

Electoral Area Services Committee

Thursday, November 16, 2017 - 4:30 pm

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

A G E N D A

1. CALL TO ORDER
2. ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

A) November 16, 2017

Recommendation: That the November 16, 2017 Electoral Area Services Agenda be adopted as presented.

3. MINUTES

A) October 12, 2017

Recommendation: That the October 12, 2017 Electoral Area Services Minutes be adopted as presented.

[Electoral Area Services - October 12 2017 - Minutes](#)

4. DELEGATIONS

A) Ellen McDonnell - Electoral Area 'C'/Christina Lake - Noise Bylaw
[2017-11-16-Area C-Ellen McDonnell Delegation Form](#)

5. UNFINISHED BUSINESS

A) **Memorandum of EAS Committee Action Items**

Recommendation: That the Memorandum of Electoral Area Services Committee Action Items be received.

[ToEndOfOctoberforNovember2017](#)

6. NEW BUSINESS

- A) **Darbyshire, Ronald (Troy)**
RE: OCP and Zoning Amendments
RDKB File: D-363-02654.000

Recommendation: That the application submitted by Christopher K Wendell, Porter Ramsay LLP, on behalf of Ronald "Troy" Darbyshire to amend the Electoral Area 'D' / Rural Grand Forks Official Community Plan Bylaw No. 1555, and the Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299 in order to permit repair, and servicing of vehicles, machinery and equipment for only the portion of 3345 Almond Gardens Road West, Electoral Area 'D'/Rural Grand Forks that the business is operating be supported, and further, staff draft amendment bylaws for presentation to the Regional District of Kootenay Boundary Board of Directors for first and second readings and to schedule and hold a public hearing on the proposed bylaw amendments.

[2017-11-08-Darbyshire ZBL OCP EAS](#)

- B) **Nicholas and Lucienne Girardo**
RE: Temporary Use Permit
RDKB File: A-1236-05341.000

Recommendation: That the Temporary Development Permit application submitted by Nicholas J. Girardo and Lucienne M. Girardo, to allow for a Heating, Ventilation and Air Conditioning business to operate on the property legally described as Lot 2, Plan NEP2936, District Lot 1236, KD, Fruitvale, Electoral Area 'A' be presented to the Board of Directors for consideration, with a recommendation of support for a 3-year period, subject to the following conditions:

1. The Temporary Use only be permitted to take place in the existing residence.
2. Other than the parking of licensed company vehicles, no outdoor storage be permitted.
3. A screen in the form of a solid fence or vegetative screen not less than 2 metres in height be placed and maintained along the side and rear parcel boundaries.

[2017-11-08-Temporary Use Permit Girardo EAS](#)

- C) **Zellstoff Celgar Limited Partnership**
RE: Development Permit Amendment

9155 Station Road, Columbia Gardens Area, Electoral Area 'A'
RDKB File: A-205A-00935.050

Recommendation: That the staff report regarding the Development Permit Amendment application submitted by Robert Stacey, Cover Architectural Collaborative Inc., on behalf of the owner Zellstoff Celgar Limited Partnership to replace an office trailer and construct a covered entrance stairway and ramp in the Industrial and Columbia Gardens Aquifer Development Permit Area on the parcel legally described as Lot 6B, Twp 7A, DL 205A, Section 20 & 29 of DL 205A, KD, PLAN NEP800, Columbia Gardens, Electoral Area 'A', be received.

[2017-11-08 Celgar- EAS](#)

D) **Cannabis Legalization**
RDKB File: C56

Recommendation: That the Electoral Area Services Committee consider the staff report regarding cannabis legalization and provide direction to staff on how to proceed.

[2017-11-16 Cannabis Legalization EAS Report](#)

E) **Planning and Development Department Work Plans**

2018 - 2019 Planning and Development Department Work Plan
2018 - 2019 House Numbering Electoral Areas A & C Work Plan
2018 - 2019 House Numbering Electoral Area B Work Plan
2018 - 2019 House Numbering Electoral Area D Work Plan
2018 - 2019 House Numbering Electoral Area E Work Plan

Recommendation: That the Planning and Development Department Work Plans including the 2018-2019 Planning and Development Work Plan, the 2018-2019 House Numbering Electoral Areas A & C Work Plan, the 2018-2019 House Numbering Electoral Area B Work Plan, the 2018-2019 House Numbering Electoral Area D Work Plan, and the 2018-2019 House Numbering Electoral Area E Work Plan be received.

[005 Work Plan 2018 2019 Planning Development](#)

[2018 2019 Work Plan 120 House Numbering Areas A and C](#)

[2018 2019 Work Plan 122 House Numbering Area B](#)

[2018 2019 Work Plan 121 House Numbering Area D](#)

[2018 2019 Work Plan 123 House Numbering Area E](#)

F) **Grant in Aid Letters to Recipients** - Director Gee

G) **Grant in Aid Update**

Recommendation: That the Grant in Aid report be received.
[2017 Grant in Aid-November](#)

H) **Gas Tax Application**

RE: Boundary Transit Service - Electoral Area 'D'

Recommendation: That the Gas Tax application in the amount of \$5,889 to provide a contribution to the 2017 capital costs associated with the Boundary Transit service be forwarded to the RDKB Board of Directors with a recommendation of approval.

[Gas Tax Application - Boundary Transit Capital Funding](#)

I) **Gas Tax Application**

RE: Boundary Trails Master Plan - Electoral Areas 'D' and 'E'

Recommendation: That the Gas Tax application in the amount of \$40,000 to provide a contribution to the costs associated with the development of the Boundary Trails Master Plan, a capacity-building project of the Boundary Economic Development Service, be forwarded to the RDKB Board of Directors with a recommendation of approval.

[Gas Tax Application - Boundary Trails Master Plan](#)

J) **Gas Tax Update**

Recommendation: That the Gas Tax report be received.
[Gas Tax Agreement EA Committee \(November 7 2017\)](#)

7. LATE (EMERGENT) ITEMS

8. DISCUSSION ITEMS

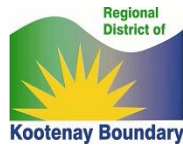
A) **Frances Maika, Corporate Communications Officer**
RE: Town Hall Meetings Format

B) **Pros & Cons of Member Funded Societies** - Director Gee

9. DISCUSSION OF ITEMS FOR FUTURE AGENDAS

10. CLOSED (IN CAMERA) SESSION

11. ADJOURNMENT



Electoral Area Services Minutes

Thursday, October 12, 2017, 4:30 p.m.
RDKB Board Room
2140 Central Ave., Grand Forks, BC

Directors Present:

Director Vicki Gee, Vice-Chair
Director Ali Grieve – videoconference
Director Grace McGregor
Director Roly Russell
Alternate Director Bill Edwards

Directors Absent:

Director Linda Worley, Chair

Staff Present:

Mark Andison, Acting CAO – videoconference
Donna Dean, Manager of Planning & Development
Jennifer Kuhn, Recording Secretary

CALL TO ORDER

Vice-Chair Gee called the meeting to order at 4:30 p.m.

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

October 12, 2017

The agenda for the October 12, 2017 Electoral Area Services Committee was presented.

Page 1 of 6
Electoral Area Services
October 12, 2017

There were additions to the agenda as late (emergent) items as follows:

Director Gee requested two items be added to the agenda: upgrading of rural roads and role of directors; and the role of the new Corporate Communications Officer for Electoral Area Directors.

Moved: Director McGregor Seconded: Alternate Director Edwards

That the October 12, 2017 Electoral Area Services Agenda be adopted as amended.

Carried.

MINUTES

September 14, 2017

The Minutes of the September 14, 2017 Electoral Area Services Committee meeting were presented.

Director Gee advised there were errors in the Minutes.

Regarding New Business item b) application by Gary George for a Development Variance Permit at 4874A Snow Pines Road, Big White, Director Gee corrected the minutes to add that the Snow Pines Strata Council was also concerned that the problem would not be solved by the proposed change to the roof.

Regarding New Business item c) application by Douglas and Patricia Patton and Milan and Sanja Vracarevic, Strata Lots 14 and 9 at 7475 Porcupine Road, Big White, to change the recommendation from deny to not support, and to remove "Application denied" from the item.

Moved: Director McGregor Seconded: Alternate Director Edwards

That the September 14, 2017 Electoral Area Services Agenda be adopted as amended.

Carried.

DELEGATIONS

There were no delegations in attendance.

UNFINISHED BUSINESS**A) Memorandum of Committee Action Items**

The Electoral Area Services Committee Memorandum of Action Items for the period ending September 2017 was presented.

Regarding Boundary Ag Plan Implementation, Director Russell suggested this item does not need to be on action items as it is always ongoing. It was agreed this item should come off. Regarding Area 'E' Heritage Service Establishment Director Gee stated this matter has been transferred to the Board Action Items list. Regarding Proposed Permissive Tax Exemption Policy, Director Gee confirmed this matter has been completed and can come off the list. In addition, the Slatnik Zoning Amendment matter has been completed and will be presented at a public hearing.

Moved: Alternate Director Edwards

Seconded: Director McGregor

That the Memorandum of Electoral Area Services Action Items for the period ending September 2017 be received.

Carried.

NEW BUSINESS**a) Edwards Capital Corp.****Re: Development Permit**

1785 Homegoods Road, Genelle, Electoral Area 'B'/Lower Columbia-Old Glory
RDKB File: B-2404-07311.110

Donna Dean, Manager of Planning and Development, described the application for a new office building and new on-site sewage disposal system. The APC supported the application and had no concerns.

Moved: Director McGregor

Seconded: Alternate Director Edwards

That the staff report regarding the Development Permit application submitted by Doreen Lewkowich for Canada Culvert Inc. on behalf of Edwards Capital Corp. to construct an office building in the Industrial Development Permit Area and the Genelle Aquifer Development Permit Area on the parcel legally described as Lot A, District Lot 2404, Plan NEP66980, KD, Genelle, Electoral Area 'B'/Lower Columbia-Old Glory, be received.

Carried.

b) Village of Warfield

RE: Referral - New Official Community Plan

Village of Warfield

RDKB File: W-5

There is currently no OCP for the Village of Warfield. Donna Dean described the surrounding land ownership along the administrative boundary of the Village of Warfield and Electoral Area 'B'/Lower Columbia-Old Glory and gave a brief description of the Regional District's interests along the boundary and RDKB services within the Village.

Moved: Alternate Director Edwards

Seconded: Director Russell

That the referral from the Village of Warfield regarding their draft new Official Community Plan be forwarded to the Regional District of Kootenay Boundary Board of Directors with a recommendation to forward a letter of support.

Carried.

c) Grant in Aid Update

The Grant in Aid report was presented.

Moved: Director Grieve

Seconded: Director McGregor

That the Grant in Aid report be received.

Carried.

d) Gas Tax Update

The Gas Tax report was presented.

Moved: Alternate Director Edwards

Seconded: Director Russell

That the Gas Tax report be received.

Carried.

e) Rural Roads and Role of Directors:

Director Gee asked for advice from other directors regarding how to manage requests from residents regarding upgrading of rural roads. She was advised to set up a meeting with the Ministry of Transportation and Infrastructure and include a member of the community.

f) Corporate Communications Officer:

Director Grieve wants to ensure that the new Corporate Communications Officer is aware of Electoral Area Services' budget for communications, and to confirm that the Electoral Area Services Directors will receive the appropriate allocation of time. Mark Andison, Acting CAO, explained that the first item of business for the Corporate Communications Officer will be to develop a communications plan. The plan will establish a framework for work and internal communication policies.

LATE (EMERGENT) ITEMS

Interior Lumber Manufacturers Association (ILMA) and UBCM:

Director McGregor expressed her concern that the ILMA appears to have invited selected RDKB Directors to an upcoming ILMA meeting between elected local officials, the Province and industry (October 19, 7:00 – 8:30 am at the Adventure Hotel, Nelson). There is concern that ILMA, among others, do not know whether RDKB fits with the Okanagan or Kootenay geographic area, which leads to the Boundary area being missed for invitations such as this. The Directors present decided among themselves to communicate with the ILMA about their concerns and to ensure that all affected RDKB directors have an invitation to one of these upcoming meetings.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

There was no discussion of items for future agendas.

QUESTION PERIOD FOR PUBLIC AND MEDIA

There was no media in attendance.

CLOSED (IN CAMERA) SESSION

There was no in camera meeting.

ADJOURNMENT

There being no further business to discuss, Vice-Chair Gee adjourned the meeting at 5:13 pm.



Committee/Board Delegation and Presentation Form

Names of all persons who will be speaking & position titles (if relevant) must be included. Name of organization you are representing is also required.	Name(s): <u>Ellen McDonnell</u>		
Subject of delegation (What information will be presented?)	<u>creation of Noise By law</u>		
What is the purpose of delegation? (Please check where appropriate):	Information Only		
	Letter of Support Request		
	Funding Request		
	Other (please provide details): <u>Request for action</u>		
Contact Person <u>E McDonnell</u>			
Telephone: <u>250 447 9486</u>	Email:		<u>ellen@mcdonnell.ca</u>
Meeting Date Requested:			
Technical Requirements: Will you be using a power-point presentation?	YES	NO <input checked="" type="checkbox"/>	If yes, you are required to submit the presentation before the meeting as well as bringing it to the meeting on a memory stick.
The Regional District is not responsible for software incompatibility. The Regional District utilizes Microsoft Office products. If you will be using power-point, you are requested to bring your own laptop and a VGA/9-pin or HDMI connection. If you do not have a laptop, contact the Manager of Corporate Administration to make alternative arrangements.			
<p align="center">For more information, please contact:</p> <p align="center">Manager of Corporate Administration 202-843 Rossland Avenue Trail, BC V1R 4S8</p> <p align="center">Phone: 250-368-9148 Toll Free: 1-800-355-7352 Fax: 250-368-3990 Email: tenardon@rdkb.com</p>			

To facilitate effective delegations:

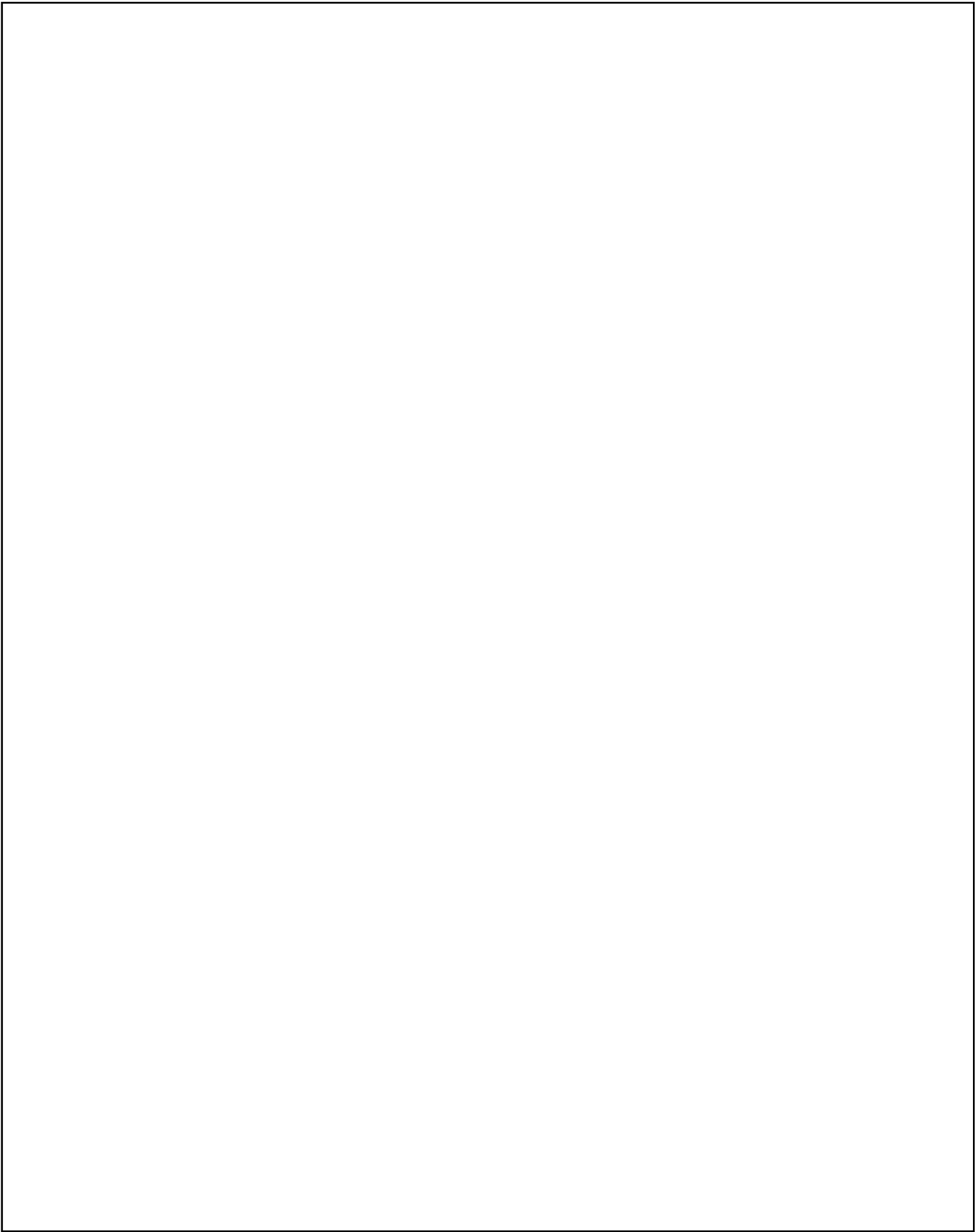
1. The Manager of Corporate Administration will forward your request to the RDKB Board Chair for approval.
2. There may be a case where the Chair will not approve your delegation request and therefore, you may not be able to appear before the Board on the day requested. The Manager of Corporate Administration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

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

		<u>EMcDonnell</u>	
		Name of Delegate/Group Representative	
<u>18 Aug 2017</u>		<u>EMcDonnell</u>	
Date		Signature	
For Office Use Only			
Attending at request of the Board _____			
Requesting attendance to present information and or to request letter and or funding support. _____			
Referred to Chair:	_____		
	Date		
Approved		Declined	
If declined provide explanation:			

Date of delegation (if applicable):		_____	
Applicant informed of decision:		_____	
Manager of Corporate Administration		Date	

**Board & Committee Delegation Request
(Excerpt from Board Presentation Policy)
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**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
Nov 10/16	Board of Variance Bylaws	Staff to draft bylaw(s)	IP
Mar. 16/17	New funding stream for projects that don't Qualify for Gas Tax or GIA		
Apr. 13/17	Bylaw Enforcement	Back to EAS for discussion	IP
	0980131 BC Ltd. - MOTI Subdivision	EAS direct Staff to outline process and implications	IP
	Electoral Area Budgets-Communications	Dedication of cash in lieu of park land-Monashee – previously known as High Forest	IP
June 15, 2017	Service budgets on web	To be added at the onset of the 2018 budget	IP
	Turner Floodplain Exemption	Staff to initiate	IP
Sept. 14/17	Zeidler DVP	Owner to register covenant	C
	George DVP	Sent to Board for approval, subject to MOTI approval	C
	Patton & Vracarevic DVP	Sent to Staff to discuss with applicant	IP
	Marketing of Town Hall Meetings	Sent to Board with recommendation to deny	C
		Deferred until Corporate Communications Officer in place	IP

Tasks from Electoral Area Services Committee Meeting October 12, 2017

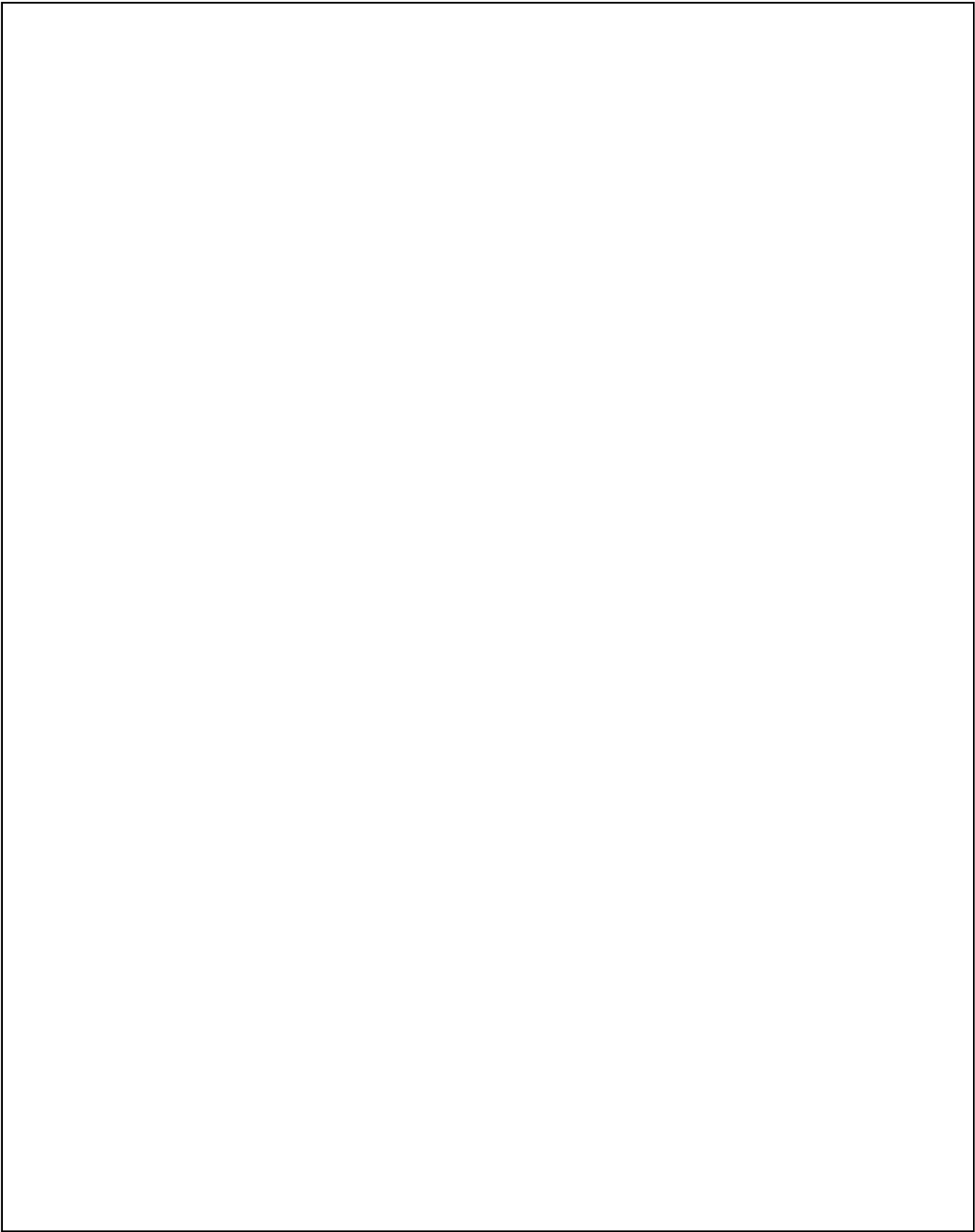
Date	Item/Issue	Actions Required/Taken	Status – C / IP
Oct. 12/17	Village of Warfield New OCP	Sent to Board for Support	C

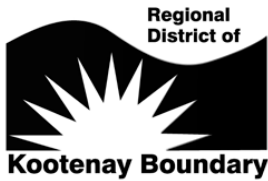
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Memorandum of Committee Action Items

Electoral Area Services to the End of October 2017

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Electoral Area Services Committee Staff Report

Prepared for meeting of November 2017

OCP and Zoning Amendment			
Owner(s): Ronald "Troy" Darbyshire		File No: D-363-02654.000	
Agent: Christopher K Wendell, Porter Ramsay LLP			
Location: 3345 Almond Gardens Road West, Electoral Area 'D'/Rural Grand Forks			
Legal Descriptions: Lot 3, DL 363, SDYD, Plan 6263		Area: 2.36 ha (5.84 ac)	
OCP Designation: Agricultural Resource 1	Zoning: Agricultural Resource 1 (AGR1)	ALR status: Within	DP Area: No
Report Prepared by: Ken Gobeil, Planner			

ISSUE INTRODUCTION

Christopher Wendell of Porter Ramsay LLP, acting as agent for Ronald "Troy" Darbyshire, is applying for an Official Community Plan and a Zoning Bylaw amendment to legalize an existing business, Kettle River Mechanical, at 3345 Almond Gardens Road West, Electoral Area 'D'/Rural Grand Forks (*see Site Location Map; Subject Property Map; Applicants' Submission*).

Comments from the Electoral Area Services Committee will be submitted to the Board of Directors for consideration at their November meeting.

HISTORY / BACKGROUND FACTORS

The subject property is located next to the Kettle River, south of Grand Forks. The parcel is designated 'Agricultural Resource 1' in the *Electoral Area 'D' / Rural Grand Forks Official Community Plan Bylaw No. 1555* and zoned 'Agricultural Resource 1' (AGR1) in the *Electoral Area 'D' / Rural Grand Forks Zoning Bylaw No. 1299*. The parcel is entirely within the ALR. Surrounding properties share the same designations.

The applicant has a residence, and operates Kettle River Mechanical on the parcel. The business does not conform to the agricultural zoning for the parcel, nor does it conform with the Agricultural Land Commission (ALC) regulations for permitted uses on ALR land. This application is part of an attempt to legalize the existing use of the property. An application to the ALC for non-farm use was referred to the Regional District of Kootenay Boundary (RDKB) in September 2017, and was supported by the APC and Board of Directors pending bylaw amendments.

A similar application for non-farm use was made to the ALC in 2012 in order to bring the property into compliance with the ALC. That application was supported by the Advisory Planning Commission, however it was not supported by the Board of Directors and the application was forwarded to the ALC with a recommendation to not support the application.

The ALC refused the 2012 application for non-farm use and gave the applicant 18 months to facilitate re-location of the business thereby allowing the business to continue to operate until 2015. The owner was also required to rehabilitate the 'Parking Lot' area to an agricultural standard equal to or better than that which existed prior to the development of the non-farm activity. The non-farm use continues on the parcel. The owner's consultant provided a report to the ALC stating that the 'Parking Lot' and area beyond had been rehabilitated.

In the referral the RDKB received for a non-farm use in the ALR it was noted by the applicant that the business utilizes approximately 0.22ha, approximately 9% of the total parcel. The building and parking area would take 0.22 ha of ALR land out of production.

PROPOSAL

The applicant proposes to amend the *Electoral Area 'D' Official Community Plan Bylaw 1555* and *Electoral Area 'D' Zoning Bylaw No. 1299* to permit the use of the business on the subject property. The proposal does not indicate any other details (*see Applicants' Submission*). The following activities were noted by the applicant to take place on the parcel:

- Commercial vehicle inspection including emergency and local government vehicles;
- Maintenance and repair of heavy duty vehicles and equipment including farm equipment and logging equipment;
- Maintenance and repair of light diesel engine vehicles (this is noted at less than 5% of business);
- Parts sales (this is a rare practice, noted at less than 5% of business activity);
- Metal fabrication and custom welding as required for work on heavy duty equipment and vehicles (no additional or custom welding/fabrication work).

A site profile is required as per the *Environmental Management Act*. Site profiles are required for all applications for Official Community Plan amendments, Development Permits, and Development Variance Permits on properties where commercial or

industrial activity has taken place. As of the date this report was written, a Site Profile has been submitted and is under review by the Provincial government. It is not known how long this process will take.

IMPLICATIONS

OCP Amendment

Objectives and policies for the 'Agricultural Resource 1' designation do not include any relevant provisions for industrial development on ALR lands although an industrial land use designation may be suitable as per policy 19.4.2 provided the ALC supports the non-farm use.

Sections 19.4.1 and 19.4.2 of the Official Community Plan have been included below for reference:

- 19.4.1 Designate all lands that are within the ALR as 'Agricultural Resource 1' (Kettle River Valley and other areas outside the Granby River Valley) or 'Agricultural Resource 2' (Granby River Valley) on the Land Use Map (Map 1).
- 19.4.2 Allow exceptions to the above policy where: land uses pre-date the ALR; the ALC has supported non-farm uses on a parcel of land; and public lands are either within a Provincial Park or are recognized for their conservation or recreational importance.

The proposal to re-designate to an industrial designation instead of a commercial designation was determined by the type of business on the property (to service heavy commercial vehicles and equipment). If this application is supported, an amendment to the Official Community Plan to designate the property as industrial would need to meet the consideration requirements established in section 19.8.4 of the Official Community Plan:

- 19.8.4 Proposals to create additional industrial lands or to expand existing industrial lands may be permitted by way of a zoning amendment with OCP amendment, upon application to the Regional District. Considerations would include, but not be limited to:
 - a) Approval of the Agricultural Land Commission if the land is in the Agricultural Land Reserve;
 - b) Potential impacts of the proposed industrial land use on the owners and occupiers of adjacent parcels of land; and
 - c) Potential impact of the proposed industrial land use upon the natural environment, including the Grand Forks Regional Aquifer

Currently the subject property does not have permission from the Agricultural Land Commission to operate. However, an application is currently being processed. The passing of a bylaw amendment can be conditional on a decision by the ALC.

Because the business is established, the impacts to current owners and occupiers has taken place and is known. To date there have been no complaints or requests for bylaw enforcement for a non-compliant land use from adjacent property owners. Letters of support submitted as part of the non-farm use application showed support from surrounding farmers because of the service provided.

The proposed industrial designation could apply to the whole subject property, or just the portion of the property that includes the building and parking area.

Zoning Amendment

The 'Agricultural Resource 1 (AGR1)' zone does not allow the service of motorized vehicles or sales of parts. A bylaw amendment could use an existing zone such as 'Light Industrial 2', which permits a wide range of industrial uses or a new zone could be created with permitted uses limited to those taking place on the parcel.

Re-zoning of the entire parcel would allow industrial uses anywhere on the parcel. The Kettle River Mechanical business would be the principal use and the existing single family dwelling would be a permitted secondary use. This does not appear to be the intent of the applicant and would be less likely to receive support from the ALC. Alternatively, a portion of the parcel (0.22ha) could permit the use thereby limiting the encroachment onto ALR lands.

If the zone applies only to the industrial building and parking area, consideration should be given to creating a zone that does not permit additional uses such as a dwelling, or give possibility for future subdivision. Parking, setbacks, parcel coverage, outdoor storage, and other details can be similar to other Industrial Zones found in the Zoning Bylaw if this application is supported in order to be consistent. Draft bylaw provisions have been included for your reference.

Permitted Principal Uses	<ul style="list-style-type: none"> • Repair and servicing of vehicles, machinery and equipment.
Permitted Secondary Uses	<ul style="list-style-type: none"> • Sales ancillary to the permitted use on the same parcel.
Parcel Area	<ul style="list-style-type: none"> • For lands to be subdivided, parcel size must not be less than 10 hectares. • Minimum parcel size exceptions found in Part 3 of this bylaw shall not apply to this zone.
Setbacks	<ul style="list-style-type: none"> • Minimum setbacks for buildings and structures must be 7.5 metres from all parcel lines. • For properties with multiple zones, the boundary of a zone shall be used as a parcel line.

	<ul style="list-style-type: none"> Siting Exceptions as shown in Part 3 of this bylaw shall not apply to this zone.
Parcel Coverage	<ul style="list-style-type: none"> Maximum 40% of the parcel area may be covered by buildings and structures combined.
Storage	<ul style="list-style-type: none"> Outdoor Storage is not permitted within.
Parking and Loading	<ul style="list-style-type: none"> Off-street parking and loading facilities must be provided in accordance with the parking regulations as shown in Part 3 of this Bylaw

ADVISORY PLANNING COMMISSION (APC) COMMENTS

The Electoral Area 'D' / Rural Grand Forks APC did not meet in November. As a result, no comments were received for consideration.

PLANNING AND DEVELOPMENT DEPARTMENT COMMENTS

If this bylaw amendment proceeds it would be referred to the Ministry of Transportation and Infrastructure (MoTI) and the ALC among others. MoTI would be given an opportunity to review the access to the property and determine what improvements may be necessary.

Readings of the bylaw should be delayed until after the provincial government has reviewed the site profile and provides comment.

RECOMMENDATION

That the application submitted by Christopher K Wendell, Porter Ramsay LLP, on behalf of Ronald "Troy" Darbyshire to amend the Electoral Area 'D' / Rural Grand Forks Official Community Plan Bylaw No. 1555, and the Electoral Area 'D' / Rural Grand Forks Zoning Bylaw No. 1299 in order to permit repair, and servicing of vehicles machinery and equipment for only the portion of 3345 Almond Gardens Road West, Electoral Area 'D'/Rural Grand Forks that the business is operating be supported, and further, staff draft amendment bylaws for presentation to the Regional District of Kootenay Boundary Board of Directors for first and second readings and to schedule and hold a public hearing on the proposed bylaw amendments.

ATTACHMENTS

Site Location Map

Subject Property Map

Applicants' Submission



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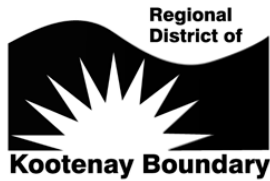
APPLICANT SUBMISSION

The space below is provided to describe the proposed development. Additional pages may be attached.

At the Board's Sept. 21, 2017 meeting the Applicant's application for non-farm use of his property was approved by the Board subject to amendments to the Zoning By-law and Official Community Plan.

The Applicant's property is currently zoned "Agriculture Resource 1" and will need to be rezoned to allow for the Applicant's non-farm use of the property.

Please review the Staff Report dated September 21, 2017 in RDKB File # D-363-02654.000 to obtain all of the relevant background information regarding this application. Please let us know if you require any further information or documentation.



Electoral Area Services Committee Staff Report

Prepared for meeting of November 2017

Temporary Use Permit			
Owners: Nicholas J Girardo and Lucienne M. Girardo		File No: A-1236-05341.000	
Location: 2088 Old Salmo Road, Fruitvale, Electoral Area 'A'			
Legal Description: Lot 2, Plan NEP2936, District Lot 1236, KD		Area: 0.4 ha (1 acre)	
OCP Designation: Rural Residential 1	Zoning: Rural Residential 1 (R1)	ALR status: NA	DP Area: NA
Report Prepared by: Ken Gobeil, Planner			

ISSUE INTRODUCTION

Nicholas and Lucienne Girardo are applying for a Temporary Use Permit to allow a business as the principal use on 2088 Old Salmo Road, Fruitvale in Electoral Area 'A' (see *Site Location Map*; *Subject Property Map*; *Applicants' Submission*).

This application began as a bylaw amendment application, which was changed to a Temporary Use Permit by the applicant after recommendation from the Advisory Planning Commission meeting on November 7, 2017.

Comments from the Electoral Area Services Committee will be submitted to the Board of Directors for consideration at their November meeting.

HISTORY / BACKGROUND FACTORS

A Temporary Use Permit is a temporary permission for a use of property within a local government that is not permitted through land use bylaws. A Temporary Use Permit can be approved for a maximum term of 3 years, and renewed only once for another 3-year period, for a total of 6 years.

The subject property currently has 1 residence, which is a 2-story, 5-bedroom 2-bathroom home built in 1967. The 2017 Assessment values the property and residence at \$205,900. Prior to the submission of this application, the property owners used the property and residence as a rental. The property was purchased in 2016.

The rectangular subject property fronts Old Salmo Road on the north side, is heavily

treed and has a hill on the south half. The property is in a residential subdivision, with surrounding parcels that are similar in size and have the same land use designation and zone.

The property was created in 1957 as part of subdivision Plan NEP2936. The subject property is 0.4 ha and is designated as 'Rural Residential 1' in the *Electoral Area 'A' Official Community Plan Bylaw No. 1410* and zoned 'Rural Residential 1' in the *Electoral Area 'A' Zoning Bylaw No. 1460*. The subject property is not within a Development Permit Area or the Agricultural Land Reserve (ALR). The subject property is serviced by the Beaver Valley Water System, and is within the Fruitvale Planning Agreement Area. The RDKB Board member for the Village of Fruitvale is entitled to vote on applications and referrals for properties within the Fruitvale Planning Agreement Area at both the Electoral Area Services Committee meeting and the Board of Directors meeting.

The permitted density within the 'Rural Residential 1 Zone (R1)' is 1 single family dwelling and 1 secondary suite per parcel. Minimum parcel size is 1 hectare when connected to a community water system and 2 hectares when not connected to a community water system. Permitted principal and secondary uses are as follows:

Permitted Principal Use

- Agriculture
- Forestry and Logging
- Processing and Packing of Produce
- Sales of Produce
- Single Family Dwelling

Permitted Secondary Use

- Accessory buildings and structures
- Home-based business
- Secondary Suite

Home-based businesses are further defined in section 305 of the Zoning Bylaw. Due to size requirements, the business could not be conducted as a home based business.

The applicants currently run a pipe-fitting and heating and air conditioning business out of their home on 2078 Old Salmo Road which is directly west of the subject property. This includes business vehicles, employee parking as well as storage for equipment and supplies. While the company vehicles and storage currently take up more space than the 100m² maximum as prescribed in the home-based business regulations; the Regional District has not received any complaints or requests for enforcement. The Regional District would not typically enforce a non-compliant use such as this if there are no written complaints.

PROPOSAL

The applicants originally proposed to amend the *Electoral Area 'A' Official Community Plan Bylaw 1410* and *Electoral Area 'A' Zoning Bylaw No. 1460* to permit the use of a heating and air conditioning business on the subject property. After the November 7, 2017 APC meeting, the applicants decided to follow the recommendation of the APC and change their application to a Temporary Use Permit.

If supported, the property would be the main headquarters for the business with the residence being converted to an office and storage building. Company vehicles would be parked on the property. The basement would be used to store equipment and supplies, and the upstairs would have office spaces, a meeting room and a kitchen / breakroom for staff. The applicants propose minor renovations to the residence to facilitate their business needs (*see Applicants' Submission*). The applicants do not want the subject property to be used for residential purposes while used as headquarters for the business.

IMPLICATIONS

Because of the size of the business and the applicants' intent to no longer use the property for residential purposes the home-based business regulations no longer apply.

The subject property is within the 'Rural Residential 1' designation of the *Electoral Area 'A' Official Community Plan Bylaw No. 1410*. 'Rural Residential 1' designated properties are located throughout the areas surrounding Montrose and Fruitvale. Policies and objectives of the OCP do not include any relevant provisions for commercial development on lands with this designation other than home-based businesses and bed and breakfast operations.

Current commercial objectives and policies discourage the designation of additional commercial uses in the electoral area with the exception of the lower bench of the Columbia Gardens area, therefore substantial amendments to the OCP would be required.

Section 16.8.7 of the Official Community Plan will permit a Temporary Use Permits for commercial developments in all of Electoral Area 'A'

- 16.8.7 Temporary Commercial Use Permits may be issued by the Board throughout the Plan Area pursuant to Section 921 of the Local Government Act. Such permits shall be subject to site-specific operational conditions to ensure that the temporary land use will be compatible with the surrounding area.

Temporary Use Permits are currently regulated under Division 8 (Sections 492-497) of the *Local Government Act* and the *Regional District of Kootenay Boundary Fees and Procedures Bylaw No. 1231*. This includes regulations for notifications to the general public, surrounding residents and landowners for the opportunity to provide input to the Board of Directors at a Board Meeting.

Special screening and fencing requirements are listed for commercial and industrial zones adjacent to residential properties. If this application is supported, ensuring sufficient screening through a fence, vegetation or both is possible as a condition of approval and will help mitigate possible land use conflicts.

Other Considerations

The availability of commercial lands should also be considered. Online searches for commercial properties show a small number of properties available for sale in Fruitvale, and no commercial properties with suitable buildings for sale in Montrose. Online searches for commercial properties within Columbia Gardens area also showed a small amount of properties with buildings suitable for sale. This search did not include commercial properties and buildings available for rent.

The applicants have provided copies of written support from many of the surrounding property owners (see, *Letters of Support*). However, as part of a bylaw amendment, all surrounding landowners would be sent notification in the mail to provide an opportunity to submit comment for the consideration of the application, and a sign has been placed on the parcel.

ADVISORY PLANNING COMMISSION (APC) COMMENTS

The Electoral Area 'A' APC discussed the application and made recommendation that a Temporary Use Permit be considered instead of amendments to the Official Community Plan and Zoning Bylaw.

PLANNING AND DEVELOPMENT DEPARTMENT COMMENTS

If the business is to operate on the property for more than 6 years (after the temporary approval and extension expire) a bylaw amendment application could be applied for.

RECOMMENDATION

That the Temporary Development Permit application submitted by Nicholas J. Girardo and Lucienne M. Girardo, to allow for a Heating, Ventilation and Air conditioning business to operate on the property legally described as Lot 2, Plan NEP2936, District Lot 1236, KD, Fruitvale, Electoral Area 'A' be presented to the Board of Directors for consideration, with a recommendation of support for a 3-year period, subject to the following conditions

1. The Temporary Use only be permitted to take place in the existing residence.
2. Other than the parking of licensed company vehicles, no outdoor storage be permitted.
3. A screen in the form of a solid fence or vegetative screen not less than 2 metres in height be placed and maintained along the side and rear parcel boundaries.

ATTACHMENTS

Site Location Map

Subject Property Map

Applicants' Submission

Letters of Support





APPLICANT SUBMISSION**Proposal**

RDKB Planning and Development Department
 843 Rossland Ave
 Trail, BC
 V1R 4S8

October 10th, 2017

To whom it may concern c/o Planning Application of Zoning and Official Plan Amendment,

We, Nicholas and Lucienne Girardo, are seeking to rezone our property at 2088 Old Salmo Road located in Fruitvale, BC from rural residential zone 1 to commercial (tradesperson shop). We currently own and operate NG Refrigeration that is HVAC and refrigeration work on our primary residence at 2078 Old Salmo Rd, Fruitvale, BC since 2012. We would like to relocate our business operations from 2078 old salmo road to 2088 old salmo road.

The use of the property will facilitate parking of company vehicles, employee parking, inside of the building we would like to have office space and storage of parts and equipment. The majority of our business is conducted off site during business hours, 8:00am-4:30pm, therefore we feel the low noise levels during our business hours will have little to no impact on surrounding properties. The building/house will maintain the same structure and the exterior will remain a residential look. It will also have upgraded renovations inside and out to make the building look presentable, professional, clean and respectable to all those in view of the property or that drive by. We have no intentions on removing the existing house structure, we hope to utilize the space ourselves for our business office space and storage. More than 2/3 of the 1 acre lot is steep and unusable land with all tree's that will remain as is.

We feel that our type of business operation in this proposed location will have little to no impact to the surrounding neighbors. We have taken many factors into consideration upon applying for this application to rezone our property, at this time we feel this is our best option. We have reached out to many of our neighbors to convey our intentions to apply for this zoning change. We have received positive and much support on this application, see attached letters of support and comments.

Sincerely,



Nicholas and Lucienne Girardo

APPLICANT SUBMISSION

Fred BehrensFair Realty
Here to help you buy or sell!Office: 855-310-1212
Cell: 250-368-1268
Fax: 866-232-1101
fbehrens@telus.net**Cross Property REALTOR® Full****CONFIDENTIAL: For REALTORS® only****2088 Old Salmo Road , Fruitvale, V0G 1L1**MLS® #: **2416355**Status: **Active**PID: **008-930-520**Price: **\$199,000**Major Area: **Trail Rural**Orig Price: **\$199,000**Sub Area: **Fruitvale Rural**ADOM: **27**

Add PID:

General InformationProp Type: **Single Family Residential**Year Built: **1967**Type Dwell: **Single Family w/Acreage**Year Blt Dsc: **Approximate**

Style/Story:

Year Reno'd:

Add'l Dwelling: **No**Includes MH: **No**Shop/Den: **-/-**LayoutFinished Floor AreaUnfinished SqFtBeds: **5**Main: **1024**

Total:

Full Baths: **2**

Above Main:

Half Baths: **0**

Below Main:

En Suite:

Basement: **800**Ttl Baths: **2**Total: **1,824**Lot InformationParkingFrontage: **0**

Prk Cov:

RV Park:

Depth: **0**

Prk Uncov:

Add Prk: **Yes**

Irregular:

Prk Spcs:

Carport:

Acres: **1**

Grg Opt:

Wtr Frnt:

Grg Dsc:

Wtr Infl:

Grg Dimen:

View:

Letter of Support

Nick & Lucy Girardo
2088 Old Salmo Rd
Fruitvale, BC
VOG 1L1
250-367-6346

RDKB Planning and Development Department
843 Rossland Ave
Trail, BC
V1R 4S8

October 8th, 2017
Planning Application of Zoning and Official Plan Amendment

We, Nick and Lucy Girardo, are seeking to rezone our property at 2088 Old Salmo Road located in Fruitvale, BC from rural residential zone 1 to commercial-tradesperson shop. We currently own and operate NG Refrigeration on our primary residence at 2078 Old Salmo Rd, Fruitvale, BC. Our business is HVAC and refrigeration work.

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We are reaching out to all of our neighbors to convey our intentions to apply for this zoning change.

We would appreciate your consideration in this letter of support in regards to our application for zoning change at 2088 old salmo road, Fruitvale, BC.

Name: Doug Bell

Address: 105 Moller Rd

Date Signed: Doug Bell

Comments: We think its great no more rental property they are cleaning up the area

Sincerely,

Letter of Support

Nick & Lucy Girardo
2088 Old Salmo Rd
Fruitvale, BC
VOG 1L1
250-367-6346

RDKB Planning and Development Department
843 Rossland Ave
Trail, BC
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We would appreciate your consideration in this letter of support in regards to our application for zoning change at 2088 old salmo road, Fruitvale, BC.

Name: Mason and Brittany Horbuel

Address: 61 Moller Road, Fruitvale, BC

Date Signed: October 8, 2017

Comments: It is a great space for business!

Sincerely,

BHochuel


Letter of Support

Nick & Lucy Girardo
2088 Old Salmo Rd
Fruitvale, BC
V0G 1L1
250-367-6346

RDKB Planning and Development Department
843 Rossland Ave
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We would appreciate your consideration in this letter of support in regards to our application for zoning change at 2088 old salmo road, Fruitvale, BC.

Name: Rob Renner

Address: 64 MOLLER ROAD

Date Signed: OCT 10 / 17

Comments: Very Good NEIGHBOURS AND GOOD BUSINESS PEOPLE

Sincerely,



Letter of Support

Nick & Lucy Girardo
2088 Old Salmo Rd
Fruitvale, BC
VOG 1L1
250-367-6346

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Name: LEO LEVAC

Address: 40 MOELLER RD.

Date Signed: OCT 8 / 2017

Comments: _____

Baker

Sincerely,

Letter of Support

Nick & Lucy Girardo
2088 Old Salmo Rd
Fruitvale, BC
VOG 1L1
250-367-6346

RDKB Planning and Development Department
843 Rossland Ave
Trail, BC
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We would appreciate your consideration in this letter of support in regards to our application for zoning change at 2088 old salmo road, Fruitvale, BC.

Name: Ryan McKelvey
Address: 2090 Old Salmo Rd
Date Signed: Oct 8 2017

Comments: _____

Sincerely,

R McKelvey

Letter of Support

Nick & Lucy Girardo
2088 Old Salmo Rd
Fruitvale, BC
VOG 1L1
250-367-6346

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We would appreciate your consideration in this letter of support in regards to our application for zoning change at 2088 old salmo road, Fruitvale, BC.

Name: Chris Hansen

Address: 2096 Old Salmo Rd.

Date Signed: TH Oct. 8/2017

Comments: _____

Sincerely,

Letter of Support

Nick & Lucy Girardo
2088 Old Salmo Rd
Fruitvale, BC
V0G 1L1
250-367-6346

RDKB Planning and Development Department
843 Rossland Ave
Trail, BC
V1R 4S8

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We would appreciate your consideration in this letter of support in regards to our application for zoning change at 2088 old salmo road, Fruitvale, BC.

Name: Heather and Jeremy Whaley

Address: 88 Campbell Rd. Fruitvale BC.

Date Signed: October 8/2017.

Comments: I fully support this rezone. It is wonderful to have growth in the area. Property looks better than the rentals that were here!!

Sincerely,

He Whaley

Letter of Support

Nick & Lucy Girardo
2088 Old Salmo Rd
Fruitvale, BC
VOG 1L1
250-367-6346

RDKB Planning and Development Department
843 Rossland Ave
Trail, BC
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We would appreciate your consideration in this letter of support in regards to our application for zoning change at 2088 old salmo road, Fruitvale, BC.

Name: Clay and Christy Duclos

Address: 92 Campbell Rd Fruitvale BC

Date Signed: 08 Oct 2017

Comments: Improvements already look great. We fully support this business

Sincerely,



Letter of Support

Nick & Lucy Girardo
2088 Old Salmo Rd
Fruitvale, BC
VOG 1L1
250-367-6346

RDKB Planning and Development Department
843 Rossland Ave
Trail, BC
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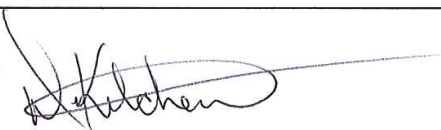
Name: Debra Kitchen

Address: 2093 OLD SALMO Rd.

Date Signed: Oct 10th / 17

Comments: Awsome idea - good luck.

Sincerely,



Letter of Support

Nick & Lucy Girardo
2088 Old Salmo Rd
Fruitvale, BC
V0G 1L1
250-367-6346

RDKB Planning and Development Department
843 Rossland Ave
Trail, BC
V1R 4S8

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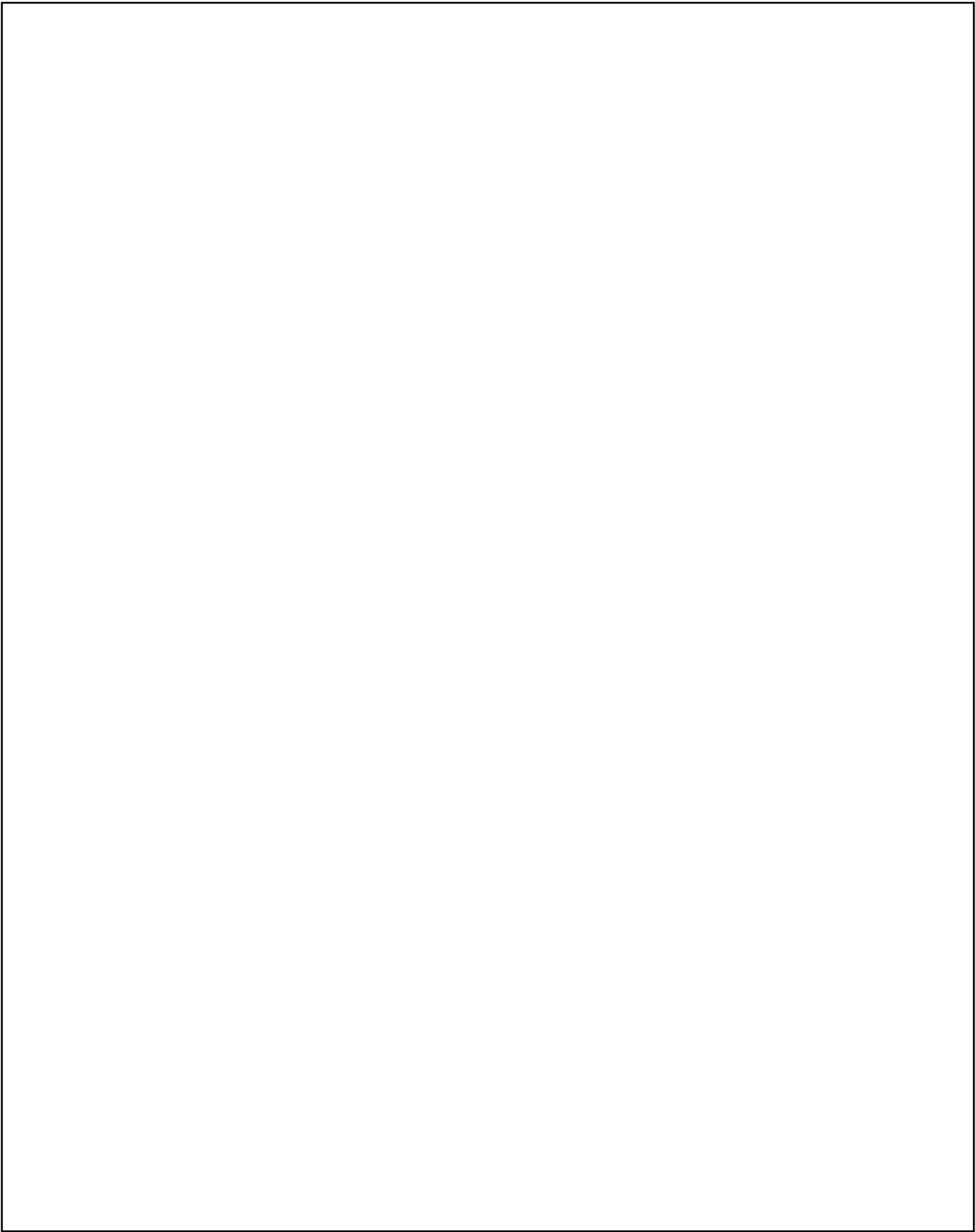
Name: DEREK & TANYA KOACH

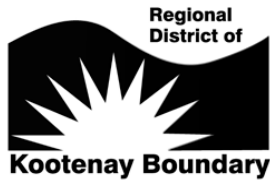
Address: 54 MOLLER ROAD

Date Signed: OCT 10 / 2017

Comments: WE FULLY SUPPORT THE GIRARDO'S INTENTIONS TO REZONE THEIR PROPERTY

Sincerely,





Electoral Area Services Committee Staff Report

Prepared for meeting of November 2017

Development Permit Amendment			
Owner: Zellstoff Celgar Limited Partnership		File No: A-205A-00935.050	
Agent: Robert Stacey, Cover Architectural Collaborative Inc.			
Location: 9155 Station Road, Columbia Gardens Area, Electoral Area 'A'		Area: 3.9ha (9.73 acres)	
Legal Description: Lot 6B, Twp 7A, DL 205A, Section 20 & 29 of DL 205A, KD, PLAN NEP800			
OCP Designation: Industrial	Zoning: Industrial 3 (IN3)	ALR status: Out	DP Area: Industrial / Industrial and Columbia Gardens Aquifer
Report Prepared By: Ken Gobeil, Planner			

ISSUE INTRODUCTION

Robert Stacey of Cover Architectural Collaborative Inc. acting as agent of Zellstoff Celgar Limited (ZCL), has submitted an application for an amendment to an existing Industrial Development Permit (299F-15D) for the reload facility which operates a freight distribution facility on the subject property at 9155 Station Road, near the junction with Columbia Gardens Road (*see Site Location Map*). The proposal is to replace an existing ATCO office trailer.

HISTORY / BACKGROUND INFORMATION

The property is designated 'Industrial' in the *Electoral Area 'A' Official Community Plan Bylaw No. 1410*, and zoned 'Industrial 3' in the *Electoral Area 'A' Zoning Bylaw No. 1460*.

The original permit for the subject property was issued in 2005, and it has since been amended in 2006, 2007, 2009, 2012, 2014, 2015. The last development permit amendment (299F-14D) included a 1500m² facility.

PROPOSAL

Zelstoff Celgar wishes to replace an existing office trailer with a newer Britco 12ft x 60ft model. The structure will also include an approximately 4ft wide set of stairs and platform for entering the building. It has been noted that with the replacement the plywood addition onto the existing trailer will be removed and not be attached to the proposed replacement office trailer.

IMPLICATIONS

The purpose of the Columbia Gardens Industrial Park Development Permit Area is to ensure that there are measures in place to mitigate the potential effects of industrial activity, such as noise, vibration, light, and general unsightliness on the adjacent residential properties.

A Development Permit is required for new buildings and structures as well as major alterations to buildings involving additional floor area. The following guidelines have been established for development in this area.

Many of these guidelines have been considered in previous applications, and many of these points may not be applicable to this specific application. Wording in italics relate to this development proposal.

- a) Re-vegetation of areas disturbed during construction;
The disturbed areas are rocky with no existing vegetation. After the building is replaced this will be compacted gravel.
- b) Landscaping comprised of plant material that is drought tolerant is encouraged;
There is no new landscaping proposed with this building replacement.
- c) Screening materials are encouraged in the following areas to create an aesthetically pleasing environment; around outdoor storage areas, along parcel boundaries adjacent to roadways, adjacent to garbage bins and adjacent to loading/unloading areas;
There is no new screening proposed with this application.
- d) Access to and from site must not impede traffic flows on roadways;
There is no change to access with this application.
- e) Access lanes and parking should be surfaced to minimize dust;
There is no change to internal access lanes or parking with this application.
- f) Use of landscape islands to break up large parking areas;
There is no change to landscaping with this application.
- g) Buildings and structures that are permanent are encouraged;
This is a replacement of an existing building. No additional temporary structures are proposed.
- h) Buildings finished in natural earth tones are encouraged;
The new trailer will be very similar to the existing trailer. Both have an off-white colour with an orange roof. The applicant has noted that it is an existing building that has been re-conditioned and there was no choice in colour when it was purchased. The building site is not visible from the road due to trees (see Applicant Submission). A picture of the existing and replacement trailers has been attached for reference.



Figure 1: Existing Office Trailer



Figure 2: Proposed Replacement Officer Trailer

- i) Site illumination and lighted signage should be oriented to avoid glare on neighbouring buildings and roads;
Other than lighting of entry/exit points on the building, there is no changes to site illumination or signed with this application.
- j) Incorporate measures to mitigate the impact of noise and vibration on adjacent lands;
This is not applicable for this application.

All of the other conditions of the original Development Permit (No. 299-05D) and subsequent amendments remain unchanged.

The use of the subject property for a freight terminal and distribution facility is consistent with the zoning and OCP objectives and policies.

During the review of this application it was noted that trees have recently been removed at the south western corner of the property contrary to conditions of the original permit, and as amended over time. This was reviewed with the applicant, and a revised site plan was submitted on November 2, 2017 that included the replacement of 6 trees (see, *Applicants' Submission*).

ADVISORY PLANNING COMMISSION (APC)

During the Electoral Area 'A' APC November 7, meeting the application was supported on the condition that trees be replaced along the southern and western boundaries of the property.

PLANNING COMMENTS

The replacement trees to be planted will be similar to those required in previous development permits. The trees will be coniferous, with a minimum height of 8 feet at planting. Spacing will be no than 15 feet from centre to centre unless otherwise approved.

During discussions with the applicant regarding the property, removal of trees, and the many amendments to the original development permit over the years, it was noted that any further changes to landscaping outside of the scope of the Development Permit may result in a new Development Permit being required for future developments on the subject property.

RECOMMENDATION

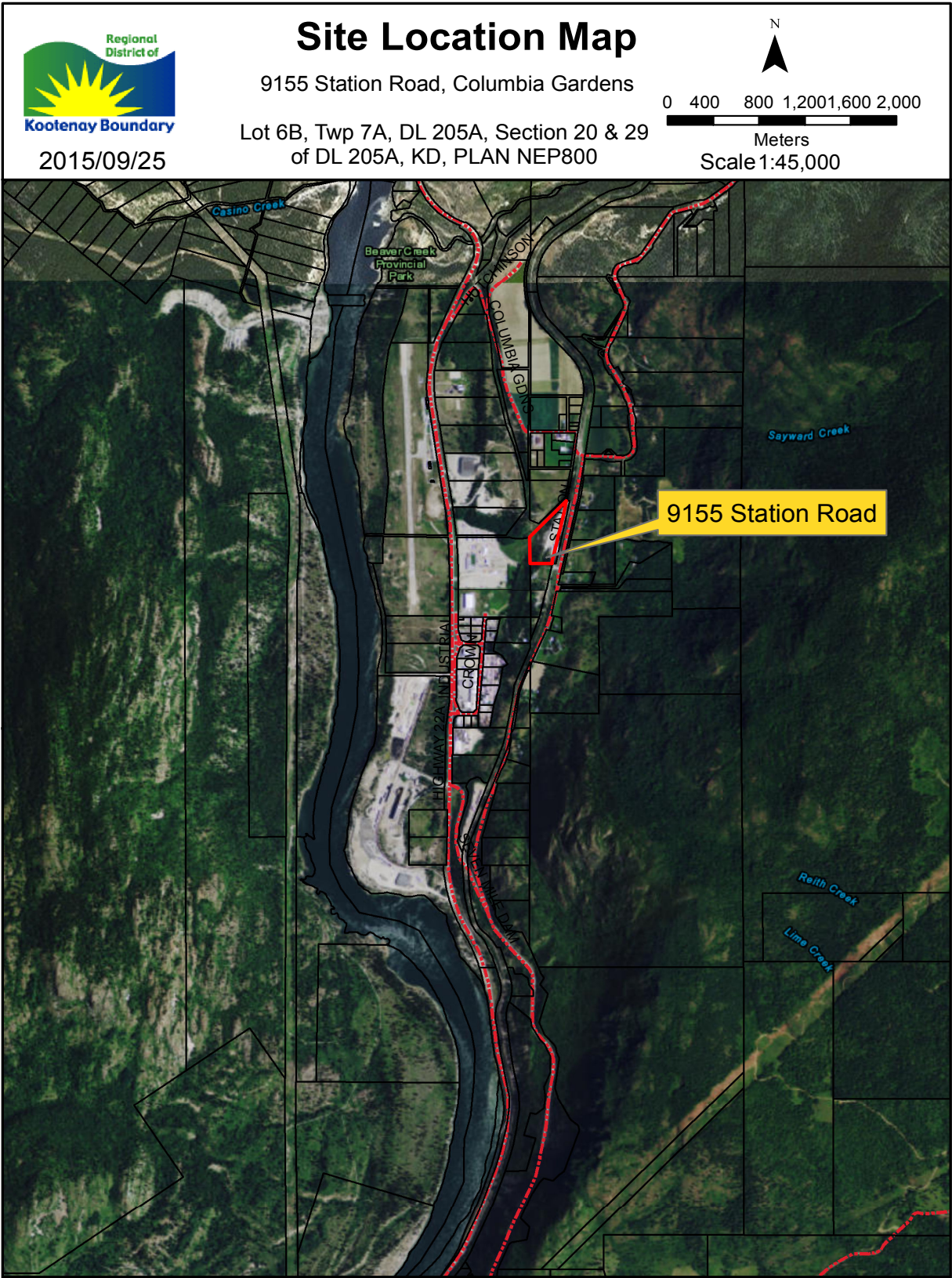
That the staff report regarding the Development Permit Amendment application submitted by Robert Stacey, Cover Architectural Collaborative Inc. on behalf of the owner Zellstoff Celgar Limited Partnership to replace an office trailer and construct a covered entrance stairway and ramp in the Industrial and Columbia Gardens Aquifer Development Permit Area on the parcel legally described as Lot 6B, Twp 7A, DL 205A, Section 20 & 29 of DL 205A, KD, PLAN NEP800, Columbia Gardens, Electoral Area 'A', be received.

ATTACHMENTS

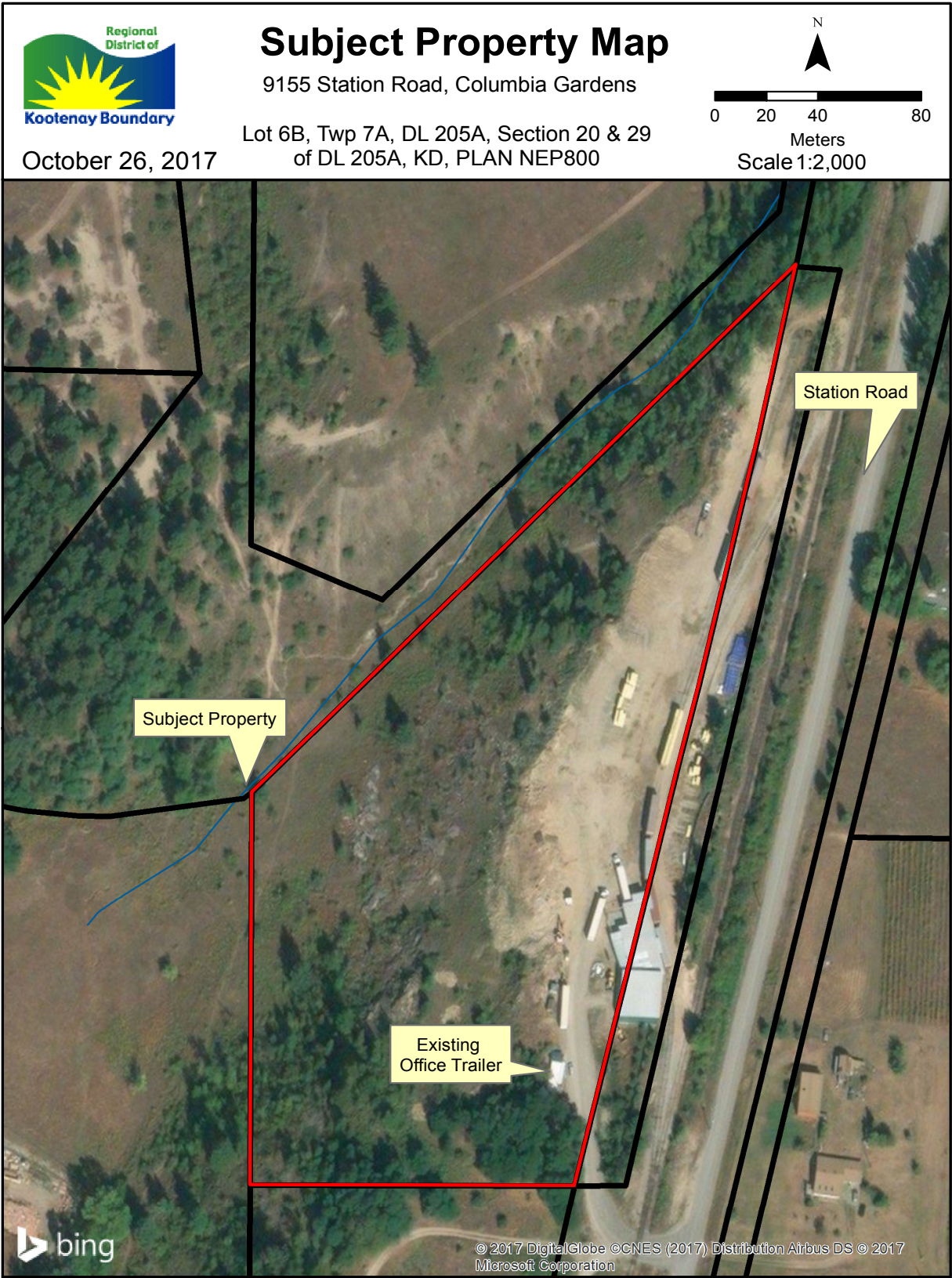
Site Location Map

Subject Property Map

Applicants' Submission



Document Path: P:\GIS\RD\KB\MapDocuments\Routine_Maps\SiteLocationMap\Area_A\SLM-A-205A_ZellstoffsCelgar_2015-09-25.mxd

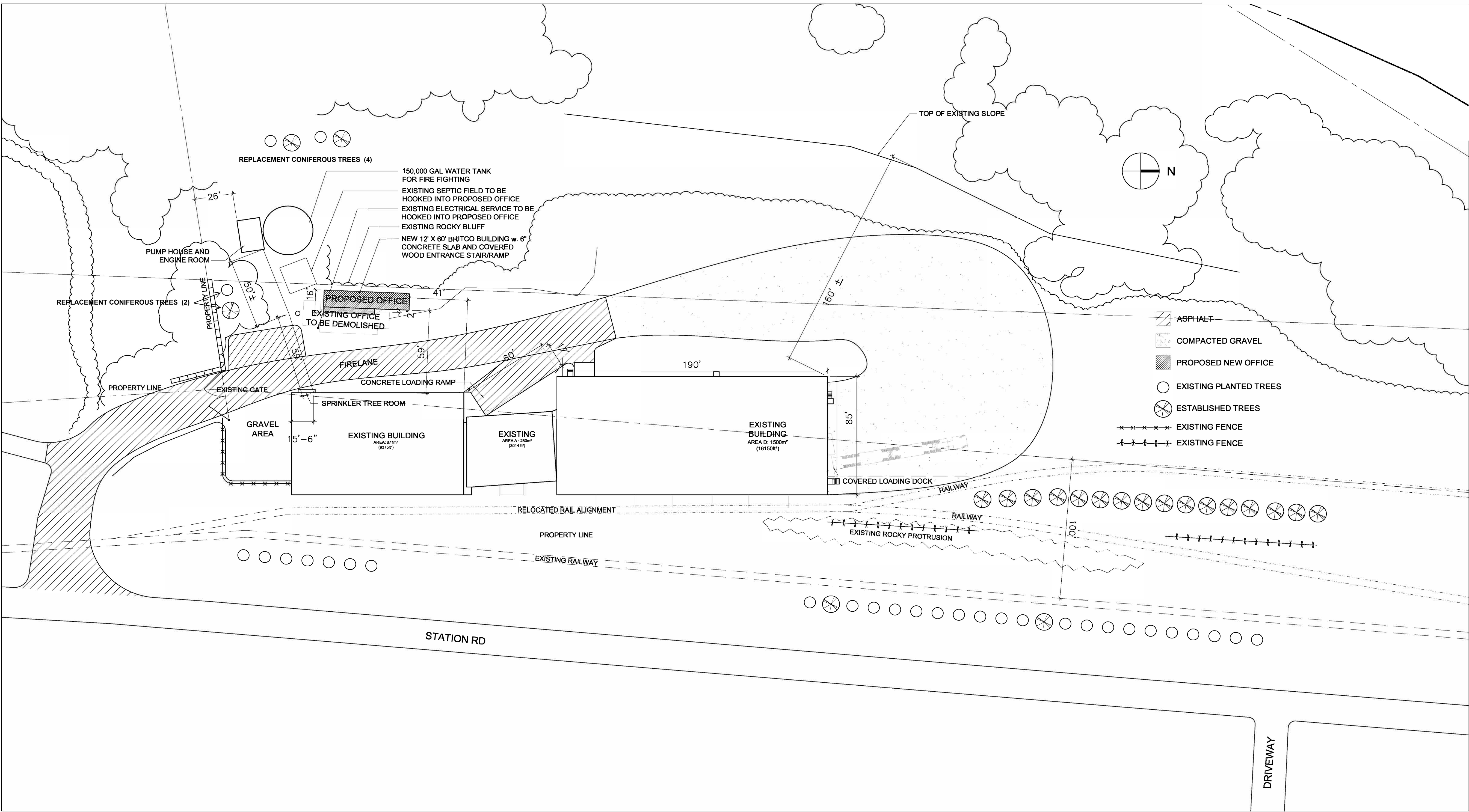


APPLICANT SUBMISSION

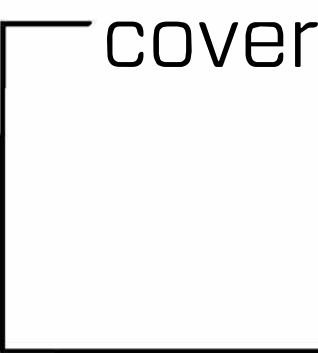
The space below is provided to describe the proposed development. Additional pages may be attached.

The proposal is for the demolition of an aging existing Atco trailer and replacement with a 12' x 60' Britco trailer with covered access walkway / stairs. Services that are already in place for the Atco trailer will be modified to serve the new Britco trailer

APPLICANT SUBMISSION



1 SITE PLAN
SCALE: 1/32"=1'-0"



COVER
ARCHITECTURAL
COLLABORATIVE INC.
5320 Vernon St
Nelson BC V1L 4E4
p.250-354-4445
f.250-352-0017
info@coverac.ca
www.coverac.ca

Notes
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The Contractor shall check and verify dimensions and report any discrepancies before proceeding.
Do not scale drawings.

ISSUED FOR OP	7
2017_10_26	6
REVISIONS	5
	4
	3
	2
	1

DESIGNED BY:
CHECKED BY:
RS
DRAWN BY:
RS
DRAWING DATE:
2017_10_26
SCALE:
AS NOTED
CONSULTANT

PROJECT NAME
COLUMBIA GARDENS
OFFICE BUILDING
REPLACEMENT
CLIENT
ZELLSTOFF CELGAR

PROJECT ADDRESS
9155 STATION RD.
TRAIL BC

DRAWING TITLE
SITE PLAN

REVISION NO.	1
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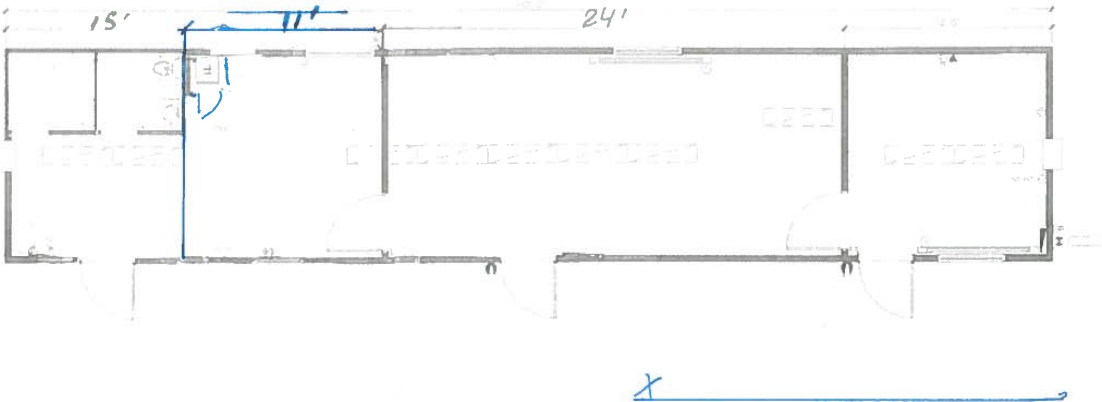
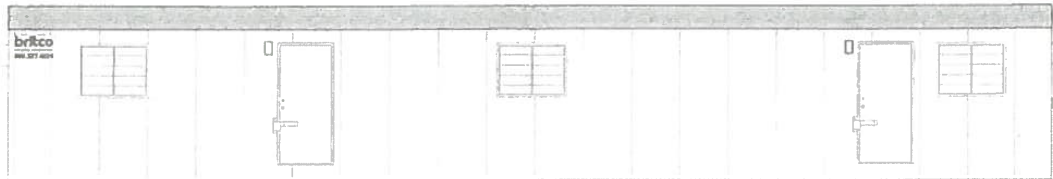
PROJECT NUMBER 17059

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APPLICANT SUBMISSION

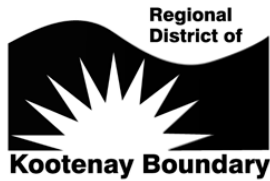
12 x 60

Field Office



General Specifications

Exterior Siding:	Metal siding & metal fascia	Ceiling:	Vinyl-clad gyproc (white)
Interior Walls:	Wood paneling (New York Birch) or Vinyl-clad paneling (Norwich Pearl)	Roof:	EPDM (rubber) roofing
Windows:	4'-0" x 3'-0" XO horizontal slider with insect screen & security bars	Heating/Cooling:	<i>Electric furnace & A/C</i>
Exterior Doors:	Solid-core door with passage set, deadbolt, check chain and steel lockbox	Lighting:	Fluorescent lights, 2-bulb, surface-mounted; Exterior lights
Interior Doors:	Hollow-core door, prefinished wood with passage set (if applicable)	Electrical:	120/240 volt single phase, mast & weatherhead, electrical panel, duplex wall receptacles and tel/data conduits (jacks & wiring not included)
Floor:	Vinyl-composite tile (commercial grade)		



STAFF REPORT

Date:	November 16, 2017	File #:	C56
To:	Electoral Area Services Committee		
From:	Donna Dean, Manager of Planning and Development		
RE:	Cannabis Legalization		

ISSUE INTRODUCTION

The Government of Canada plans to bring Bill C-45 (the *Cannabis Act*) into force in July 2018, thereby making non-medicinal cannabis legal in Canada. Most of the regulatory regime surrounding the legalization will be by the federal and provincial governments, however, there is some opportunity for regulation by local governments regarding retail sales and cultivation on non-ALR lands. The purpose of this report is to outline those aspects under Provincial and local government authority and seek input from the Electoral Area Services Committee.

HISTORY / BACKGROUND FACTORS

In September, the Minister of Public Safety and Solicitor General sent letters to local governments in BC seeking input on Bill C-45 (the *Cannabis Act*). Based on discussions with other Regional Districts, it is not clear if all local governments actually received the letter that was addressed to Mayors/Regional District Board Chairs (*see attached letter*). However, based on a discussion with staff from the Ministry of Public Safety and Solicitor General, while the date for submissions has passed, comments will still be accepted from local governments.

The Government of Canada will be responsible for licensing cannabis producers and regulating production and product standards. A seed to sale tracking system will support product safety and compliance and enforcement activity. The federal government plans to establish an interim mail order retail system so that adults can access legal cannabis as of July 2018.

Priority policy issues that the Province is considering include: the distribution model for cannabis, minimum legal age for consumption, public consumption, personal cultivation, possession limits, and drug-impaired driving, which are described in greater detail below:

Distribution Model for Cannabis

Under Bill C-45, each province will decide how cannabis will be distributed in its jurisdiction; that is, whether it will be public retail distribution, private retail distribution,

or direct distribution, or some combination of those. Options could include: dedicated cannabis-only storefronts or co-location with other products such as liquor.

Retail stores are listed as permitted uses in most commercial zones in the RDKB (see list of zones below). Without separating out the sale of cannabis from retail sales, the sale of cannabis would be permitted wherever 'retail store' or a similar use is listed as a permitted use, provided the Province allows that distribution model. None of the models being considered by the Province would support sale of cannabis as a home-based business.

RDKB Zones that allow retail stores:	
Electoral Area A	Commercial 1 Commercial 2 Industrial 1 Industrial 2 (allows retail sales associated with a principal agricultural use) Industrial 4 (allows retail sales associated with a principal agricultural use) Industrial 6 Airport
Electoral Area B/Lower Columbia-Old Glory	Commercial Light Industrial 1 Light Industrial 2 Light Industrial 3
Electoral Area 'C'/Christina Lake	Commercial 1 (Core) C1A (Core) C2 (Highway) C3 (Highway) C4 (Neighbourhood) C5 (Seasonal Resort) C6 (Marina) C7 (Campground)
Electoral Area 'D'/Rural Grand Forks	Commercial 1 Recreational Commercial 2
Jewel Lake	Commercial 1 (Resort)
Mt. Baldy Ski Resort	Village Core Mixed Use 1
Big White Ski Resort	Village Core 6 Village Core 6A Village Core 6B High Density Mixed Residential/Commercial 8
Bridesville townsite	Retail stores are not permitted

Minimum Legal Age for Consumption

- Bill C-45 sets a minimum age of 18 and over to legally buy, possess, grow, and use cannabis
- BC could choose to increase to 19, 21, or higher

Public Consumption

- Bill C-45 does not place restrictions on public consumption
- Public consumption is prohibited in most jurisdictions where cannabis has been legalized, but there is widespread non-compliance
- Consumption of edibles in public places is nearly impossible to enforce – public intoxication laws could be used to address problematic public use
- A full ban on public consumption may make it difficult for some persons to comply with BC law; exceptions would likely be required for medical users

Personal Cultivation

- Bill C-45 allows home cultivation of up to four plants per household;
- This is a lower number of plants than most jurisdictions where home cultivation is permitted
- Mold, electrical, and pesticide risks associated with illegal grow operations are not expected to be significant issues with 4-plant home cultivation
- Three types of restrictions BC could consider are:
 - Further limits on the number of plants
 - Restrictions on where and how cannabis can be grown
 - A registration requirement for home growers

Possession Limits

- Bill-45 establishes an adult public possession limit of 30 grams; and a youth possession limit of 5 grams, thereby seeking to avoid criminalizing youth
- The Province can set more restrictive limits on adults and youth. For example, a zero limit for persons under the BC minimum age could be established

Drug-Impaired Driving

- Bill C-46 significantly amends the Criminal Code regarding impaired driving offences
- Creates new offences for having specified levels of a drug in the blood within two hours of driving (to be set by regulation)
- Provides regulatory authority to approve roadside oral fluid screening devices
- BC could consider:
 - Launching a public education and awareness campaign to inform British Columbians about the risks and potential consequences of cannabis-impaired driving
 - Setting a zero tolerance standard in respect of blood THC content for drivers in the Graduated Licensing Program (drivers with an "L" or "N" designation).
 - Investing in Standardized Field Sobriety Test (SFST) and (Drug Recognition Experts (DRE) training for more police officers.

Crop Cultivation

Similar to medicinal marijuana cultivation; cannabis cultivation would be a permitted use in the ALR. Local government bylaws could however be drafted to restrict

cultivation of a 'controlled substance' on non-ALR lands. This is the approach that has been used in the draft Electoral Area 'D'/Rural Grand Forks Zoning Bylaw.

The following definition is included in the draft bylaw:

"AGRICULTURAL PRODUCTION OF A CONTROLLED SUBSTANCE means agricultural production of a product that falls under the federal government's definition of a controlled substance (e.g. the Marijuana for Medical Purposes Regulation;"

The inclusion of the definition allows that use to be separated out from 'agriculture' and only included in zones where there is community support. This approach could be applied to other RDKB electoral areas as well.

IMPLICATIONS AND NEXT STEPS

There are two aspects of C-45 to consider: those that the Province will regulate and those that local government can regulate. Suggestions regarding the former could be forwarded on to the Minister of Public Safety and Solicitor General, while staff seeks direction on the latter. Two letters to the Ministry of Public Safety and Solicitor General are attached for reference; one from the City of Rossland and one from the Village of Warfield.

ATTACHMENTS

Letter from Ministry of Public Safety and Solicitor General

Letter from City of Rossland to Ministry of Public Safety and Solicitor General

Letter from Village of Midway to Ministry of Public Safety and Solicitor General

RECOMMENDATION

That the Electoral Area Services Committee consider the staff report regarding cannabis legalization and provide direction to staff on how to proceed.


RECEIVED

SEP 25 2017

 POWELL RIVER
REGIONAL DISTRICT

SEP 21 2017

Dear Mayors/Regional District Board Chairs:

In April 2017, the Government of Canada introduced two Bills in relation to the legalization of cannabis; Bill C-45 (the *Cannabis Act*) and Bill C-46 (amending the *Criminal Code* impaired driving provisions). The Bills are currently making their way through the federal parliamentary process with the goal of bringing Bill C-45 into force in July 2018, making non-medical cannabis legal in Canada as of that date. The federal government plans to bring into force the amendments related to drug-impaired driving as soon as Royal Assent is received.

While some aspects of non-medical cannabis regulation will be the responsibility of the Government of Canada, the Province of British Columbia will be responsible for other components. Under the proposed *Cannabis Act*, provinces and territories will regulate the distribution and sale of non-medical cannabis within their respective jurisdictions, subject to minimum federal conditions. Provinces and territories will have the authority to increase the minimum legal age established by the Government of Canada for purchase and possession of non-medical cannabis. In addition, provinces and territories will have the authority to regulate public consumption, establish additional restrictions on personal cultivation and possession limits, and address cannabis impaired driving in provincial road safety laws. As a result, British Columbia will have a number of decisions to make regarding how we regulate non-medical cannabis within our province.

We are interested in hearing what is important for your community concerning the legalization and regulation of non-medical cannabis in our province. As part of the broader engagement to support the development of the provincial regulatory framework, the Province will be engaging local governments directly, along with the public, Indigenous governments and organizations, and stakeholder groups. As part of this engagement, local governments are invited to provide written submissions to the Province. To help guide your submission, we have enclosed a discussion paper, which identifies a number of priority policy considerations for the development of a regulatory framework for non-medical cannabis in British Columbia.

.../2

 Ministry of
Public Safety
and Solicitor General

Office of the Minister

 Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4


Dear Mayors/Regional District Board Chairs

Page 2.

Please note that in order to promote the transparency of this engagement process, written submissions will be posted publicly. Submissions can either be made by email to cannabis.secretariat@gov.bc.ca or mailed to the Cannabis Legalization and Regulation Secretariat no later than November 1, 2017 at 4:00 pm at the following address:

Attn: Cannabis Legalization and Regulation Secretariat
Ministry of Public Safety and Solicitor General
PO Box 9285 Stn Prov Gvt
Victoria BC V8W 9J7

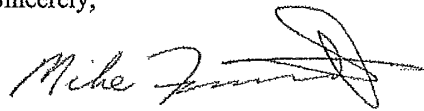
Please ensure your submission does not exceed five pages and does not include third party information or personal information, such as personal telephone numbers or stories that identify specific citizens.

Recognizing that local governments have a significant interest in the provincial regulatory framework for the legalization of cannabis, the Province intends to commence a process of consultation with the Union of BC Municipalities (UBCM). Provincial consultation with UBCM is anticipated to be ongoing until the provincial regulatory framework is developed. The Cannabis Legalization and Regulation Secretariat will also be holding a workshop on September 26th at the 2017 UBCM Convention. This workshop will provide an opportunity to outline the Province's work to date and start the dialogue with local governments about some of the challenges and opportunities arising out of the legalization of non-medical cannabis.

The Province looks forward to a productive engagement process and to working collaboratively with local governments. Your input is valued and the responses we receive through this engagement will help to inform the development of a regulatory framework that best represents the interests and priorities of British Columbians.

Thank you for sharing your perspectives with us.

Sincerely,



Mike Farnworth
Minister of Public Safety
and Solicitor General

Enclosure



Cannabis Legalization and Regulation in British Columbia

Discussion Paper



Ministry of
Public Safety and
Solicitor General

Introduction

In 2015, the federal government committed to legalizing non-medical cannabis in Canada. On June 30, 2016, it established the Task Force on Cannabis Legalization and Regulation (the Task Force) to consult and advise on the design of a new legislative and regulatory framework. The Task Force report was released on December 13, 2016, and provides a comprehensive set of recommendations for governments to consider.

On April 13, 2017, the federal government introduced Bill C-45, the *Cannabis Act* and Bill C-46 (the Act to amend the *Criminal Code*), in the House of Commons. The Bills are currently making their way through the parliamentary process. Bill C-46 amends the *Criminal Code* to simplify and strengthen its approach to alcohol and drug impaired driving, and the federal government plans to move quickly to bring the amendments into force once the Bill receives Royal Assent.

The federal government plans to bring Bill C-45 into force in July 2018; this will make non-medical cannabis legal in Canada as of that date. Bill C-45 is largely based on the recommendations of the Task Force. It seeks to balance the objectives of providing access to a regulated supply of cannabis, implementing restrictions to minimize the harms associated with cannabis use, and reducing the scope and scale of the illegal market and its associated social harms.

The federal government's decision to legalize cannabis creates a corresponding need for provincial and territorial governments to regulate it. While the federal government intends to assume responsibility for licensing cannabis producers and regulating production and product standards, provinces and territories will be responsible for many of the decisions about how non-medical cannabis is regulated in their jurisdictions. These include, but are not limited to: distribution and retail systems; compliance and enforcement regimes; age limits; restrictions on possession, public consumption and personal cultivation; and amendments to road safety laws.

As it considers these important decisions, the BC Government wants to hear from local governments, Indigenous governments and organizations, individual British Columbians, and the broad range of other stakeholders that will be affected by cannabis legalization.

This discussion paper has been prepared to help inform this public and stakeholder engagement. It addresses a number of key policy issues for BC, including minimum age, public possession and consumption, drug-impaired driving, personal cultivation, and distribution and retail. It draws heavily from the analysis of the Task Force, and identifies policy options to consider in developing a BC regulatory regime for non-medical cannabis.

Note that this paper does not address regulation of medical cannabis. For now, the federal government has decided to maintain a separate system for medical cannabis. The Province has a more limited role in the medical cannabis system, and the policy issues and policy choices available are very different, in part because of a history of court cases related to the *Canadian Charter of Rights and Freedoms*.



DISCUSSION PAPER

Cannabis Legalization and Regulation in BC

Minimum Age

While Bill C-45 establishes a minimum age of 18 years to buy, grow, and publicly possess up to 30 grams of non-medical cannabis, provinces and territories can choose to establish a higher minimum age in their jurisdictions. This is consistent with the Task Force recommendations.

- BC could accept the federal minimum age of 18. However, the minimum age to buy tobacco and alcohol in BC is 19. 19 is also the BC age of majority, when minors become legal adults. In addition, since significant numbers of high school students turn 18 before they graduate, a minimum age of 18 could increase the availability of cannabis to younger teens.
- BC could set the minimum age at 19. This would be consistent with the minimum ages for tobacco and alcohol, and with the BC age of majority.
- BC could set the minimum age at 21 or higher. Emerging evidence suggests that cannabis use could affect brain development up to age 25. As a result, many health professionals favour a minimum age of 21.

However, as the Task Force recognized, setting the minimum age too high could have unintended consequences. Currently, persons under 25 are the segment of the population most likely to use cannabis. The greater the number of young users who cannot buy legal cannabis, the more likely that there will continue to be a robust illegal market where they can continue to buy untested and unregulated cannabis.

Finally, it's important to note that a legal minimum age is not the only tool to discourage cannabis use by young persons. As an example, public education campaigns that provide information about how cannabis use can limit academic performance and future opportunities have been found to be effective.

Personal Possession - Adults

Bill C-45 establishes a 30 gram limit on public possession of dried cannabis. Practically, this means that this is the maximum amount that an adult could buy and take home at any one time (for context, one joint typically contains between .33g to 1g of cannabis). The legislation also sets possession limits for other forms of cannabis (e.g. oils, solids containing cannabis, seeds) and the federal government intends to add other types of cannabis products (e.g. edibles) by regulation at a later date.

The 30 gram limit is consistent with the Task Force recommendation and with public possession limits in other jurisdictions that have legalized non-medical cannabis. The reason for public possession limits is that possession of large amounts of cannabis can be an indicator of intent to traffic, so a public possession limit can help law enforcement to distinguish between legal possession for personal use, and illegal possession for the purpose of trafficking.

Provinces and territories cannot increase the public possession limit, but they can set a lower limit. However, a consistent possession limit across the provinces and territories would be easier for the public to understand and comply with.



Ministry of
Public Safety and
Solicitor General

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September 2017

DISCUSSION PAPER

Cannabis Legalization and Regulation in BC

Personal Possession – Youths

While persons under 18 will not be able to buy or grow cannabis under Bill C-45, they are not prohibited from possessing up to 5 grams of dried cannabis or equivalent amounts for other cannabis products. This is consistent with the Task Force report, which took the position that youth should not be criminalized for possession of relatively small amounts of cannabis. However, provinces and territories can establish laws that prohibit possession by persons under an established provincial minimum age. Such a provincial law would not result in a criminal conviction and would be similar to how BC deals with alcohol – persons under 19 are prohibited from possessing alcohol, and a law enforcement officer can confiscate it and has the option of issuing a ticket.

Public consumption

Bill C-45 will amend the federal *Non-smokers' Health Act* to prohibit cannabis smoking and vaping in certain federally-regulated places (e.g. planes, trains), but regulation of public consumption of cannabis will otherwise fall within provincial and territorial jurisdiction.

BC can restrict where non-medical cannabis can be consumed, and can place different restrictions on different types of consumption (e.g. smoked, eaten). If BC does not legislate restrictions on public consumption by the time Bill C-45 comes into force, it will be legal to smoke, vape, and otherwise consume cannabis in public, including in places where tobacco smoking and vaping are forbidden.

For the purpose of considering potential restrictions on public consumption, it may be helpful to consider cannabis smoking and vaping separately from other forms of consumption.

Cannabis Smoking and Vaping

The Task Force recommended that current restrictions on public tobacco smoking be extended to cannabis. In BC, both tobacco smoking and vaping are currently prohibited in areas such as workplaces, enclosed public spaces, on health authority and school board property, and in other prescribed places such as transit shelters, and common areas of apartment buildings and community care facilities.

BC has a number of options to consider:

- BC could extend existing restrictions on tobacco smoking and vaping to cannabis smoking and vaping – under provincial law, adults would then be allowed to smoke or vape cannabis anywhere they can smoke or vape tobacco. Depending on the regulatory scheme established by the Province, local governments may also be able to establish additional restrictions, such as prohibiting cannabis smoking and vaping in public parks.
- BC could prohibit public cannabis smoking altogether, but allow cannabis vaping wherever tobacco smoking and vaping are allowed. Compared to smoking, vaped cannabis has a reduced odour and is less likely to be a nuisance to passersby. In addition, banning public cannabis smoking could help avoid normalizing cannabis use.



DISCUSSION PAPER

Cannabis Legalization and Regulation in BC

- BC could also prohibit public cannabis smoking and vaping altogether and establish a licensing scheme to allow designated consumption areas, e.g. cannabis lounges. However, it is unlikely that such a licensing scheme could be implemented in time for legalization.

Other forms of consumption:

While edible, drinkable, and topical forms of cannabis will not be commercially available immediately upon legalization, the federal government intends to regulate the production and manufacturing of these products for sale at some point. In addition, adults will be allowed to make their own edible and other products at home.

Public consumption of non-inhaled forms of cannabis would be very difficult to detect and enforce. While BC could legislate restrictions on public consumption of these forms of cannabis, it may be more practical to rely on public intoxication and disorderly conduct laws to manage intoxication issues related to public consumption.

Drug-impaired Driving

With 17% of British Columbians reporting cannabis use within the previous year¹, we know that it's very likely that a number of British Columbians are already driving with cannabis in their system, whether they are impaired or not. In 2016, drugs (cannabis or otherwise) were a contributing factor in fewer than 8% of BC road fatalities; however, legalization raises legitimate concerns about the potential for cannabis-impaired driving to increase, and make our roads less safe.

Drug-impaired driving is already prohibited under the *Criminal Code*, but Bill C-46 would overhaul existing impaired driving provisions and specifically address cannabis impairment. The amendments will provide authority for the federal government to set a blood tetrahydrocannabinol (THC) limit beyond which a person can be criminally charged with cannabis-impaired driving. This is similar to the blood alcohol limits in place for alcohol-impaired driving.

The proposed federal criminal penalties for drug-impaired driving range from a minimum of a \$1,000 fine to up to a maximum of 10 years in jail.

In BC, police who stop an alcohol-impaired driver can charge the driver criminally, but they also have the option of issuing an Immediate Roadside Prohibition (IRP) or an Administrative Driving Prohibition (ADP) under the *BC Motor Vehicle Act*. Sanctions can include licence prohibitions, monetary penalties, vehicle impoundment, and license reinstatement fees. These programs have been very effective in reducing the number of road fatalities on BC roads.

While the IRP and ADP schemes do not currently apply to drug-impaired driving, police officers in BC do have the option to issue a 24-hour roadside prohibition to a suspected drug-affected driver, with or without a criminal charge.

¹ Canadian Tobacco, Alcohol and Drugs Survey, 2015



DISCUSSION PAPER Cannabis Legalization and Regulation in BC

One key challenge is that unlike with blood alcohol, there is not enough scientific evidence to link a particular blood THC level with impairment. In fact, it is known that THC can remain in the blood after any impairment has resolved, particularly for frequent users. An IRP or ADP-type scheme would therefore have to rely on other ways to assess impairment, such as a Standard Field Sobriety Test (SFST) conducted by a trained police officer, or evaluation by a Drug Recognition Expert (DRE). The approval of oral fluid screening devices and/or the setting of per se limits by the federal government could also influence the introduction of an administrative regime for drug-impaired driving.

BC could consider one or more of the following to address the risk that cannabis legalization could lead to increased impaired driving:

- BC could launch a public education and awareness campaign to inform British Columbians about the risks and potential consequences of cannabis-impaired driving.
- BC could set a zero-tolerance standard in respect of blood THC content for drivers in the Graduated Licensing Program (drivers with an “L” or “N” designation) and/or for drivers under a specific age threshold.
- BC could invest in SFST and DRE training for more police officers.
- BC could expand the IRP and/or ADP programs to include drug-impaired driving.

Personal Cultivation

Bill C-45 allows adults to grow up to 4 cannabis plants per household, up to a maximum plant height of 100 centimetres. Bill C-45 does not place restrictions on where plants can be located (indoor vs. outdoor) and does not require home growers to put any security measures in place, but it is open to provinces and territories to establish such restrictions.

In considering personal cultivation, the Task Force acknowledged concerns about risks such as mould, fire hazards associated with improper electrical installation, use of pesticides, and risk of break-in and theft. However, it noted that these concerns were largely shaped by experience with large scale illegal grow operations, and found that on balance, allowing small-scale home cultivation of up to four plants was reasonable.

The Task Force recognized the need for security measures to prevent theft and youth access, and for guidelines to ensure that cannabis plants are not accessible to children. The Task Force also suggested that local authorities should establish oversight and approval frameworks, such as a requirement that individuals be required to notify local authorities if they are undertaking personal cultivation.

In thinking about possible restrictions on personal cannabis cultivation, it may be helpful to keep in mind that it is legal in Canada to grow tobacco and to produce wine or beer at home for personal use with



DISCUSSION PAPER Cannabis Legalization and Regulation in BC

very few restrictions. In particular, the law does not require specific security measures to prevent theft, or access by children and youth.²

BC has several options to consider regarding restrictions on home cultivation of non-medical cannabis:

- BC could adopt a lower limit than 4 plants per household for non-medical cannabis cultivation.
- BC could set restrictions regarding where and how non-medical cannabis can be grown at home. For example, it could: prohibit outdoor cultivation; allow outdoor cultivation but require that plants not be visible from outside the property; and/or require that any outdoor plants be secured against theft.
- BC could establish a registration requirement for persons who want to grow non-medical cannabis at home. However, there would be significant costs associated with administering a registration requirement, and the benefits may be questionable, since those who do not plan to comply with laws on home cultivation may be unlikely to register in the first place.
- If BC decides not to implement one or more of the above measures, local governments could be authorized to do so.

Distribution Model

Under Bill C-45, each province or territory will decide how cannabis will be distributed in its jurisdiction. Distribution is the process by which goods are supplied to retailers that sell to consumers. Distributors are often called wholesalers.

There are three basic models for the warehousing and distribution of cannabis to retailers in BC: government, private, or direct.

- Government distribution – In this model, government would be responsible for warehousing and distribution of cannabis. Licensed producers would send cannabis products to a government distributor, which would then fill orders from cannabis retailers. Government distribution allows for direct control over the movement of cannabis products, but requires significant up-front investment and set-up. The Task Force heard strong support for government distribution, noting that it has proven effective with alcohol.
- Private distribution – In this model, one or more private businesses could be responsible for the physical warehousing and distribution of cannabis. However, significant government oversight would be required in the form of licensing, tracking and reporting requirements, as well as regular audits and inspections.
- Direct distribution – In this model, the province would authorize federally licensed producers to distribute their own products directly to retailers. This model would also require significant

² Parents have a general legal duty to supervise and keep their children safe, but the law does not create specific requirements to protect children from all of the potential dangers that may be present in a home (e.g., alcohol, prescription drugs, and poisons).



DISCUSSION PAPER

Cannabis Legalization and Regulation in BC

government oversight and could make it challenging for smaller producers to get their products to market.

Retail

Under Bill C-45, each province or territory will decide the retail model for cannabis in its jurisdiction. Recognizing that the July 2018 timeline may not give provinces or territories enough time to establish their retail regimes before legalization, the federal government will implement an online retail system as an interim solution.

BC has a number of options for retail:

- BC could establish a public or private retail system, or potentially a mix of both, as currently exists for alcohol. A public system would require significant up-front investment in retail infrastructure, but there could also be additional revenue generated from retail sales. A private system would require a more robust licensing, compliance and enforcement system, but the associated costs could be recovered through licensing fees.

In a private retail system, it could be possible to allow some existing illegal dispensaries to transition into the legal system; in a public system such as that planned in Ontario, this would not be possible.

- BC could require that cannabis be sold in dedicated storefronts, or it could allow cannabis to be sold out of existing businesses such as liquor stores or pharmacies.

One public health concern about co-locating cannabis with other products is that it could expose significant numbers of people to cannabis products who might not otherwise seek them out; this could contribute to normalization or more widespread use. In addition, the Task Force strongly recommended against allowing co-location of alcohol or tobacco sales with cannabis, but recognized that separating them could be a challenge in remote communities where a dedicated cannabis storefront might not be viable.

- BC could establish a direct-to-consumer mail-order system. This could help provide access to legal cannabis for those in rural and remote locations and persons with mobility challenges.

Conclusion

Cannabis legalization presents complex policy challenges for the Province. We expect that, as in other jurisdictions that have legalized, it will take several years to develop, establish, and refine an effective non-medical cannabis regime that over time eliminates the illegal market. The information gathered through this engagement will inform the Province's policy decisions. We appreciate your interest and feedback.



Ministry of
Public Safety and
Solicitor General

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September 2017



OFFICE OF THE MAYOR

October 19, 2017

The Honourable Mike Farnsworth
Minister of Public Safety and Solicitor General
200, 914 Yates St,
Victoria, BC
V8V 3M2

Dear Minister Farnsworth,

Thank you for the opportunity to comment on the formation of rules and regulations to legislate cannabis. As you know, this will have a tremendous impact on local government and it is important to get this right from the start. We greatly appreciate your efforts to reach out to all British Columbian communities for our feedback and suggestions.

This letter represents the position of our city council in Rossland. While some of our council are opposed to legalization entirely, that is an issue beyond our jurisdiction. What is important is how to mitigate any negative impacts that might arise once the substance is legal.

In anticipation of the changes in legislation we did not prohibit the establishment of a medical marijuana dispensary in Rossland. We have had very little resistance to this facility. It is owned and operated by a local member of our community who approached the City, Council, and the local RCMP prior to opening his business. He has been a model business owner and will be compliant with whatever rules are put in place. We have attached his letter to our submission as we believe he brings a useful perspective to the discussion.

As noted in the discussion paper, several key issues need to be determined and we have outlined our responses to them here:

- 1) **Tax revenue:** Provision for tax revenue to local government is essential. Local government will be significantly impacted by this newly legalized industry and much of it is likely to be negative. Municipalities need to be included in whatever revenue is generated so as to mitigate the impacts. Perhaps a scheme similar to the Gas Tax Fund would be appropriate.
- 2) **Education and treatment:** Provincial revenue must have a generous allocation for funds used exclusively for robust public education and substance abuse programs.
- 3) **Age:** While the brain chemistry arguments are compelling and would indicate 21 or 25 years old as the most appropriate, the reality is that an older age limit would force under age people to seek out, and support, a thriving black market. We believe 19 years old, and a robust public education program, is a good compromise.
- 4) **Distribution- wholesale:** We had some lively discussion on this topic. Licensing and product regulation is likely to remain with the upper orders of government so it could make sense that the distribution chain remain there as well. However, this is an opportunity for economic development. In our area we have many small producers, much like small wineries, who create their own unique product. It would be unfortunate for those local businesses to get pushed out of the market by large industrial scale producers, most likely headquartered out of our area or province.

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1899 Columbia Avenue, PO Box 1179, Rossland, BC V0G 1Y0, Canada

From a local government point of view, we want to see our residents thrive and contribute to our local economy. We would prefer to see a robust standard for product testing implemented that was standardized for all producers. Entrepreneurial growing for sale to licensed outlets should be allowed as long as the product meets the testing standards.

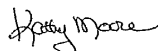
- 5) **Distribution- retail:** Please see the letter attached from a local business person who makes an eloquent case for following a private, entrepreneurial retail model. This is a model we support for all the reasons he states. As for the number of outlets- Each municipality should determine the density of cannabis outlets through their own business licensing and zoning regulations.

If it made sense provincially, we could support a bifurcated system, wherein medical products are handled by local, independent operators and recreational cannabis is handled through a government system styled on the Provincial Liquor Board model. However, we are concerned that selling cannabis in the same outlet as alcohol could exacerbate social issues such as addiction and substance abuse. It would need to be operated in a separate retail outlet and carefully monitored. The other issue that arises in this situation is that in a small town, operating a separate Provincially run store might not be feasible, which would force the trade back into the black market, thus defeating the purpose of exerting government control of the distribution. As with all momentous decisions, the unintended consequences must be carefully analyzed.

- 6) **Possession:** The 30g limit proposed in the discussion paper seems reasonable.
- 7) **Edibles-** These should be subject to testing to ensure they do not contain contaminants, excess levels of THC etc, just as the other cannabis products should be tested.
- 8) **Public consumption:** Should be left to the discretion of the local government and legislated accordingly. Currently some municipalities prohibit the smoking of tobacco in public spaces, like parks and trails, while others do not. This should be left to the discretion of the local government. Cannabis smoking should not be allowed in any public or commercial building. Second hand smoke considerations are very relevant.
- 9) **Impairment:** This requires some more technological solutions for testing but impairment from cannabis in any form, as well as drugs and alcohol should be handled by field testing based on behaviors and physiological tests. Police need further education to determine the signs of impairment from cannabis as it may differ from alcohol.
- 10) **Cultivation:** Enforcement for a four plant limit on home grown plants for personal consumption will be difficult and time consuming to police. In addition, it is not the best use of limited resources. Limiting home grown to four plants should be the guideline but not the focus of substantial police efforts.

Thank you for this opportunity to provide our feedback. Please consider the attached letter from Mr. Jeff Weaver as part of our submission. He makes some excellent points. I have also included some correspondence with our local RCMP Sargent Darren Olke. Unfortunately Council did not have an opportunity to see the RCMP remarks prior to our meeting but we have a very good relationship with our community police force and respect their opinion.

Sincerely,



Mayor Kathy Moore

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Email cityhall@rossland.ca Web rossland.ca

1899 Columbia Avenue, PO Box 1179, Rossland, BC V0G 1Y0, Canada

Hello Rossland City Council,

I am offering my thoughts on the recent UBCM proposal, Discussion Paper, and the points included in the email. I will try to be brief and, if requested, am happy to elaborate on any topics.

I agree wholeheartedly with the substance of the Discussion Paper as it refers to Provinces and, most importantly, Municipalities having the most influence in how the new Cannabis sales system is going to be rolled out.

We would propose that Rossland – a municipality of 3000 people – is about the right size to handle only one bricks and mortar cannabis storefront. This may change in the future but, for now, it is clear to us that a community of 3000 people seems to be the right number of people to meet the demand for one store front. Maybe suggesting one shop per 3000-4000 people would be good for a user base like BC.

Furthermore, this is a sensitive subject for some and moving too quickly on allowing more than one shop would be too much in a community where change must take place slowly. We have worked very hard to demonstrate to the community of Rossland, our immediate neighbors, the police, and council that we can run this shop in such a way that we abate most of the major concerns people have about a dispensary in our community. More than one shop would jeopardize that hard work. Too soon.

Distribution

This is of course the major category of concern for us and where I will concentrate the most time. I am going to separate this into two categories – (1) *retail* and (2) *supply*. I will concentrate on where our expertise lies, *retail*, but provide some considerations on the *supply* side as well.

(1) Retail

The discussion paper mentions that (1) government distribution model received “strong support” during Anne Maclellan’s task force consultations. While this may be true nationally, if you break down preferences by Provinces, the *private retail dispensary model* in BC was the *number one* choice for British Columbians. Deloitte and Touche has done an extensive national survey that supports this finding.

Our preference of the three options presented in the discussion paper – 1) govt shop, 2) private shop, 3) direct delivery – would of course be (2) a private entrepreneurial retail model. Considerations are as follows:

- Far more responsive to local needs and patient care than is possible with a one size fits all govt model
- More attune to local concerns and, for a small community like ours, having a local owner operator that is present to respond to concerns
- More of a focus on local products (this will be more important in the years to come – more on that under “supply”) which will be a HUGE issue for the Kootenays.
- More of a vested interest in good relations with community, local govt, RCMP, and the region. There is an economic imperative for good relations and it is far easier to reach out to an owner operator rather than a govt bureaucracy.
- Govt system is not used in any other jurisdiction for good reason

- More able to meet specific local and patient specific demands like low income or patients with cancer (ie. we provide 25% off to anyone suffering a cancer diagnosis, subsidize completely 3 low income patients and provide discounts to other low income patients.
- I also pay my staff a living wage – starting at \$20/hr – and provide extra bonuses for staff that incur childcare costs.

“Owner Operator” License?

Furthermore, there is another tweak with the private retail system that would be beneficial and, in particular, for smaller communities. They could limit business licenses to “owner operators”. An “owner/operator” license would mean that a license is given to **only one business owner** and they can **only operate in one location**.

An “owner operator” license will encourage:

- more products come from the local area
- money stays in the community where the owner lives rather than ie. Vancouver
- maintain relationships and confidence that we’ve established
- “owner operator” has more of a vested interest in compliance with their community because they live there
- no chains, outside shareholders and the divided loyalties that come with that

Why not government retail system?

- 1) Bloated and not attune to local concerns taste and habits
- 2) Ontario model will exacerbate black market because demand will always be an issue
- 3) HUGE upfront costs = more expensive product when dispensary model already exists, is working, and just requires regulation and enforcement.
- 4) No precedent anywhere in the world. ie. Holland is a welfare state and they went private.
- 5) People that may have drinking problems should not have to go in to a government liquor store to find their cannabis – only an issue if they want to combine with liquor store, which may happen in smaller communities like ours where a govt store may have to exist in a larger market like Trail so they may look at combining services in communities like Rossland. Bad idea.

One of the main arguments posited for a government system has been that government store fronts can better control and regulate the distribution and sale of the product. This is leaning toward a straw man argument. If one business is private and another is govt, it does not automatically follow that one is better than another at compliance, and one need look no further than alcohol for an example. Easily produced in the home, yet private retailers have proven they can sell alcohol and follow rules and regulations. I use it as an example of something that is ubiquitous with our social landscape, that people do not question, and yet causes at least as much social harm as cannabis – many would argue far more – but yet is considered in the public good because of taxation, and is found in both a public and private capacity running compliance just fine.

Which Dispensaries should be considered?

Private, heavily regulated dispensaries are the choice in Oregon, Washington, California – every state that has medical Cannabis in the USA – Holland, etc. so why would the private sector in Canada be incapable of compliance just because it is not a govt body? The answer is, give the Dispensaries rules to follow AND WE WILL FOLLOW THEM!

It is true that not all Dispensaries are created equal in BC. The industry is in its infancy and you have a lot of different individuals, groups and/or organizations that have entered the space who have different priorities. However, all of these issues can be resolved by having a robust application and compliance process that rewards those dispensaries that have shown a commitment to, for example:

- paying taxes
- paying employees legally
- good neighbor agreements
- good relations with municipality and RCMP and/or local Police
- transparency
- no arrest records for pushing boundaries that *have* been set
- no record of complaints
- a consistent commitment to all of the above

(2) Supply

First and foremost **WE WILL COMPLY WITH WHATEVER GOVT MANDATES** when it comes to whose flower we will be allowed to sell. We have opinions, listed below, but we are not activists and do as we are told. Guaranteed.

We have no doubt that upon legalization July 2018, whatever retail form exists, it will not allow for smaller growers in the first iteration. This is a problem but, as mentioned, we will comply.

Right now, the local Kootenay area is where all of our flower (bud) comes is produced. We are supporting local producers so that they can in turn put food on the table and live in their communities.

What is likely to take place is the easy solution which will be to only allow flower produced by the large “Licensed Producers” – “LP’s” – because they are the only ones that are already fairly heavily regulated by Health Canada. Think of them as the big “box stores” of cannabis. There are a number of issues with LP’s that I can discuss further if you would like, but my major concerns are:

- lack of options for consumers, not allowing for small producers to benefit financially (HUGE implications for regions like the Kootenays)
- not incorporating the talent of small producers means they will just continue to supply black market
- supply issues already exist with the LP’s. If they are the only ones allowed to supply and all the smaller producers are pushed underground, we are back at square one with the black market
- My main concern is our patients and if they cannot get their supply through us they will turn to the black market

This will be one of the greatest lost opportunities for government going forward if they do not allow some form of smaller grower licences to enter the system. Hopefully they will figure out a graduated system of

regulation for small producers. I understand and appreciate all of the challenges that exist on the enforcement side. Washington figured it out – I’m sure BC can as well. It is far too important to families all over BC who rely on the production of this plant for their livelihoods.

Finally, whatever form the government chooses for supply, WE WILL FOLLOW THOSE REGULATIONS. COMPLIANCE COMPLIANCE COMPLIANCE will be our moto around here. I just really hope they figure this looming supply issue and fast.

Tax Revenue

We support any initiative from the municipal and provincial government that would allow the community and the province to benefit.

However, taxation on Cannabis has one additional challenge over alcohol that needs to be considered. It is far less expensive and difficult for someone to produce in their home – where they will be legally allowed to do so – so if the province and municipalities want to see the industry flourish and benefit from the revenue generated, the taxation should not – cannot – be so high that the price is too high relative to the black market. This would mean that the black market would continue to flourish, thereby affecting the potential revenue generated and concurrently benefitting the black market, two areas where proponents of legalization hoped to see positive impacts, rather than shooting itself in the foot.

This was discussed at great length in the Task Force findings so should not be of any surprise to anyone.

Edibles

Edibles have huge benefits including:

- No combustion therefore healthier consumption
- Appeal to a wider demographic
- Massive appeal for sleep and pain because they last longer
- Most medicinal products and non-psychoactive products (ie. CBD products) are edibles.
- Our 50-95 year old demographic almost exclusively consume cannabis via edibles. They are the folks I am most concerned about if edibles are not incorporated in the first iteration of legalization. I.e. tinctures and capsules
- So long as they are lab tested - which all of ours are – consumers and patients alike can be reasonably sure of their strength.

Pitfalls include:

- They must be controlled and packaged properly so as not to appeal to children and be in child proof packaging. Many of the products we carry are of this caliber but they are not the same as what you find in legal jurisdictions in the USA. It is up to government to regulate them in such a way that all producers must incur the same costs associated with their products to keep them out of the hand of children.
- Consistency and strength – particularly with baked goods like brownies and cookies – remain difficult to keep identical from product to product.

Age

18 is too young. 21 and 25 are too old. 19 is the only age that balances the need to not push youth to the black market. Education campaigns must be heavily financed about the damage to developing brains pre-25. We observe a rule of 19 years of age.

Location

We feel that similar to cigarettes would be adequate. Vaping lounges should be a consideration because the smell is lessened but I do not like the imagery that comes with them so I'd not want one attached to our shop.

Impairment

No change to current laws except more funding for education should be a part of the new regime and should be funded in part by the tax revenue from cannabis sales.

>>> Darren OELKE 2017/10/24 3:03 PM >>>

Good afternoon Mayor Moore.

Thank you for allowing me to comment on your submission to the BC Provincial Government on proposed changes to the Cannabis Marihuana Legislation.

I have been a member of the RCMP for 28 years. Much of my experience has been in drug enforcement and I currently provide expert opinion evidence in BC Provincial Court and BC Supreme Court on the production and possession for the purpose of trafficking of marihuana.

I have reviewed your letter to Minister FARNSWORTH and I respect the position that the City of Rossland has taken on the topic. We have managed to work together effectively with our current dispensary in Rossland. This facility has not created a large burden for the RCMP and policing.

I believe the minimum age should be set at 19 years to coincide with the tobacco and alcohol sales. Mainly for simplification and to have a standard and easily enforceable age.

I also support the 30 gram possession limit. I use a maximum of 3 grams per day for personal possession when I provide evidence for court. A person cannot smoke 3 grams per day every day and still be able to function in society, especially with the THC contents we are seeing in the marihuana on the market today. The current permitted amount for a person with a medicinal licence to grow for their own consumption is sometimes upwards of 2 kgs. This amount for personal possession is unrealistic.

I support the production of 4 marihuana plants per person. Currently there are production licences which allow up to 196 plants per person per licence. Yes, 196 plants. This amount well exceeds personal possession. A limit on the size of plants should also be looked at. I have seen marihuana plants in excess of 1/2 kg yield per plant. The current medicinal licences support the trafficking of marihuana. I have been involved in many marihuana production files where the accused are charged for production and PPT then simply obtained a medical licence and continued growing.

Perhaps a ticketing system, much like the Motor Vehicle Act or Liquor Control and Licensing Act could be developed for offences such as simple possession over 30 grams, minor in possession of a small amount or product over the limit. This would simplify enforcement and reduce the workload for the police while providing revenue for the province.

I believe the police, especially in the Kootenay Region, are already dealing with a large amount of driving while under the influence of marihuana. I would hope that the Province would provide significant funding into the training (Standard Field Sobriety Training and Drug Recognition Expert) of police officers. Funding should also be set aside for increased enforcement of impaired driving, roadside screening devices, education and treatment.

Increased use of marihuana will also increase the calls for service for police related to Mental Health Act calls. In the West Kootenay area the police deal with a very high proportion of mental health related calls already when compared to the rest of the province. There must be an increase in funding for policing and for mental health professionals.

I would like to see stricter regulation on the distribution and production of marihuana. I think the government operated facilities such as is being done in the Province of Ontario is the best way to regulate

the distribution. I would like to see some form of inspection/regulation when it comes to the production facilities as well. Whether this be large manufacturers or small community grow operations, I believe the important part is that there is some form of quality control and minimum safety/security standards established.

Finally, there will always be a black market for the production and sale of marihuana. The government must be able to keep the prices down to minimize the large profits for organized crime. In years past when the marihuana production industry took off in British Columbia we seen organized crime groups become more involved in the trafficking of marihuana. This also led to an increase in the violence associated to grow operation and marihuana trafficking.

Respectfully,
Darren

Darren OELKE Sgt.
NCO i/c
Trail and Greater District Det
3601 Laburnum Dr.
Trail, BC V1R 2S9
(desk) (250) 368-2180
(cell) (250) 368-7976
(fax) (250) 364-1453



October 27, 2017

Ministry of Public Safety and Solicitor General
Attn: Cannabis Legalization and Regulation Secretariat
PO Box 9285 Stn Prov Govt
Victoria, BC
V8W 9J7

Re: Non-Medical Cannabis Legalization and Regulation in British Columbia

The Council of the Village of Midway discussed the forthcoming legalization and regulation of non-medical cannabis in British Columbia, and the issues that are important to our community concerning this change. Council believes that non-medical cannabis should be regulated similar to alcohol and tobacco in the Province as outlined below:

Minimum age – The minimum age to buy, grow, and publically possess cannabis should be set at the age of 19, which is consistent with the minimum age for tobacco and alcohol, and is the BC age of majority.

Personal possession (adults) – Council agrees that limits need to be set on personal possession as a way to help law enforcement professionals distinguish between cannabis intended for personal use and illegal possession intended for the purpose of trafficking. This public possession limit should be consistent across the Province and Council does not take issue with the 30-gram limit established in Bill C-45.

Public consumption – Council agrees that existing restrictions on tobacco smoking and vaping should extend to cannabis smoking and vaping in that it should not be allowed in public spaces where tobacco smoking is currently prohibited. However, because the fundamental issue is impairment then smoking cannabis should also be restricted similar to alcohol consumption, and should only be allowed in designated public spaces (i.e. Cannabis lounges). Council knows this will be a difficult area to address as it will be difficult to regulate the public consumption of cannabis similar to both alcohol and tobacco simultaneously, and in time for legalization next year. Additionally, Council understands that it may be more practical, as highlighted in the Discussion Paper, to rely on public intoxication laws and disorderly conduct laws to manage intoxication issues related to public consumption. This will be an area that the Province will have to monitor and re-visit in the early stages of legalization to ensure the regulations are working.

Distribution and retail systems – The most logical answer for rural communities, who lack significant infrastructure for dedicated cannabis storefronts, is for non-medical cannabis to be sold in existing businesses such as liquor stores and pharmacies. Council is opposed to home-based cannabis businesses.

PO Box 160, Midway BC, V0H 1M0 | 250.449.2222 | midwaybc@shaw.ca | www.midwaybc.ca



October 27, 2017

Page 2

Re: Non-Medical Cannabis Legalization and Regulation in British Columbia

Amendments to road safety laws – Council recognizes the need to address the risk that cannabis legalization could lead to increased impaired driving; however, they feel that law enforcement professionals are better able to determine the specifics of road side testing and related driving prohibitions and charges. That being said, public education and awareness will be key factors in helping the public better understand the risks and potential consequences of cannabis-impaired driving.

Council recognizes that cannabis legalization presents complex policy challenges for the Province and we appreciate the opportunity to provide input on the provincial regulatory framework for the legalization of non-medical cannabis.

Yours truly,

VILLAGE OF MIDWAY

Per:

A handwritten signature in blue ink, appearing to read "Douglas McMynn".

Doug McMynn, Mayor

PO Box 160, Midway BC, V0H 1M0 | 250.449.2222 | midwaybc@shaw.ca | www.midwaybc.ca





Planning and Development

2018 / 2019 Work Plan



005

Prepared by: Donna Dean, Manager of Planning and Development



2018 / 2019 Work Plan

Service Name: Planning and Development

Service Number: 005

Committee Having Jurisdiction: Electoral Area Services Committee

General Manager/Manager Responsible:

General Manager of Operations

Donna Dean, Manager of Planning and Development

Description of Service:

The Planning and Development Department fulfills the following functions:

- Clerical services – Services include: records management; preparation and distribution of agendas to the six Advisory Planning Commissions; preparation and distribution of the Electoral Area Services agenda; minute taking; and coordination of items for Board agendas.
- Current operations – Current operations involves responding to inquiries from the public; processing RDKB applications, which can include holding public hearings; and responding to referrals,
- Long range planning – Long range planning involves the creation of new land use plans and comprehensive reviews of existing land use plans.
- Community Planning – Planning Department staff participate on a number of committees throughout the Regional District. Currently those include: the Lower Columbia Ecosystem Management Plan (LCEMP), which is part of the Trail Area Health and Environment Program; the Attainable Housing Committee of the Lower Columbia Community Development Team; the Species and Ecosystems at Risk (SEAR) Local Government Working Group; and the Columbia River Committee (an initiative of the Trail Chamber of Commerce).
- Geographic Information Services (GIS)/Mapping – Staff maintains the feature class data base for the mapping system and supports the Department's Current Operations and Special Projects. GIS staff keep the on-line mapping functioning; do regular downloads of BC Assessment data into ARC GIS; provide mapping for current applications and referrals and long range planning projects and other special projects as required; and provide analysis of census data. GIS staff also provide support to other RDKB departments including: fire services, finance, administration, and recreation.

- Bylaw Compliance and Enforcement – The Department responds to complaints regarding contravention of the Regional District’s land use bylaws. Bylaw compliance and enforcement often involves coordinated efforts with the Building Department and in some cases with the Administration Department, and
- Administrative Support Services – any property based transactions that the RDKB is involved in most likely involves Planning Department staff time. Examples include: the application for a license of occupation for the disc golf course at Christina Lake; the application for a license of occupation for the Kettle Walk Trail Project; the map reserve for the Christina Lake pedestrian bridge; the transfer of lands for the conversion of Christina Lake Waterworks to a Regional District service; the license of occupation for Rock Creek Park; the land transfer for parks purposes near the Carson border crossing; the creation of the Cascade Parking Lot for access to the Trans Canada Trail; and securing land for the Kettle Valley Fire Hall site. GIS staff also regularly responds to inquiries from the Finance Department for assessment values for the Regional District’s various services; voter counts for referendums and elections; mapping of various service areas by bylaws and staff reports; and mapping for emergency services (evacuation zone maps and maps of areas impacted by emergencies).
- Special projects are described in greater detail below.

Establishing Authority:

Letters Patent

Requisition Limit:

Not applicable

2017 Requisition / Budgeted Expenditures / Actual Expenditures:

\$853,574/ \$762,045 / ±\$550,000 (to date)

Regulatory or Administrative Bylaws:

The Planning and Development Department uses a total of 23 regulatory bylaws on a regular basis:

Electoral Area ‘A’ OCP Bylaw No. 1410

Electoral Area ‘A’ Zoning Bylaw No. 1460

Electoral Area ‘B’/Lower Columbia-Old Glory OCP Bylaw No. 1470

Electoral Area ‘B’/Lower Columbia-Old Glory Zoning Bylaw No. 1540

Electoral Area ‘C’/Christina Lake OCP Bylaw No. 1250

Electoral Area ‘C’/Christina Lake Zoning Bylaw No. 1300

Electoral Area ‘D’/Rural Grand Forks OCP Bylaw No. 1555

Electoral Area ‘D’/Rural Grand Forks Zoning Bylaw No. 1299

Big White Ski Resort OCP Bylaw No. 1125

Big White Ski Resort Zoning Bylaw No. 1166

Mt. Baldy Ski Resort OCP Bylaw No. 1335

Mt. Baldy Ski Resort Zoning Bylaw No. 1340

Jewel Lake Zoning Bylaw No. 855

Bridesville Townsite Land Use Bylaw No. 1485

Heritage Designation Bylaw No. 1236

Advisory Planning Commission Bylaw No. 1535

Board of Variance Bylaw No. 1145 and 1146

Floodplain Bylaw No. 677

Delegation Bylaw No. 1567

Development Approvals Bylaw No. 1507

Fees and Procedures Bylaw No. 1231

Mobile Home Park Bylaw No. 97

Sprinkler Control Bylaw No. 1323

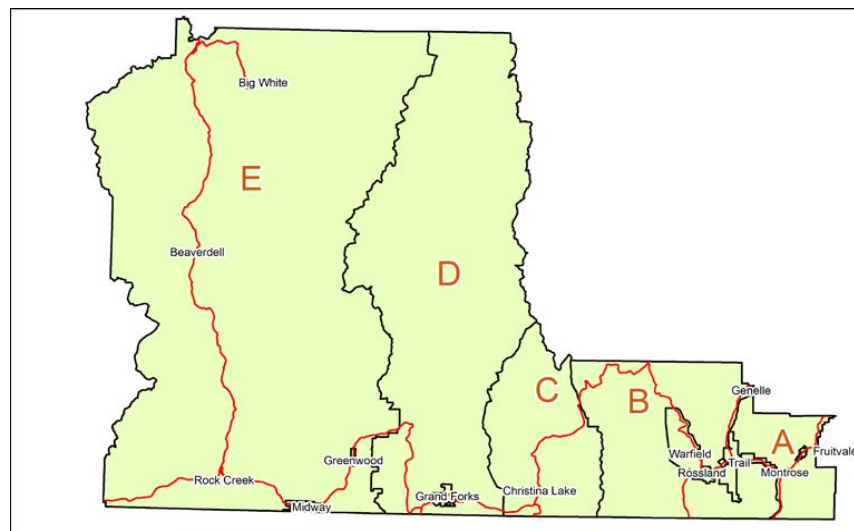
Service Area / Participants:

Entire Regional District.

Planning: 5 Electoral Areas – 75% of budget

Planning and Development: 5 Electoral Areas plus 7 member municipalities – 25% of budget

The above budget break-down is according to Board Resolution #461-92



Service Levels

Department staff are available to the public through emails, telephone calls and at the front counter five days a week through the work day. Enquiries are of varying complexity and depending on the information requested can involve a freedom of information request.

In addition to responding to questions from the public throughout the day as required, the Manager of the Department and the General Manager of Operations also assist with responses to more complex inquiries. The Manager also reviews incoming applications and referrals; assigns those to staff and reviews and edits staff reports for Advisory Planning Commissions, Electoral Area Services Committee and the Board of Directors. The Manager also reviews the long range planning work conducted by the Senior Planner.

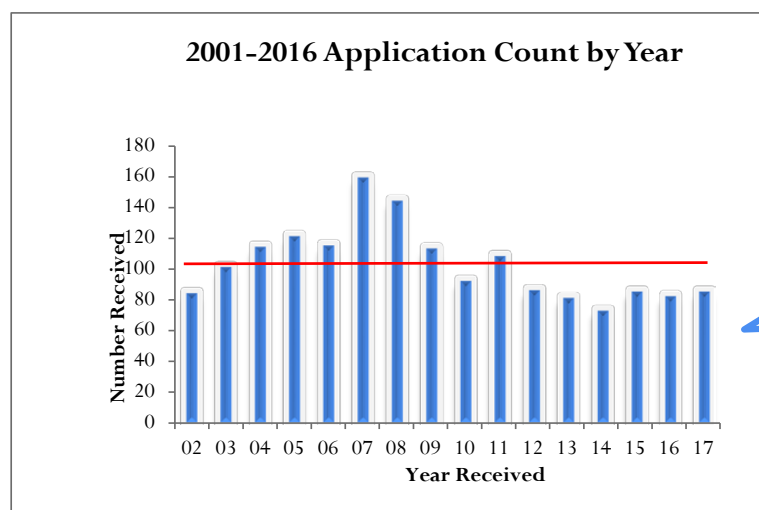
Human Resources:

- General Manager of Operations
- Manager of Planning and Development
- Two professional planners
- Two GIS/Mapping staff
- One full time and one part-time administrative support staff

There were significant staff changes in 2017. The Senior Planner retired late in 2016 leaving that position vacant for approximately two months before the Planner was promoted to Senior Planner. The Planner position was then vacant until late February. The Senior Planning Secretary position has been temporarily filled while the incumbent takes a leave of absence (August 2017-April 2018).

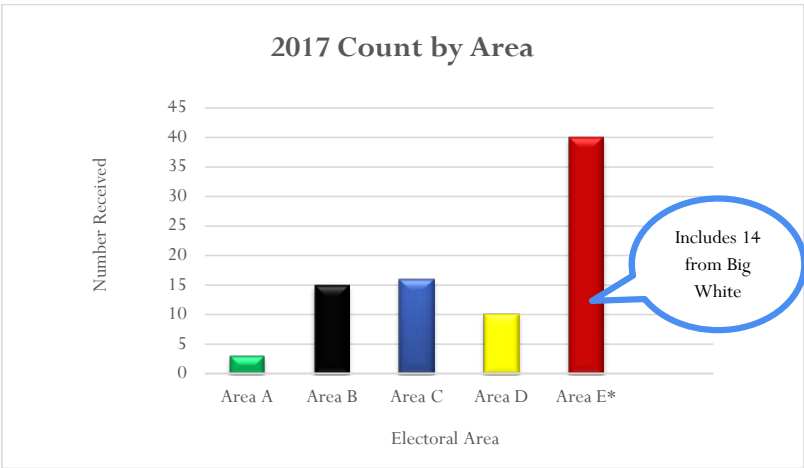
2017 Accomplishments:

The chart below shows the number of applications per year over time, however it should be noted that the value for 2017 is to date only:

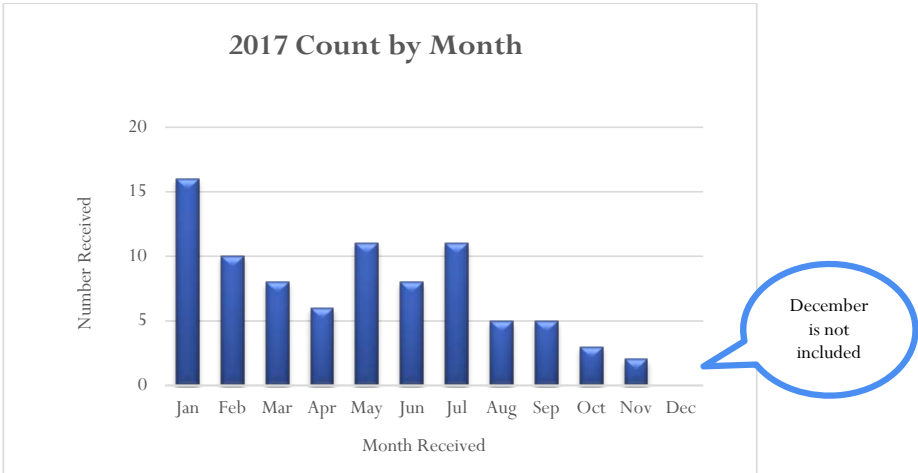


The above graph does not reflect the complexity of the applications processed. For example, in 2016 there were a total of 4 OCP/Zoning Bylaw amendments while there have been 11 to date in 2017. In addition, between January and April the applications received were double that from the previous years, which happened to correspond with a period when the department was short staffed.

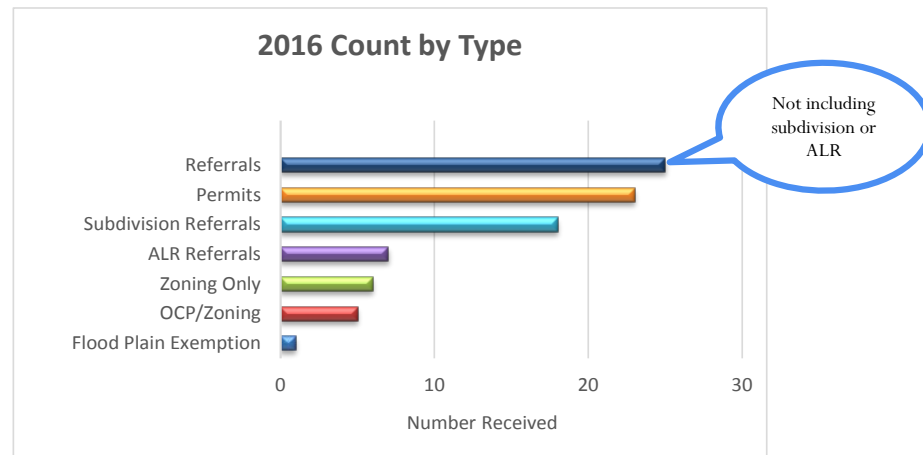
Most of the applications and referrals were for Electoral Area 'E'/West Boundary at 40; 14 of which were for Big White Ski Resort.



The following graph shows applications received by month:



The following graph shows the applications and referrals by type:



The Planning and Development Department has established targets for processing times for three types of applications as follows: 19 weeks for OCP and/or Zoning Bylaw amendments; 8 weeks for Development Permits, and 10 weeks for referrals from the Agricultural Land Commission. The table below summarizes the processing times for the completed applications/referrals to date for 2017:

Type	# Completed in 2017	# That Met the Target	Fastest	Slowest	Target
OCP and/or Rezoning	2	2	13 weeks	16 weeks	19 weeks
Development Permits	17	12	3 weeks	16 weeks	8 weeks
ALC Referral	7	7	7 weeks	10 weeks	10 weeks

Other work completed this year includes:

- Completion of computer programming work that was required to enable receipt of BC Assessment data in the new format.
- Completion of Fire Hydrant Booklets for Kootenay Boundary Regional Fire Rescue.
- Creation of a set of maps for the new OCP for the Village of Warfield in addition to mapping for internal projects.
- HTML5 conversion for the on-line mapping system should be near completion by year end.

- Worked with the Canadian Armed Forces to identify potential landing sites for several locations in the RDKB for communities that could potentially be cut off during an emergency such as a wildfire.
- Two land use planning projects that are near completion are: the Electoral Area 'D'/Rural Grand Forks Zoning Bylaw and a Parks Plan for the nature park at Christina Lake.
- Completed mapping of Agricultural Land Use Inventory for the Boundary Area Agriculture and Food Project.
- The Department's two application forms were given a major revision (Electoral Areas and Big White Ski Resort).
- Staff training including Preventing Workplace Violence and respectful conduct in the workplace.

The Planner position was vacant for a number of months, which caused delays in project work for the Department. The Emergency Operations Centre (EOC) had a number of activations in 2017, the most significant of which was flooding in the Boundary Area. The activations resulted in a significant response of personnel from the Planning and Development Department. Duration of EOC activations, number of staff deployed to the EOC resulted in delays to projects and committee work.

Bylaw Enforcement

The Department responds to written complaints regarding contraventions of the Regional District's land use bylaws. Bylaw compliance and enforcement continues to be a time consuming, sensitive and challenging task.

Since 2005, when the Planning and Development Department took on a more active role in bylaw enforcement, the number of written complaints for enforceable infractions of RDKB Zoning Bylaws has averaged roughly 10 per year. For 2017, up to mid-October there have been 13 new written complaints and seven 'reactivated' complaints for a total of 20. They are at various stages of research, action and resolution. In addition, several more calls were handled, approximately 10 that were not enforceable by the Planning & Development Department. Those included noise, tree removal and vehicles parked on Crown land, among others. While not enforceable they still take staff time to research, respond to the complaint(s), and to forward on to the authority that has jurisdiction.

Significant Issues and Trends:

There has been a significant increase in the complexity of development applications over the past year although the numbers so far appear to be similar to the past six years. There has been a significant increase in the number of bylaw complaints, which also appears to be a trend that will continue. It is anticipated that the legalization of cannabis in the new year will result in additional inquiries from the public regarding growing and selling product.

Given that the Department is fully staffed, it is anticipated that 2018 will be business as usual. With the elections and referendums in 2018 there may be additional requests of GIS staff for demographic information.

The trend of increasing EOC activations of longer duration and complexity has the potential for significant impacts on staff resources and Work Plans. Staff involvement in Emergency Management, EOC training and activations will continue to be a growing responsibility for Regional District staff. Given the work load in the Planning Function in an EOC, staff resources from the Planning and Development Department are often involved in activations.

Planning and Development Department staff also participate on the Occupational Health and Safety Committee that meets and conducts inspection regularly. For 2018 it is anticipated that the Planning and Development Department will commit the equivalent of 1 person-day per month to OH&S responsibilities.

The Planning and Development Department also includes a staff member who is a military reservist. While there is no policy regarding military leave for training, generally up to three weeks per year of time off is approved assuming there is sufficient staff coverage.

2018 /2019 Projects:

The following 2018/2019 projects are described in greater detail below:

1. Creation of the Rural Bridesville Land Use Plan
2. Review of the Electoral Area 'C'/Christina Lake Official Community Plan
3. Continuation of the Implementation of the Kettle River Watershed Management Plan
4. Continuation of the Boundary Area Agriculture and Food Project
5. Continuation of the Review of the Board of Variance Bylaw
6. Production of Application Guidelines for the Public and Updated Web Content
7. Asset Management Project
8. Creation of an RDKB wall map for the basement foyer

Additional projects that could be initiated with additional staff resources or the services of a consultant:

- The Village of Warfield has requested that RDKB staff, on a contract bases, complete a comprehensive review of the Village of Warfield's Zoning Bylaw;
- The Village of Midway has made a similar request for a review of its Official Community Plan;
- Since the Genelle community boat launch is not on private land as a result of a successful application for accretion by an adjacent property owner, there is a need to secure a new site for the boat launch;
- Feasibility study for affordable housing in Genelle;
- Continuation of public consultation for the Mountain View Doukhobor Museum; and
- Review of the Fees and Procedures Bylaw.

Project: Creation of the Rural Bridesville Land Use Plan

Project Description:

This project will result in the largest non-resort community in Electoral Area 'E'/West Boundary having a land use plan. It will build on the existing land use plan for the Bridesville Townsite, which was adopted in May 2012. The plan area extends from the US border to the Mt. Baldy Controlled Recreation Area and from the Canyon Bridge to the boundary with the Regional District of Okanagan Simikameen. The majority of the land is in the Agricultural Land Reserve.

Project Timelines and Milestones:

This project had a slow start, which was partly due to the fact that there was a significant number of community members who are very opposed to any kind of land use planning. However there appears to be a willingness, on the part of the Steering Committee, to learn more about what a land use plan could look like. Significant traction was gained with the Steering Committee at their most recent meeting and it is anticipated that a draft Land Use Plan will be presented to the public by the end of 2018.

Project Risk Factors:

This is a priority project for the Senior Planner. Risk factors would be a change in priority for that position.

Internal Resource Requirements:

Staff requirements are the Senior Planner and GIS staff for the mapping component.

Estimated Cost and Identified Financial Sources:

Staff time and costs for public consultation and a legal review are built into the budget.

Relationship to Board Priorities:

This project meets the priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".

Project: Review of the Electoral Area 'C'/Christina Lake Official Community Plan

Project Description:

The Electoral Area 'C'/Christina Lake Official Community Plan (OCP) was adopted in 2004 and is due for review.

Project Timelines and Milestones:

A meeting with individuals interested in participating in the review was held in the spring of 2017 to discuss issues to be reviewed. A second meeting, to further flesh out those issues and to hear resident's concerns, is planned for October 30th, 2017. The Senior Planner will meet regularly with the Steering Committee through 2018.

Project Risk Factors:

This is a priority project for the Senior Planner. Risk factors would be a change in priority for that position.

Internal Resource Requirements:

Staff requirements are the Senior Planner and GIS staff for the mapping component.

Estimated Cost and Identified Financial Sources:

Staff time and costs for public consultation and legal review are built into the budget.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".

Project: Continuation of the Implementation of the Kettle River Watershed Management Plan

Project Description:

The three-year contract with CommonsPlace Consulting for the implementation of the Kettle River Watershed Management Plan ends December 31, 2017. The implementation program has focused on: drought management, water conservation, shore-line restoration, communication, assistance with well licensing, and studies of riparian threats. The Kettle River Watershed Authority was created in 2017 and two meetings of the Authority were held to share information and to seek input on watershed priorities for the Boundary communities. There has also been significant progress made towards working collaboratively with the Okanagan Nation Alliance regarding watershed management.

Project Timelines and Milestones:

A Drought Management Plan for the Boundary Area will be completed by the end of 2018. Other projects will be initiated depending on the availability of funding.

Project Risk Factors:

Since gas tax can no longer be used for core funding, the work in 2018 will be project based with both internal (gas tax) and outside funding. Confirmation has been received from the Province for \$10,000 for the preparation of a Drought Management Plan for the Boundary Area. Any additional projects will depend on funding. The results of a referendum in October 2018 will determine whether the project will continue with core funding to further implement the Plan.

Internal Resource Requirements:

This implementation project has been largely funded through gas tax to hire a part time contractor to carry out the work. Oversight is by the Manager of Planning and Development with support by other staff members for minute taking and some GIS support.

Estimated Cost and Identified Financial Sources:

The cost estimate for 2018 is approximately \$30,000 but is project and funding dependent. The finances for this project flow through Electoral Area Services.

Relationship to Board Priorities: It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance".

Project: **Continuation of the Boundary Area Agriculture and Food Project**

Project Description:

The Boundary Area Agriculture and Food project, which was initiated in the spring of 2017, will continue through 2018 with the creation of Version 3.0 of the Boundary Area Agricultural Plan, which will include the Food Security component.

Project Timelines and Milestones:

Version 3.0 of the Boundary Area Agricultural Plan is scheduled for completion in May 2018, however the project will continue through 2018 with implementation components of the Food Security portion of the plan.

Project Risk Factors:

Resources have been allocated to contract consultants for this project. A fair amount of in-kind staff time from the RDKB and Community Futures has been allocated to this project. The project requires Regional District staff oversight for reporting to the funders, ensuring advertising meets the funders requirements, coordination of events, maintaining the web site.

Internal Resource Requirements:

Staff time from several individuals including: the Manager of Planning and Development, IT staff, Planners, secretarial staff and GIS staff.

Estimated Cost and Identified Financial Sources:

This budget for this project is approximately \$100,000 with sources including: Interior Health Authority, Community Food Action Initiatives; Investment Agriculture; and Gas Tax. Project funding flows through the Boundary Community Development Committee.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".

Project: **Board of Variance Bylaw Review**

Project Description:

Review of the Board of Variance bylaw was identified in the 2017 work plan, however staff resources have been fully dedicated to other projects and the review has been postponed until 2018. The bylaws, one for the east end and one for the west end are outdated and due for a review.

Project Timelines and Milestones:

Completion by end of 2018.

Project Risk Factors:

Shift in staff priorities.

Internal Resource Requirements:

This will require staff time, primarily the Manager of Planning and Development.

Estimated Cost and Identified Financial Sources: N/A**Relationship to Board Priorities:**

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".

Project: **Production of Application Guidelines for the Public and Updated Web Content**

Project Description:

Creation of a set of brochures for the various application types..

Project Timelines and Milestones:

Throughout 2018.

Project Risk Factors:

Change in priorities.

Internal Resource Requirements:

This project would be done as time allows by the Planners.

Estimated Cost and Identified Financial Sources: N/A**Relationship to Board Priorities:**

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".

Project: Asset Management Project**Project Description:**

Participation in the corporate-wide asset management planning process.

Project Timelines and Milestones:

Throughout 2018.

Project Risk Factors:

Departmental work will be guided by external sources (Corporate/Board plans for completion of Asset Management Plan)

Internal Resource Requirements:

It is anticipated that there could be additional demands on GIS staff time for the asset management project, however it is not known at this time how much time may be required.

Estimated Cost and Identified Financial Sources: N/A

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".

Project: Creation of an RDKB wall map for the basement foyer**Project Description:**

The creation of a wall map with an ortho photo layer, electoral area boundaries and municipalities would be a feature for the public and staff to have a view of the entire Regional District.



Project Timelines and Milestones: By the end of 2018.

Project Risk Factors:

Changes in staff priorities.

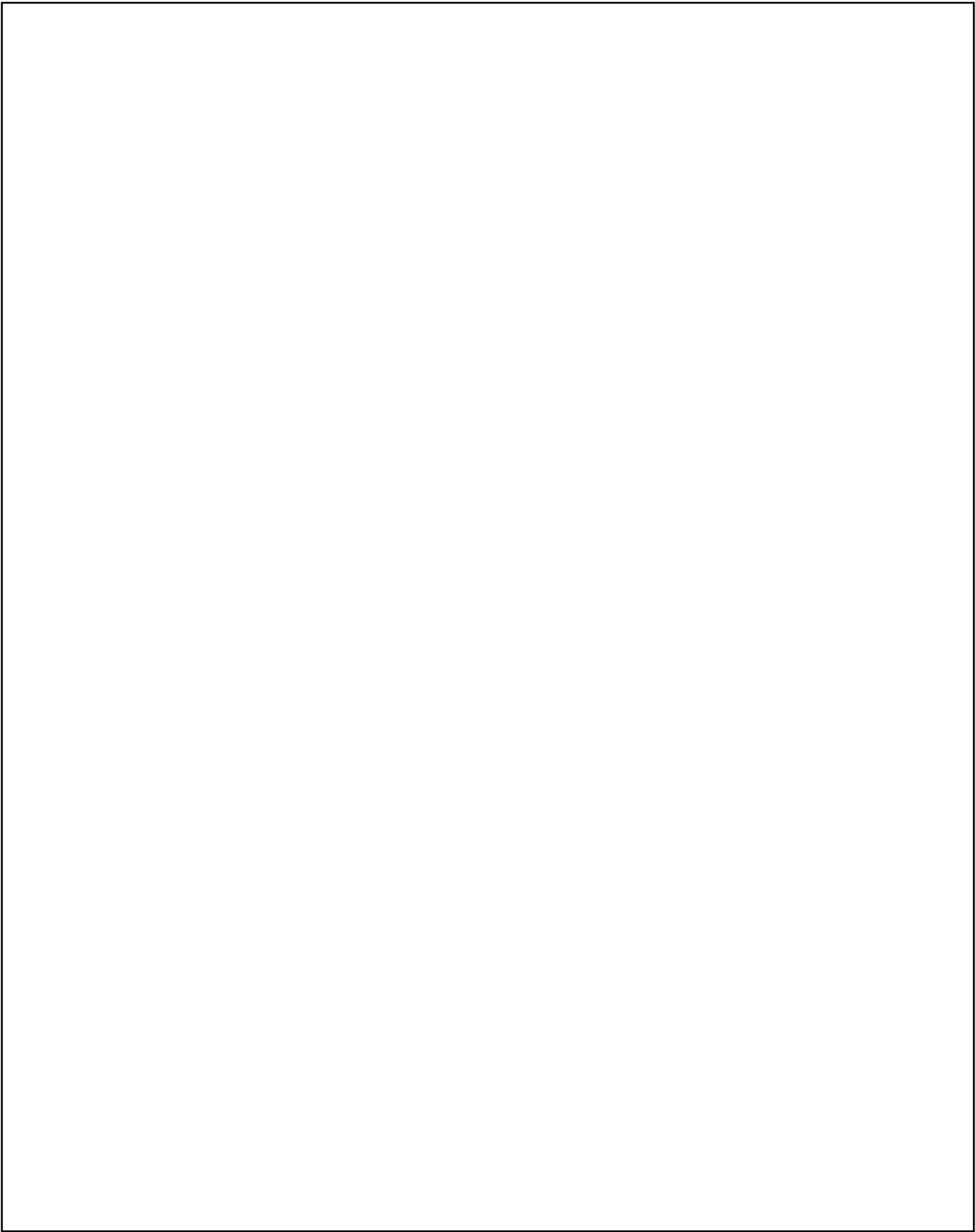
Internal Resource Requirements:

GIS staff time to create the map, and working with building management staff regarding the logistics of the project.

Estimated Cost and Identified Financial Sources: Not available at this time.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".





House Numbering – Electoral Areas 'A' and 'C'/Christina Lake

2018 / 2019 Work Plan



120

Prepared by: Donna Dean, Manager of Planning and Development



2018 / 2019 Work Plan

Service Name: House Numbering – Electoral Areas ‘A’ and ‘C’/Christina Lake

Service Number: 120

Committee Having Jurisdiction: Electoral Area Services Committee

General Manager/Manager Responsible:

General Manager of Operations

Donna Dean, Manager of Planning and Development

Description of Service:

Planning and Development Department staff are responsible for assigning and maintaining street addresses for Electoral Area ‘A’ and ‘C’/Christina Lake. While the member municipalities are responsible for maintaining house numbers within their boundaries, collaboration is required between the Regional District and member municipalities for addresses along roads that straddle municipal boundaries. The same applies for roads between the RDKB and adjacent regional districts. The Regional District is also responsible to make sure that addresses issued by the member municipalities are covered by the 911 street centreline.

Establishing Authority:

Letters Patent

Requisition Limit:

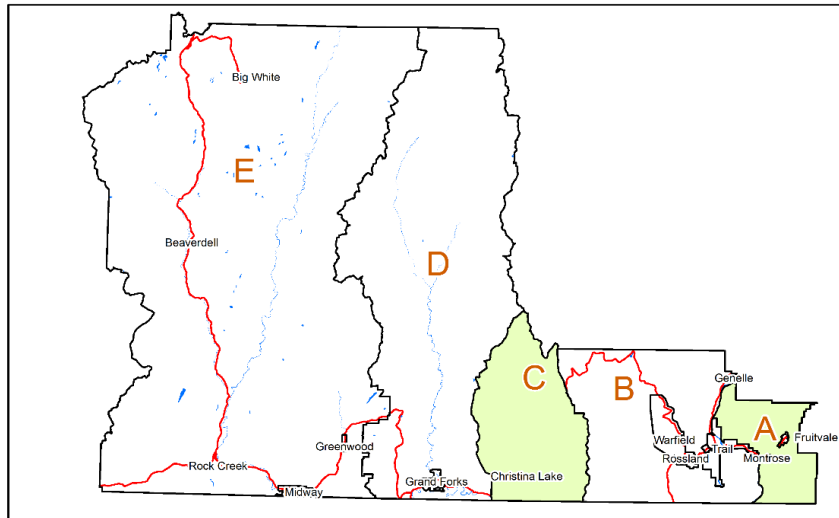
Not applicable

2017 Requisition / Budgeted Expenditures / Actual Expenditures:

\$6000/ \$6000 / \$6000

Regulatory or Administrative Bylaws:

Not applicable

Service Area / Participants: Electoral Areas 'A' and 'C'/Christina Lake**Service Levels**

House numbers are assigned as required, which is usually following the creation of new parcels and when new homes are built. The service involves communications with land owners and other agencies such as BC Assessment, various utilities, 911 service, RCMP, Elections BC, Canada Post and BC Ambulance to ensure accurate and consistent addresses are used. Address points are also forwarded to the Integrated Cadastral Information Society (ICIS) to include in the Provincial database. Street addressing requires diligence to ensure accuracy since emergency services are dependent on it for locating individuals and properties, and for evacuation alerts and orders. Some house numbering is simple and straight forward; however, they sometimes require additional research to investigate numbering that is being used incorrectly and to make the necessary corrections. Staff are often required to work with Ministry of Transportation and Infrastructure as well to ensure street names are consistently used across organizations and that streets are correctly signed.

Human Resources:

Current staffing levels: two GIS/Mapping staff with support from Planning Department administrative staff to issue letters.

2017 Accomplishments:

Ongoing issuance of house numbers and research and corrections where necessary.

Significant Issues and Trends:

Depending on development activity, approximately 15 to 20 street address letters per Electoral Area are issued each year. There are a number of triggers for issuance of a new street address including:

new construction, identification of previously unknown construction, and corrections to addresses that were not issued by the RDKB. Activation of the Emergency Operations Centre often reveals previously unknown construction in remote areas and the use of incorrect street addresses.

There are no special projects associated with this service at this time.



House Numbering – Electoral Area 'B'/Lower Columbia-Old Glory

2018 / 2019 Work Plan



122

Prepared by: Donna Dean, Manager of Planning and Development



House Numbering – Electoral Area ‘B’/Lower Columbia-Old Glory

2018 / 2019 Work Plan

Service Name: House Numbering – Electoral Area ‘B’/Lower Columbia-Old Glory

Service Number: 122

Committee Having Jurisdiction: Electoral Area Services Committee

General Manager/Manager Responsible:

General Manager of Operations

Donna Dean, Manager of Planning and Development

Description of Service:

Planning and Development Department staff are responsible for assigning and maintaining street addresses for Electoral Area ‘A’ and ‘C’/Christina Lake. While the member municipalities are responsible for maintaining house numbers within their boundaries, collaboration is required between the Regional District and member municipalities for addresses along roads that straddle municipal boundaries. The same applies for roads between the RDKB and adjacent regional districts. The Regional District is also responsible to make sure that addresses issued by the member municipalities are covered by the 911 street centreline.

Establishing Authority:

RDKB Bylaw No. 816 adopted in 1994

Requisition Limit:

\$10,000 per year

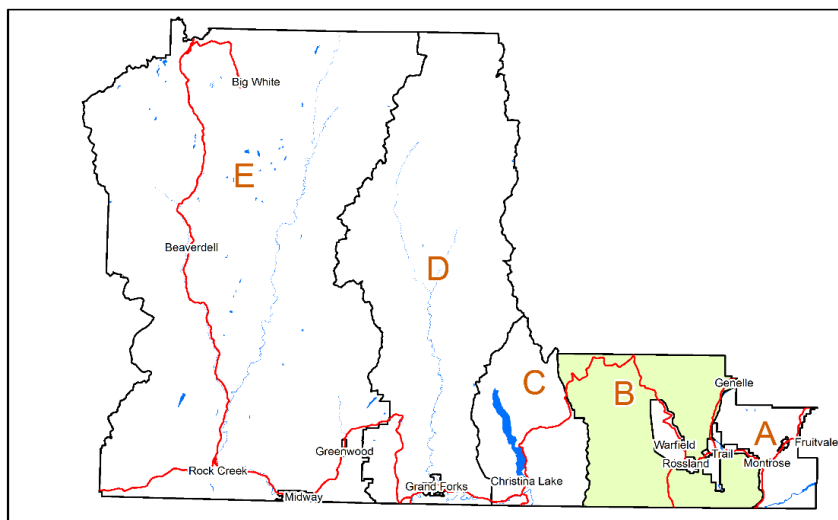
2017 Requisition / Budgeted Expenditures / Actual Expenditures:

\$3000/ \$3000 / \$3000

Regulatory or Administrative Bylaws:

Not applicable

Service Area / Participants: Electoral Area 'B'/Lower Columbia-Old Glory

**Service Levels**

House numbers are assigned as required, which is usually following the creation of new parcels and when new homes are built. The service involves communications with land owners and other agencies such as BC Assessment, various utilities, 911 service, RCMP, Elections BC, Canada Post and BC Ambulance to ensure accurate and consistent addresses are used. Address points are also forwarded to the Integrated Cadastral Information Society (ICIS) to include in the Provincial database. Street addressing requires diligence to ensure accuracy since emergency services are dependent on it for locating individuals and properties, and for evacuation alerts and orders. Some house numbering is simple and straight forward; however, they sometimes require additional research to investigate numbering that is being used incorrectly and to make the necessary corrections. Staff are often required to work with Ministry of Transportation and Infrastructure as well to ensure street names are consistently used across organizations and that streets are correctly signed.

Human Resources:

Current staffing levels: two GIS/Mapping staff with support from Planning Department administrative staff to issue letters.

2017 Accomplishments:

Ongoing issuance of house numbers and research and corrections where necessary.

Significant Issues and Trends:

Depending on development activity, approximately 15 to 20 street address letters per Electoral Area are issued each year. There are a number of triggers for issuance of a new street address including: new construction, identification of previously unknown construction, and corrections to addresses that were not issued by the RDKB. Activation of the Emergency Operations Centre often reveals previously unknown construction in remote areas and the use of incorrect street addresses.

There are no special projects associated with this service at this time.



House Numbering – Electoral Area 'D'/Rural Grand Forks

2018 / 2019 Work Plan



121

Prepared by: Donna Dean, Manager of Planning and Development



House Numbering – Electoral Area ‘D’/Rural Grand Forks

2018 / 2019 Work Plan

Service Name: House Numbering – Electoral Area ‘D’/Rural Grand Forks

Service Number: 121

Committee Having Jurisdiction: Electoral Area Services Committee

General Manager/Manager Responsible:

General Manager of Operations

Donna Dean, Manager of Planning and Development

Description of Service:

Planning and Development Department staff are responsible for assigning and maintaining street addresses for Electoral Area ‘A’ and ‘C’/Christina Lake. While the member municipalities are responsible for maintaining house numbers within their boundaries, collaboration is required between the Regional District and member municipalities for addresses along roads that straddle municipal boundaries. The same applies for roads between the RDKB and adjacent regional districts. The Regional District is also responsible to make sure that addresses issued by the member municipalities are covered by the 911 street centreline.

Establishing Authority:

RDKB Bylaw No. 460 adopted in 1985

Requisition Limit:

\$9,300

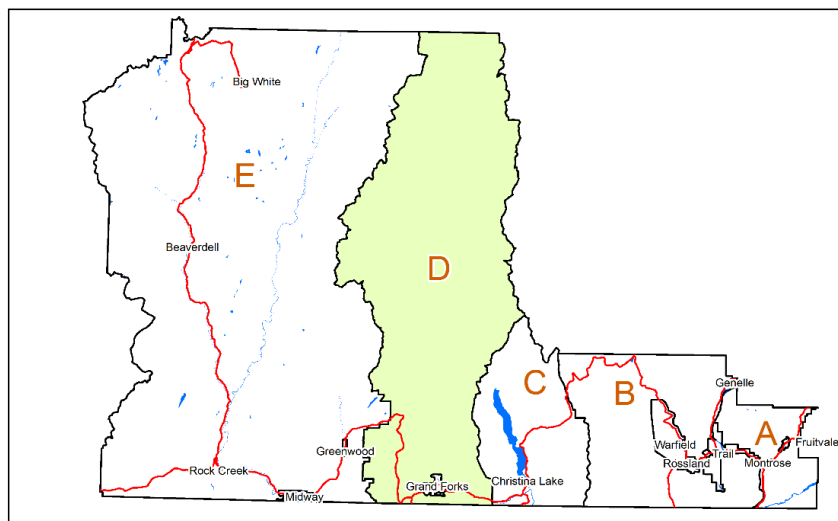
2017 Requisition / Budgeted Expenditures / Actual Expenditures:

\$3000/ \$3000 / \$3000

Regulatory or Administrative Bylaws:

Not applicable

Service Area / Participants: Electoral Area 'D'/Rural Grand Forks

**Service Levels**

House numbers are assigned as required, which is usually following the creation of new parcels and when new homes are built. The service involves communications with land owners and other agencies such as BC Assessment, various utilities, 911 service, RCMP, Elections BC, Canada Post and BC Ambulance to ensure accurate and consistent addresses are used. Address points are also forwarded to the Integrated Cadastral Information Society (ICIS) to include in the Provincial database. Street addressing requires diligence to ensure accuracy since emergency services are dependent on it for locating individuals and properties, and for evacuation alerts and orders. Some house numbering is simple and straight forward; however, they sometimes require additional research to investigate numbering that is being used incorrectly and to make the necessary corrections. Staff are often required to work with Ministry of Transportation and Infrastructure as well to ensure street names are consistently used across organizations and that streets are correctly signed.

Human Resources:

Current staffing levels: two GIS/Mapping staff with support from Planning administrative staff to issue letters.

2017 Accomplishments:

Ongoing issuance of house numbers and research and corrections where necessary. Corrections and new house numbers were issued as a result of the flooding event in the spring of 2017.

Significant Issues and Trends:

Depending on development activity, approximately 15 to 20 street address letters per Electoral Area are issued each year. There are a number of triggers for issuance of a new street address including: new construction, identification of previously unknown construction, and corrections to addresses that were not issued by the RDKB. Activation of the Emergency Operations Centre often reveals previously unknown construction in remote areas and the use of incorrect street addresses.

There are no special projects associated with this service at this time.



House Numbering – Electoral Area 'E'/West Boundary

2018 / 2019 Work Plan



123

Prepared by: Donna Dean, Manager of Planning and Development



House Numbering – Electoral Area ‘E’/West Boundary

2018 / 2019 Work Plan

Service Name: House Numbering – Electoral Area ‘E’/West Boundary

Service Number: 123

Committee Having Jurisdiction: Electoral Area Services Committee

General Manager/Manager Responsible:

General Manager of Operations

Donna Dean, Manager of Planning and Development

Description of Service:

Planning and Development Department staff are responsible for assigning and maintaining street addresses for Electoral Area ‘A’ and ‘C’/Christina Lake. While the member municipalities are responsible for maintaining house numbers within their boundaries, collaboration is required between the Regional District and member municipalities for addresses along roads that straddle municipal boundaries. The same applies for roads between the RDKB and adjacent regional districts. The Regional District is also responsible to make sure that addresses issued by the member municipalities are covered by the 911 street centreline.

Establishing Authority:

RDKB Bylaw No. 1115 adopted in 2001

Requisition Limit:

\$15,000

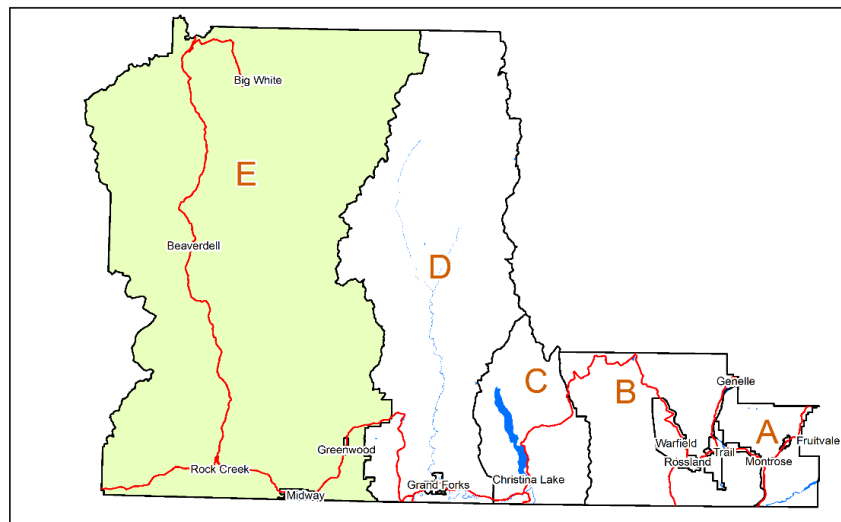
2017 Requisition / Budgeted Expenditures / Actual Expenditures:

\$3000/ \$3000 / \$3000

Regulatory or Administrative Bylaws:

Not applicable

Service Area / Participants: Electoral Area 'E'/West Boundary

**Service Levels**

House numbers are assigned as required, which is usually following the creation of new parcels and when new homes are built. The service involves communications with land owners and other agencies such as BC Assessment, various utilities, 911 service, RCMP, Elections BC, Canada Post and BC Ambulance to ensure accurate and consistent addresses are used. Address points are also forwarded to the Integrated Cadastral Information Society (ICIS) to include in the Provincial database.

Street addressing requires diligence to ensure accuracy since emergency services are dependent on it for locating individuals and properties, and for evacuation alerts and orders. Some house numbering is simple and straight forward; however, they sometimes require additional research to investigate numbering that is being used incorrectly and to make the necessary corrections. Staff are often required to work with Ministry of Transportation and Infrastructure as well to ensure street names are consistently used across organizations and that streets are correctly signed.

Human Resources:

Current staffing levels: two GIS/Mapping staff with support from Planning Department administrative staff to issue letters.

2017 Accomplishments:

Ongoing issuance of house numbers and research and corrections where necessary.

Significant Issues and Trends:

Depending on development activity, approximately 15 to 20 street address letters per Electoral Area are issued each year. There are a number of triggers for issuance of a new street address including: new construction, identification of previously unknown construction, and corrections to addresses that were not issued by the RDKB. Activation of the Emergency Operations Centre often reveals previously unknown construction in remote areas and the use of incorrect street addresses.

There are no special projects associated with this service at this time.

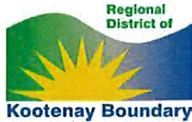
M E M O R A N D U M				
TO:	Director Ali Grieve, Area "A"			
FROM:	Deep Sidhu - Financial Services Manager			
RE:	Grants-In-Aid 2017			
Balance Remaining from 2016				\$ 5,140.00
2017 Requisition				\$ 31,492.00
Less Board Fee 2017				\$ (1,192.00)
Total Funds Available:				\$ 35,440.00
RESOLUTION #	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
167-17	Apr-17	BV Avalance Hockey Club	Annual Tournament - KBRH Foundation	\$ 1,000.00
167-17		BV Nitehawk Society	Travel Expenses to Manitoba - Cyclone Taylor Cup	\$ 2,000.00
167-17		West Kootenay Smoke'n Steel Auto Club	Holding 'drive-in' movie - Annual Car Show	\$ 2,000.00
167-17		Nelson & Ft. Shepphard Railway Co.	2017 Community Trail Rides - Jingle Down Main Street and BV May Days events	\$ 2,000.00
167-17		Canadian Tire-JumpStart Charity Golf	Support Kids in organized sports and recreation	\$ 500.00
167-17		Montrose Recreation Commisstion	Antennae Trail Pancake Breakfast - Montrose Days	\$ 500.00
209-17	May-17	Western Communities Foundation	meet office goal 2017	\$ 300.00
209-17		Arthritis Foundation	Support "Walk to Fight Arthritis"	\$ 100.00
209-17		Beaver Valley Blooming Society	"Our Canada 150" project	\$ 3,000.00
266-17	Jun-17	Selkirk Rock and Minerals	Visi Vests for members searching for rocks	\$ 200.00
327-17	Aug-17	Beaver Valley Dynamic Aging	Fundraising support for Sips & Sparkles	\$ 2,000.00
379-17	Oct-17	Village of Fruitvale	Baby grand piano/cartage for installation	\$ 3,500.00
379-17		Fruitvale Community Chest	Christmas hampers for the BV Area	\$ 1,500.00
379-17		Okanagan Nation Alliance	Implement a 5 year Northern Pike suppression program	\$ 1,700.00
405-17	Oct-17	Beaver Valley Skating Club	Sponsor for upcoming West Kootenay Invitational Skating Competition	\$ 500.00
Total				\$ 35,447.14
Balance Remaining				\$ (7.14)

M E M O R A N D U M				
TO:	Director Linda Worley, Electoral Area 'B' / Lower Columbia-Old Glory			
FROM:	Deep Sidhu - Financial Services Manager			
RE:	Grants-In-Aid 2017			
Balance Remaining from 2016				\$ 2,070.79
2017 Requisition				22,762.00
Less Board Fee 2017				(862.00)
Total Funds Available:				\$ 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
	Apr-17	Louie DeRosa	Woodstove exchange top-up	\$ 250.00
167-17	Apr-17	Canadian Tire-JumpStart Charity Golf	Support Kids in organized sports and recreation	\$ 500.00
167-17		West Kootenay Smoke'n Steel Auto Club	Holding 'drive-in' movie - Annual Car Show	\$ 2,500.00
209-17	May-17	Arthritis Foundation	Support "Walk to Fight Arthritis"	\$ 200.00
209-17		Kootenay Columbia Learnikng Centre	2017 Graduating Class	\$ 750.00
209-17		Rossland Golden City Days	Annual Rossland Golden City Days events	\$ 1,000.00
209-17		Silver City Trap & Skeet Club	Grounds keeping maintenance & upgrades	\$ 2,500.00
296-17	Jul-21	Seven Summit Centre for Learning	Furnishing Facility	\$ 4,000.00
379-17	Oct-17	Okanagan Nation Alliance	Implement a 5 year Northern Pike suppression program	\$ 1,700.00
Total				\$ 19,450.00
Balance Remaining				\$ 4,520.79

M E M O R A N D U M				
TO:	Director Grace McGregor, Electoral Area 'C'/Christina Lake			
FROM:	Deep Sidhu, Financial Services Manager			
RE:	Grants-In-Aid 2017			
Balance Remaining from 2016				\$ 12,125.15
2017 Requisition				60,594.00
Less Board Fee 2017				(2,294.00)
Total Funds Available:				\$ 70,425.15
RESOLUTION #	DATE	RECIPIENT	DESCRIPTION	AMOUNT
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-17	Christina Lake Stewardship Society	Annual clean-up day	\$ 2,000.00
114-17	Mar-17	Christina Lake Stewardship Society	C.L. Watershed annual review	2,500.00
167-17	Apr-17	Grand Forks ATV Club	Installation of three kiosks	3,600.00
167-17		Grand Forks ATV Club	Power Point Presenation update	500.00
167-17		Christina Lake Recreation Commission	13th Annual C.L. Triathlon	1,000.00
209-17	May-17	Little Lakers Learning Centre Society	Outdoor activities & recreation	3,500.00
209-17		C.L. Elementary School PAC	Annual swim safety program	2,500.00
209-17		Christina Lake Ladies Golf Club	Annual ladies open tournament	300.00
209-17		Les Sawyer/C.L. Pickleball Association	"Pickle Ball Tourn" at Homecoming	500.00
209-17		Christina Lake Boat Access Society	Annual 'Dump Day' initiative	400.00
209-17		Grand Forks & District Public Library	Kids' Summer Reading Club	850.00
209-17		Grand Forks Recreation	Purchase t-shirts/prizes for Pickleball Tournament	500.00
239-17	Jun-17	Christina Lake Artisan Society	Concerts, classes, workshops	2,750.00
266-17	Jun-17	Columbia and Western Trail Society	Urgent wash out repairs	4,000.00
266-17		Kootenay Robusters Dragon Boat Team	Calender Fundraising support	200.00
327-17	Aug-17	Cops for Kids	Lunch for annual fund raising ride	500.00
327-17		Christina Lake Citizens on Patrol	"Fire Ban In Effect" signage	250.88
327-17		Piranhas Swim Club	"Matching Sponsor" for swim-a-thon	2,000.00
351-17	Sep-17	Christina Lake Firefighters Society	Annual community Halloween fireworks	2,500.00
351-17		Kettle Valley Food Co-Op	Banner/musicians for Harvest Festival	500.00
351-17		Boundary Invasive Species Society	Education/monitoring of aquatic plants & animals	500.00
351-17		Columbia Basin Alliance for Literacy	Funding for new outreach programs & increase drop in sessions	1,000.00
				\$51,992.88
Total				\$ 18,432.27
Balance Remaining				

M E M O R A N D U M				
TO:	Roly Russell - Acting Director, Electoral Area 'D'/Rural Grand Forks			
FROM:	Deep Sidhu - Financial Services Manager			
RE:	Grants-In-Aid 2017			
Balance Remaining from 2016				\$26,644.00
2017 Requisition				38,456.00
Less Board Fee 2017				(1,456.00)
Total Funds Available:				\$63,644.00
RESOLUTION #	DATE	RECIPIENT	DESCRIPTION	AMOUNT
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
209-17		Grand Forks & District Public Library	Kids' Summer Reading Club	850.00
239-17	Jun-17	Sean Noble Curling (Paul Plamondon)	60 plus men's curling	150.00
239-17		G.F Merchants Ladies Fastball	Softball insurance	500.00
266-17	Jun-17	Grand Forks BC Parade Committee	Santa Parade 2017	1,000.00
266-17		Grand Forks Ultimate Frisbee Club	New Team Jerseys	\$ 300.00
327-17	Aug-17	Grand Forks & District Fall Fair	Renting porta potties, fences & entertainment	\$ 3,500.00
327-17		Piranhas Swim Club	"Matching sponosor" for swim-a-thon	\$ 2,000.00
327-17		Grand Forks ATV	Recreation sites improvement/over crowding issue	\$ 920.00
351-17	Sep-17	Kettle Valley Food Co-Op	Banner/musicians for Harvest Festival	\$ 500.00
351-17		Kettle Valley Food Co-Op	Consulting session faciliated by Eden Yesch & Zoe Willa	\$ 500.00
351-17		Boundary Invasive Species Society	Education/monitoring of aquatic plants & animals	\$ 500.00
351-17		Columbia Basin Alliance for Literacy	Funding for new outreach programs & increase drop in sessions	\$ 1,000.00
379-17	Oct-17	Seniors' Society of Grand Forks	Annual Thanksgiving dinnee for seniors	\$ 300.00
379-17		Learning Garden GF Boundary Regional Agricultrual Society	Provide a portion of labour to finish Watershed at Learning Garden	\$ 1,500.00
Total				\$31,190.00
Balance Remaining				\$ 32,454.00

M E M O R A N D U M				
TO:	Director Vicki Gee, Electoral Area 'E' / West Boundary			
FROM:	Deep Sidhu, Financial Services Manager			
RE:	Grants-In-Aid 2017			
Balance Remaining from 2016				\$ 35,697.19
2017 Requisition				\$ 86,682.00
Less Board Fee 2017				(3,282.00)
Total Funds Available:				\$ 119,097.19
RESOLUTION #	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		Bridenville 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
-	Apr-17	Keating, Larry	2 - Woodstove exchange top -up	\$ 200.00
167-17	Apr-17	Kettle Valley Fire Service	Start-up capital costs for new fire service	\$ 25,000.00
167-17		Granby Wilderness Society	Purchase of native trees and shrubs, etc.	\$ 2,000.00
167-17		Trails to the Boundary Society	Trail signs for Big White Loop	\$ 904.47
209-17	May-17	City of Greenwood	Lifeguard & instructor expense for pool	\$ 4,500.00
209-17		Bridenville Women's Institute	Lunch on April 18 for RDKB workshop	\$ 250.00
209-17		Kettle Valley Golf Club	Junior Golf Program	\$ 828.00
209-17		Greenwood Board of Trade	Founders' Day	\$ 1,500.00
209-17		Trails to the Boundary Society	Attendance at SIBAC 'Keeping it Rural' conference	\$ 2,073.75
209-17		Boundary Women's Softball League	Assistance with Softball BC member insurance	\$ 1,000.00
239-17	Jun-17	The Village of Midway	Canada 150 celebration	\$ 1,500.00
239-17		Kettle River Food Share Society	Recovering start up costs	\$ 900.00
239-17		Boundary All Nations Aboriginal Council	Food for National Aboriginal Day	\$ 1,000.00
239-17		Discover Rock Creek	Public address system	\$ 1,776.27
239-17		Kettle River Museum	Website design	\$ 843.92
266-17	Jun-17	Big White Mountain Community Development Association	Childrens toys/ craft supplies	\$ 1,500.00
266-17		Big White Mountain Community Development Association	Outdoor Cinema	\$ 3,500.00
266-17		Lifeguard Outreach Society	Teaching swimming survival	\$ 500.00
296-17	Jul-17	Rock Creek Community Medical Society	Mental health first aid course	\$ 100.00
296-17		Kettle River Seniors Association	Mental health first aid course	\$ 100.00
296-17		Rock Creek Community Medical Society	Canada Day community BBQ	\$ 677.00
296-17		West Boundary Senior Housing Society	Mental health first aid course	\$ 150.00
327-17	Aug-17	City of Greenwood	Purchase of float belts for deep water aquafit	\$ 410.41
327-17		Boundary C 4H Club	4H members helping serve food at Westbridge Hall	\$ 200.00
327-17		Rock Creek Women's Institute	Cost to send 3 ladies to the Mental Health First Aid course	\$ 150.00
351-17	Sep-17	Kettle River Food Share Society	Reimbursement for 4 members to attend food safe course	\$ 265.00
351-17		Beaverdell Community Club & Recreation Commission	Reimbursement for 3 members to attend food safe course	\$ 205.00
351-17		Main River Women's Institute	Reimbursement for 1 member to attend food safe course	\$ 60.00
351-17		City of Greenwood	Reimbursement for transportation for Red Cross Swimming Lessons	\$ 2,520.00
379-17	Oct-17	Boundary Invasive Species Society	Education/monitoring of aquatic plants & animals	\$ 500.00
379-17		Columbia Basin Alliance for Literacy (Boundary Region)	Fund new outreach programs & increase drop in sessions/workshops	\$ 1,000.00
379-17		Trails to the Boundary Society	Cover website development/admin costs	\$ 1,000.00
379-17		Trails to the Boundary Society	For bookkeeping/accounting costs	\$ 2,500.00
379-17		West Boundary Senior Housing Society	Reimbursement for 1 member to attend food safe course	\$ 60.00
379-17		Kettle River Lions Club	Reimbursement for 4 members to attend food safe course	\$ 240.00
379-17		Greenwood Community Association	Reimbursement for 1 member to attend food safe course	\$ 60.00
379-17		Greenwood & District Public Library Association	Derfray costs of running the Summer Reading Camp program at library	\$ 300.00
379-17		Bridenville Community Club	Reimbursement for 4 members to attend food safe course	\$ 240.00
405-17	Oct-17	Kettle River Food Share Society	Funding for November/December for Coordinatoor Volunteer contract position	\$ 7,200.00
Total				\$ 83,942.38
Balance Remaining				\$ 35,154.81



Federal/Provincial Gas Tax Funding Application

Application Date

Project Title

Applicant Contact Information:

Name of Organization	Regional District of Kootenay Boundary		
Address	843 Rossland Ave., Trail, BC		
Phone No.	250-368-9148	Fax No.	
Email Address			

Director(s) in Support
Of Project

Area

Amount Required

Do not include GST if you have a GST account with CRA

Land Ownership – Please check one of the following:

- ☐ The applicant is the owner of the property
- ☐ The property is Crown Land. Tenure/license number

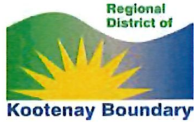
Do you have the land owner's written approval to complete the works on the land(s)?

- ☐ Yes (include copies of permits)
- ☐ No

Ownership and Legal Description details are required for all parcels of land on which the proposed works will occur.

Registered Owners of Land	Legal Description of land(s)
N/A	

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990
Email: admin@rdkb.com · web: rdkb.com

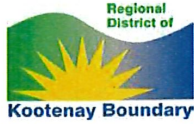


Application Contents – must include all of the following:

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

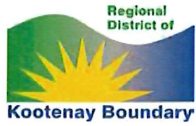
1. Eligible Project Description including timeline:

The funding would contribute to the capital costs of the public transit vehicles required to operate the Boundary Transit service. Boundary Transit provides a shared passenger system which is available to the public.



1.1 Project Impact:

The capital funding provided by the gas tax revenue would allow the service to provide buses to Boundary Transit, servicing Grand Forks and surrounding areas Monday through Friday and Greenwood on a Friday run, without any reductions in service from previous years.



1.2 Project Outcomes:

Continued public transit service, including 2,000 hours of service annually providing door-to-door service for people with disabilities and curb-to-curb service for others. Service in the Grand Forks area Monday to Friday from 8:30 am to 3:30 pm and Friday scheduled service to Greenwood.

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Email: admin@rdkb.com · web: rdkb.com

Boundary Community Development Committee of RDKB
B.C. Transit (partner)
Interior Health Authority (operator)

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 (\$)
Transit Capital Funding	Costs associated with leasing transit vehicles	\$5,889
	Total	\$5,889

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Additional Budget Information

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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 31st of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

Signature	Name	Date
	Mark Anderson	Nov. 8, 2017



Federal/Provincial Gas Tax Funding Application

Application Date

Project Title

Applicant Contact Information:

Name of Organization	Regional District of Kootenay Boundary		
Address	843 Rossland Ave., Trail, BC		
Phone No.	25-368-9148	Fax No.	
Email Address			

Director(s) in Support
Of Project

Area

Amount Required

Do not include GST if you have a GST account with CRA

Land Ownership – Please check one of the following:

- ☐ The applicant is the owner of the property
- ☐ The property is Crown Land. Tenure/license number

Do you have the land owner's written approval to complete the works on the land(s)?

- ☐ Yes (include copies of permits)
- ☐ No

Ownership and Legal Description details are required for all parcels of land on which the proposed works will occur.

Registered Owners of Land	Legal Description of land(s)
N/A	

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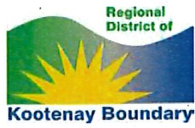


Application Contents – must include all of the following:

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:

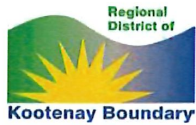
The project is to develop a Boundary Trails Master Plan which would represent a long-term plan intended to build the capacity of the Regional District of Kootenay Boundary to undertake future investments in trail development and management throughout the Boundary area. The project has been contracted to a consultant that is experienced in developing trails master plans, Cascade Environmental, and will be on-going through 2017 and will continue into 2018.



1.1 Project Impact:

The project will provide a long-term plan for the Regional District of Kootenay Boundary's future investments in recreational trail infrastructure and management in the Boundary area.

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Email: admin@rdkb.com · web: rdkb.com



1.2 Project Outcomes:

The long-term plan will provide a decision-making tool for the Board of Directors of the Regional District of Kootenay Boundary - adding capacity to the Board's ability to make strategic decisions regarding the type and scope of future recreational trail facility investments to be pursued throughout the Boundary area.

1.3 Project Team and Qualifications:

Boundary Community Development Committee
 Boundary Trails Master Plan Steering Committee
 Cascade Environmental Consultants

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 (\$)
Boundary Trails Master Plan	Contracted to Cascade Environmental Consultants to undertake	\$40,000
Total		\$40,000

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8
 Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990
 Email: admin@rdkb.com · web: rdkb.com

Additional Budget Information

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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 31st of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

Signature	Name	Date
	Mark Anderson	Nov 8, 2007

**Regional District of Kootenay Boundary
Status Report - Gas Tax Agreement
November 7, 2017**

**ELECTORAL AREA 'A'**

	Description	Status	Allocation	
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Revenue:

Per Capital Allocation of Gas Tax Grant:

Allocation to Dec 31, 2007	Received	\$ 96,854.94
Allocation to Dec 31, 2008	Received	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	Received	87,726.69
Allocation to Dec 31, 2017	Estimated	87,569.89

TOTAL AVAILABLE FOR PROJECTS

\$ 933,346.43

Expenditures:

Approved Projects:

2009	Columbia Gardens Water Upgrade	Completed	\$ 250,000.00
2011	South Columbia SAR Hall	Completed	2,665.60
281-13	BV Family Park - Solar Hot Water	Completed	16,684.00
451-13	Beaver Valley Arena - Lighting	Completed	69,000.00
26-14	LWMP Stage II Planning Process	Completed	805.88
		Pending or	
17-15	Beaver Creek Park - Band Shell/Arbour	Committed	100,000.00
61-17	Fruitvale Elementary Playground -PAC LEAP Project	Funded	15,000.00
		Pending or	
	Fruitvale Elementary Playground -PAC LEAP Project	Committed	5,000.00
126-17	RDKB BVPART (Electrical Upgrade BV Family Park)	Funded	5,327.25
		Pending or	
	RDKB BVPART (Electrical Upgrade BV Family Park)	Committed	4,672.75
153-17	Village of Fruitvale (Fruitvale RV Park)	Funded	52,500.00
		Pending or	
	Village of Fruitvale (Fruitvale RV Park)	Committed	17,500.00

TOTAL SPENT OR COMMITTED

\$ 539,155.48

TOTAL REMAINING

\$ 394,190.95

**Regional District of Kootenay Boundary
Status Report - Gas Tax Agreement
November 7, 2017**

ELECTORAL AREA 'B' / LOWER COLUMBIA/OLD GLORY

	Description	Status	Allocation	
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Revenue:

Per Capital 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
Allocation to Dec 31, 2017	Estimated	66,777.25

TOTAL AVAILABLE FOR PROJECTS

\$ 688,394.03**Expenditures:**

Approved Projects:

8547	GID - Groundwater Protection Plan	Completed	\$ 10,000.00
11206	GID - Reducing Station (Advance)2008	Completed	16,000.00
2009	GID - Reducing Station (Balance)	Completed	14,000.00
2009	GID - Upgrades to SCADA	Completed	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
	Castlegar Nordic Ski Club (Paulson Cross Country Ski Trail Upgrade)	Completed	10,000.00
252-15	Black Jack Cross Country Ski Club Society (Snow Cat)	Completed	10,000.00
253-15	Rivervale Water & Streetlighting Utility (LED Streetlights)	Completed	14,417.00
254-15	Rivervale Oasis Sewer Utility (Flow Meters)	Completed	90,000.00
	Rivervale Oasis Sewer Utility - RDKB (Wemco Booster Pumps)	Pending or Committed	88,159.66
190-16	Area 'B' Recreation - RDKB (Rivervale Shed)	Completed	8,632.00
152-17	Rossland Historical Museum and Archive Association (Rossland Museum Upgrades)	Funded	18,750.00
	Rossland Historical Museum and Archive Association (Rossland Museum Upgrades)	Pending or Committed	6,250.00
296-17	Visions for Small Schools Society (Broadband Installation)	Funded	11,250.00
	Visions for Small Schools Society (Broadband Installation)	Pending or Committed	3,750.00

TOTAL SPENT OR COMMITTED

\$ 626,799.33

TOTAL REMAINING

\$ 61,594.70

Status Report - Gas Tax Agreement Electoral Area 'C' / Christina Lake			
	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
271-16	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
404-17	RDKB CL PARTS (New Washrooms @ Pickleball/Tennis Courts)	Pending or Committed	15,000.00
TOTAL SPENT OR COMMITTED			\$ 479,906.84
TOTAL REMAINING			\$ 206,226.44

Status Report - Gas Tax Agreement
Electoral Area 'D' / Grand Forks Rural

Regional District of Kootenay Boundary
Status Report - Gas Tax Agreement
November 7, 2017



ELECTORAL AREA 'D' / RURAL GRAND FORKS

	Description	Status	Allocation	
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Revenue:

Per Capital Allocation of Gas Tax Grant:

Allocation to Dec 31, 2007	Received	\$	154,656.26
Allocation to Dec 31, 2008	Received		74,173.40
Allocation to Dec 31, 2009	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	Received		150,571.27
Allocation to Dec 31, 2014	Received		146,599.76
Allocation to Dec 31, 2015	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

Expenditures:

Approved Projects:

8549	City of GF - Airshed Quality Study	Completed	\$	5,000.00
2010	Kettle River Water Study	Funded		25,000.00
2012-1	Kettle River Watershed Study	Funded		15,000.00
2012-2	Kettle River Watershed Study	Funded		10,000.00
2013	Kettle River Watershed Project	Funded		24,899.66
2014	Kettle River Watershed Study	Funded		41,490.99
2015	Kettle River Watershed Study	Funded		7,857.50
2016	Kettle River Watershed Study	Funded		4,237.38
2017	Kettle River Watershed Study	Funded		8,405.78
	Kettle River Watershed Study	Pending or Committed		4,608.69
417-13	Kettle River Watershed (Granby Wilderness Society)	Funded		2,000.00
		Pending or Committed		
2010	Boundary Museum Society - Phase 1	Completed		13,000.00
2011	Boundary Museum Society - Phase 2	Completed		30,000.00
2012	Boundary Museum Society - Phase 2	Completed		8,715.00
2011	Phoenix Mnt Alpine Ski Society	Completed		63,677.00
2012	Phoenix Mnt Alpine Ski Society	Completed		1,323.00
2012	Phoenix Mnt Alpine Ski Society	Additional		12,600.00
2012	Grand Forks Curling Rink	Completed		11,481.00
27-14	Boundary Museum	Funded		77,168.50
178-15	Grand Forks Rotary Club (Spray Park)	Completed		25,000.00
426-15	Jack Goddard Memorial Arena (LED Lights)	Completed		40,000.00
7-16	RDKB (Hardy Mountain Doukhobor Village)	Funded		38,165.19
	Grand Forks Aquatic Center (LED Lights for Natatorium)	Completed		10,565.83
144-16	Natatorium)	Completed		10,565.83
180-16	Grand Forks BMX Society (Track Upgrade)	Completed		5,000.00
246-16	RDKB (Kettle River Heritage Trail)	Funded		100,000.00
271-16	RDKB (Boundary Agricultural & Food Project)	Pending or 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 Light Replacement)	Funded		11,508.76
293-16	Phoenix Cross Country Ski Society (Trail Grooming Machine)	Completed		20,512.33
451-16	Grooming Machine)	Completed		20,512.33

TOTAL SPENT OR COMMITTED

\$ 648,609.21

TOTAL REMAINING

\$ 907,651.61

Status Report - Gas Tax Agreements
Electoral Area 'E' / West Boundary

Regional District of Kootenay Boundary
Status Report - Gas Tax Agreement
November 7, 2017



ELECTORAL AREA 'E' / WEST BOUNDARY

	Description	Status	Allocation	
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Revenue:

Per Capital Allocation of Gas Tax Grant:

Allocation to Dec 31, 2007	Received	\$	108,785.28
Allocation to Dec 31, 2008	Received		52,173.61
Allocation to Dec 31, 2009	Received		102,266.68
Allocation to Dec 31, 2010	Received		100,857.14
Allocation to Dec 31, 2011	Received		100,846.00
Allocation to Dec 31, 2012	Received		93,112.00
Allocation to Dec 31, 2013	Received		93,073.54
Allocation to Dec 31, 2014	Received		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
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Expenditures:

Approved Projects:

283	Greenwood Solar Power Project	Completed	\$	3,990.00	
8548	Kettle Valley Golf Club	Completed		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	
2009/10	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)	Completed		24,834.63	} 41,368.00
2011	Kettle Valley Golf Club (Pumps)	Completed		10,165.37	
2011	Kettle Valley Golf Club (Pumps)	Completed		6,368.00	
2010	Rock Creek Fairground Facility U/G	Completed		14,235.38	} 44,000.00
2011	Rock Creek Fairground Facility U/G	Completed		22,764.62	
2011	Rock Creek Fairground Facility U/G	Completed		7,000.00	
2010/11	Beaverdell Community Hall Upgrades	Completed		47,000.00	
2010	Kettle River Water Study	Funded		25,000.00	
2012-1	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	Kettle River Watershed Study	Funded		5,805.60	
2017	Kettle River Watershed Study	Funded		11,462.45	
	Kettle River Watershed Study	Pending or Committed		6,284.55	
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	Rock Creek & Boundary Fair Association (Irrigation Upgrades)	Completed		20,866.89	
341-15	Greenwood Heritage Society (Install 2 Electric Car Charging Stations)	Completed		2,527.56	
342-15	Kettle River Museum (Install 2 Electric Car Charging Stations)	Completed		2,743.50	

Status Report - Gas Tax Agreements Electoral Area 'E' / West Boundary			
343-15	Trails to the Boundary Society (Trans-Canada Trail Between Mcculloch and Eholt)	Funded	29,574.09
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
271-16	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
166-17	Beaverdell Community Club & Recreation Commission (Bleachers Beaverdell Ball Park)	Funded	7,178.90
	Beaverdell Community Club & Recreation Commission (Bleachers Beaverdell Ball Park)	Pending or Committed	2,392.96
	Westbridge Recreation Society (Replace Kitchen Westbridge Hall)	Funded	15,524.56
198-17	Westbridge Recreation Society (Replace Kitchen Westbridge Hall)	Pending or Committed	5,174.85
TOTAL SPENT OR COMMITTED			\$ 653,341.99
TOTAL REMAINING			\$ 372,475.15