee for a review and thorough discussion with respect to the proposed compensation for Meals and Incidentals and other bylaw matters as required.

Carried.

### **NEW BUSINESS**

### **Discussion Item-PEP Committee Schedule**

The scheduling of the Policy, Executive and Personnel Committee monthly meetings and whether the Committee should consider holding the meetings on an independent day was discussed. The PEP Committee members concurred that it is challenging to

Page 5 of 8 Policy, Executive and Personnel Committee March 21, 2017

		MEMORANDUM		_	
TO:	Director	Ali Grieve, Area "A"			
FROM:	Deep Sid	Ihu - Financial Services Manager			
RE:	Grants-I	n-Aid 2017			
Balance Remair 2017 Requisitio		016		\$ \$	5,140.00 31,492.00
Less Board Fee				\$	(1,192.00)
Total Funds Ava	ailable:			\$	35,440.00
RESOLUTION #	DATE	RECIPIENT	DESCRIPTION		AMOUNT
32-17	Jan-17	B.V. RECREATION	SENIOR'S DINNER	\$	1,600.00
32-17		Scouts Canada - 1st Beaver Valley	2017 Canadian Jamboree - Nova Scotia	\$	2,000.00
85-17	Feb-17	ANKORS	Creating Caring Communities workshop	\$	1,500.00
85-17		BC Seniors' Games - Zone 6	2017 Seniors' Games in Vernon	\$	500.00
85-17		Beaver Valley May Days Society	2017 B.V. May Days event	\$	4,000.00
114-17	Mar-17	J.L. Crowe Secondary School	2017 Scholarship - In Memory of Fallen Firefighters	\$	750.00
115-17	Mar-17	Bike to Work Week Kootenays	Bike to Work Week costs	\$	1,000.00
114-17		Champion Lakes Golf & Country Club	Ladies' & Mens' Night Sponsorship	\$	1,097.14
114-17		Champion Lakes Golf & Country Club	Renewal of Tee Box Advertising sign	\$	200.00
114-17		Girl Guides of Canada - BV Troop	Attendance at 'SOAR' annual camp	\$	2,000.00
Total				\$	14,647.14
BALANCE REMA				Ś	20,792.86

29/03/2017

		MEMORANDUM		
TO:	Director L	inda Worley, Electoral Area 'B'/ Lower Co	lumbia-Old Glory	
FROM:	Deep Sic	Ihu - Financial Services Manager		
RE:	Grants-In	-Aid 2017		
Balance Remain 2017 Requisitior		016		\$ 2,070.79 22,762.00
Less Board Fee 2				(862.00)
Total Funds Ava	ilable:			\$ 23,970.79
RESOLUTION #	DATE	RECIPIENT	DESCRIPTION	AMOUNT
32-17	Jan-17	ROSSLAND YOUTH ACTION NETWORK	RENOVATIONS ON YAN LOCATION	\$ 1,500.00
85-17	Feb-17	ANKORS	Creating Caring Communities workshop	\$ 1,500.00
85-17		BC Seniors' Games - Zone 6	2017 Seniors' Games in Vernon	\$ 750.00
114-17	Mar-17	Rossland Society for Environmental Action	completion of digital fabrication of Trail Creek Watershed	\$ 550.00
114-17		J.L. Crowe Secondary School	2017 Scholarship - In Memory of Fallen Firefighters	\$ 750.00
115-17	Mar-17	Bike to Work Week Kootenays	Bike to Work Week costs	\$ 1,000.00
Total				\$ 6,050.00
BALANCE REMA				\$ 17,920.79

29/03/2017

		MEMORANDUM		
TO:	Director	Grace McGregor, Electoral Area 'C'/Chris	tina Lake	
FROM:	Deep Si	dhu, Financial Services Manager		
RE:	Grants-I	n-Aid 2017		
Balance Remai	ning from 2	2016		\$ 12,125.15
2017 Requisitio	n			60,594.00
Less Board Fee	2017			(2,294.00
Total Funds Ava	ailable:			\$ 70,425.15
RESOLUTION #	DATE	RECIPIENT	DESCRIPTION	AMOUN
32-17	Jan-17	Boundary Emergency & Transition Housing	Staff First Aid & Special training	\$ 2,250.00
32-17		Piranhas Swim Club	subsidize cost of pool fees	\$ 300.00
32-17		Grand Forks Flying Association	SnowBirds Airshow	\$ 2,000.00
85-17	Feb-17	BC Seniors' Games - Zone 6	2017 Seniors' Games in Vernon	\$ 500.00
85-17		Boundary Woodlot Association	Natural Resource Mang.	\$ 342.00
85-17		Boundary Youth Soccer Association	Equipment/admin/tournaments/etc	\$ 2,000.00
85-17		Christina Lake Community Association	Rental of Hall by non-profits	\$ 1,500.00
85-17		Christina Lake Tourism	Canada 150 Celebrations	\$ 1,000.00
85-17		Christina Lake Tourism	2017 Homecoming celebrations	\$ 10,000.00
116-16	Mar-16	Candida Palmer	cancelled cheque /no response	(250.00
114-17	Mar-16	Christina Lake Stewardship Society	Annual clean-up day	\$ 2,000.00
114-17	Mar-16	Christina Lake Stewardship Society	C.L. Watershed annual review	2,500.00
Total				\$24,142.00
				\$ 46,283.15

	N	1 E M O R A N D U M		
TO:	Roly Ru	ssell - Acting Director, Electoral Area 'D'/		
FROM:	Deep Si	dhu - Financial Services Manager		
RE:	Grants-	n-Aid 2017		
Balance Remai	-	2016		\$26,644.00
2017 Requisitio Less Board Fee				38,456.00 (1,456.00
Total Funds Ava	ailable:			\$63,644.00
RESOLUTION #	DATE	RECIPIENT	DESCRIPTION	AMOUN
32-17	Jan-17	Boundary Museum Society	Final installatlin - Solar Panel Project	\$ 6,000.00
32-17		City of Grand Forks	Family Day costs	\$ 1,000.00
32-17		Boundary Emergency Transistion Housing	Staff - First Aid & Special Training	\$ 2,250.00
32-17		Piranhas Swim Club	subsidize cost of pool fees	\$ 1,200.00
32-17		Grand Forks Flying Association	SnowBirds Airshow	\$ 2,000.00
85-17	Feb-17	BC Seniors' Games - Zone 6	2017 Seniors' Games in Vernon	\$ 500.00
85-17		Grand Forks Secondary School	Avalanche Safety Training	\$ 1,300.00
85-17		Granby Wilderness Society	Encouraging Stewardship for Species at Risk	\$ 1,000.00
85-17		Selkirk College - Grand Forks	Rural Community Develop. Workshop	\$ 420.00
85-17		Boundary Youth Soccer Association	Equipment/admin/tournaments/etc	\$ 2,000.00
				\$17.070 S
Total				\$17,670.00
BALANCE REM				\$ 45,974.00

29/03/2017

		MEMORANDUM		
TO:	Directo	or Vicki Gee, Electoral Area 'E'/ West Bounda	ary	
FROM:	Deep S	idhu, Financial Services Manager		
RE:	Grants-	In-Aid 2017		
Balance Remair		2016		\$ 35,697.19
2017 Requisitior Less Board Fee 2				\$ 86,682.00 (3,282.00
Total Funds Ava	ilable:			\$ 119,097.19
<b>RESOLUTION #</b>	DATE	RECIPIENT	DESCRIPTION	AMOUNT
32-17	Jan-17	Rock Creek Community Medical Society	Public open house - new residents	\$ 278.31
32-17		Rock Creek Community Medical Society	2016 Rental space for Area E meetings	\$ 160.00
32-17		Midway Community Association	Assist with 16 yoga classes	\$ 500.00
32-17		BC Snowboard Association	Costs of Bibs for "PARA" Event at Big White	\$ 500.00
85-17	Feb-17	B.W. Mountain Community Development Assoc.	Community Notice Board	\$ 500.00
85-17		B.W. Mountain Community Development Assoc.	Interlocking Fencing for special events	\$ 2,800.00
85-17		Boundary Woodlot Association	Natural Resource Mang.	\$ 342.00
85-17		Midway Public Library	Opening up membership to Area E residents	\$ 4,000.00
114-17	Mar-17	Boundary Martial Arts Club	Uniforms, Personal Protection Equipment, etc.	\$ 1,000.00
114-17		Rock Creek & Boundary Fall Fair	Supply & Install 3x WIFI Access points	\$ 1,243.20
114-17		Greenwood Public Library	Bring contribution back up to \$3,500 for 2017	\$ 500.00
114-17		Bridesville Community Club	Purchasing of 16 tables & table/chair dollies	\$ 2,405.05
114-17		Boundary Youth Soccer Association	Administration, equipment, gym rental costs, etc.	\$ 2,000.00
Total				\$ 16,228.56
BALANCE REMA	INING			\$ 102,868.63

	Regional District of Kooter Status Report - Gas Tax March 30, 201	Agreement	У		
ELECTC	RAL AREA 'A'			A	)
	Description	Status		Allocation	
Reveni	le:				
	tal Allocation of Gas Tax Grant:				
5, Oupi	Allocation to Dec 31, 2007	Received	\$	96,854.94	
	Allocation to Dec 31, 2007	Received	Ψ	46,451.80	
	Allocation to Dec 31, 2009	Received		91,051.00	
	Allocation to Dec 31, 2010	Received		89,796.00	
	Allocation to Dec 31, 2011	Received		89,788.04	
	Allocation to Dec 31, 2012	Received		87,202.80	
	Allocation to Dec 31, 2013	Received		87,167.87	
	Allocation to Dec 31, 2014	Received		84,868.70	
	Allocation to Dec 31, 2015	Received		84,868.70	
	Allocation to Dec 31, 2016	Recieved		87,726.69	
	Allocation to Dec 31, 2017	Estimated		87,569.89	
	TOTAL AVAILABLE FOR PROJECTS		\$	933,346.43	
-	ditures:				
	d Projects:				
2009	Columbia Gardens Water Upgrade	Completed	\$	250,000.00	
2011	South Columbia SAR Hall	Completed		2,665.60	
	BV Family Park - Solar Hot Water	Completed		16,684.00	
	Beaver Valley Arena - Lighting LWMP Stage II Planning Process	Completed Funded		69,000.00 805.88	
20-14	LIVING Slaye II Flatililly FIUCess	Pending or		000.00	
17-15	Beaver Creek Park - Band Shell/Arbour	Committed Pending or		100,000.00	
61-17	Fruitvale Elementary Playground -PAC LEAP Project	Committed Pending or		20,000.00	
126-17	RDKB BVPART (Electrical Upgrade BV Family Park)	Committed	_	10,000.00	
	TOTAL SPENT OR COMMITTED		\$	469,155.48	
	TOTAL REMAINING		\$	464,190.95	

	Regional District of Koo Status Report - Gas Ta March 30, 2	ax Agreemen	
ELECTORA	AL AREA 'B' / LOWER COLUMBIA/OLD GLORY		B
	Description	Status	Allocation
Revenue			
	Allocation of Gas Tax Grant:		
	Allocation to Dec 31, 2007	Received	\$ 69,049.93
	Allocation to Dec 31, 2008	Received	33,116.46
	Allocation to Dec 31, 2009	Received	64,912.00
	Allocation to Dec 31, 2010	Received	64,017.00
	Allocation to Dec 31, 2011	Received	64,010.00
	Allocation to Dec 31, 2012	Received	65,936.00
	Allocation to Dec 31, 2013	Received	65,907.41
	Allocation to Dec 31, 2014	Received	64,169.02
	Allocation to Dec 31, 2015	Received	64,169.02
	Allocation to Dec 31, 2016	Received	66,329.94 66,777.25
	Allocation to Dec 31, 2017	Estimated	66,777.25
	TOTAL AVAILABLE FOR PROJECTS		\$ 688,394.03
Approved P 8547	GID - Groundwater Protection Plan	Competed	\$ 10,000.00
11206 2009	GID - Reducing Station (Advance)2008	Completed	16,000.00
2009	GID - Reducing Station (Balance) GID - Upgrades to SCADA	Completed Completed	14,000.00 22,595.50
2009	Casino Recreation - Furnace	Completed	3,200.00
Phase 1	GID - Pipe Replacement/Upgrades	Completed	60,000.00
Phase 2	Looping/China Creek	Completed	18,306.25
2012	Rivervale Water SCADA Upgrade	Completed	21,570.92
2013	Rossland-Trail Country Club Pump	Completed	20,000.00
261-14	Rivervale Water & Streetlighting Utility	Completed	20,000.00
262-14	Genelle Imp. District - Water Reservoir	Completed	125,000.00
263-14	Oasis Imp. District - Water Well	Completed	34,918.00
251-15	Castlegar Nordic Ski Club (Paulson Cross Country Ski Trail Upgrade) Black Jack Cross Country Ski Club Society	Completed	10,000.00
252-15	(Snow Cat) Rivervale Water & Streetlighting Utility (LED	Completed	10,000.00
253-15	Streetlights)	Completed	14,417.00
254-15	Rivervale Oasis Sewer Utility (Flow Meters)	Completed	90,000.00
	Rivervale Oasis Sewer Utility - RDKB (Wemco	Pending or	
190-16	Booster Pumps)	Committed	88,159.66
221-16	Area 'B' Recreation - RDKB (Rivervale Shed)	Funded	8,632.00
	Area 'B' Recreation - RDKB (Rivervale Shed)	Pending or Committed	368.00
	TOTAL SPENT OR COMMITTED		\$ 587,167.33

	Regional District of Koot Status Report - Gas Ta March 30, 20	ax Agreemen	-	
			C	
ELECTO	ORAL AREA 'C' / CHRISTINA LAKE			
	Description	Status	Allocation	
Reven	ue:			
	tal Allocation of Gas Tax Grant:			
	Allocation to Dec 31, 2007	Received	\$ 69,877.75	
	Allocation to Dec 31, 2008	Received	33,513.49	
	Allocation to Dec 31, 2009	Received	65,690.00	
	Allocation to Dec 31, 2010	Received	64,785.00	
	Allocation to Dec 31, 2011	Received	64,778.00	
	Allocation to Dec 31, 2012	Received	65,746.00	
	Allocation to Dec 31, 2013	Received	65,718.43	
	Allocation to Dec 31, 2014	Received	63,985.02	
	Allocation to Dec 31, 2015 Allocation to Dec 31, 2016	Received Received	63,985.02 66,139.74	
	Allocation to Dec 31, 2016 Allocation to Dec 31, 2017	Estimated	61,914.83	
	TOTAL AVAILABLE FOR PROJECTS		\$ 686,133.28	
-	ditures:			
••	d Projects:			
11207	Christina Lake Community and Visitors Centre	Advanced	\$ 50,000.00	
2009	CLC&VC	Advanced	25,000.00	
2010	CLC&VC	Advanced	25,000.00	
2010	Living Machine	Advanced	80,000.00	
2012	Kettle River Watershed Study	Funded	5,000.00	
2013	Kettle River Watershed Project	Funded	9,959.86	
2014	Kettle River Watershed Project	Funded	3,548.77	
2015	Kettle River Watershed Project	Funded	1,371.07	
2016 2017	Kettle River Watershed Project	Funded Funded	754.04 232.46	
2017	Kettle River Watershed Project	Pending or	232.40	
	Kettle River Watershed Study	Committed	2,133.80	
417-13	Kettle River Watershed (Granby Wilderness	Funded	2,000.00	
2011	Society) Solar Aquatic System Upgrades	Completed	7,325.97	
418-13	Christina Lake Chamber of Commerce (Living	Completed	20,697.00	
	Arts Centre Sedum/Moss Planting Medium) Christina Gateway Community Development	·	·	
106-14	Association	Funded	20,000.00	
264-14	Christina Lake Solar Aquatic System Upgrades	Completed	4,227.29	
16-15	Christina Lake Nature Park - Riparian and Wetland Demonstration Site and Native Plant Nursery	Funded	32,072.33	
	Christina Lake Nature Park - Riparian and Wetland Demonstration Site and Native Plant Nursery	Pending or Committed	10,690.78	
18-15	CL Elementary Parent Advisory Council - Hulitan/Outdoor Classroom	Funded	36,880.00	
256-15	Christina Lake Recreation Commission (Pickle Ball & Pump Bike Park)	Completed	65,235.18	
360-15	Christina Lake Community Association (Design & Installation Make-Up Air System)	Completed	17,000.00	
361-15	Christina Lake Boat Access Society (Redesign Texas Point Boat Launch Parking)	Funded	22,500.00	

	Status Report - Gas Tax Electoral Area 'C' / Chr	0	
	Christina Lake Boat Access Society (Redesign Texas Point Boat Launch Parking)	Pending or Committed	7,500.00
80-16	Christina Lake Community Association (Installation Make-Up Air System Shortfall)	Completed	6,263.75
266-16	RDKB (Boundary Agricultural & Food Project)	Pending or Committed	2,129.71
269-16	RDKB C.L. Solar Aquatic System (Plant Rack)	Completed	7,384.83
	TOTAL SPENT OR COMMITTED		\$ 464,906.84
	TOTAL REMAINING		\$ 221,226.44

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	Regional District of Koo Status Report - Gas Ta March 30, 2	ax Agreemer	-	
ELECTO	ORAL AREA 'D' / RURAL GRAND FORKS		D	
	Description	Status	Allocation	
Reven	ue:			
Per Capi	tal Allocation of Gas Tax Grant:			
	Allocation to Dec 31, 2007 Allocation to Dec 31, 2008	Received Received	\$ 154,656.26 74,173.40	
	Allocation to Dec 31, 2008	Received	145,389.00	
	Allocation to Dec 31, 2010	Received	143,385.00	
	Allocation to Dec 31, 2011	Received	143,370.00	
	Allocation to Dec 31, 2012	Received	150,634.00	
	Allocation to Dec 31, 2013 Allocation to Dec 31, 2014	Received Received	150,571.27 146,599.76	
	Allocation to Dec 31, 2014	Received	146,599.76	
	Allocation to Dec 31, 2016	Received	151,536.57	
	Allocation to Dec 31, 2017	Estimated	149,345.80	
	TOTAL AVAILABLE FOR PROJECTS		\$ 1,556,260.82	
Expen	ditures:			
-	d Projects:			
8549	City of GF - Airshed Quality Study	Completed	\$ 5,000.00	
	Kettle River Water Study	Funded	25,000.00	
	Kettle River Watershed Study Kettle River Watershed Study	Funded Funded	15,000.00 10,000.00	
	Kettle River Watershed Project	Funded	24,899.66	
2013		Funded	41,490.99	
2015	,	Funded	7,857.50	
2016	Kettle River Watershed Study	Funded	4,237.38	
2017	Kettle River Watershed Study	Funded Pending or	1,278.51	
	Kettle River Watershed Study	Committed	11,735.96	
417-13	Kettle River Watershed (Granby Wilderness Society)	Funded	2,000.00	
		Pending or		
2010	Boundary Museum Society - Phase 1	Committed	13,000.00	
2011 2012	Boundary Museum Society - Phase 2 Boundary Museum Society - Phase 2	Completed Completed	30,000.00 8,715.00	
2012	Phoenix Mnt Alpine Ski Society	Completed	63,677.00	
2012	Phoenix Mnt Alpine Ski Society	Completed	1,323.00	
2012		Additional	12,600.00	
2012	Grand Forks Curling Rink	Completed	11,481.00	
	Boundary Museum Grand Forks Rotary Club (Spray Park)	Funded Completed	77,168.50 25,000.00	
	Jack Goddard Memorial Arena (LED Lights)	Completed	40,000.00	
7-16	RDKB (Hardy Mountain Doukhobor Village)	Funded	38,165.19	
444.40	Grand Forks Aquatic Center (LED Lights for		40 505 00	
	Natatorium) Grand Forks BMX Society (Track Upgrade)	Completed Completed	10,565.83 5,000.00	
100-10		Pending or	5,000.00	
246-16	RDKB (Kettle River Heritage Trail)	Committed	100,000.00	
266-16	RDKB (Boundary Agricultural & Food Project)	Pending or		
(181-16)		Committed	6,744.15	
268-16	Grand Forks Community Trails Society (New Surface Trans Canada Trail Westend Station)	Completed	24,648.45	
	Grand Forks Aquatic Center (Underwater LED	Funded		
293-16	Light Replacement)		11,508.76	
451-16	Phoenix Cross Country Ski Society (Trail Grooming Machine)	Completed	20,512.33	
	TOTAL SPENT OR COMMITTED		\$ 648,609.21	
	TOTAL REMAINING		\$ 907,651.61	

	Electoral Area 'E		-	
	Regional District of Koot Status Report - Gas Ta	ax Agreemer	-	
	March 30, 20	017		
ELECTO	DRAL AREA 'E' / WEST BOUNDARY		E	
	Description	Status	Allocation	
Reven				
er Cap	ital Allocation of Gas Tax Grant: Allocation to Dec 31, 2007 Allocation to Dec 31, 2008 Allocation to Dec 31, 2009 Allocation to Dec 31, 2010 Allocation to Dec 31, 2011 Allocation to Dec 31, 2012 Allocation to Dec 31, 2013 Allocation to Dec 31, 2014	Received Received Received Received Received Received Received	\$ 108,785.28 52,173.61 102,266.68 100,857.14 100,846.00 93,112.00 93,073.54 90,618.62	
	Allocation to Dec 31, 2015	Received	90,618.62	
	Allocation to Dec 31, 2016	Received	93,670.24	
	Allocation to Dec 31, 2017	Estimated	99,795.41	
	TOTAL AVAILABLE FOR PROJECTS		\$ 1,025,817.14	
Approve 283 8548	d Projects: Greenwood Solar Power Project Kettle Valley Golf Club	Completed Completed	\$ 3,990.00 20,000.00	
8546	West Boundary Elementary School Nature Park	Completed	13,500.00	28,500.00
8546E	2010 WBES - Nature Park (expanded)	Completed	15,000.00	
	Kettle Wildlife Association (heat pump)	Completed	35,000.00	
2010	Rock Creek Medical Clinic (windows/doors)	Completed	18,347.56	
2010	Kettle Valley Golf Club (Pumps) Kettle Valley Golf Club (Pumps)	Completed	24,834.63 10,165.37	41,368.00
2011 2011	Kettle Valley Golf Club (Pumps)	Completed Completed	6,368.00	41,300.00
2010	Rock Creek Fairground Facility U/G	Completed	14,235.38	
2011 2011	Rock Creek Fairground Facility U/G Rock Creek Fairground Facility U/G	Completed Completed	22,764.62 7,000.00	44,000.00
	Beaverdell Community Hall Upgrades	Completed	47,000.00	
2010	Kettle River Water Study	Funded	25,000.00	
	Kettle River Watershed Study	Funded	15,000.00	
2012-2	Kettle River Watershed Study	Funded	40,000.00	
2013	Kettle River Watershed Project	Funded	49,799.31	
2014	Kettle River Watershed Study	Funded	33,201.82	
2015	Kettle River Watershed Study	Funded	10,946.27	
2016	Ketlle River Watershed Study	Funded	5,805.60	
2017	Ketlle River Watershed Study	Funded Pending or	1,743.41	
	Kettle River Watershed Study	Committed	16,003.59	
417-13	Kettle River Watershed (Granby Wilderness Society)	Funded	2,000.00	
145-14	Rock Creek & Boundary Fair Association (Electrical Lighting & Equipment Upgrade)	Completed	35,122.00	
221-15	Greenwood Heritage Society (Zee Brick Replacement	Completed	6,000.00	
222-15	Big White Chamber of Commerce (Tourist Trails Information Sign)	Funded	2,085.70	
	Big White Chamber of Commerce (Tourist Trails Information Sign)	Pending or Committed	695.23	
255-15	(Irrigation Upgrades)	Completed	20,866.89	
	Greenwood Heritage Society (Install 2 Electric Car Charging Stations)	Completed	2,527.56	
341-15	Kettle River Museum (Install 2 Electric Car			

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	Status Report - C Electoral Area	Gas Tax Agreem E' / West Bounda		
343-15	Trails to the Boundary Society (Trans-Canada Trail Between Mccullock and Eholt)	Funded	22,180.57	
	Trails to the Boundary Society (Trans-Canada Trail Between Mccullock and Eholt)	Pending or Committed	7,393.52	
81-16	Kettle Valley Golf Club (Pump House Renovation Project)	Completed	10,123.48	
110-16	Kettle Wildlife Association (Parking/Water/Electrical Upgrades)	Completed	24,717.57	
182-16	Rock Creek Community Medical Society (Roof and Floor Replacement RC Health Centre)	Completed	22,675.68	
183-16	Kettle Wildlife Association (Parking/Water/Electrical Upgrades Addiitonal)	Completed	3,744.15	
266-16	RDKB (Boundary Agricultural & Food Project)	Pending or Committed	14,233.14	
451-16	Phoenix Cross Country Ski Society (Trail Grooming Machine)	Completed	10,256.17	
	TOTAL SPENT OR COMMITTED		\$ 623,070.72	
	TOTAL REMAINING		\$ 402,746.42	

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	i.	
Koo	Regional District of District of District of District of	
	Fodoral	/Provincial Gas Tax Funding Application
	reueral	Provincial das Tax Funding Application
	Application Date Ma	rch 14th, 2017
	Project Title Ros	ssland Museum Renewal Project
	Applicant Contact Info	prmation:
	Name of Organization	Rossland Historical Museum and Archives Association
	Address	PO Box 26, Rossland, BC V0G 1Y0
	Phone No.	250-362-7722 Fax No. 250-362-5379
	Email Address	info@rosslandmuseum.ca
đ V	Director(s) in Support Of Project	
	Amount Required Do not include GST if you hav	\$25,000 ve a GST account with CRA
	Land Ownership – Ple	ase check one of the following:
x		s the owner of the property Crown Land. Tenure/license number 015-488-756
	Do you have the land	owner's written approval to complete the works on the land(s)?
×	Yes (include co No	pies of permits)
	Ownership and Legal posed works will occu	Description details are required for all parcels of land on which the pro- Ir.
F	Registered Owners of	Land   Legal Description of land(s)
	City of Ros	sland PCL 1 (GREEN ON PL R299) DL 538 KOOTENAY DISTRICT EXC PT INCLUDED IN PL NEP21958
		02-843 Rossland Ave Trail, British Columbia Canada V1R 4S8 Il-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990 Email: admin@rdkb.com · web: rdkb.com
6		



Application Contents – must include all of the following:

- 1. Description of the project including management framework
- 2. Project Budget including project costs (E.g. employee, equipment, etc.)
- 3. Outline of project accountability including Final Report and financial statements

1. Eligible Project Description including timeline:

The Rossland Historical Museum & Archives Association's main museum building was built in 1967 as part of Canada's Centennial celebrations, and over the years has grown to include roughly 10,000 square feet of exhibitions, public programming space, collections storage, and other related functions. The exciting "Site, Facility, Operational and Sustainability Plan" for the Rossland Historical Museum was adopted by Rossland City Council early 2014, calling for an ambitious revitalization of the Museum. The plan, completed by preeminent Museum architect and planner Don Luxton & Associates and jointly funded by Teck Metals and the City of Rossland, proposed a bold \$3 million redevelopment of the dated museum in five distinct components: 1) Atrium; 2) Entrance Gallery; 3) Exterior Renewal; 4) Interior Renewal and, 5) Mechanical/Electrical/Plumbing. Inspired by the plan, the Museum Society has re-branded the museum 'Rossland Museum & Discovery Centre", (RMDC) focused on cultural tourism opportunities in a community where tourism opportunities are growing and struck a development committee with City, corporate, tourism, museum and other professional expertise to oversee the development process.

The Phase I renovations are contained within the building envelope, but include everything from demolishing internal walls, upgrading electrical systems, installing a new gas furnace and connecting to the gas line for the first time, constructing accessible washrooms, and raising the entrance gallery ceiling (still within building envelope). Construction began on February 1st, 2017 and will be in two phases. The initial phase will be complete by March 31st and consist of the demolition and engineering, mechanical, electrical, and plumbing upgrades, including moving the public washrooms.

The second phase will be the creation of an Entrance Gallery, which will include public space for community events and public programming as well as travelling and temporary exhibitions, the visitor centre, and facility rental space. The construction portion will be complete by June 7th, 2017, and we will have from early June to early July to complete any additional furniture & fixture purchases or installations in time for an opening even in July 2017.



#### 1.1 Project Impact:

This project is a result of wide community consultations resulting in a clear interest in an updated facility that would provide more space that was open and flexible. The priorities included a community "third space," rotating exhibitions, travelling exhibits, and flexible programming/event space. The flexibility of the space and the versatile and modern furniture & fixtures that this project will install allows new and creative partnerships with community organizations, business, tourism, and other economic sectors of the community for all types of public programming and events.

The project will also allow us to improve access both for facility use and public access to our collection, exhibitions, archives, and more for a local and regional audience. A flexible space will be key in further engaging youth, indigenous, and culturally diverse communities in the region through additional programming and travelling exhibitions.

The facility is currently accessible to people with disabilities but has some narrow pathways and doorways particularly in the area of the building this construction is addressing, and the upgrades will solve these and further enhance existing facilities and services.

Rossland offers a limited range of facilities and public spaces for community activities and events. Accordingly, the successful completion of this upgrade to the RMDC will add significantly to that mix of public amenities, including larger, more flexible multi-use space, event and exhibition equipment and systems, and upgraded and reconfigured washrooms, and supporting facilities. The reconfiguration of the entrance gallery will provide RMDC with new exhibition and programming space that can accommodate a wider array of themes that present a more sophisticated examination, including hosting traveling exhibitions that would otherwise not be seen in our region. As a community 'third space', the RMDC has committed to a wider engagement with the City's and the region's artistic and heritage programming and exhibition community - based on community consultation. It is important to note that this kind of exhibition and programming space is almost non-existent in the area, and will absolutely allow for a greater diversity of programming and disciplines to be presented.

In terms of sustainable building practices, the RMDC has worked closely with the Architects to ensure the maximum benefit can be reached in terms of improvements to building systems functions (HVAC, insulation etc.) and to building envelope integrity – the latter through the replacement of old windows or filling some windows in completely (ie, in the Archives).



#### 1.2 Project Outcomes:

The following list provides an outline of project outcomes to meet current museum/gallery standards and practices:

• removal of the low suspended-ceiling in the entrance in order to open the space into a more welcoming setting. The museum has had interest from community groups, business, and tourism for reception space and this interest is facilitated with the relocation of washrooms to provide appropriate space.

• removal of a non-bearing concrete block wall separating the entrance space from the exhibitions space. This work will allow for the incorporation of a new temporary exhibition space that will respond to community interests and needs. It will also accommodate wider public programming needs that are related directly to the exhibitions or that reflect other elements of the collections. This space will also accommodate new community expectations of museums to act as a 'third space' for a wide array of community cultural and artistic engagement.

• consolidation of administration and staff work offices and meeting space in order to gain operational efficiencies. These changes will also facilitate better use of the RMDC's important volunteer corps.

removal of all non-bearing interior walls in the archives work/storage spaces to gain operational efficiencies and to help ensure better security and protections for collections. This renovation will strengthen RMDC's connection to business and tourism functions and to broader community interests, thereby helping generate both traffic and revenue.
relocation of public washroom facilities from the entranceway to the side of the building. This move will also allow updates that better accommodate the needs of visiting families, seniors, tour groups and the broader visiting public.

1.3 Project Team and Qualifications:

Please see attached.

2. Project Budget:

Eligible costs for this project are outlined below. These include all direct costs that are reasonably incurred and paid by the Recipient under the contract for goods and services necessary for the implementation of the Eligible Project. Schedule B outlines Eligible Costs for Eligible Recipients (see attached). Attach supporting quotes and estimates.

Items	Details	Cost (\$)
Revenue		
Gas Tax Funding	Unconfirmed	\$25,000
Canada Cultural Spaces	Confirmed	\$80,000
Columbia Basin Trust	Confirmed	\$50,000
BC Gov Resort Municipality Initiative	Confirmed	\$56,000
City of Rossland	Confirmed	\$45,000
RMDC - Fundraising	Confirmed	\$30,000
Western Economic Diversification - Canada 150 Grant	Confirmed	\$65,000
		\$351,000
Expenses		
Construction Material/Labour	Entrance Gallery & Public Washroom construction - NDB Contracting	\$180,000
Entrance Gallery F&F	Furniture & Fixtures - Admission Desk, Visitor Research Desk, Exhibit Cases, etc.	\$94,000
Exterior Renewal	Paint/Signage/Entry Sculpture	\$56,000
Communications/Signage	Project promotion & signage	\$1,000
Project Management	\$25/hr x 800 hours	\$20,000
	Total	\$351,000

#### **1.3 Project Team and Qualifications:**

The project coordinator is the RMDC Museum Director with project management support by the Museum Board in close partnership with City of Rossland's professional staff whose responsibility it is to ensure effective project management oversight.

Day-to-day project management will be carried out by:

Joelle Hodgins - RMDC, Museum Director and Project Coordinator

Joelle Hodgins has been the Museum Director of RMDC for more than two years, and she came from being the Executive Director of the Miles Canyon Historic Railway Society in Whitehorse, Yukon with an annual operating budget of \$300,000, including an annual capital budget from the Yukon Territorial Government of \$50,000-\$100,000.

Darrin Albo - City of Rossland, Manager of Public Works

As the renovations are happening to a municipal building, Darrin Albo will be heavily involved in the oversight certainly through the tender process and then continuing through until the completion of the project. Mr. Albo has been on our Building Review Committee since its inception a year ago and manages all of the City's major capital projects.

Chris Fairbank – President of Fairbank Architects Ltd., Architect and Contract Administrator

#### Consulting oversight support is being provided by:

Carol Vanelli-Worosz – Teck Metals Ltd., Industry liaison and Community Engagement Leader

Mike Stolte - Development Committee facilitator and business consultant

Mike Stolte is the Executive Director of the Centre for Innovative & Entrepreneurial Leadership and retained by Teck Metals Ltd. to facilitate the Rossland Museum Renewal Project's Development Committee. Mr Stolte has also specifically assisted in the development of our business and fundraising plans.

#### Wayne Wilson - Museum consultant

Wayne Wilson, museum consultant, was retained by Teck Metals Ltd. to facilitate the development of an RFP for the feasibility study and further assistance as the project progresses. Mr. Wilson has over 30 years of experience in the museum field and has worked on a number of major capital projects for BC towns, museums, and organizations.

The RMDC has Board members who are able and willing to advise on the work program as it unfolds. In addition, the facility is municipally-owned and under a long term lease and operating agreement with the RMDC. Accordingly, all critical steps in the project work plan will be reviewed and approved by the municipality. These measures will be combined with regular project team meetings, issues logs, work and materials tracking, and other techniques appropriate to the scale and scope of the project.

Additional Budget Information

Please see attachment:

3. Accountability Framework:

The Eligible Recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Projects and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- Provision of a Final Report including copies of all invoices

#### **Schedule of Payments**

The RDKB shall pay the Proponent in accordance with the following schedule of payments:

- (a) 75% upon signing of the Contract Agreement;
- (b) 25% upon receipt of progress report indicating 75% completion of the Project and a statement of income and expenses for the Project to that point.

By signing below, the recipient agrees to prepare and submit a summary final report outlining project outcomes that were achieved and information on the degree to which the project has contributed to the objectives of cleaner air, cleaner water or reduced greenhouse gas emissions. This must also include financial information such as revenue and expenses.

In addition, an annual report (for 5 years) is to be submitted to the RDKB prior to October 31<sup>st</sup> of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

Signature	Name	Date
2 G B	Joelle Hodgins	March 15th, 2017

#### Additional Budget Information:

We have contracted NDB Contracting for the full renovation of \$413,000, while this application is focused on the Entrance Gallery and Public Washrooms aspect of the renovation - amounting to \$180,000 in construction costs. In addition, we would contract with NDB for a new admissions desk (included in the second line - Furniture & Fixtures) for \$19,000. Additional furniture & fixtures would be locally sourced where possible (e.g. exhibit cases built locally, entry sculpture/sign made locally) and otherwise purchased from appropriate sources (e.g. desks, supplies, paint) locally where possible. We are working closely with the City of Rossland's CFO and Public Works Manager as well as Fairbanks Architects Ltd. to oversee the expenditures with the contractor as well.

#### Additional Budget Information

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<b>Joelle Hodgins</b>	March 15th, 2017
	Waroff Totti, 2017

#### **SCHEDULE B- Eligible Costs for Eligible Recipients**

#### 1. Eligible Costs for Eligible Recipients

#### 1.1 Project Costs

Eligible Costs, as specified in this Agreement, will be all direct costs that are in the Parties' opinion properly and reasonably incurred, and paid by an Eligible Recipient under a contract for goods and services necessary for the implementation of an Eligible Project. Eligible Costs may include only the following:

- a) the capital costs of acquiring, constructing or renovating a tangible capital asset and any debt financing charges related thereto;
- b) the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset, and related facilities and structures;

c) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:

- i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
- ii. training directly related to asset management planning; and,
- iii. long-term infrastructure plans.

#### 1.1.1 Employee and Equipment Costs

Employee or equipment may be included under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- c) the arrangement is approved in advance and in writing by UBCM.

#### 2. Ineligible Costs for Eligible Recipients

Costs related to the following items are ineligible costs:

a) Eligible Project costs incurred before April 1, 2005;

b) services or works that, in the opinion of the RDKB, are normally provided by the Eligible Recipient or a related party;

c) salaries and other employment benefits of any employees of the Eligible Recipient, except as indicated in Section 1.1

d) an Eligible Recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its applicant's staff

- e) costs of feasibility and planning studies for individual Eligible Projects;
- f) taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
- g) costs of land or any interest therein, and related costs;
- h) cost of leasing of equipment by the recipient, except as indicated in section 1.1 above;
- i) routine repair and maintenance costs;
- j) legal fees;
- k) audit and evaluation costs.

ROSSLAND	HISTORICAL MUSEUM & ARCHIVES ASSOCIATION CONTRACT
THE ROSS	SLAND HISTORICAL MUSEUM & ARCHIVES ASSOCIATION CONTRACT
This agreeme	nt made and entered into this 9 <sup>th</sup> day of September, 2014.
BETWEEN:	The Rossland Historical Museum & Archives Association P.O. Box 26 ROSSLAND, B.C. VOG 1YO (hereinafter referred to as "the Association")
AND:	The Corporation of the City of Rossland P.O. Box 1179 ROSSLAND, B.C. VOG 1YO (hereinafter referred to as "the City")
WHEREAS:	Pursuant to Section $176(1)(c)$ of the <u>Local Government Act</u> , the City may provide assistance for the operation of a museum for the purpose of benefitting the community: AND
WHEREAS:	The City wishes to provide land and buildings for the operation of a museum to preserve and display the history of Rossland; AND
WHEREAS:	The City is the owner of lands described as: DL 538, KLD, Lying N of the Rossland Sheep Lake Highway as shown on PL R-299 & lying E of the Terasen Gas RW as shown on RW PL 188; the above parcel of land is shown as PCL 1 & outlined in GR on PL R299 (Roll # 1729.000): AND
WHEREAS:	The Association is incorporated under the Society Act of BC and is a registered charitable organization; AND

WHEREAS: The Association wishes to operate a museum and archives facility for the benefit of the citizens of Rossland;

NOW THEREFORE THIS AGREEMENT WITNESSES that the Association and the City in consideration of the fulfillment of their respective covenants, agreements and obligations, as herein set forth, covenant and agree, each with the other, as follows:

Page 1 of 5

#### ARTICLE 1 - PREMISES

1.01 - The City hereby engages the Association to use and occupy, on behalf of the City, the lands and buildings described as DL 538, KLD, Lying N of the Rossland Sheep Lake Highway as shown on PL R-299 & lying E of the Terasen Gas RW as shown on RW PL 188; the above parcel of land is shown as PCL 1 & outlined in GR on PL R299 (Roll # 1729.000), and a portion of DL 240, KLD (Roll #1723.000), Subsidy Lot 17, Township 9A, Plan X62 (Roll #1699.000), Subsidy Lot 17A, Township 9A, Plan X62 (Roll #1700.000), and those parts of Parcel 91, Township 9A, Plan X62 described by certificates of title 16447-A and 42734-I (the "Premises") for the purpose of operating a museum ("the Museum").

#### **ARTICLE 2 - MUSEUM OPERATIONS**

- 2.01 The Association shall operate the Museum in a manner consistent with the objectives defined in the constitution of the Association and with the provisions of the *Society Act*.
- 2.02 The Association shall maintain and operate the Museum on the Premises for general access by the public and may establish operating days and hours as deemed reasonable by the Association.
- 2.03 The Association shall establish a schedule of admissions for the viewing of the Museum by the public, providing for such visitor categories and admissions rates as deemed reasonable by the Association.
- 2.04 The Association may operate a gift shop, offer light snacks and beverages for sale to the public, and provide other services related to the Museum's activities on the premises.
- 2.05 The Association shall retain all revenues derived from admissions to the Museum provided always that such revenues are utilized by the Association exclusively for the payment for goods and services directly related to the operation of the Museum specifically and the furtherance of the Museum in general.

#### **ARTICLE 3 - THE ASSOCIATION'S RESPONSIBILITIES**

- 3.01 The Association shall comply with all federal, provincial, and municipal laws, bylaws, and regulations applicable to the use and occupation of the Premises including, without limiting the generality of the foregoing, those laws, bylaws, and regulations pertaining to fire and safety.
  - 3.02 The Association hereby agrees to supply all necessary labor involved in the operation of the Museum and, without limiting the generality of the intent, the manpower requirements include all guide, custodial, administrative and office staff.
  - 3.03- The Association shall be responsible for all operating costs of the Museum, including, without limiting the generality of the intent, the cost of utilities, yard and building

maintenance, but excluding the cost of those specific services which are assigned to the City pursuant to Article 4 of this agreement.

- 3.04 The Association shall be responsible for any Director's liability insurance deemed necessary by the Association.
- 3.05 The Association shall develop, on an annual basis, a short and long term marketing strategy.

#### **ARTICLE 4 - THE CITY'S RESPONSIBILITIES**

- 4.01 The City covenants and agrees to maintain the grounds around the museum in good condition, at the City's cost as approved in the annual City budget, for use by the Association and public. Such maintenance may include, manpower, equipment, and supplies for the purpose of mowing, trimming, planting and watering of all grounds and areas surrounding the Museum.
- 4.02 The City may provide snowplowing services as required to provide access to buildings by emergency vehicles.
- 4.03 The City may maintain and be responsible for all such insurance as is necessary to protect and cover from the loss of, or damage to, the Museum, its facilities and equipment by fire or other usual insurable causes. The insurance shall include comprehensive general liability insurance in an amount of five million dollars per occurrence. The insurance shall be in the joint names of the Association and the City. The City shall notify the Museum before any changes to the insurance coverage.
- 4.04 The City shall maintain and be responsible for all such insurance as is necessary to protect and cover from the loss of, or damage to, the contents of the Museum, including artifacts and exhibits. The City acknowledges that such contents are the property of the Association.
- 4.05 The City, as owner of the lands, or as Lesee, on indentures with Teck Metals Ltd. For certain lands and premises, shall be responsible for the payment of any user fees and property taxes assessed or levied against the land and buildings.
- 4.06 The City shall be responsible for repairs and maintenance to buildings on the premises.
- 4.07 The City shall be responsible for 50% of the cost of providing electrical service to and heating of, the Museum buildings, when the Association is in a deficit position.
- 4.08 The City shall be responsible for all capital costs for the repair and maintenance of the Premises including all permanent fixtures and equipment as approved in the City's Financial Plan. These costs shall include all costs of planning, design and construction.

Page 3 of 5

Such capital expenditures to be undertaken on the advice of the Association subject to the agreement of the City and to the availability of funds. Such capital expenditures may be undertaken under the supervision of the Association with the consent of the City.

4.09 - The City agrees to be responsible for the security system, at a reasonable cost, in the Museum and to integrate such security system with the security system(s) in other City-owned facilities.

#### ARTICLE 5 - FINANCIAL CONSIDERATIONS

- 5.01 The Association will be responsible for providing annual accounting statements to the City's Manager of Finance which will be due by October 31 of each year, accompanied by a completed application under Policy 03-08 Grant in Aid.
- 5.02 Operating grants will be negotiated annually as per Policy 03-08 Grant in Aid. The operating grant shall be deemed to be a fee paid to the Association, as an independent contractor, by the City in return for operating the Museum. The amount of operating grant shall not be less than the previous years' grant unless the City has given notice of change prior to the commencement of the next fiscal year.
- 5.03 The Association, its agents, servants, members and employees shall not be deemed to be agents, servants or employees of the City.
- 5.04 The Association shall submit to the City any suggestions for a capital projects by no later than October 31<sup>st</sup> in each year of the term of this agreement and such request will be considered by the City for inclusion in the budget of the following year of the term However, a request for a capital project to deal with an emergency may be submitted by the Association to the City at the time of such emergency. The City is not obligated to provide funding for emergency purposes.

#### ARTICLE 6 - SUB-AGREEMENTS

6.01- The Association and the City may from time to time enter into mutually agreed subagreements of any kind for the purpose of implementing projects or programs having the intent to further the Museum in general.

#### **ARTICLE 7 - LENGTH OF AGREEMENT**

- 7.01 The term of this agreement is for five years commencing October 1, 2014 and ending September 30, 2019, unless termination notice is served by either party six months prior to the termination of the original agreement or any subsequent renewal.
- 7.02 This agreement may be amended, renewed, or extended on further agreement between the parties.

In Witness Whereof the parties have duly executed this agreement as of the date first written above.

The Corporation of the City of Rossland by its authorized signatory:

Deputy CAO/Corporate Officer

Mayor

The Rossland Historical Museum & Archives Association by its authorized signatory:

Chair, The Rossland Historical Museum & Archives Association

Page 5 of 5

#### **TITLE SEARCH PRINT**

File Reference: Declared Value \$ 164000 2017-03-16, 14:32:16 Requestor: Stacey Lightbourne

\*\*CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN\*\*

Land Title District Land Title Office	NELSON NELSON	
Title Number From Title Number	KV93368 XJ3874	
Application Received	2003-08-07	
Application Entered	2003-09-15	
Registered Owner in Fee Simple Registered Owner/Mailing Address:	CORPORATION OF THE CITY OF ROSSLAND PO BOX 1179 ROSSLAND, BC V0G 1Y0 DETERMINABLE FEE, SEE KV93368	
Taxation Authority	CITY OF ROSSLAND	
Description of Land Parcel Identifier: Legal Description: PARCEL 1 (GREEN ON PLAN R299 PART INCLUDED IN PLAN NEP219	015-488-756 9) DISTRICT LOT 538 KOOTENAY DISTRICT, EXCEPT 958	
Legal Notations	NONE	
Charges, Liens and Interests Nature: Registration Number: Registration Date and Time: Registered Owner: Remarks:	RIGHT OF WAY 20645D 1935-05-03 10:00 BRITISH COLUMBIA TELEPHONE COMPANY PART REFERENCE PLAN 20644D INTER ALIA	
Nature: Registration Number: Registration Date and Time: Registered Owner: Remarks:	UNDERSURFACE RIGHTS KV93369 2003-08-07 12:03 THE CROWN IN RIGHT OF BRITISH COLUMBIA SECTION 50 LAND ACT	
Title Number: KV93368	TITLE SEARCH PRINT	Page 1 of 2

#### **TITLE SEARCH PRINT**

File Reference: Declared Value \$ 164000

2017-03-16, 14:32:16 Requestor: Stacey Lightbourne

Nature:	POSSIBILITY OF REVERTER
Registration Number:	KV93370
Registration Date and Time:	2003-08-07 12:03
Registered Owner:	THE CROWN IN RIGHT OF BRITISH COLUMBIA
Duplicate Indefeasible Title	NONE OUTSTANDING

Duplicate Indefeasible Title

Transfers

NONE

NONE

**Pending Applications** 

Title Number: KV93368

TITLE SEARCH PRINT

Page 2 of 2

## Corporation of City of Ross BUILDING PE

Date: JANUARY 16, 2017PERMIT No. 20170007Owner & NO.: CITY OF ROSSLAND; MUSEUMLegal Description: DL 538Civic Address: 1100 PATERSON HWY.Project Description: INTERIOR RENOVATIONContact & No: FAIRBANK ARCHITECTS 250.352.5371

This permit m \_\_\_\_\_\_osted in a conspicuous place on the job site in view for all and kept there until work is completed.

#### ITEM ATTACHMENT # 6.L)

ootenay Boundary			MAR 2 9 2317	
Federa	l/Provincial Gas Ta	x Fundi	ng Application	
Application Date Ma	arch 27, 2017			
Project Title Fr	uitvale RV Park			
Applicant Contact In	formation:			
Name of Organization	Village of Fruitvale			
Address	PO Box 370, Fruity	/ale, BC	V0G 1L0	
Phone No.	250-367-7551	Fax No.	250-367-9267	
Email Address	cao@village.fruitva	ale.bc.ca		
Director(s) in Suppor Of Projec			Area A	
Amount Required Do not include GST if you ha	\$70.000.00		]	
	ease check one of the follow	ving:		
	is the owner of the property s Crown Land.  Tenure/licen			
Do you have the land	owner's written approval t	o complete	the works on the land(s)?	
] Yes (include co No	ppies of permits)			
Ownership and Legal posed works will occu		uired for all	parcels of land on which the pro-	
Registered Owners of	f Land Legal Descript	ion of land	s)	
Village of Fruitvale	Lot1 & 2, F	Block A, DL 1236,	Kootenay Land District Plan 785C PID 015-235-653, 015-235-700	
posed works will occu	r. f Land Legal Descript	ion of land	s)	



Application Contents - must include all of the following:

- 1. Description of the project including management framework
- 2. Project Budget including project costs (E.g. employee, equipment, etc.)
- 3. Outline of project accountability including Final Report and financial statements

1. Eligible Project Description including timeline:

The RV Park will consist of 5 spaces and a public amenity walkway area and stream viewing area (benches, landscaping, bear-resistant trash/recycle receptacles).

The location is the rear of the property adjacent to the Fruitvale Memorial Centre and is centrally located and near to retail and restaurants, gas stations etc. The site will attract travelling public as well as people who may be attending events/weddings etc. at the Fruitvale Memorial Hall.

The RV area is set back further than the required 15m high water mark and will have no impact on Beaver Creek. The creekbank will be enhanced by a publicly accessible area for passive recreational use (walking/viewing). It has long been the desire to maximize the potential of this creek area. This will provide a public recreational benefit as well as an economic return to fully offset the future operating costs.

The site will be serviced with water, sewer and electrical connection (available immediately adjacent to the proposed RV sites) as well as with bear-resistant garbage and recycling bins, dog waste dispensers/bins and with a drive through sani-dump. The water and sewer connections will be installed by Village works crew, the electrical work by an electrical contractor, the site leveling by works crew where Village equipment is appropriate and by contractors where specialty equipment is required. All contracted services and purchased supplies will be done in compliance with the Village's Purchasing Policy (available on the Village's website under Municipal Services tab, Bylaws & Policies, Policies, Purchasing Policy).

The CAO will be responsible for project oversight.

The Public Works Foreman will be responsible for project coordination, scheduling and crew direction as well as general contracting.

The Finance staff will be responsible for procurement, payments, financial reporting.

Copies of the proposed site and landscaping plans are attached. The concept will coordinate with the Village's design theme of authentic materials and nature enhancement (evidenced through common design elements in the new Railway Park, the existing natural stone cenotaph and the natural stone landscaping at the cemetery).



#### 1.1 Project Impact:

The project will have several impacts:

1. The RV Park will utilize a currently non-productive and visually unappealing area by providing a publicly accessible and appealing access to Beaver Creek thereby maximizing the benefit of a natural community asset.

2. The project will provide an economic return by the daily rentals of fully serviced sites. The closest campsite locations are fully 10 km out of town so it is expected that the proposed sites will be well utilized.

3. There will be tourism economic spillover benefits from the site location which is immediately adjacent to retail, restaurants, and licensed premises in downtown Fruitvale.

4. The new amenity area will provide benefits to residents, tourists and renters of the Memorial Hall (weddings etc.)



1.2 Project Outcomes:

5 fully serviced RV sites (with water, sewer, electrical and trash/recycling)

drive-through sani-dump benefitting tourists and local residents

increased tourism/visitor economic activity within the Village downtown area

visually appealing Beaver Creek access pathway, benches etc.

#### 1.3 Project Team and Qualifications:

Lila Cresswell, CAO Village of Fruitvale, Project Manager for numerous capital projects and also will be responsible for the financial oversight and reporting Jason Startup, PW Foreman, Village of Fruitvale, numerous capital projects oversight with roads, sewer, drainage, water, etc.

#### 2. Project Budget:

Eligible costs for this project are outlined below. These include all direct costs that are reasonably incurred and paid by the Recipient under the contract for goods and services necessary for the implementation of the Eligible Project. **Schedule B** outlines Eligible Costs for Eligible Recipients (see attached). **Attach supporting quotes and estimates.** 

Items	Details	Cost (\$)
rvey	site survey to determine boundaries and riparian setback	\$1500
ndscape planner	landscape plan, concept drawings, research	\$1000
ater & sewer services	labour, materials, equipment all by public works crew	\$8025
ectrical services	contracted	\$15000
mbing connections	contracted	\$3000
gation	contracted	\$5000
e preparation/grading	labour, materials, equipment all by public works crew	\$7860
ish grade and prep	labour, materials, equipment, public works crew	\$22270
end raingarden	labour, materials, equipment, public works crew	\$11475
ntings	purchased from greenhouses & nurseries	\$5000
e furniture	benches, picnic tables, bins, receptacles, info kiosk	\$16235
ni-dump	cement, water bib and stand, labour	\$5000
	Total	\$ \$101,365
	T 43 Rossland Ave Trail, British Columbia Canada V1R 4 e: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3 Email: admin@rdkb.com · web: rdkb.com	158

Additional Budget Information

Spreadsheets detailing services, contracted works, labour and equipment are attached.

Labour and equipment are Village except minor rental equipment for excavating & leveling

Documents are attached for estimation purposes

The Village's financial commitment is 31%, estimated as \$31,365

3. Accountability Framework:

The Eligible Recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Projects and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- Provision of a Final Report including copies of all invoices

#### **Schedule of Payments**

The RDKB shall pay the Proponent in accordance with the following schedule of payments:

- (a) 75% upon signing of the Contract Agreement;
- (b) 25% upon receipt of progress report indicating 75% completion of the Project and a statement of income and expenses for the Project to that point.

By signing below, the recipient agrees to prepare and submit a summary final report outlining project outcomes that were achieved and information on the degree to which the project has contributed to the objectives of cleaner air, cleaner water or reduced greenhouse gas emissions. This must also include financial information such as revenue and expenses.

In addition, an annual report (for 5 years) is to be submitted to the RDKB prior to October 31<sup>st</sup> of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

Signature	Name	Date
Kunn	Lila Cresswell, CAO Village of Fruitvale	March 27, 2017

### STATE OF TITLE CERTIFICATE

R. ANN LESSARD 1146 CEDAR AVENUE TRAIL BC V1R 4B7

> YOUR FILE NUMBER: 06-8332

#### LAND TITLE DISTRICT: NELSON, BRITISH COLUMBIA

CERTIFICATE NO: STC00254274

#### TITLE NO: LA12879

mos

REGISTRAR

7

EY AUTHORITY OF

bc Land

Title & Survey

OFFICE . KA

THIS IS TO CERTIFY THAT AT 18:04 ON 02 FEBRUARY, 2006, THE STATE OF THE TITLE TO THE LAND DESCRIBED HEREIN IS AS STATED AND IS SUBJECT TO THE NOTATIONS APPEARING BELOW. THIS CERTIFICATE IS TO BE READ SUBJECT TO THE PROVISIONS OF SECTION 23(2) OF THE LAND TITLE ACT (R.S.B.C. 1996 CHAPTER 250) AND MAY BE AFFECTED BY SECTIONS 50 AND 55-58 OF THE LAND ACT (R.S.B.C. 1996 CHAPTER 245).

APPLICATION FOR REGISTRATION RECEIVED ON: 30 JANUARY, 2006 ENTERED: 02 FEBRUARY, 2006

REGISTERED OWNER IN FEE SIMPLE: THE CORPORATION OF THE VILLAGE OF FRUITVALE PO BOX 370 FRUITVALE, BC VOG 1L0

TAXATION AUTHORITY: VILLAGE OF FRUITVALE NELSON TRAIL ASSESSMENT AREA

DESCRIPTION OF LAND: PARCEL IDENTIFIER: 015-235-653 LOT 1 BLOCK A DISTRICT LOT 1236 KOOTENAY DISTRICT PLAN 785C

LEGAL NOTATIONS: NONE

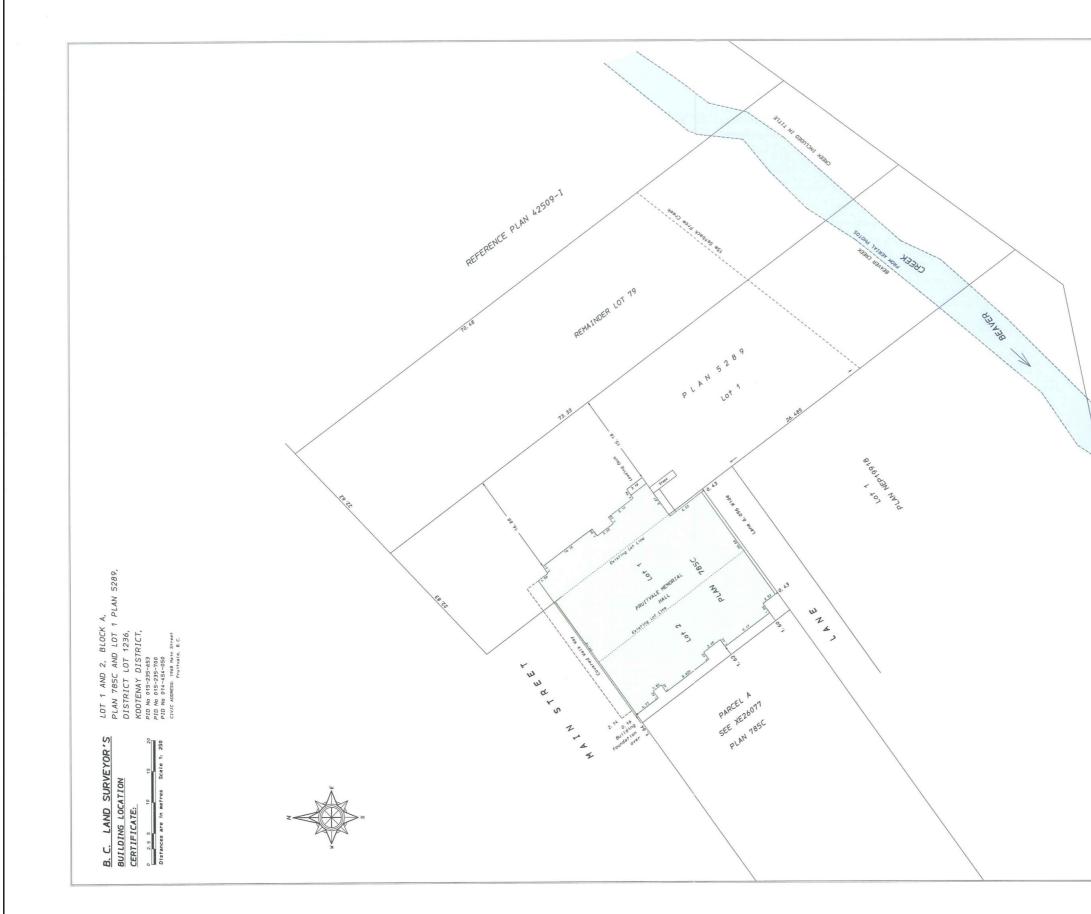
CHARGES, LIENS AND INTERESTS: NATURE OF CHARGE CHARGE NUMBER DATE TIME

RESERVATION 16514D 1929-06-05 10:00 REGISTERED OWNER OF CHARGE COMINCO LTD. 16514D REMARKS: SEE DF 14238 INTER ALIA

DUPLICATE INDEFEASIBLE TITLE: NONE OUTSTANDING

TRANSFERS: NONE

PENDING APPLICATIONS: NONE



	To the best of ay investigie and being the foundation	OF The Detuction framework is provided with the business into above property is your which within the business interval.	The inframetion is been on a finit survey and Lend Title seconds. Unregistreed inframetic here on been	Developments and the second se	C Interctual Surveying - All Rights Reserved Reporting. Alternation an Electronic and Surveying - All Rights Reserved Reporting Although Antipology (Construction Statistical Anti-Antipology (Construction Statistical Antipology (Construction Statisticae Antipology (Construction Statisticae Antipology (Construction Statisticae Antipology (Construction Antipology (Construction Antipology (Construction Antipology (Con	
Registered Documents which may affect title aight for WY 363640 RESERVATON VIES	This pints for the relative use of 21,148.8.1.2.1.2.1.2.1.2.1.2.1.2.1.2.1.2.1.2.	This decrement is presented for any service as a mark to be a properties of the service of the s	This decement is not value were engineering and the second se	Hitterand Survey Ing & Genavits The State State State State Cuusta A. Luka Survey Ing Stead May, Ind. 8. C	Tel: 229-36-1444 (Comparing a start Right of All All of All All All All All All All All All Al	

# ITEM ATTACHMENT # 6.L)

#### BREAKDOWN FOR GAS TAX ELIGIBILITY

Category	Proponent
Survey	Hinterland Surveying
Landscape Planning	Outdoor Décor & Design
Water & Sewer Services	VoF crew & equipment
Electrical Connections	to be RFQ
Plumbing Connections	to be RFQ
Irrigation	to be RFQ
Site Preparation & Grading	VoF crew & equipment
Finish Grade & Prep for Landscaping	VoF crew & equipment
Raingarden Extension	VoF crew & equipment
Landscape Plantings	Georama Quote
Site Furnishings	RFQ
Sani Dump	VoF crew & equipment

REALLOCATION OF COSTS

#### Basis of Estimate or Quotes

Basis of Estimate or Quotes estimate based on prior surveys estimate based on prior design work on Railway Park project see estimate spreadsheet A - some hired equipment & purchased materials paid estimate by commercial electrician J Avis - on s/s A estimate provided free by Savage Plumbing - on s/s A estimate based on prior installations on Railway Park project - on s/s A see estimate spreadsheet B - some hired equipment & purchased materials see estimate spreadsheet C - some hired equipment & purchased materials see estimate spreadsheet D - some hired equipment & purchased materials see estimate spreadsheet D - some hired equipment & purchased materials quotes attached various researched - wide range of pricings (research available on request) estimated only

additional VoF contribution for contracted equipment additional VoF contribution for purchased materials

	ELIC	GIBLE COSTS - GAS	ТАХ	INELIGIBLE	COSTS - VoF	ELIGIBLE	1	
	Contractor	Hired Equipment	Purchased Materials	VoF Labour	VoF Equipmt	COSTS -VoF Purchased		
	1,500		materials	VOI LADOUI	VOF Equipm	Materials	Proof 1,500	Ref s/s
	1,000						1,000	
1	10.000	1,560	2,019	2,616	1,830		1,000	
	15,000							
	3,000 5,000						1	
1	3,000	2,240	2 750	4 400	171 0		31,025	s/s A
		4.240	3,750 12,800	1,400 4,445	470 785		7,860	s/s B
1		1,560	5,470	2,615	1,830		22,270	s/s C
1		.,	5,000	2,010	1,030		11,475 5,000	s/s D
I			16,235				16,235	
			1,500	1,500	2,000		5,000	
ł	05 500							
ł	25,500	9,600	46,774	12,576	6,915		101,365	Total Project Cost
1		(9,600)	(2.07.1)		9,600			
ł	25,500	-	(2,274) 44,500	12,576	16,515	2,274		
1			44,000	12,570	10,515	2,274		
		<u> </u>			VE			
		\$70,000			\$31,365			

Gas Tax Request

VoF Contribution

Costs: Servic	ces \$ 31,024.76			
	ing \$ 7,859.10			
	ing \$ 22,266.68			
Rain Gard	len <u>\$ 11,476.43</u>			
	\$ 72,626.97	=	72,626.97	
Breakdown				
	Labour:			
	Contractors \$	32,600.00		PW Hours
	Labourer \$	2,070.32		56
	MMW#1 \$	4,176.64		104
	MMW#2 \$	3,630.88		88
	LH \$	520.44		12
	PWF_\$	674.66 43,672.94	43,672.94	14 274/3 omployeee
	<u> </u>	70,072.04	40,072.94	274 3 employees 91.3 hours each
	Materials:			Contractors:
	Services \$	2,018.68		Electrical \$ 15,000.
	Grading \$	3,750.00		Plumbing \$ 3,000.
	Finishing \$	12,800.00		Irrigation \$ 5,000.
	Rain Garden <u>\$</u>	5,470.35		Mini-ex \$ 3,120.
	\$	24,039.03	24,039.03	Excavator \$ 1,000.
	Equipment:			Tandem \$ 440.
	Services \$	1,830.00		Skidsteer \$ 2,400.
	Grading \$	470.00		Skid w/auger <u>\$ 2,640.</u> \$ 32,600.0
	Finishing \$	785.00		<u> </u>
	Rain Garden \$	1,830.00		
	\$	4,915.00	4,915.00	
		_	72,626.97	
Other Costs				
Suprov			1 500 00	
Survey andscape Planner			1,500.00	
_andscape Planner	Main RV		1,000.00	
_andscape Planner	Main RV Rain Garden		1,000.00 2,500.00	
_andscape Planner Plantings Benches		800.00	1,000.00	
andscape Planner Plantings Benches Picnic Tables	Rain Garden	800.00 1,650.00	1,000.00 2,500.00 2,500.00	
Landscape Planner Plantings Benches Picnic Tables Shippng charges	Rain Garden 4 5	1,650.00	1,000.00 2,500.00 3,200.00 8,250.00 1,540.00	
Landscape Planner Plantings Benches Picnic Tables Shippng charges cement pads	Rain Garden 4 5 9	1,650.00 300.00	1,000.00 2,500.00 3,200.00 8,250.00 1,540.00 2,700.00	
Landscape Planner Plantings Benches Picnic Tables Shippng charges cement pads parriers	Rain Garden 4 5 9 5	1,650.00 300.00 75.00	1,000.00 2,500.00 3,200.00 8,250.00 1,540.00 2,700.00 375.00	
Landscape Planner Plantings Benches Picnic Tables Shippng charges cement pads parriers dog stations	Rain Garden 4 5 9 5 1	1,650.00 300.00 75.00 500.00	1,000.00 2,500.00 3,200.00 8,250.00 1,540.00 2,700.00 375.00 500.00	
Landscape Planner Plantings Benches Picnic Tables Shippng charges cement pads barriers dog stations bear bins	Rain Garden 4 5 9 5 1 1	1,650.00 300.00 75.00 500.00 1,775.00	1,000.00 2,500.00 3,200.00 8,250.00 1,540.00 2,700.00 375.00 500.00 1,775.00	
Landscape Planner Plantings Benches Picnic Tables Shippng charges cement pads barriers dog stations bear bins nfo kiosk	Rain Garden 4 5 9 5 1	1,650.00 300.00 75.00 500.00	1,000.00 2,500.00 3,200.00 8,250.00 1,540.00 2,700.00 375.00 500.00 1,775.00 500.00	
Landscape Planner Plantings Benches Picnic Tables Shippng charges cement pads parriers	Rain Garden 4 5 9 5 1 1 1	1,650.00 300.00 75.00 500.00 1,775.00 500.00	1,000.00 2,500.00 3,200.00 8,250.00 1,540.00 2,700.00 375.00 500.00 1,775.00	
Landscape Planner Plantings Benches Picnic Tables Shippng charges cement pads barriers Jog stations bear bins nfo kiosk solar light caps	Rain Garden 4 5 9 5 1 1 1 1 2	1,650.00 300.00 75.00 500.00 1,775.00 500.00 50.00 =	$\begin{array}{c} 1,000.00\\ 2,500.00\\ 2,500.00\\ 3,200.00\\ 8,250.00\\ 1,540.00\\ 2,700.00\\ 375.00\\ 500.00\\ 1,775.00\\ 500.00\\ 600.00\\ 26,940.00\\ \end{array}$	
Landscape Planner Plantings Benches Picnic Tables Shippng charges cement pads barriers Jog stations bear bins nfo kiosk solar light caps	Rain Garden 4 5 9 5 1 1 1	1,650.00 300.00 75.00 500.00 1,775.00 500.00 50.00 =	$\begin{array}{c} 1,000.00\\ 2,500.00\\ 2,500.00\\ 3,200.00\\ 8,250.00\\ 1,540.00\\ 2,700.00\\ 375.00\\ 500.00\\ 1,775.00\\ 500.00\\ 600.00\\ \end{array}$	
Landscape Planner Plantings Benches Picnic Tables Shippng charges cement pads barriers dog stations bear bins nfo kiosk	Rain Garden 4 5 9 5 1 1 1 1 2	1,650.00 300.00 75.00 500.00 1,775.00 500.00 50.00 =	$\begin{array}{c} 1,000.00\\ 2,500.00\\ 2,500.00\\ 3,200.00\\ 8,250.00\\ 1,540.00\\ 2,700.00\\ 375.00\\ 500.00\\ 1,775.00\\ 500.00\\ 600.00\\ 26,940.00\\ \end{array}$	
Landscape Planner Plantings Benches Picnic Tables Shippng charges sement pads boarriers dog stations bear bins nfo kiosk solar light caps Sani-dump	Rain Garden 4 5 9 5 1 1 1 1 2	1,650.00 300.00 75.00 500.00 1,775.00 500.00 50.00 =	1,000.00 $2,500.00$ $2,500.00$ $3,200.00$ $8,250.00$ $1,540.00$ $2,700.00$ $375.00$ $500.00$ $1,775.00$ $500.00$ $600.00$ $26,940.00$ $5,000.00$	



THE CORPORATION OF THE VILLAGE OF FRUITVALE 1947 BEAVER STREET

Box 370 FRUITVALE, BC V0G1L0

	V	ILLAG	E OF FI	RUITVAL	E PU	BLIC V	VORKS	PROJECT E	STIN	ATE			
Project Name:	FMC R	V Park							Date:			01-Mar-	17
Description:	Install v	water, se	wer and ele	ectrical serv	ices				Estimat	or:		Jasor	
E	QUIPMEN	١T			LABO	JR		MA	ATERIA			COMMEN	-
Description	Hours	Rate	Amount	Description	Hours	Rate	Amount	Description	# units	\$/unit	Amount	COMMEN	110
/lini excavator	24	65.00	1560.00	Labourer	8	36.97	295.76	100mm wye	6	6.23	37.38	1	
07	8	65.00	520.00	MMW#1	24	40.16	963.84	100mm 45° elbow	12	3.35	40.20	1	
203	4	65.00	260.00	MMW#2	24	41.26	990.24	100mm 22.5° elbow	12	3.35	40.20		
204	0	65.00	0.00	Lead hand	4	43.37	173.48	100mm PVC (m)	20	7.04	140.80	1	
103	24	35.00	840.00	Foreman	4	48.19	192.76	100 mm caps	6	3.35	20.10		
106	6	35.00	210.00					misc supplies	1	250.00	250.00		
								150mm PVC	10	20.00	200.00	1	
				Electrical	1	15000.00	15000.00	150mm wye	3	15.00	45.00		
				Plumbing	1	3000.00	3000.00	150mm 45° elbow	5	10.00	50.00		
				Irrigation	1	5000.00	5000.00	150mm insp. chamber	1	50.00	50.00		
								150mm 22.5° elbow	5	10.00	50.00		
								bedding sand yd³	25	15.00	375.00		
								premix concrete	2	10.00	20.00	Equipment	3390.00
								xypex concrete	2	50.00	100.00	Labour	25616.08
								1" plastic pipe	200	1.50	300.00	Material	2018.68
								fittings	1	250.00	250.00	Sub-Total	31024.76
								irrigation stub	1	50.00	50.00	Eng @ 8%	n/a
												Admin @10%	n/a
		TOTAL										Taxes @ 13%	not estimate
dditional Info		TOTAL	3390.00			TOTAL	25616.08			TOTAL	2018.68	TOTAL	31024.76

Additional Information:

A



THE CORPORATION OF THE VILLAGE OF FRUITVALE 1947 BEAVER STREET Box 370 FRUITVALE, BC V0G1L0

			E OF FI	RUITVAL	E PUE	BLIC V	VORKS	PROJECT	<b>FESTIM</b>	ATE			
Project Name:	FMC R	V Park							Date:			01-Mar-17	7
Description:	Gradin	g-excavat	e 4" and r	epalce with	gravell	oring to	rough gra	ade	Estimate	or:		Jason	
E	QUIPMEN				LABOU				MATERIA			COMMEN	NTS
Description	Hours	Rate	Amount	Description	Hours	Rate	Amount	Description	# units	\$/unit	Amount	COMME	110
Mini excavator	0	65.00	-	Labourer	0	36.97	-				, unount	1	
#07	0	65.00	-	MMW#1	16	40.16	642.56						
#203	4	65.00	260.00	MMW#2	16	41.26	660.16						
#204	0	65.00	-	Lead hand	0	43.37	-						
#103	4	35.00	140.00	Foreman	2	48.19	96.38						
#106	2	35.00	70.00										
excavator	8	125.00	1,000.00										
skid steer	8	100.00	800.00										
Tandem	4	110.00	440.00										
								¾" crush yd³	150	25	3,750.00		
												Equipment	2,710.00
												Labour	1,399.10
												Material	3,750.00
												Sub-Total	7,859.10
												Eng @ 8%	n/a
												Admin @10%	n/a
												Taxes @ 13%	not estimated
a loss of the second		TOTAL	2,710.00			TOTAL	1,399.10			TOTAL	3,750.00	TOTAL	7,859.10

Additional Information:

P



THE CORPORATION OF THE VILLAGE OF FRUITVALE 1947 BEAVER STREET Box 370

FRUITVALE, BC V0G1L0

VILLAGE OF FRUITVALE PUBLIC WORKS PROJECT ESTIMATE FMC RV Park Project Name: Date: 01-Mar-17 Description: Finish grade w/lime gravel, landscape beds, posts Estimator: Jason EQUIPMENT LABOUR MATERIALS COMMENTS Hours Description Rate Amount Description Hours Rate # units \$/unit Amount Description Amount Mini excavator 0 65.00 -Labourer 40 36.97 1,478.80 #07 0 65.00 MMW#1 40 40.16 1,606.40 -#203 4 65.00 260:00 MMW#2 24 41.26 990.24 #204 0 65.00 -Lead hand 4 43.37 173.48 #103 10 35.00 350.00 Foreman 4 48.19 192.76 #106 5 35.00 175.00 skidsteer 16 100.00 1.600.00 Skidsteer w/auger 24 110.00 2,640.00 landscape fabric 2 475.00 950.00 lime rock 100 72.50 7,250.00 topsoil 60 50.00 3,000.00 mulch 12 50.00 600.00 Equipment 5,025.00 posts 42 in kind Labour 4,441.68 Material 12,800.00 Sub-Total 22,266.68 Eng @ 8% n/a Admin @10% n/a chain 1 1000 1000 Taxes @ 13% not estimated TOTAL 5,025.00 TOTAL 4441.68 TOTAL 12800 TOTAL 22266.68

Additional Information:



THE CORPORATION OF THE VILLAGE OF FRUITVALE 1947 BEAVER STREET Box 370 FRUITVALE, BC V0G1L0

	V	/ILLAGI	E OF FI	RUITVAL	E PU	BLIC V	VORKS	<b>PROJECT</b>	ESTIM	ATE			
Project Name:	FMC R	V Park						TROULOT	Date:			01-Mar-1	7
Description:	Rainga	rden-Exca	avate, inst	all pipewor	ks, grad	e path &	build soi	l beds/river	Estimato	or:			7
E	QUIPMEN	NT			LABOL				ATERIA			Jason	NITO
Description	Hours	Rate	Amount	Description	Hours	Rate	Amount	Description	# units	\$/unit	A	COMME	NIS
Mini excavator	24	65.00	1,560.00	Labourer	8	36.97		100mm wye	# units		Amount	-	
#07	8	65.00	520.00	MMW#1	24	40.16		100mm 45° elbow	4	6.23	-		
#203	4	65.00	260.00	MMW#2	24	41.26		100mm 22.5° elbow		3.35	13.40		
#204	0	65.00	-	Lead hand	4	43.37		100mm PVC (m)	4	3.35	13.40		
#103	24	35.00	840.00	Foreman	4	48.19		100 mm caps	5	7.04	35.20		
#106	6	35.00	210.00	1 or official	7	40.15	192.70	misc supplies	1	3.35 250.00	3.35 250.00	1	
								landscape fabric	1	475.00	475.00		
								river rock	5	72.50	362.50		
								¾" crush yd³	20	25.00	500.00		
								lime rock	3	72.50	217.50		
								topsoil	60	50.00	3,000.00		
								mulch	12	50.00	600.00	Equipment	3,390.00
												Labour	2,616.08
												Material	5,470.35
												Sub-Total	11,476.43
												Eng @ 8%	n/a
												Admin @10%	n/a
		TOTAL	2 200 00			TOTAL						Taxes @ 13%	not estimated
Additional Info	A REAL PROPERTY AND ADDRESS OF TAXABLE PARTY.		3,390.00			TOTAL	2,616.08			TOTAL	5,470.35	TOTAL	11,476.43

Additional Information:

# ITEM ATTACHMENT # 6.L)



Georama Holdings Ltd. 2870 Georama Rd. Nelson, BC V1L 6Y7 (250) 352-3468 (250) 352-2101

3/8/2017 Page 1 of 1

Invoice ASSIGN P.O. Number:

INVOICE TO:	SHIP TO:
Village of Fruitvale	
PO Box 370, 1947 Beaver Str.	
Fruitvale BC V0G 1L0	

Part Number	Description	Shipped	Price	Total	Tax
snow-marleen-2	Amethyst Doorenbos Snowberry #2 pot	3	24.50	73.50	
bog-rose-2	Bog Rosemary 'Blue Ice' #2 pot	6	18.50	111.00	
per-1299	Black Eyed Susan 'Goldstrum' #1 Pot	18	12.50	225.00	
per-1299	Blue Oat Grass #1 Pot	8	12.50	100.00	
crab-prairie-7	Prairie Fire Crabapple #7 pot	6	80.50	483.00	
grass-orn-1	Japanese Sedge Grass 'Ice Dance' #1 pot	19	14.50	275.50	
bir-roy-5	Trosts Dwarf Laceleaf Birch #2 Pot	5	28.50	142.50	
map-pap-30	Paperbark Maple #30 pot 5cm	4	180.00	720.00	
per-1199	Sword Fern #1 Pot	10	11.50	115.00	
rose-woods-2	Woods Rose #2 pot	4	24.50	98.00	1
					1
					1

Thank you for your order!	Sub Total	\$2,343.50
	PST 7%	\$164.05
Visit us at www.georamagrowers.com	H.S.T.5%	\$117.18
<u></u>	Total	\$2,624.73

Signature \_\_\_\_\_

GST # 101988095

## ITEM ATTACHMENT # 6.L)



Georama Holdings Ltd. 2870 Georama Rd. Nelson, BC V1L 6Y7 (250) 352-3468 (250) 352-2101

3/8/2017 Page 1 of 1

Invoice ASSIGN P.O. Number:

INVOICE TO: Village of Fruitvale	SHIP TO:
PO Box 370, 1947 Beaver Str. Fruitvale BC V0G 1L0	

Part Number	Description	Shipped	Price	Total	Tax
bog-rose-2	Bog Rosemary 'Blue Ice' #2 pot	10	18.50	185.00	
BearBerry -1	Bear Berry 4" Pot	7	5.50	38.50	1
рег-1299	Black Eyed Susan 'Goldstrum' #1 pot	10	12.50	125.00	
dogw-arc-2	Arctic Fire Dogwood #2 pot	5	28.50	142.50	
per-999	Blue Iris	5	9.50	47.50	+
jun-star-2	Blue Star Juniper #2 pot	5	28.50	142.50	1
crab-prairie-7	Prairie Fire Crabapple #7 pot	2	80.50	161.00	
grass-orn-1	Japanese Sedge Grass Ice Dance #1 Pot	7	14.50	101.50	+
map-pap-30	Paperbark Maple #30 pot 5cm	6	180.00	1,080.00	
per-1199	Sword Fern #1 pot	7	11.50	80.50	
rose-woods-2	Woods Rose #2 pot	8	24.50	196.00	
				1	

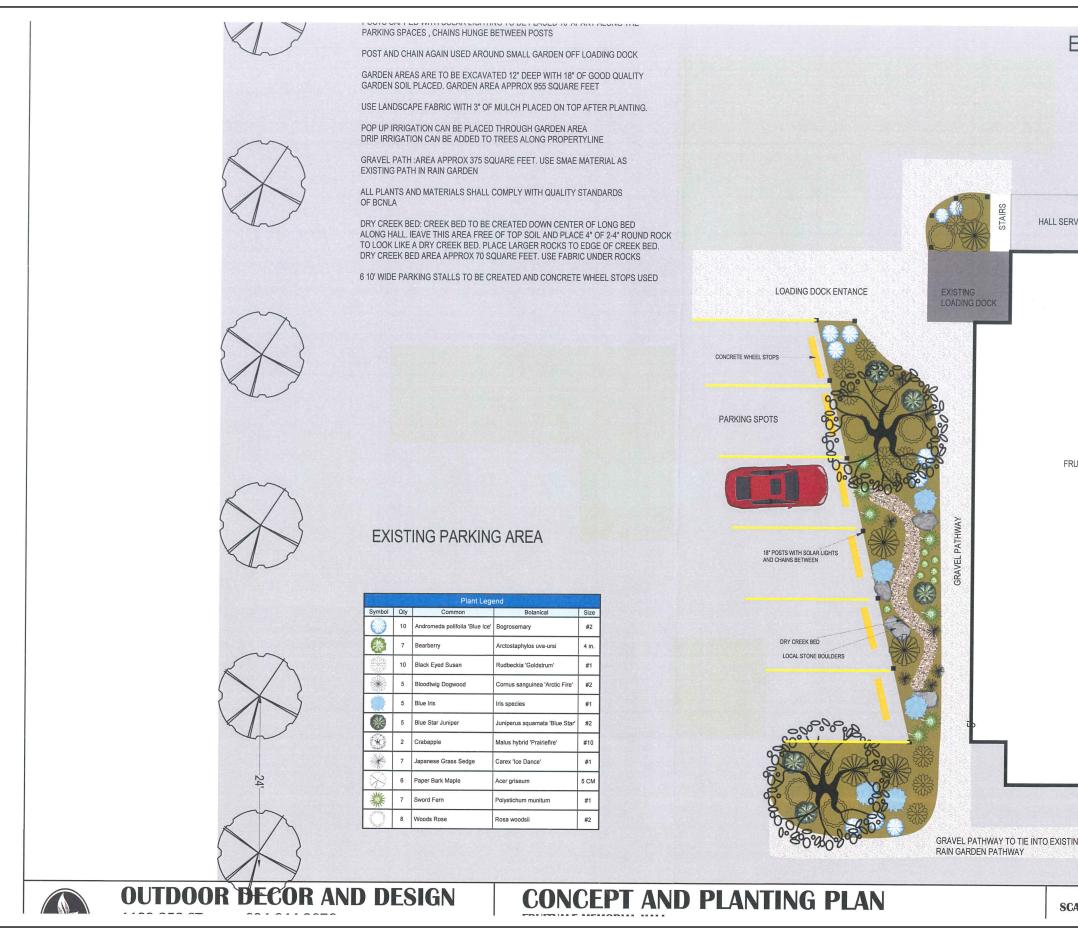
Thank you for your order!	SubTotal	\$2,300.00
	PST 7%	\$161.00
Visit us at www.georamagrowers.com	H.S.T.5%	\$115.00
	Total	\$2,576.00

Signature \_\_\_\_\_

GST # 101988095



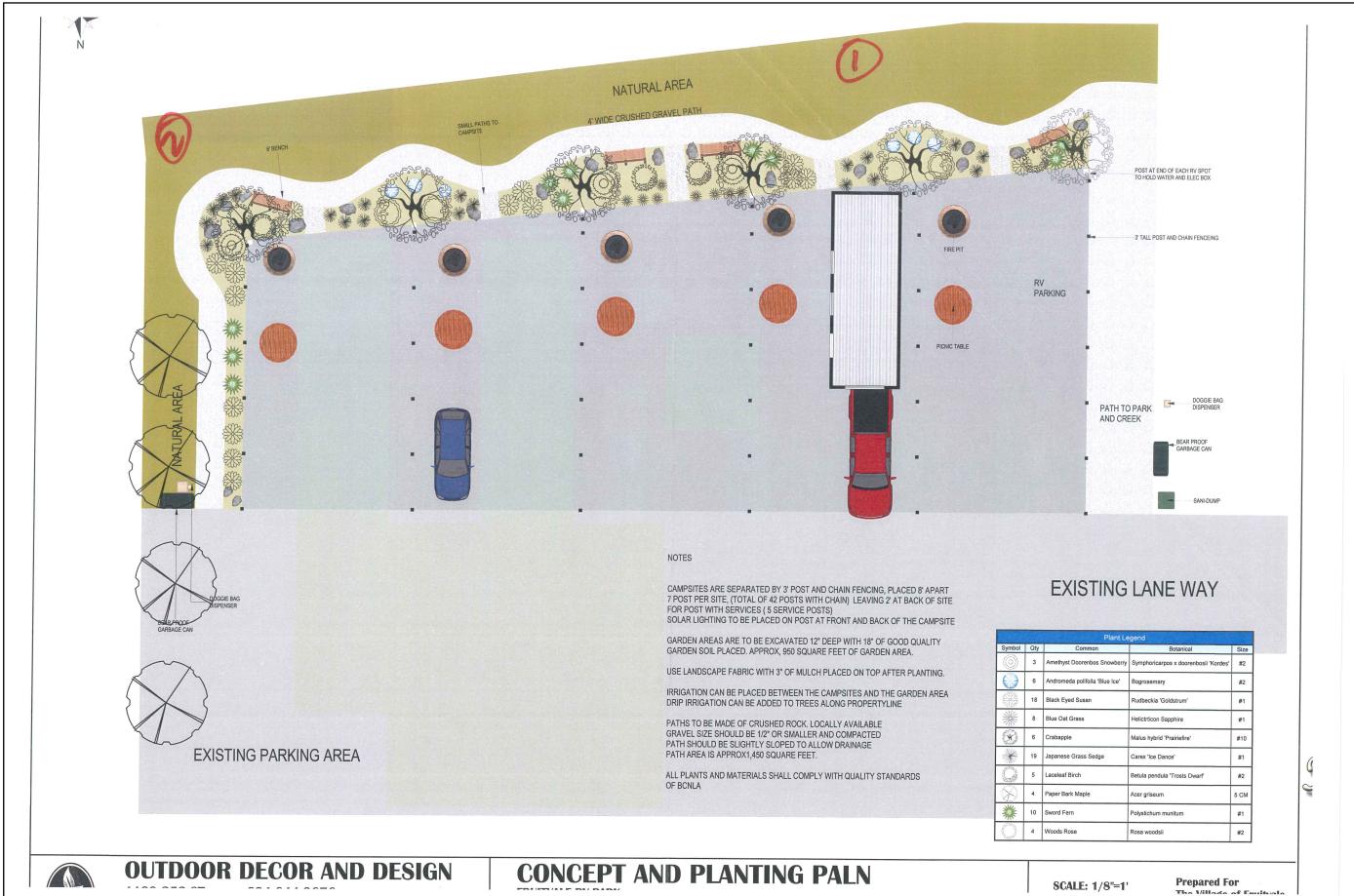




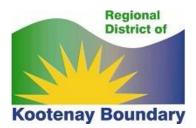
EXISTING LAN		
RVICES AREA		
RUITVAL MEMORIAL hALL		
TING		
CALE: 1/8"=1'	Prepared For The Village of Emityale	



Page 155 of 171



ITEM ATTACHMENT # 6 Ŀ



Date: 07 Apr 2017

Building Dept. 12-

0022BW

File

**STAFF REPORT** 

To: Chair Worley and the Electoral Area Services Committee

From: Mark Andison, General Manager, Operations /DCAO

**Re:** Request for Waiver of Partial Building Permit Fee

### **Issue Introduction**

A staff report from Mark Andison, General Manager, Operations / DCAO introducing a request from Dennis Skuter of Mountain Sky Properties Inc. requesting that partial fees payable in relation to a 2016 building permit application be waived in recognition of monies already paid by the developer toward the project in 2012.

### History/Background Factors

Attached is a letter from Dennis Skuter, of Mountain Sky Properties Inc., requesting that he be credited in the amount of \$25,210 toward building permit fees applicable to a project that he is currently seeking to undertake at Big White.

In 2012, Mr. Skuter submitted an application to construct the final phase of the Stone Gate building. At that time, he paid a building permit fee of \$25,210 to the RDKB to undertake the project. However, due to market conditions he didn't pursue the construction project at that time, indicating that he would pursue the project at a later date.

In March and October of 2013, the RDKB Building Official sent faxes to Mr. Skuter indicating that he would have to pay a renewal fee of \$6,950, as per the requirements of the RDKB Building Bylaw, otherwise the building permit for the project would lapse.

Having not received a renewal fee, in December 2013 the RDKB Building Official informed Mr. Skuter that the permit was consider to have lapsed. In response, Mr. Skuter indicated that he did not want the permit to lapse.

Mr. Skuter is now wishing to pursue the project and wishes to have his previous payment of \$25,210 credited toward the new building permit application he has submitted due to the lapsing of his earlier permit. He indicates that he is willing to

pay the \$6,950 renewal fee that he did not pay in 2013 to keep the permit from lapsing and the difference in the value of the current building permit fee total minus the \$25,210 paid in 2012.

#### Implications

Section 10.2 of the RDKB Building Bylaw states: *Every permit is issued upon the condition that:* 

- 1. the work is started within six months of the date of issue of the permit;
- 2. *the work is not to be discontinued or suspended for a period of more that one year;*
- 3. the permit shall lapse in the event that either of the conditions in (1) or (2) above is not met;
- 4. *an additional fee as set out in "Appendix A" , shall be paid if the permit is renewed.*

In this case, Mr. Skuter is claiming that he did not receive the notifications regarding the renewal fee requirements. RDKB fax transmission reports indicate that the documents were indeed received.

## Advancement of Strategic Planning Goals

N/A

#### **Background Information Provided**

- 1. Letter from Dennis Skuter requesting building permit fee credit of \$25,210 for fees already paid in relation to the project.
- 2. 2012 building permit documentation.
- 3. Correspondence relating to the lapse of the 2012 building permit
- 4. Correspondence relating to the renewal requirements for 2012 building permit

#### Alternatives

#### Recommendation(s)

That the Electoral Area Services Committee consider the request submitted by Dennis Skuter of Mountain Sky Properties Inc. to credit the \$25,210 fee submitted in 2012, in relation to a building permit for the final phase of the Stone Gate building, to his 2016 building permit application for the same project. April 6, 2017

Mountain Sky Properties Inc. 2565 Whitworth Road West Kelowna, B.C., V4T 2K5

Attention: Mark Andison, MCIP , RPP

Board of Directors of Regional District of Kootenay Boundary 843 Rossland Ave. Trail, B.C. V1R 4S8

LETTER OF APPEAL

Re: Building Permit #12-0022BW, May 24,2012. Cost \$25,210.00 StoneGate Resort Building B, Phase 3 Lot A, Plan KAP72031 375 Raven Ridge Rd. Big White, B.C. May 24,2012

Please accept this letter of appeal to credit the cost of \$25,210 paid on the original Building Permit, toward the renewal Building Permit application submitted October 15, 2017, copies attached. Mountain Sky Properties Inc. failed to proceed with construction in 2012 due to lack of achievable sales, and weak economic conditions for residential resort condominiums at Big White. We requested the original Building Permit not be cancelled, as it was our intention to resume construction with improved economic conditions, and believed upon the payment of the renewal fee, the Building Permit would be revived. We have also compiled with updated construction prints & schedules to the current Building Code, and submitted to RDKB as requested. With this Building Permit renewal, Mountain Sky Properties Inc. plans to proceed with construction this May 1, 2017.

Mountain Sky Properties Inc. proposes to remit the renewal fee of \$6950.00, as well as any increased Building Permit costs.

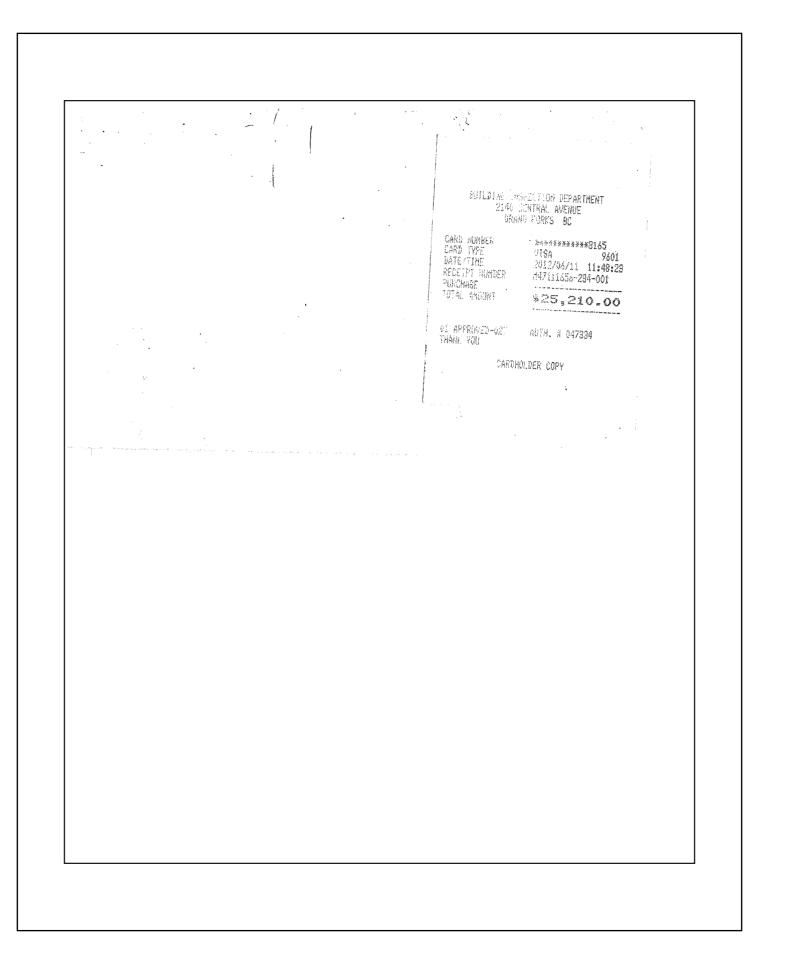
Thank-you for your consideration.

Best Regards,

Dennis Skuter President

Mountain Sky Properties Inc. <u>250-470-8000</u> Cell <u>250-768-2565</u> Tel <u>250-768-2525</u> Fax

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Regiona	al Distric	t of Koo	tenay Boui	ndary
F	Build	ina P	ermit	
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Legal Description			HP72031	, · .
Project Description	- •	-		
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						No.	12-0022I	3W	
				IN	SPECTION CALLS	5: (250) 442-2708	3 or 1-877-520	+7352	
TE PERI	MIT 34 24	10	٦	Regio	nal Distric	ct of Koot	enay Bo	oundary	
ANTED:	May 24,	. 12		-	ING INSPECTION		-	-	
		PERM			Ave., Box 1965, Gran CT, INSTALL, ALTER				
			OR DEM	OLISH, A BU	ALDING, STRUCTUR	E, OR PLUMBING	MOVE,		
М	SUMMET TO THE APPLICABLE REGINAT	PROPERTIES		ADDRESS:	BIG WHITE, B.C	<b>1</b> 	TELEPHONE:		]
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	REGIONAL DISTRICT OF KOOTENAY BOUNDARY APPLICATION FOR BUILDING PERMIT (Feb. 26, 2010)
Į	Boundary Office – Building Official Regional District of Kootenay Boundary 2140 Central Avenue, Box 1965, Grand Forks, B.C. VOH 1HO Telephone: (250) 442-2708/Fax: (250) 442-2688
DAT	E: JAN 110,2012
This firep	form must be submitted for all new construction, alterations, additions, repairs, demolition, ace/woodstoves or moving a mobile home or building.
To b The	e completed by applicant: undersigned hereby applies for a Building Permit under all applicable bylaws, according to the following <b>ifications and <u>accompanying</u> plans:</b> (Please note reminders on back page)
1.	Name of owner the project <u>3300 Big WHITE RD</u>
	Legal Address: Lot A Block PlankAP DO3/ D.L. 41095 + 4203
2.	Name of Nountrinsky Mailing Phone 250 Contractor PROPERTIES INC Address AME Number 768-2565
3.	Contractor       Number       768-2565         Name of       Mailing 140-2034 WEST-11       Phone       604         Architect/Designer       CBL_ACLIVECTS INCAddress       Accurrents       VARCOUVER V6329 Number 736-1156
4.	Purpose of building <u>CONCOMINIUMS</u> If dwelling, for how many families 32
5.	Type of building: New Building 🗹 Mobile Home 🗆 Addition 🗅 Repair 🗅 Demolition 🗆
	Moving a building  Accessory building  Renovation
	Provide Details of ProjectBuilder Licence #0002528
3.	Dimensions of building: Main floor area 11,006 sq. ft. Front 160' Depth 69'
7.	No. of storeys Height from average grade to highest point of building M
8.	Estimated cost \$ 3,500,000 (total cost of material and labour, exclusive of land).
under Regic Distrie ackno respe comp	nsideration of the granting of this permit, the undersigned: (a) releases the Regional District of Kootenay Boundary hose acting on behalf of the Regional District of Kootenay Boundary from all claims and expenses which the signed may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the nal District of Kootenay Boundary Bylaws or of the British Columbia Building Code; (b) indemnifies the Regional at of Kootenay Boundary from all such claims and expenses which may be made by any other person; and (c) wedges that the Regional District of Kootenay Boundary owes no duty of care to the undersigned or any one else in ct of these matters. When requesting an inspection, the owner or contractor must give 72 hours notice upon etion of the work. I/We have read the above agreement, release and indemnify and understand it.
Addro	ess: 21098, ORCHARD PARK P.O. (Phone No. 250-768-2565
=ax N	ess: 21098 ORCHARD PARK P.O. Phone No. 250-768-2565 KELOWNA, BC VIV 9N8 No 250-768-2525 Cell No Email <u>dennis@stonegatespa</u> .
Coor	dinating Registered Professional
Print	Name:
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Kod	otenay Boundary
	FAX
То:	Mountain Sky Properties Ltd
Fax:	(250) 768 2525 [19 Mar 2013] [220ct 2013]
INFORM copying o	ESSAGE IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED. AND MAY CONTAIN ATION THAT IS CONFIDENTIAL, PRIVILEGED AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. Any other distribution, or disclosure is strictly prohibited. If you have received this message in error, please notify us immediately by telephone and return the original ion to us my mail without making a copy.
From:	Robert Silva, RBO
Date:	Tuesday, March 19, 2013
Re:	Building Permit #12-0022BW for remainder of Building B at 375 Raven Ridge Road
open a	nents: This facsimile is a follow up to the phone conversation of March 12, 2013. The above noted g permit was issued by this office on May 24, 2012. It is currently considered by this office to be an active building permit file. The following excerpt is from the Regional District of Kootenay Boundary by Bylaw #449: $6months @ 24 Mov 2012$
	10.2 Every permit is issued upon the condition that:
	<ul> <li>(a) the work is to be started within six months from the date of issuing the permit;</li> <li>(b) the work is not to be discontinued or suspended for a period of more than one year;</li> <li>(c) the permit shall lapse in the event that either of the conditions in (a) or (b) above is not met;</li> <li>(d) an additional fee as set out in "Appendix A", shall be paid if the permit is renewed;</li> </ul>
permit constru	cussed, this office will review the status of the file in September to determine if renewal of the building is required. The cost of renewal for a building permit is based on the percentage of remaining action value outstanding. As construction has not started to date this would currently be based on 100% construction value from the original building permit. The renewal fee would amount to \$6 950.00.
Hopefu	Illy this information is of assistance to you.
	Silva, RBO g & Plumbing Official
	ds@stonegatuspa.com Pages (including this page)
	2140 Central Ave, P.O. Box 1965, Grand Forks, B.C. V0H 1H0 toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688 email: rsilva@rdkb.com• web: <u>www.rdkb.com</u>

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Ko	tena	y Boundary				
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From	Rober	rt Silva, RBO				
Date:	Tuesd	lay, October 22, 2013				
Re:	Buildi	ing Permit Renewal for	Building B at 375 Ra	ven Ridge Road, Bi	g White	
noted	ed copy) address.	This facsimile is a follow It has been determined by In conformance with the her renew the permit or lap	y this office that constru Regional District of Ko	uction has not been co otenay Boundary Bu		
10.2	Every	permit is issued upon the	condition that:			
	(a) (b) (c) (d)	the work is to be started the work is not to be dis- the permit shall lapse in an additional fee as set of	continued or suspended the event that either of	for a period of more the conditions in (a)	than one year; or (b) above is not met;	
renew	l fee wo	ention to commence the w ould be \$6 950.00 based of this office and advise us o	n 100% of the construct			
	Silva, F ng & Plu	RBO umbing Official				
				Pages (including t	his page) 2	
					10,	
		toll-free: 187	ral Ave, P.O. Box 1965, Grand F 77 520-7352 • tel: 250 442-27( il: rsilva@rdkb.com• web: <u>ww</u>	08 • fax: 250 442-2688		

Time & Date C	all Rec'd			12-0022 PL	
Owner's Name	Man ta ch	Properties		NO.12-0022BW	
Address or Lea	al Description 376 Par	ven Ridge Roud,	Fletal	A E	
Inspection Red	quested (+ a Inc	iection	, Le Ice Joral /	Page of	
	1	asonably with examined plar		(igo (i	
		bject to correcting items as			
Constructio	on <b>NOT</b> acceptable due to	deficiencies (see below)			
Reinspect					
Submit Eng	gineers Report for				
		Notes			
	Note	es for file			
		ted to date			
No	Work star	ted to date			
	~				
-		Next Req	'd Insp.		
			1	A.1.	
Date of Inspection	10 July 2013	Time 12:00 am 10m	Building Official	JANN	
shall in any way re	elieve the owner of such building	from full responsibility for carrying	d specifications nor inspect g out the work or having th	tions made by the authority having jurisdiction e work carried out in full accordance with the	
	e British Columbia Building Code.				
This Report	Placed on site or	Received by			

Owner's Name Moustain Sky Properties       Permit No. Inc. Occurrent Direction         Address or Legal Description 375 Reven Ridge Rock, Electoral Area E       Page	Time & Date Call Rec'd			12-0022	RW	
Address or Legal Description 3 75 Raves, Ridge Rosk, Electoral Area E         Impection Requested S; te Inspection         Construction appears acceptable subject to correcting items as noted (see below)         Construction NOT acceptable due to deficiencies (see below)         Reinspection required         Submit Engineers Report for         Notes         Market S for File         Market S for File         More K Startet for deficiencies (see below)         Notes         Market S for File         Market S for File         Notes         Market Startet for deficiencies         Market Startet for deficiencies         Notes         Market Startet for defice         Notes         Market Startet for defice         Notes         Notes         Market Startet for defice         Notes	Owner's Name Mountain Sky Propertie					
Impection Requested 3; file Impect I way with examined plans and specifications       Page 0         Construction appears to conform reasonably with examined plans and specifications       Construction appears acceptable subject to correcting items as noted (see below)         Construction NOT acceptable due to deficiencies (see below)       Reinspection required         Submit Engineers Report for       Notes         Modes       Notes         Modes       Notes         Modes       Notes         Modes       Notes         Modes       Notes         Modes       Notes         No       Wark Stratek to date         No       No Wark Stratek to date         No       Next Reqd Insp.         Next Reqd Insp.       No         Date of Inspection 28 Mar 2012       Time 1::::::::::::::::::::::::::::::::::::	Address or Legal Description 375 Raven Ric	Ine Road, Elect	toral,	Area E		
Construction NOT acceptable due to deficiencies (see below) Construction NOT acceptable due to deficiencies (see below) Notes	Inspection Requested Site Inspection	n		Page of		
Construction NOT acceptable due to deficiencies (see below)          Reinspection required         Submit Engineers Report for         Notes         Mates For File         No         Morek Startet to defe         No         Morek Startet to defe         No         No Work Startet to defe         No         No Work Startet to defe         No         No         No Work Startet to defe         No Work Startet to defe         Notes         Notes         No Work Startet to defe         No Work Startet to defe         Notes         No	Construction appears to conform reasonably with e	examined plans and specific				
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No Work Started to date		/-				
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Next Req'd Insp.         Date of Inspection 2.8 Mar 2 at 2 Time 1: att and for a building permit nor the approval of the relevant drawings and specifications nor inspections made by the authority having jurisdiction shall in any way releve the owner of such building from full responsibility for carrying out the work or having the work carried out in full accordance with the requirements of the Bitish Columbia Building Code.						
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Neither the granting of a building permit nor the approval of the relevant drawings and specifications nor inspections made by the authority having jurisdiction shall in any way relieve the owner of such building from full responsibility for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code.		Next Req'd Insp.				
Neither the granting of a building permit nor the approval of the relevant drawings and specifications nor inspections made by the authority having jurisdiction shall in any way relieve the owner of such building from full responsibility for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code.			- / /	-1		
shall in any way relieve the owner of such building from full responsibility for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code.			/ /*	Af V -		
	shall in any way relieve the owner of such building from full respon	evant drawings and specifications asibility for carrying out the work of	or having the	work carried out in full accord	lance with the	
		ved by				

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10/22/2013 TUE 9:58 FAX	2001/002
Regional	
District of	
Kootenay Boundary	
FAX	
To: Mountain Sky Properties Ltd	
Fax: (250) 768 2525	
THIS MESSAGE IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS MA	DRESSED, AND MAY CONTAIN
INFORMATION THAT IS CONFIDENTIAL, PRITH IGED AND EMPAPT FROM DISCLUSI, RF UNDER AP14 ICA equiving or disclorure is strictly prohibited. If you have received this message in error, please gottly as immediately b irrativalisition to us not anali without multipg group.	BLICIAW Any other distribution.
From: Robert Silva, RBO	
Date: Tuesday, October 22, 2013	
	¥¥¥1 *.
Re: Building Permit Renewal for Building B at 375 Raven Ridge Road, Big	white
Comments: This facsimile is a follow up to the previous facsimile of March 19, 201 attached copy) It has been determined by this office that construction has not been com	13 sent by this office.(see
noted address. In conformance with the Regional District of Kootenay Boundary Build office must either renew the permit or lapse and close the permit file.	ling Bylaw #449 this
10.2 Every permit is issued upon the condition that:	
<ul><li>(a) the work is to be started within six months from the date of issuing the</li></ul>	normit,
<ul> <li>(b) the work is not to be discontinued or suspended for a period of more that</li> <li>(c) the permit shall lapse in the event that either of the conditions in (a) or the</li> </ul>	an one year;
(d) an additional fee as set out in "Appendix A", shall be paid if the permit	
If it is your intention to commence the work soon this office will require a renewal of th	re existing nermit. The
renewal fee would be \$6 950.00 based on 100% of the construction value from the origi Please contact this office and advise us of your intentions.	inal building permit.
Robert Silva, RBO	
Building & Plumbing Official	
Pages (including this	spage) 2
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2140 Central Ave, P.O. Box 1965, Grand Forks, B.C. V011 1H0 toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688	
Received Time Oct. 22. n 8:21AMrdkb.com• web: <u>www.rdkb.com</u>	

Dennis Skuter		
From:	Robert Silva <rsilva@rdkb.com></rsilva@rdkb.com>	
Sent:	Tuesday, December 03, 2013 2:14 PM	
To: Subject:	Dennis Skuter RE: 375 Raven Ridge Road, Big White	
<b>,-</b>		
Any further inquiries related to th	he closing of the building permit file for the above noted address should be directed to:	
Mark Andison, MCIP, RPP	λ.	
General Manager, Operations / Deputy CAO Regional District of Kootenay Boundary	$\chi$ (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	
843 Rossland Ave Trail, BC		
Canada V1R 4S8		
toll-free: 1.800.355.7352 tel: 250.368.9148		
cel: 250.231.0880		
fax: 250.368.3990 email: mandison@rdkb.com		
web: www.rdkb.com		
Robert Silva, RBO Building/Plumbing Official	· · · · ·	
Regional District of Kootenay Boundary	$C_{\rm eff} = 1000$ (1)	
2140 Central Avenue Grand Forks		
phone (250) 442 2708 fax (250) 442 2688	De la Carta de la Cart	
rsilva@rdkb.com		
www.rdkb.com	$\int dx = \frac{1}{2} \int dx$	
From: Dennis Skuter [mailto:ds@		
Sent: December-03-13 11:10 AM To: Robert Silva	1	
Subject: Re: 375 Raven Ridge R	Road, Big White	
I do not wont to longo this Buildin	ne Downit and would like to be an included and a second second	
Tuo not want to lapse this building	ng Permit and would like to know how I can comply, please.	
Regards,		
Mountain Sky Properties Inc.		
Dennis Skuter		
250.470.8000 Cell		
250.768.2565 Kelowna Tel		
250.768.2525 Kelowna Fax		
On Dec 3, 2013, at 8:52 AM, Robe	ert Silva < <u>rsilva@rdkb.com</u> > wrote:	
This office has been advis	ised that the Regional District of Kootenay Boundary has determined that the	
current building permit for	for the above noted address will be lapsed and closed in conformance with	
RDKB Building Bylaw #44		
RDKB Building Bylaw #44		
RDKB Building Bylaw #44 Robert Silva, RBO		
RDKB Building Bylaw #44		