

## Electoral Area Services Committee

Thursday, November 15, 2018 - 4:30 pm

The Regional District of Kootenay  
Boundary Board Room, RDKB Board Room,  
2140 Central Ave., Grand Forks, BC

### A G E N D A

1. CALL TO ORDER

2. ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

A) November 15, 2018

**Recommendation:** That the November 15, 2018 Electoral Area Services Agenda be adopted.

3. MINUTES

A) October 11, 2018

[Electoral Area Services Committee - 11 Oct 2018 - Minutes - Pdf](#)

**Recommendation:** That the October 11, 2018 Electoral Area Services meeting minutes be adopted.

4. DELEGATIONS

5. UNFINISHED BUSINESS

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

[ToEndOfOctforNov2018](#)

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

6. NEW BUSINESS

- A) **Kate and Ed Garlinge**  
**RE: OCP and Zoning Amendment**  
1036 Highway 22, Electoral Area 'B'/Lower Columbia-Old Glory  
RDKB File: B-Twp9A-10923.400  
[2018-11-15-Garlinge Bylaw Amendment-EAS](#)

**Recommendation:** That the application submitted by Edwin and Katherine Garlinge to amend the Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan Bylaw No. 1470 and the Electoral Area 'B'/Lower Columbia-Old Glory Zoning Bylaw No. 1540 to create a retreat on the property legally described as Lot 1 Plan NEP88867, TWP9A, KD, Electoral Area 'B'/Lower Columbia-Old Glory be deferred until a revised Official Community and Zoning Bylaw amendments are made.

- B) **Michael & Deborah Ritchie**  
**RE: Development Variance Permit**  
375 & 377 Rock Ridge Road, Big White  
RDKB File: BW-4109s-07909.422  
[2018-11-15 RitchieDVP EAS](#)

**Recommendation:**  
That the Development Variance Permit application submitted by Deborah Ritchie on behalf of Michael and Deborah Ritchie; and Brody Thomson, to allow for a reduction to the minimum setback into an interior side yard from 4 metres to 2.8 metres; a 1.2 metre variance on the property legally described as Lot 9, Plan KAS2476, District Lot 4109s, SDYD; and a reduction to the interior side yard setback from 4 metres to 0.37 metres; a 3.63 metre variance on the property legally described as Lot 10, Plan KAS2476, District Lot 4109s, SDYD, Big White, Electoral Area 'E'/West Boundary be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

- C) **Kimmar Holdings**  
**RE: Development Permit**  
81 East Lake Drive, Electoral Area 'C'/Christina Lake  
RDKB File: C-9630-04248.005  
[2018-11-15 Kimmar DP EAS](#)

**Recommendation:** That the staff report regarding the Development Permit application submitted by Rod Bergum Contracting Ltd., on behalf of Kimmar Holdings Ltd. to construct a single family dwelling in the

Environmentally Sensitive Waterfront Development Permit Area on the parcel legally described as Lot A, Plan EPP13031, DL 963, SDYD, Electoral Area 'C'/Christina Lake, be received.

- D) **Eric and Brenda Neil**  
**RE: MOTI Subdivision**  
1853 Galloway Road, Electoral Area A  
RDKB File: A-1236-05367.400  
[2018-11-15 Neil-Sub EAS](#)

**Recommendation:** That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as Lot 178, Plan NEP758B, DL 1236, KD, Electoral Area 'A', be received.

- E) **DeGirolamo/McPhail**  
**RE: MOTI Subdivision**  
1956 Fife Rd and 1960 Moro Rd, Electoral Area 'C'/Christina Lake  
RDKB File: C-970-04033.000  
[2018-11-15 DeGirolamo Sub EAS](#)

**Recommendation:** That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision on the parcels legally described as Lot 1, Plan KAP3426, DL 970, SDYD and Lot 1, Plan EPP19056, SDYD, Electoral Area 'C'/Christina Lake be received.

- F) **Gas Tax Update**  
[Gas Tax Agreement EA Committee \(October 31, 2018\)](#)

**Recommendation:** That the Electoral Area Services Committee direct staff to move the Area 'B'/Lower Columbia-Old Glory Rivervale Oasis Sewer Service Booster Pumps committed funds of \$88,159.66 to total remaining revenue. Further, that the Gas Tax update be received.

- G) **Grant in Aid Update**  
[2018 Grant in Aid as of Oct 25](#)

**Recommendation:** That the Grant in Aid update be received.

- H) **Draft Service Work Plans**

Draft Work Plans for services that are under the responsibility of the Electoral Area Services Committee are presented.

[2019 Work Plan 002 Electoral Area Administration](#)

[2019 Work Plan 014 Area B Recreation Service](#)

[2019 Work Plan 023 Christina Lake Programs](#)

[2019 Work Plan 024 Christina Lake Recreation Facilities](#)

[2019 Work Plan 027 Christina Lake Regional Parks Trails](#)

[2019 Work Plan 045 Area 'D' Regional Parks and Trails](#)

[2019 Work Plan 051 Christina Lake Fire Protection Service](#)

[2019 Work Plan 053 Beaverdell Fire Protection Service](#)

[2019 Work Plan 054 Big White Fire Department](#)

[2019 Work Plan 057 Grand Forks Rural Fire Protection Service - FINAL DRAFT](#)

[2019 Work Plan 058 Kettle Valley Fire Protection Service](#)

[2019 Work Plan 070 East End Animal Control Service](#)

**Recommendation:** That the Electoral Area Services Committee discuss the Draft Work Plans and provide direction to Staff as to any changes to be made to the various plans or issues to be investigated, and refer them to a future meeting for further review.

I) **Communications Priorities Discussion** (continued from October 11th meeting)

7. LATE (EMERGENT) ITEMS

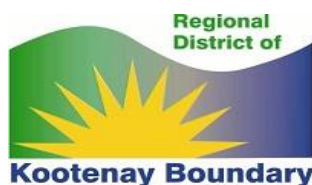
8. DISCUSSION OF ITEMS FOR FUTURE AGENDAS

9. CLOSED (IN CAMERA) SESSION

10.

**ADJOURNMENT**





## **Electoral Area Services Committee - Minutes**

Thursday, October 11, 2018

RDKB Board Room, 843 Rossland Ave., Trail, BC

### **Directors Present:**

Director Linda Worley, Chair  
Director Ali Grieve, via teleconference  
Director Grace McGregor  
Director Roly Russell  
Director Vicki Gee, via teleconference

### **Other Directors Present:**

Alternate Director Bill Edwards

### **Staff Present:**

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

### **CALL TO ORDER**

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

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

October 11, 2018

An item was added under Section 7 - Late (Emergent) Items - Public access to APC reports and agendas

Moved: Director McGregor

Seconded: Director Russell

That the October 11, 2018 Electoral Area Services Agenda be adopted as amended.

Carried.

**MINUTES**

September 20, 2018

Moved: Director Russell

Seconded: Director Gee

That the September 20, 2018 Electoral Area Services meeting minutes be adopted.

Carried.

**DELEGATIONS**

There were no delegations in attendance.

**UNFINISHED BUSINESS**

**Cannabis Legalization - Zoning Bylaw Considerations  
Electoral Area 'A'**

RDKB File: C-56

Director Grieve stated that her APC members supported the staff recommendations.

Moved: Director Grieve

Seconded: Director McGregor

That the following bylaw amendments be supported: amend the Electoral Area 'A' Official Community Plan Bylaw No. 1410 to add a policy regarding the prohibition of cement based cannabis production on ALR land and add a policy outlining the requirements of a zoning bylaw amendment to allow cannabis retail sales and to amend the Area 'A' Zoning Bylaw No. 1460 to prohibit cannabis retail sales and cement based cannabis production in the ALR and further that staff be directed to draft amendment bylaws for presentation to the RDKB Board of Directors for first and second readings and to schedule and hold a public hearing on the proposed amendment bylaws.

Carried.

**Memorandum of EAS Committee Action Items**

Director Gee inquired about a Ministry of Transportation and Infrastructure (MOTI) subdivision referral from February 2018. Donna Dean, Manager of Planning and Development, stated that an extension has been granted by MOTI.

Moved: Director Grieve

Seconded: Director McGregor

That the Memorandum of Committee Action Items be received.

Carried.

### **NEW BUSINESS**

**Deyanne Davies**

**RE: MOTI Subdivision**

455 Malde Creek Road

RDKB File: B-Twp9A-10948.100

Donna Dean reviewed this referral with the Committee members. It was noted that the minimum parcel size requirement has been met. The Electoral Area 'B'\Lower Columbia-Old Glory APC supports this referral.

Moved: Director McGregor

Seconded: Director Russell

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as Plan NEPX63, TWP9A, KD in Electoral Area 'B'\Lower Columbia-Old Glory be received.

Carried.

**Village of Fruitvale**

**RE: Subdivision Referral**

1883 Green Road, Fruitvale

RDKB File: F-1

Director Grieve stated that the APC has no concerns with this referral. There was discussion regarding the timeline for responding to referrals from the Village Fruitvale and communicating our time lines to the Village. Director Grieve also had a comment regarding the process for new water connections and the importance of securing approval from Environmental Services prior to the subdivision.

Moved: Director Grieve

Seconded: Director Russell

That the staff report regarding the Village of Fruitvale referral for a proposed subdivision, for the parcel legally described as Lot 2, Plan NEP4628, DL 1236, KD, Fruitvale be received.

Carried.

### **Planning and Development Department Work Plans**

2019/2020 Planning and Development Department Work Plan

2019/2020 House Numbering - Electoral Areas 'A' and 'C'/Christina Lake Work Plan

2019/2020 House Numbering - Electoral Area 'B'/Lower Columbia-Old Glory Work Plan

2019/2020 House Numbering - Electoral Area 'D'/Rural Grand Forks Work Plan

2019/2020 House Numbering - Electoral Area 'E'/West Boundary Work Plan

Donna Dean reviewed the 2019/2020 Planning and Development Work plans. She spoke about staff changes, the status of current projects and proposed 2019 projects.

There was discussion about possibly hiring a consultant to review of the Board of Variance bylaw and also for the production of application guidelines for public. It was suggested that the cost for contracting out these 2 items be considered in the budget for 2019. Also discussed was bylaw enforcement and the possibility of creating a new Bylaw Enforcement Officer position upon the budget being approved.

Moved: Director McGregor

Seconded: Director Russell

That the Planning and Development Department Work Plans including the 2019-2020 Planning and Development Work Plan, the 2019-2020 House Numbering Electoral Areas A & C Work Plan, the 2019-2020 House Numbering Electoral Area B Work Plan, the 2019-2020 House Numbering Electoral Area D Work Plan, and the 2019-2020 House Numbering Electoral Area E Work Plan be received.

Carried.

### **Environmental Services Department**

#### **RE: Work Plans**

2019 Noxious Weed Control Specified Area 'A' - Columbia Gardens

2019 Noxious Weed Control - Area 'D' & 'E'

2019 Noxious Weed Control - Christina Lake Milfoil

2019 Mosquito Control - Christina Lake

Janine Dougall, General Manager of Environmental Services, reviewed these items with the Committee Members. There was discussion regarding the enforcement of invasive weed control and how a bylaw enforcement officer's role could help with this. Also discussed were Christina Lake Milfoil, mosquito control, and goat trials for weed control.

Moved: Director McGregor

Seconded: Director Gee

That the Environmental Services Department Work Plans including the 2019 Noxious Weed Control Specified Area 'A' - Columbia Gardens, 2019 Noxious Weed Control - Area

'D' & 'E', 2019 Noxious Weed Control - Christina Lake Milfoil and 2019 Mosquito Control  
- Christina Lake be received.

Carried.

### **Revitalization of the ALR and the ALC**

(Director Gee discussion)

Director Gee commented on the interim Committee Report to the Minister of Agriculture by the BC Minister of Agriculture's Advisory Committee for Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission. She expressed concern with consistent decision making and the lack of input from local panels.

### **Board Costing Allocation**

#### **RE: Communications Officer position**

(Director Grieve discussion)

Director Grieve shared her concern about the portion of funds from the Rural Directors budget that is allocated for this position. There was general discussion regarding the job description and duties of this position, as well as a possible workplan.

### **Gas Tax Update**

Moved: Director McGregor

Seconded: Director Russell

That the Gas Tax update be received.

Carried.

### **Grant in Aid Update**

Moved: Director McGregor

Seconded: Director Russell

That the Grant in Aid update be received.

Carried.

**LATE (EMERGENT) ITEMS**

**APC meetings public access**

Director Gee described how a member of the public expressed interest in having access to reports discussed at APC meetings. The Committee members discussed the benefits of broad representation on APC's. Also mentioned was the possibility of having the APC agendas uploaded onto the RDKB website.

**DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

Not required.

**CLOSED (IN CAMERA) SESSION**

Not required.

**ADJOURNMENT**

There being no further business to discuss, Chair Worley adjourned the meeting at 5:55 p.m.

**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
Mar. 16/17	New funding streams for projects that don't Qualify for Gas Tax or GIA	CAO Mark Andison (staff) will look into options	IP
Apr. 13/17	Bylaw Enforcement	EAS direct Staff to outline process and implications	IP
	0980131 BC Ltd. - MoTI Subdivision	Dedication of cash in lieu of park land-Monashee – previously known as High Forest	IP
June 15/17	Service budgets on web	Staff to initiate	IP
Jan. 12/18	Logging in Watersheds	Staff to contact forestry companies operating in the Kelly Creek Watershed to request referrals	IP
	RDKB Swag	Incorporate use of swag into Corporate Communications Plan	IP
Feb. 15/18	643249 BC/Strege – MoTI Subdivision	Staff forward comments to MoTI and discuss park dedication requirements with applicant	IP
	Browne-Clayton – MoTI Subdivision	Staff work with applicant re park dedication	IP

**Tasks from Electoral Area Services Committee Meeting September 20, 2018**

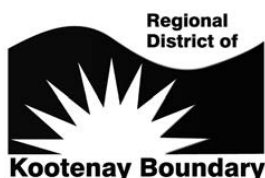
Date	Item/Issue	Actions Required/Taken	Status – C / IP
Oct. 11/18	Area A Cannabis rezoning	Sent to Board for ½ rdg; set up public hearing	C

*Page 1 of 1*

*Memorandum of Committee Action Items*

*Electoral Area Services to the End of September 2018*

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## ELECTORAL AREA SERVICES (EAS) COMMITTEE STAFF REPORT

<b>Date:</b>	November 15, 2018	<b>File #:</b>	B-TWP9A-10923.400
<b>To:</b>	Chair Worley and members of the Electoral Area Services Committee		
<b>From:</b>	Ken Gobeil, Planner		
<b>RE:</b>	OCP & Zoning Bylaw Amendment Application - Garlinge		

### ISSUE INTRODUCTION

We have received an application for amendment to the Official Community Plan and Zoning Bylaw for a proposed 'bike retreat' development near Patterson in Electoral Area 'B' / Lower Columbia-Old Glory (see Site Location Map; Subject Property Map; Applicant's Submission).

### HISTORY / BACKGROUND INFORMATION

Property Information	
<b>Owner(s):</b>	Edwin and Katherine Garlinge
<b>Location:</b>	1036 Highway 22
<b>Electoral Area:</b>	Electoral Area 'B' / Lower Columbia-Old Glory
<b>Legal Description(s):</b>	Lot 1 Plan NEP88867, TWP9A, KD
<b>Area:</b>	10.1 hectares
<b>Current Use(s):</b>	Vacant
Land Use Bylaws	
<b>OCP Bylaw No. 1470</b>	Rural Resource 1
<b>DP Area</b>	NA
<b>Zoning Bylaw No. 1540</b>	Rural Resource 1 (RUR1)
Other	
<b>Waterfront / Floodplain</b>	A small creek near the centre of the property
<b>ALR</b>	NA



The subject property is south of Rossland and within the Rossland Planning Agreement area. The parcel was created in 2009. There are multiple items registered on title, including:

- A reservation to the Nelson and Fort Shepard Railway Company;
- A reservation to Cominco Ltd.;
- A Statutory Right of way for West Kootenay Power Ltd.;
- A covenant for the Ministry of Transportation and Infrastructure
- An easement for the property directly to the north (Lot 1 plan NEP 82734);
- A covenant for the Interior Health Authority; and
- A covenant for the Crown.

The portion of Highway 22 is within the rail way right of way, so properties accessing Highway 22 must cross the rail right of way before accessing the road. The covenant for the Crown is along the western edge of the property next to Highway 22.

In 2017 a similar application for amendments to the Official Community Plan and Zoning Bylaw in the Blackjack area was received by the Applicants. That application was to amend bylaws to create a nature retreat that included:

- A single family dwelling
- A garage
- A communal dining hall and yoga studio
- 4 guest cabins consisting of 2 units each (these cabins did not include cooking facilities).

This application was reviewed and supported by the APC in May 2017. A public hearing was held where members of the public did not support the application due to the increase in density and commercial aspect of the proposed development taking place in a rural residential area. The Board of Directors did not approve the application.

## PROPOSAL

The Applicants would like to build a house and detached garage as well as operate a 'Bike Retreat' on the subject property.

The Bike retreat would include:

- A lodge (approx. 140m<sup>2</sup>)
  - Two bunk rooms
  - Family room
  - Great room
  - Communal kitchen
  - Yoga space
- Undercover picnic area with barbeque
- Meal service for guests
- Canvas tents (unknown quantity)
- 3 guest cabins (unclear on size: 70m<sup>2</sup> or 32m<sup>2</sup>)
- Bike amenities

- Tuning station
- Bike wash station
- Pump track
  - A pump track is a type of off-road terrain course consisting of banked turns and features designed to be ridden completely by riders "pumping" - creating momentum by up and down body movements.
- Employee housing
  - This is inferred since a live in chef is included as part of the business plan.

The retreat would offer accommodations and support for families, couples, and small groups visiting to take advantage of the biking trails in the area. The Applicants propose to team up with local businesses to provide packages that include rentals and shuttle Services. The Applicants also propose to provide meals, and day programming for children in the summer.

The Applicants propose to amend the Official Community Plan by changing the designation from 'Rural Resource 1' to 'Park'. The Applicants are proposing to amend the Zoning Bylaw by creating a new spot zone called 'Rural Retreat Park' for the subject property and adding the following definitions to the Zoning Bylaw:

- *LODGE means a building containing not more than 4 tourist accommodation units, each of which provide sleeping accommodation and may have its own sanitary facilities, but no kitchenette or other cooking facilities:*
  - a) *which may also contain a communal kitchen, licensed establishment and recreation facilities for the common use and enjoyment of the guests; and*
  - b) *Wherein meals may be prepared and provided in a common dining area to registered guests.*
- *TOURIST CABIN means a structure with a maximum habitable floor area of 70m<sup>2</sup> that contains sleeping quarters together with a kitchenette and personal sanitary facilities approved by the Health Authority.*

More details on the proposed business and bylaw amendment are found in the Applicants' submission (see, Applicants Submission).

## IMPLICATIONS

The Applicants' submission offers a lot of information on the proposed business and target clientele. When considering this application it is important to consider the use, potential future implications of the proposed bylaw changes, not the user(s). The focus of this report will be on the proposed uses noted in the application.

**Official Community Plan**

Within the Official Community Plan, the Parks and Recreation land designation applies to both public and private land that are used for recreation purposes. The Pump track would essentially be the only park feature of the property in this proposal. However, it is not believed that the intent is to have it open to the public.

While many of the proposed uses match those for areas designated 'Parks and Recreation' a distinguishing feature would be the fact that a single family dwelling is not a permitted principal use in parks. It would be secondary to the park. However, the Applicants are requesting a single family dwelling to be a principal use and indicate that the house would be built prior to starting construction of the retreat.

When considering the use of the property is proposed primarily as a single family dwelling; and retreat with services and amenities, a new commercial designation in the Official Community Plan should be created.

**Zoning Bylaw**

The table on the following pages provides a comparison between what is currently permitted on the subject property and what the applicants are requesting. Implications of the proposed changes are also noted.

Permitted under current bylaw	Requested	Implications
<u>Permitted Principal Uses:</u> <ul style="list-style-type: none"> <li>• Campground</li> <li>• Cemetery</li> <li>• Portable shake, shingle and lumber mill operations</li> <li>• Resource use</li> <li>• Single family dwelling</li> </ul>	<u>Permitted Principal Uses:</u> <ul style="list-style-type: none"> <li>• Tourist Cabin – Maximum 3 per parcel</li> <li>• Campground</li> <li>• Single Family Dwelling</li> </ul>	<u>Permitted Principal Uses:</u> <ul style="list-style-type: none"> <li>• Cemetery; portable shake, shingle and lumber mill operations; and resource use have been removed.</li> </ul> <p>We may want to consider leaving resource use to allow logging.</p> <ul style="list-style-type: none"> <li>• The proposed size of the cabins is unclear: <ul style="list-style-type: none"> <li>○ bylaw has a listed maximum size of cabin at 70m<sup>2</sup>.</li> <li>○ The business plan has a proposed size of 340ft<sup>2</sup>.</li> <li>○ The site plan has a proposed size of 450 ft<sup>2</sup>.</li> </ul> </li> </ul> <p>The applicants' proposal, while focusing on summer biking activities, states that the cabins will be available year round. The zoning amendment would require clarity regarding the temporary/commercial nature of the accommodation vs. offering rental units for residential purposes.</p>

<u>Permitted Secondary Uses:</u> <ul style="list-style-type: none"> <li>• Accessory buildings and structures</li> <li>• Bed and breakfast</li> <li>• Home-based business</li> <li>• Secondary Suite</li> </ul>	<u>Permitted Secondary Uses:</u> <ul style="list-style-type: none"> <li>• Lodge – Maximum 4 accommodation units</li> <li>• Accessory buildings and structures</li> <li>• Secondary Suite</li> <li>• Bed and breakfast</li> <li>• Home-based business</li> </ul>	<u>Permitted Secondary Uses:</u> <ul style="list-style-type: none"> <li>• It is unclear what an "Accommodation unit" is. It is not defined in the proposed amendment.</li> </ul> <p>Bed and Breakfast, secondary suite, and home based business, are typically included as secondary uses in zones with limited activity or where a single family dwelling is the only principal permitted use.</p> <p>By permitting a Bed and Breakfast and secondary suite, it would increase the number of potential inhabitants of the property.</p> <p>Home-based business could increase the amount of commercial activity on the property.</p>
<u>Parcel Area for new parcels created by subdivision:</u> <ul style="list-style-type: none"> <li>• 10 hectares.</li> </ul>	<u>Parcel Area for new parcels created by subdivision:</u> <ul style="list-style-type: none"> <li>• 10 hectares.</li> </ul>	<u>Parcel Area for new parcels created by subdivision:</u> <ul style="list-style-type: none"> <li>• No change proposed.</li> </ul> <p>There will be no possibility for future subdivision.</p>

<p><u>Density</u></p> <ul style="list-style-type: none"> <li>Maximum one single family dwelling and 1 secondary suite.</li> </ul>	<p><u>Density</u></p> <ul style="list-style-type: none"> <li>Maximum: <ul style="list-style-type: none"> <li>1 single family dwelling</li> <li>1 secondary suite</li> <li>1 lodge with 4 "accommodation units"</li> <li>3 tourist cabins</li> </ul> </li> </ul>	<p><u>Density</u></p> <p>Dwelling units include facilities for bathroom, cooking and sleeping. Cooking facilities are not limited to a complete kitchen, they can include a single element for food preparation such as a sink; countertop (for food preparation, microwave or hotplate); food storage (fridge, shelves etc.); or any combination.</p> <ul style="list-style-type: none"> <li>The cabins, staff housing, and Lodge would be considered dwelling units.</li> <li>The staff housing required for the live in chef has not been included in this proposed zone submitted in the application.</li> <li>The business plan notes a maximum capacity of 28 guests.</li> </ul> <p>It is unclear if the bed and breakfast and secondary suite are included in the 28 guest maximum capacity.</p>
<p><u>Setbacks</u></p> <ul style="list-style-type: none"> <li>Front yard: 7.5m</li> <li>Exterior side yard: 4.5m</li> <li>Interior side yard: 4.5m</li> <li>Rear yard: 5.0m</li> </ul>	<p><u>Setbacks</u></p> <ul style="list-style-type: none"> <li>Front yard: 7.5m</li> <li>Exterior side yard: 4.5m</li> <li>Interior side yard: 4.5m</li> <li>Rear yard: 5.0m</li> </ul>	<p><u>Setbacks</u></p> <ul style="list-style-type: none"> <li>No change is proposed.</li> </ul> <p>Setbacks do not apply to the campsites or pump track unless there are associated structures.</p>

<u>Parcel Coverage</u> <ul style="list-style-type: none"> <li>Maximum 33%</li> </ul>	<u>Parcel Coverage</u> <ul style="list-style-type: none"> <li>Maximum 33%</li> </ul>	<u>Parcel Coverage</u> <ul style="list-style-type: none"> <li>No change proposed.</li> </ul> <p>Given the size of the parcel, there are no concerns with reaching this maximum.</p>
<u>Parking and Loading</u> <ul style="list-style-type: none"> <li>Off street parking in accordance to Part 5 of the Zoning Bylaw</li> </ul>	<u>Parking and Loading</u> <ul style="list-style-type: none"> <li>Off street parking in accordance to Part 5 of the Zoning Bylaw</li> </ul>	<u>Parking and Loading</u> <ul style="list-style-type: none"> <li>No change proposed.</li> <li>Parking spaces for campsites (canvas tents) is at the discretion of the owner</li> <li>Given the size of the property, room for parking is not a concern.</li> </ul> <p>Based on the current bylaw and proposed business plan, at least 11 parking spaces will be required without considering the canvas tent sites.</p>
<ul style="list-style-type: none"> <li>Refer to the Applicants Submission for more details on the specific use proposed for the property and bylaw amendment.</li> </ul>		

### Current RDKB Zoning Bylaws

The current Electoral Area 'B'/Lower Columbia-Old Glory Zoning Bylaw, and bylaws for other electoral areas include similar uses to what is proposed, however, they are not an exact match to the proposed uses. Comparing these are helpful in assessing this application:

Within the current RUR1 zone, Single family dwelling and Campground are permitted uses. Campgrounds are defined as:

*parcel(s) where sites are provided for temporary accommodation in tents, trailers, campers or recreational vehicles; and may include as secondary uses recreational and amusement facilities, a convenience store, an eating establishment, common sanitary facilities and related buildings and structures*

The proposed development is similar to the current definition of a campground. However, it does not meet this definition because of the inclusion of cabins and the lodge including accommodation units. In Electoral Area 'C'/Christina Lake, an amendment to the Zoning Bylaw to add cabins to the definition of Campground.

The Lodge (without the accommodation units), communal facilities, Pump Track, and children day programming could be considered secondary to a campground.

These uses are also similar to the 'Retreat facilities' that are permitted in the Parks and Recreation (PR) Zone, which applies to the the girl guides summer camp located nearby.

A Lodge has a very similar definition to a hostel or pension, which are defined and present in the Big White Zoning Bylaw No 1166. A hostel is:

*a form of commercial accommodation in which beds are rented out individually and in which no single bed or room has its own sanitary or cooking facilities.*

A pension is:

*a building within which is offered a form of guest accommodation which includes overnight sleeping rooms for up to forty-eight (48) guests. In a Pension full-board is available to all guests. Full-board means the guests in such a facility would normally receive three meals per day plus overnight accommodation at one all-inclusive price. Centralised eating and drinking facilities are therefore permitted within a Pension, but these are limited to not more than the total overnight accommodation capacity of the building. Such eating and drinking facilities are intended to be for the use of Pension guests only.*



The inclusion of a possible private bathrooms and meal services to cabin guests in the proposed bylaw amendments are the only differences. The communal kitchen, dining hall, and other rooms would meet the definition.

#### Employee Housing

Employee housing was not included in the proposed zone. Staff housing is another dwelling unit that is not included in the proposed Zone. The applicants have not defined their proposed staff housing. It has not been indicated where the staff member will live on the property, or if they intend this staff member to be alone, live with a partner or with their own separate family on the property.

Currently, Big White is the only area in the RDKB where staff housing is used. Rossland is in relatively close vicinity to the property when compared to the closest community to Big White is Kelowna.

#### Screening

There are no proposed amendments to the screening section of the Zoning Bylaw. However, the applicants do propose to plant fir trees in an effort to screen their business from neighboring properties.

It is possible to include screening requirements for this property in an amendment to the Zoning Bylaw. A similar example is the screening requirements for properties in the Light Industrial 1 Zone on Home Goods Road in Genelle (section 404).

#### Motel

The applicants note their intent is to provide year round temporary accommodation. A motel is an existing use in the Zoning bylaw which would permit the year round temporary accommodation. A motel is defined as:

*a building or group of buildings wherein accommodation is temporarily provided to the travelling public and may provide:*

- a) An office with a public register;*
- b) An attendant on duty at all times;*
- c) A public dining room or restaurant;*
- d) For the consumption of alcoholic beverages on the premises;*
- e) Individual cooking facilities*

The features of this definition can be used to permit the cabins, staff housing, kitchen and dining, as well as staff housing for the "attendant on duty at all times".

#### **Future Implications**

In the event that the proposed development proceeds and the current owners decide to alter the business plan presented in this application or ownership changes some of the risks could be:

- Residential use of the cabins; or

- Provide services of any kind to people other than guests staying on the facilities.

If this happens the proposed bylaw amendments would no longer be applicable.

Once the facilities are built, it becomes extremely difficult to regulate the use to ensure the land is operating the way it is proposed to be.

Considering the proposed use, and future applications of these facilities, revising the proposed bylaw amendments to be more comprehensive is appropriate to ensure that the temporary commercial nature of the business is well defined. This will allow a degree of flexibility and opportunity for growth and change while limiting the possibility of the creation of dense residential development.

### **ADVISORY PLANNING COMMISSION (APC)**

During the November 5, 2018 meeting the following recommendation was made:

*It was moved, seconded and resolved that the APC recommends to the Regional District that the subject Development Application be supported with other adjustments or inclusions to Bylaw changes as discussed and decided upon between the Applicants and the RDKB Planning Department.*

The following comments were also made:

*We feel this is a positive addition to the area. In keeping with their proposal on building and designated use of areas. They would need to incorporate a communal water/waste system dependent on the number of people. The actual construction will be completed over a period of time. The proposed site is away from neighbors and surrounded by forest to act as a noise barrier. As there is no actual designation to cover this type of business a "spot" zoning designation is proposed. These facilities (camping spaces, cabins, a lodge, food and recreational facilities) would be incorporated with current zoning bylaws. There would be no opportunity to sub divide as the current lot size would not allow this to happen.*

### **PLANNING AND DEVELOPMENT COMMENTS**

The Planning and Development Department recommends delaying submission of draft bylaws for the Board of Directors until after staff have had a chance to resolve concerns listed in the report with the applicants. These include the OCP designation; Zoning Bylaw definition of terms used; number of dwellings; the size of cabins; and the staff accommodation. This could potentially delay the Board's review of the draft bylaws to January 2019.

The Planning and Development Department has contacted the applicant to arrange a meeting to resolve the concerns raised in the Implications section above.

**REFERRAL**

Since the property is adjacent to a numbered highway, the Ministry of Transportation and Infrastructure will receive a referral regarding the proposed bylaw amendment.

**RECOMMENDATION**

That the application submitted by Edwin and Katherine Garlinge to amend the Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan Bylaw No. 1470 and the Electoral Area 'B'/Lower Columbia-Old Glory Zoning Bylaw No. 1540 to create a retreat on the property legally described as Lot 1 Plan NEP88867, TWP9A, KD, Electoral Area 'B'/Lower Columbia-Old Glory be deferred until a revised Official Community and Zoning Bylaw amendments are made.

**ATTACHMENTS:**

Site Location Map

Subject Property Map

Applicant's Submission





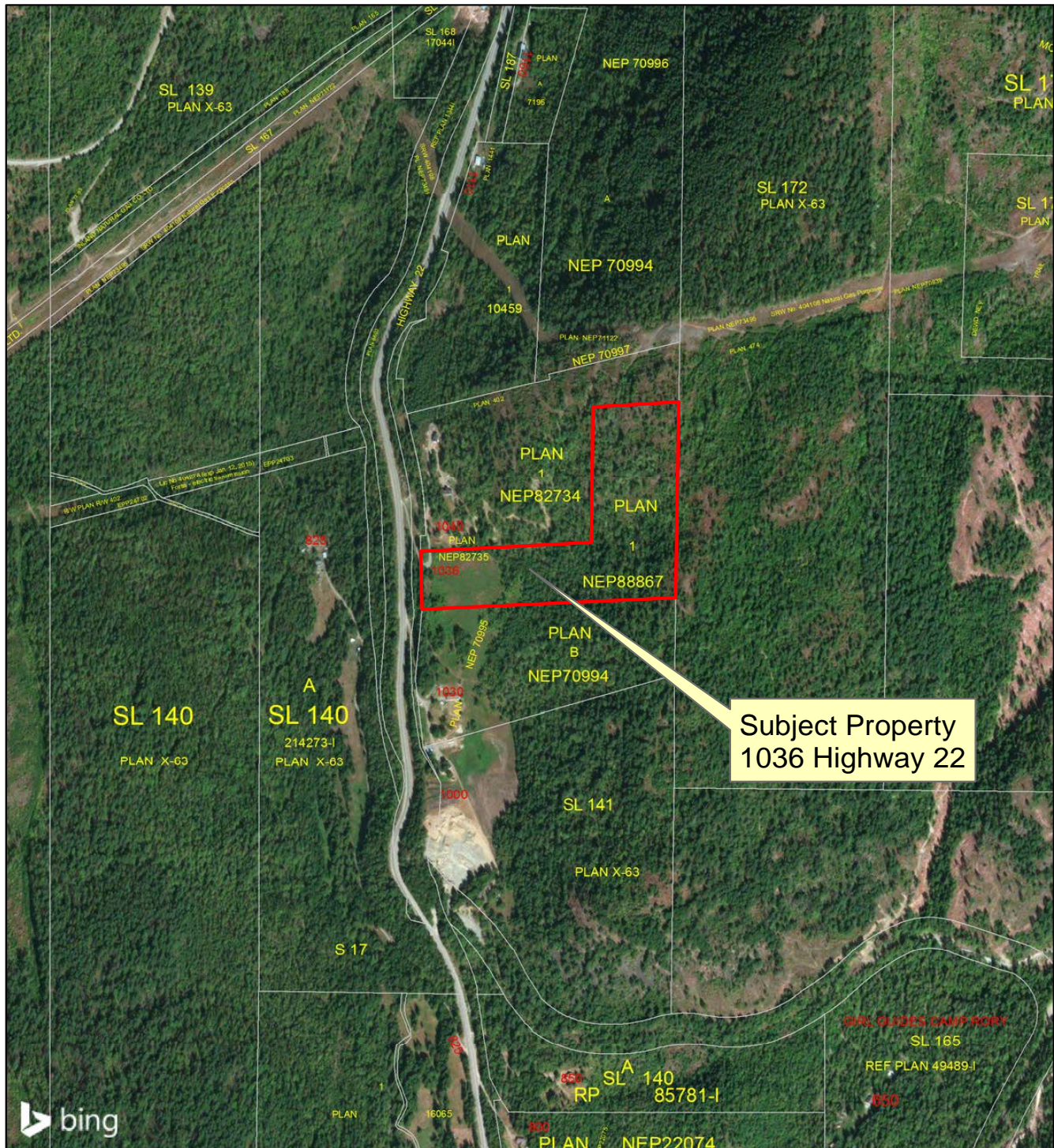
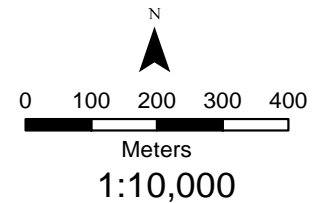




Date: 10/29/2018

# Subject Property Map

Lot 1, Plan NEP88867  
Township 9A  
Kootenay Land District



Document Path: P:\PD\EA\_B\B-9A-TWP-10923.400 Garlinge\2018\_10\_Rezoning\APC\2018-10-29\_SPM\_B-TWP9A-10923.400.mxd

## OBJECTIVE

We believe strong family ties and time spent outdoors go hand in hand.

Our family of four has discovered the tremendous benefits that come with raising children in close contact with nature. We are applying for rezoning of this property in an effort to help more families embrace this perspective.

We seek to amend the zoning for our property from Rural Resource 1 Zone (RUR1), which already permits camping, to Rural Retreat Park (RRP). In conjunction with the new zoning, we propose the Official Community Plan Designation of Parks & Recreation.

## SITE PLAN & CONCEPT

Rossland Bike Retreat ([rosslandbikeretreat@gmail.com](mailto:rosslandbikeretreat@gmail.com)) will be an intimate, rustic retreat.

Mountain biking is gaining tremendous popularity across North America. Cyclists from all over BC and the world are flocking to Rossland to experience the region's trails. Rossland Bike Retreat will cater to families, couples, and small groups who have discovered mountain biking as a fun way to reconnect with one another and the natural world. Our 25-acre property in the shadow of Red Mountain Resort provides access to biking, hiking and skiing trails, and most importantly, serenity.

Canvas tents will be available to guests from May 1 to October 1; cabins will be open year-round. Our guests will have use of an undercover picnic area with BBQ. Additional bike-friendly amenities will be available, including a tuning station, bike wash area, and pump track.

During the winter season, our lodging will be reduced to the cabins (maximum of 3), which will provide year-round accommodation with en-suite bathrooms. These offerings will expand when the lodge is built — a ten-year goal. We envision a lodge that offers two bunk rooms, a family room, communal kitchen, great room, and a yoga space. With the lodge in operation, our capacity will peak at 28 short-term guests. Our family residence will be built in close proximity to the guest accommodations.

### Year 1:

- Civil engineering (septic, well, hydro, etc)
- Primary structure ~1,700 sq ft

### Year 1-5:

- Guest cabins ~340 sq ft

### Year 6-10:

- Lodge ~1,500 sq ft



Applicant Submission

Landscaping will be kept to a minimum to preserve the natural look and feel of the retreat. We are committed to minimizing the impact on the land in every way possible. Our strategies include:

- Greywater system
- Sustainable building materials
- Energy efficient construction techniques
- Supplemental solar power
- Planting native species
- Teaching our guests to tread lightly, always leaving no trace

We also intend to ensure our neighbours' serenity is not compromised. Our strategies include:

- Planting natural screening (e.g. fir trees)
- Restricting parking to our property

Rossland Bike Retreat is all about building community and we have already begun and will continue to nurture amicable, mutually beneficial relationships with our neighbours.

#### TARGET DEMOGRAPHIC

We will market our retreat to dual-income families and mountain bike enthusiasts living in urban centers, both in Canada and the United States.

#### WHAT MAKES OUR RETREAT UNIQUE

We offer families the time and space to reconnect away from their devices.

Today's modern family spends a great deal of their day in transit or tethered to electronics. These parents crave more unstructured time with their children. But camping can feel daunting if you've never done it, and few retreats welcome children.

Bicycle tourism is booming as a segment of the active/wellness tourism market. Some accommodations in BC bill themselves as bike friendly (like [this one](#) in Fernie), but only one dedicated bike retreat exists in Canada and it is in the Yukon. Since so few accommodations cater directly to cyclists, word spreads quickly in the cycling community when one comes online.

Applicant Submission

#### WHAT HAPPENS AT ROSSLAND BIKE RETREAT

As our capacity grows, Rossland Bike Retreat will offer multi-day retreats for families. Day programming for children will be offered in July and August to allow parents freedom to recreate. This feature will lend our retreat significant competitive advantage, as no other bike retreat in Canada is currently offering programming for children.

Parents will have an opportunity to unwind and reconnect, taking advantage of our yoga space and surrounding trails to carve out some adult time, while kids are engaged in nature-based learning and activities. We will team up with local businesses such as Revolution Cycles and Kootenay Mountain Biking to offer packages that include rentals and shuttle service.

Rossland Bike Retreat will draw on the owners' complimentary skillsets: Kate has a marketing/media and yoga background and Ed has been an outdoor educator for 20 years. The entire Garlinge family is crazy about bikes.

Essential to any good retreat is delicious, healthy food. Once the lodge is built, we intend to hire a chef to live and work on-site during the spring/summer retreat season. The lodge kitchen and dining area will be designed to feed and accommodate 20-30 people.

That's our dream in a nutshell. We welcome any questions or feedback you may have. Please email Kate at [rosslandbikeretreat@gmail.com](mailto:rosslandbikeretreat@gmail.com).



**Rural Retreat Park - RRP**

Intent: The intent of this zone is to permit guest accommodation in the form of cabins, tents, lodge and bed and breakfast. The retreat park may include as secondary uses recreational facilities, a communal kitchen/eating establishment, common sanitary facilities and related buildings and structures. With this proposal it is not our intent to be in direct competition with any current existing business in the neighbouring city of Rossland, but to enhance tourism in the area.

The following provisions apply to lands in the Rural Retreat Park:

**1. Permitted Principal Uses**

Only the following principal uses are permitted:

- a) Tourist cabins - Maximum 3 per parcel;
- b) Campground;\*
- c) Single family dwelling.\*

**2. Permitted Secondary Uses**

Only the following secondary uses are permitted, and only in conjunction with a use listed in [subsection XXXX] above:

- a) Lodge - Maximum 4 accommodation units;
- b) Accessory buildings and structures;\*
- c) Secondary suite;\*
- d) Bed and breakfast;\*
- e) Home-based business.\*

\*Included in existing RUR1 allowances.

**3. Parcel Area for New Parcels Created by Subdivision**

Parcels to be created by subdivision must not be less than 10 hectares.

**4. Density**

Maximum one single family dwelling, one secondary suite, lodge and 3 tourist cabins per parcel.

**5. Setbacks**

Minimum setbacks measured in metres:  
[See RUR1 setbacks]

**6. Parcel Coverage**

Maximum parcel coverage is 33%.

**7. Parking and Loading**

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

**DEFINITIONS:**

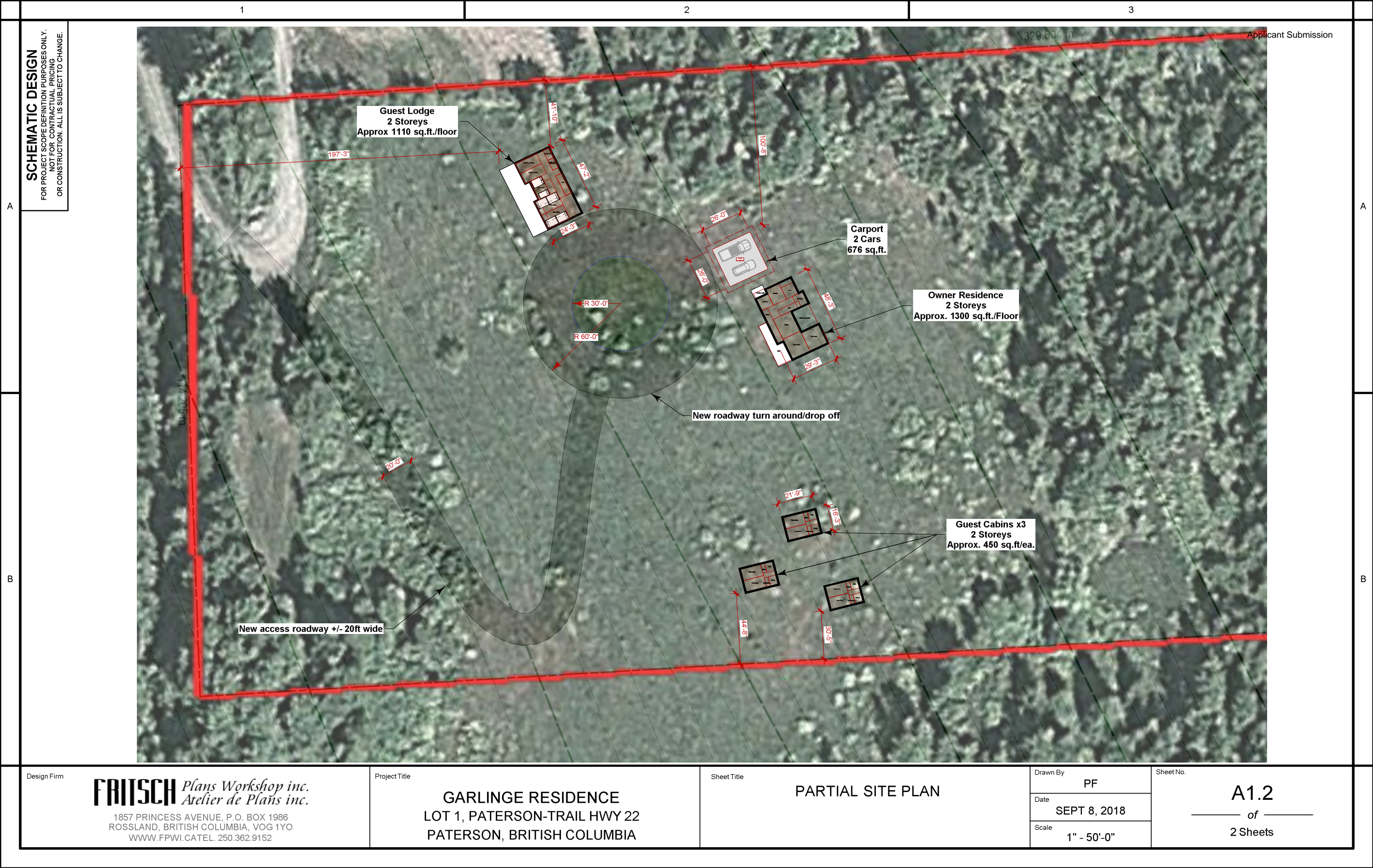
**TOURIST CABIN** means a structure with a maximum habitable floor area of 70m<sup>2</sup> (750 ft<sup>2</sup>) that contains sleeping quarters together with a kitchenette and personal sanitary facilities approved by the Health Authority.

Applicant Submission

LODGE means a building containing not more than 4 tourist accommodation units, each of which provides sleeping accommodation and may have its own sanitary facilities, but no kitchenette or other cooking facilities:

- a) Which may also contain a communal kitchen, licensed establishment and recreation facilities for the common use and enjoyment of the guests; and
- b) Wherein meals may be prepared and provided in a common dining area to registered guests.





Design Firm	<b>FRITSCH</b> <i>Plans Workshop inc.</i> <i>Atelier de Plans inc.</i> 1857 PRINCESS AVENUE, P.O. BOX 1986 ROSSLAND, BRITISH COLUMBIA, VOG 1Y0 WWW.FPWI.CATEL.250.362.9152	Project Title	GARLINGE RESIDENCE LOT 1, PATERSON-TRAIL HWY 22 PATERSON, BRITISH COLUMBIA	Sheet Title	PARTIAL SITE PLAN	Drawn By	PF	Sheet No.	A1.2 of 2 Sheets
						Date	SEPT 8, 2018		
						Scale	1" - 50'-0"		



Applicant Submission

Linda Worley  
Area B Director  
Regional District Kootenay Boundary

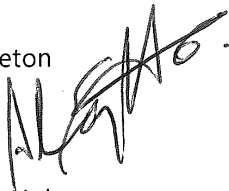
This letter is to show support for our soon to be new neighbours to the south, Kate and Ed Garlinge.

We have met with Kate and Ed to discuss their proposed business and we are enthusiastic about it. The proposed bike/yoga retreat with a low density of clients meets our personal beliefs of how this beautiful rural property could be used.

We fully support Kate and Ed's project going forward, as proposed in Kate's explanation - Rural retreat park (see attached).

Thank you,

Al Eagleton

A handwritten signature in black ink, appearing to read 'Al Eagleton', written over the printed name.

Philippa Johnstone

Applicant Submission

Graham & Shirley Jones  
Box 1113  
Rossland BC  
V0G 1Y0  
June 5/2018

Linda Worley  
Area B Director  
Regional District Kootenay Boundary,  
and to whom it may concern,

This letter is to advise that we have sold land parcel identified as PID 027-944-611 to Ed & Kate Garlinge.

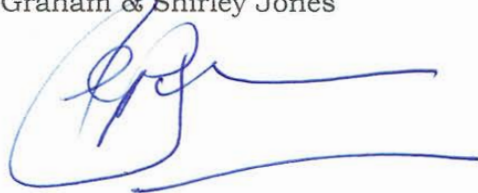
The Garlinges propose to develop a Bike/Yoga Retreat on the property to allow clients to enjoy the experience of a rural setting while participating in these health related activities.

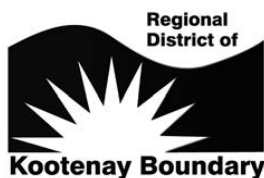
We fully support the Garlinges endeavour to bring this proposal to fruition & offer this, unique to our area, experience to groups & families.

My wife & I have no concerns or reservations of this proposal & wish the Garlinges all the best in their venture.

Sincerely,

Graham & Shirley Jones

A handwritten signature in blue ink, appearing to be 'Graham & Shirley Jones', with a long horizontal flourish extending to the right.



## ELECTORAL AREA SERVICES (EAS) COMMITTEE STAFF REPORT

<b>Date:</b>	November 15, 2018	<b>File #:</b>	Lot 9: BW-4109s-07909.422 & Lot 10: BW-4109s-07909.424
<b>To:</b>	Members of the Big White APC		
<b>From:</b>	Ken Gobeil, Planner		
<b>RE:</b>	Development Variance Permit Application – Ritchie & Thomson		

### ISSUE INTRODUCTION

We have received an application for a development variance permit for a renovation and addition to a duplex on Rock Ridge Road in Big White (see Site Location Map; Subject Property Map; Applicant Submission).

### HISTORY / BACKGROUND INFORMATION

Property Information	
<b>Owner(s):</b>	Lot 9: Michael and Deborah Ritchie Lot 10: Brody Thomson
<b>Location:</b>	Lot 9: 377 Rock Ridge Road Big White Lot 10: 375 Rock Ridge Road Big White
<b>Electoral Area:</b>	Electoral Area 'E' / West Boundary
<b>Legal Description(s):</b>	Lot 9, Plan KAS2476, District Lot 4109s, SDYD Lot 10, Plan KAS2476, District Lot 4109s, SDYD
<b>Area:</b>	Lot 9: 410m <sup>2</sup> (4413ft <sup>2</sup> ) Lot 10: 355m <sup>2</sup> (3821ft <sup>2</sup> )
Land Use Bylaws	
<b>Official Community Plan Bylaw No. 1125</b>	High Density Residential
<b>Development Permit Areas</b>	Alpine Environmentally Sensitive Landscape Reclamation
<b>Zoning Bylaw No. 1166</b>	Medium Density Residential 4 (R4)

Development Permit 249-03D, for a duplex was approved. On March 2003 for Lot 4. Later in 2003, Lot 4 was subdivided into Lots 9 and 10.

The subject properties are south of the village core off in Big White. There is a ski access easement along the back of both properties and along the eastern edge of Lot 10.

## PROPOSAL

The applicant is requesting a Development Variance Permit to extend the roof from their existing garages to create a covered parking area at the front of the property.

In Lot 9 there will also be a 12.4m<sup>2</sup> addition to the ground floor at the rear of the property in addition to the carport at the front of the property. The total Floor Area Ratio would be .47, and parcel coverage would be 41.3%, which is compliant with the zoning bylaw.

The requested variance for each property is as follows:

Lot 9:

- To reduce the minimum setback into an interior side yard from 4 metres to 2.8 metres; a 1.2 metre variance.

Lot 10:

- To reduce the interior side yard setback from 4 metres to 0.37 metres; a 3.63 metre variance.

The proposal would use an existing retaining wall, previously considered a landscaping feature, and turn it into a portion of the walls to support this roof structure in both properties. The applicants do not propose to change any of the existing landscaping.

## IMPLICATIONS

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

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

The applicant has noted that the need for this variance is in order to maintain the current driveway width while providing covered parking at the front of the parcel. Without a variance the roofline and driveway would be altered considerably.

There is no change to the floor area of Lot 10. Height, floor area ratio, and parcel coverage are not affected by this application.

No changes are required to the landscaping other than possible adjustments to the retaining wall. Therefore, an Alpine Environmentally Sensitive Landscape Reclamation Development Permit is not required.

## REFRRALS

The application has been referred to the Big White Fire Department. At the time this report was written, no comments were received.

## ADVISORY PLANNING COMMISSION (APC)

The Big White APC supported the application during their November 6, 2018 meeting.

The following comments were made during the meeting:

*The alteration of the roofline at the front of the property to create a carport will make snow removal on the property easier.*

*The addition/ enclosure on the rear of #377 does not extend into the ski easement and builds out over an existing foundation of a crawl space.*

*This addition does not appear to have any negative impact on the neighbors.*

## RECOMMENDATION

That the Development Variance Permit application submitted by Deborah Ritchie on behalf of Michael and Deborah Ritchie; and Brody Thomson, to allow for a reduction to the minimum setback into an interior side yard from 4 metres to 2.8 metres; a 1.2 metre variance on the property legally described as Lot 9, Plan KAS2476, District Lot 4109s, SDYD; and a reduction to the interior side yard setback from 4 metres to 0.37 metres; a 3.63 metre variance on the property legally described as Lot 10, Plan KAS2476, District Lot 4109s, SDYD, Big White, Electoral Area 'E'/West Boundary be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

## ATTACHMENTS

Site Location Map  
Subject Property Map  
Applicant Submission

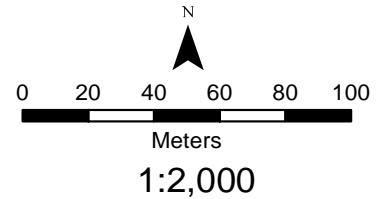




Date: 2018-10-16

## Site Location Map

Strata Lot 9 and 10, Plan KAS2476, District Lot 4109S  
Similkameen Div of Yale Land District, TOGETHER  
WITH AN INTEREST IN THE COMMON PROPERTY  
IN PROPORTION TO THE UNIT ENTITLEMENT OF  
THE STRATA LOT AS SHOWN ON FORM 1 OR V,  
AS APPROPRIATE



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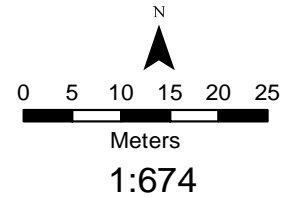




Date: 2018-10-16

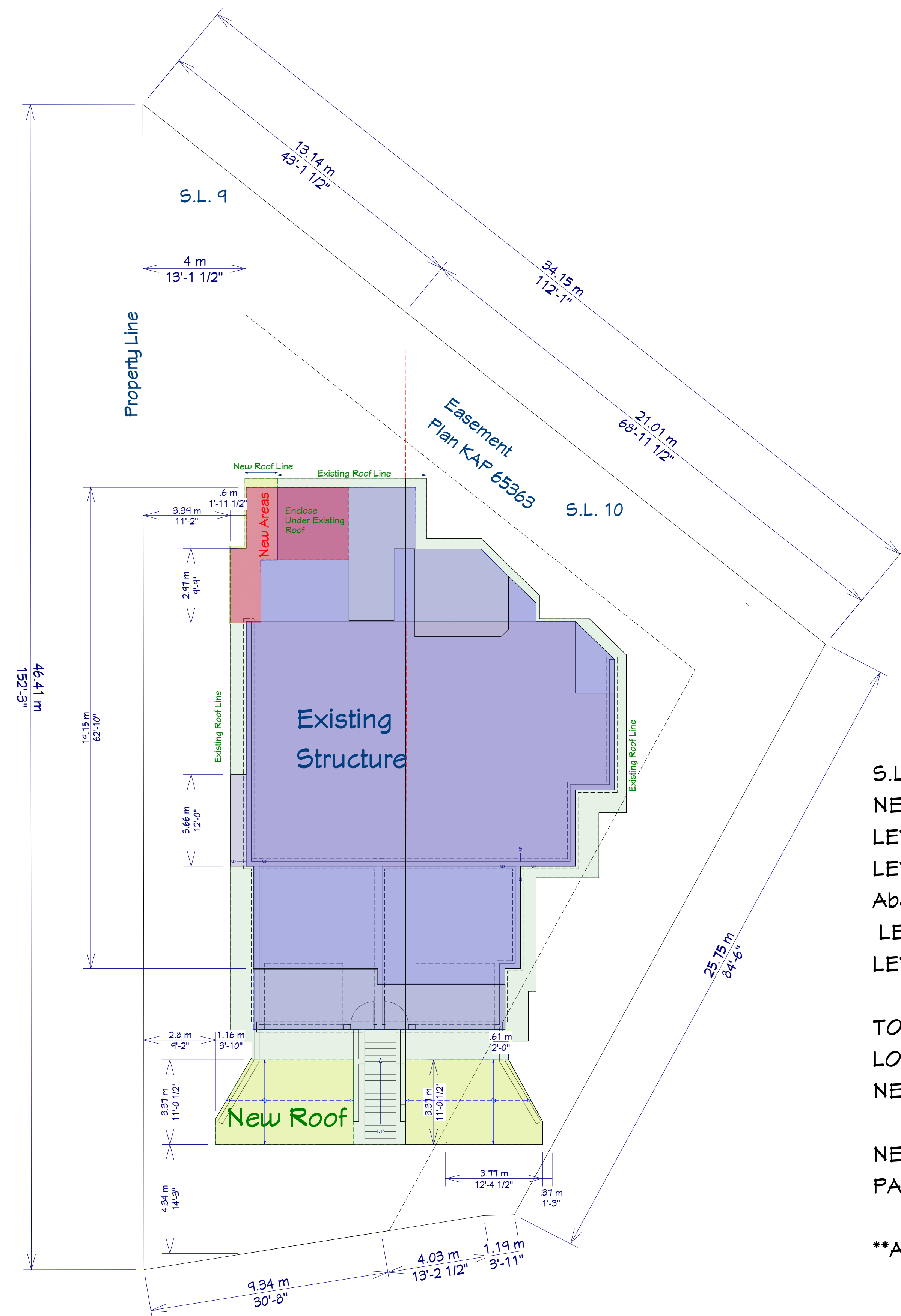
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Strata Lot 9 and 10, Plan KAS2476, District Lot 4109S  
Similkameen Div of Yale Land District, TOGETHER  
WITH AN INTEREST IN THE COMMON PROPERTY  
IN PROPORTION TO THE UNIT ENTITLEMENT OF  
THE STRATA LOT AS SHOWN ON FORM 1 OR V,  
AS APPROPRIATE



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S.L. 9 - Left Lot 410m2  
NEW FLOOR AREA  
LEVEL 1 = 310 sq. ft. (310 Underground)  
LEVEL 2 = 408 sq. ft. (47 Underground, 361 Above Ground)  
LEVEL 3 = 1003 sq. ft.  
LEVEL 4 = 697 sq. ft.

TOTAL FLOOR AREA = 2061 sq. ft.  
LOT SIZE = 4413 sq. ft.  
NEW FAR = 46.7%

NEW SITE COVERAGE: 1820 sq. ft.  
PARCEL COVERAGE: 41.3%

\*\*ADDITIONAL FLOOR AREA 158 sq. ft.



S.L. 10 - Right Lot 355m2

NEW SITE COVERAGE: 1820 sq. ft.  
LOT SIZE = 3821 SQ.FT.  
NEW PARCEL COVERAGE = 47.6%  
FAR - NO CHANGE

NOT FOR CONSTRUCTION

REVISION TABLE		
NUMBER	DATE	REVISION DESCRIPTION
1	JULY 13	REVISED BY PRELIM LAYOUT
2	JULY 23	5/4
3	JULY 23	5/4
4	JULY 23	5/4
5	JULY 23	5/4
6	JULY 23	5/4

PROJECT: LOT 4, ROCKBRIDGE RD.	
LOCATION: BIG WHITE	
DRAWN BY: Martin Meninger	
Shauna Mzinsky	
PROJECT: Ritchie Chalet Renovation	
CLIENT: Weninger Construction & Design Ltd.	
#10-220 NEAVE RD.	
Kelowna, BC V1V 2L4	
Tel: (250) 765-6618 Fax: (250) 765-6618	

## RITCHIE CHALET RENOVATION SITE PLAN



DRAWINGS PROVIDED BY:

DATE:  
10/29/2018

SCALE:  
1/8" = 1' 0"

SHEET:  
1



[illegible]

Architectural floor plan of a renovated structure. The plan shows a central staircase labeled "UP" with a width of 34". To the left of the stairs is a room labeled "New Roof" with a width of 15' and a length of 17'-0 1/2". To the right of the stairs is another room labeled "New Roof" with a width of 15' and a length of 17'-5 5/8". The overall width of the structure is 40'-8". The overall length is 25'-4". The plan includes various structural elements such as "new post", "new beam", "Existing post", "Rafters @ 12' o/c", and "Rafters @ 10' o/c". A note indicates "UNSPECIFIED 15'-0\" X 20'-6\" 310 SQ FT". The total living area is 762 SQ FT.

NUMBER	DATE	REVISION BY	REVISION DESCRIPTION
A	JULY 13	MM	PRELIM LAYOUT
B	JULY 23	SM	BP SET

**OWNED BY**  
Martin Weninger  
Shauna Ylitzsky

**PROJECT LOCATION**  
LOT 4, ROCKRIDGE RD.  
BIG WHITE

**Weninger Construction & Design Ltd.**  
#10-220 NEAVE RD.  
Kelowna, BC V1V 2L4  
Tel: (250) 765-6848 Fax: (250) 765-6078

PROJECT  
TITLE

RITCHIE CHALET

RENOVATION

SHEET  
1

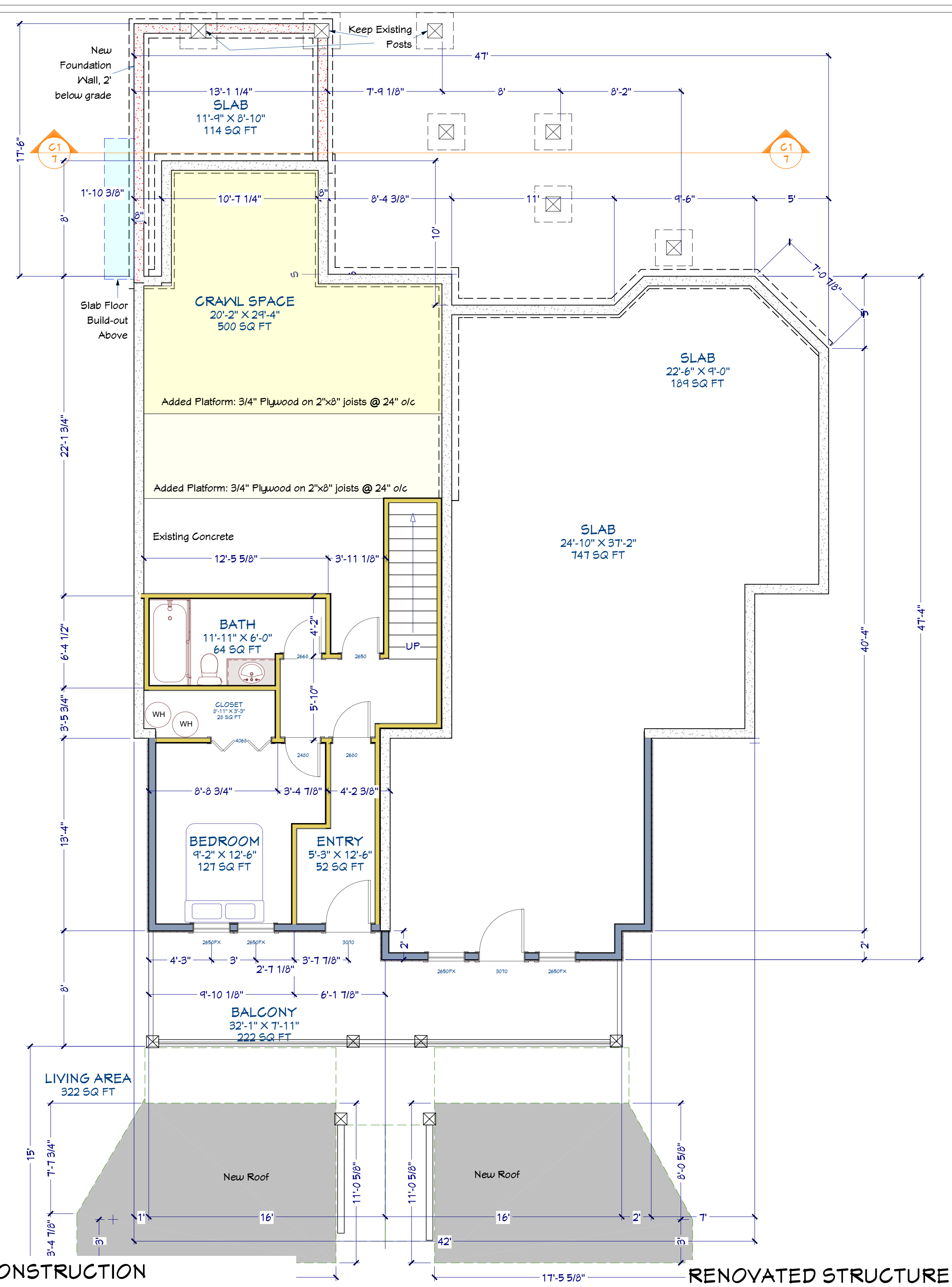
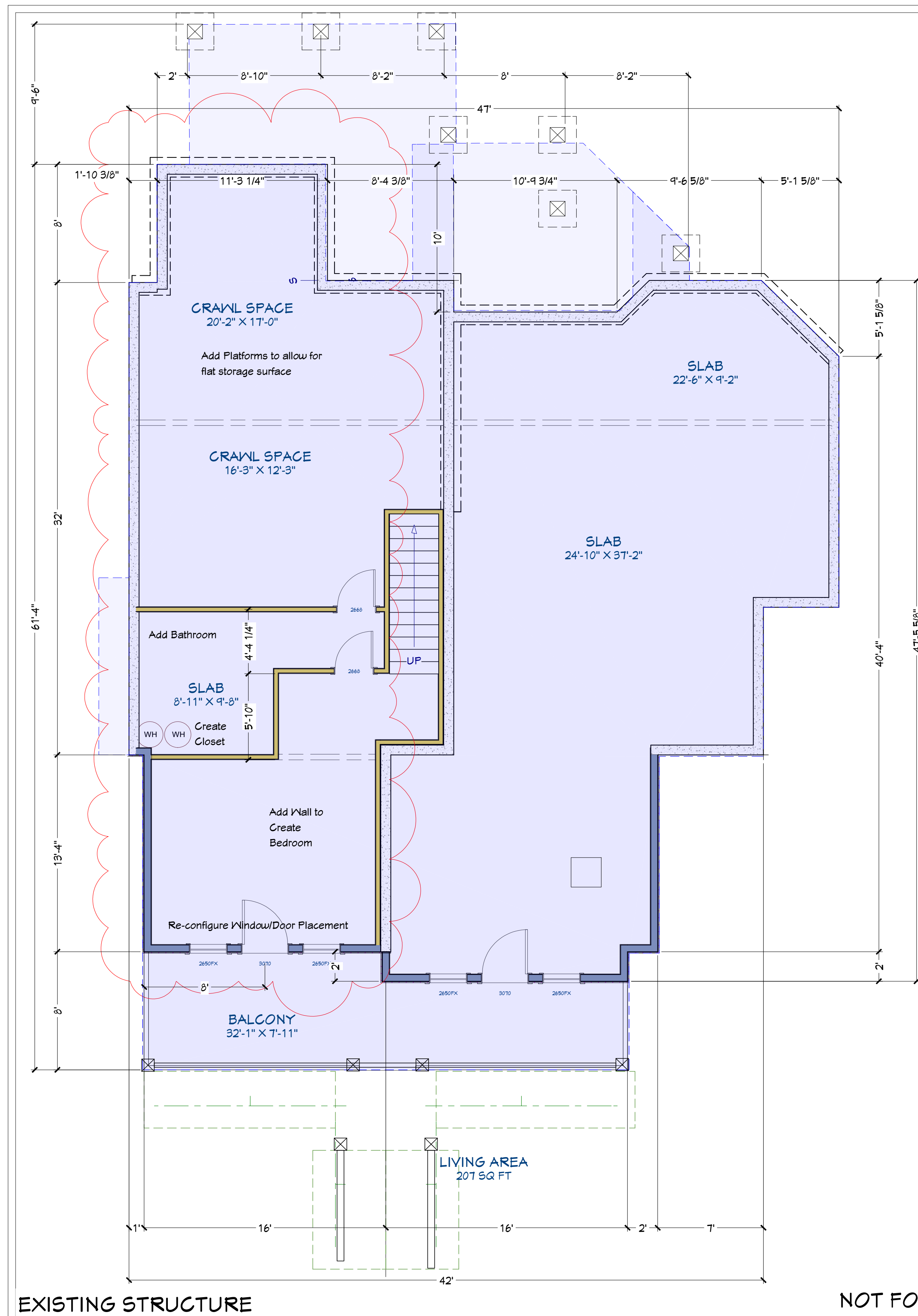
BASEMENT FLOOR PLAN



DATE:  
10/29/2018

SCALE:  
 $1/4" = 1' 0"$

SHEET:  
2



REVISION TABLE		
NUMBER	DATE	REVISED BY DESCRIPTION
A	JULY 13	MM PRELIM LAYOUT
B	JULY 23	SM BP SET

DRAWN BY  
 Martin Weninger  
 Shauna Wlitzky

PROJECT  
 LOCATION

LOT 4, ROCKRIDGE RD.  
 BIG WHITE

Weninger Construction & Design Ltd.  
 #10-220 NEAVE RD.  
 Kelowna, BC V1V 2L9  
 Tel: (250) 765-6948 Fax: (250) 765-6078

**RITCHIE CHALET**  
RENOVATION

**MAIN FLOOR PLAN**

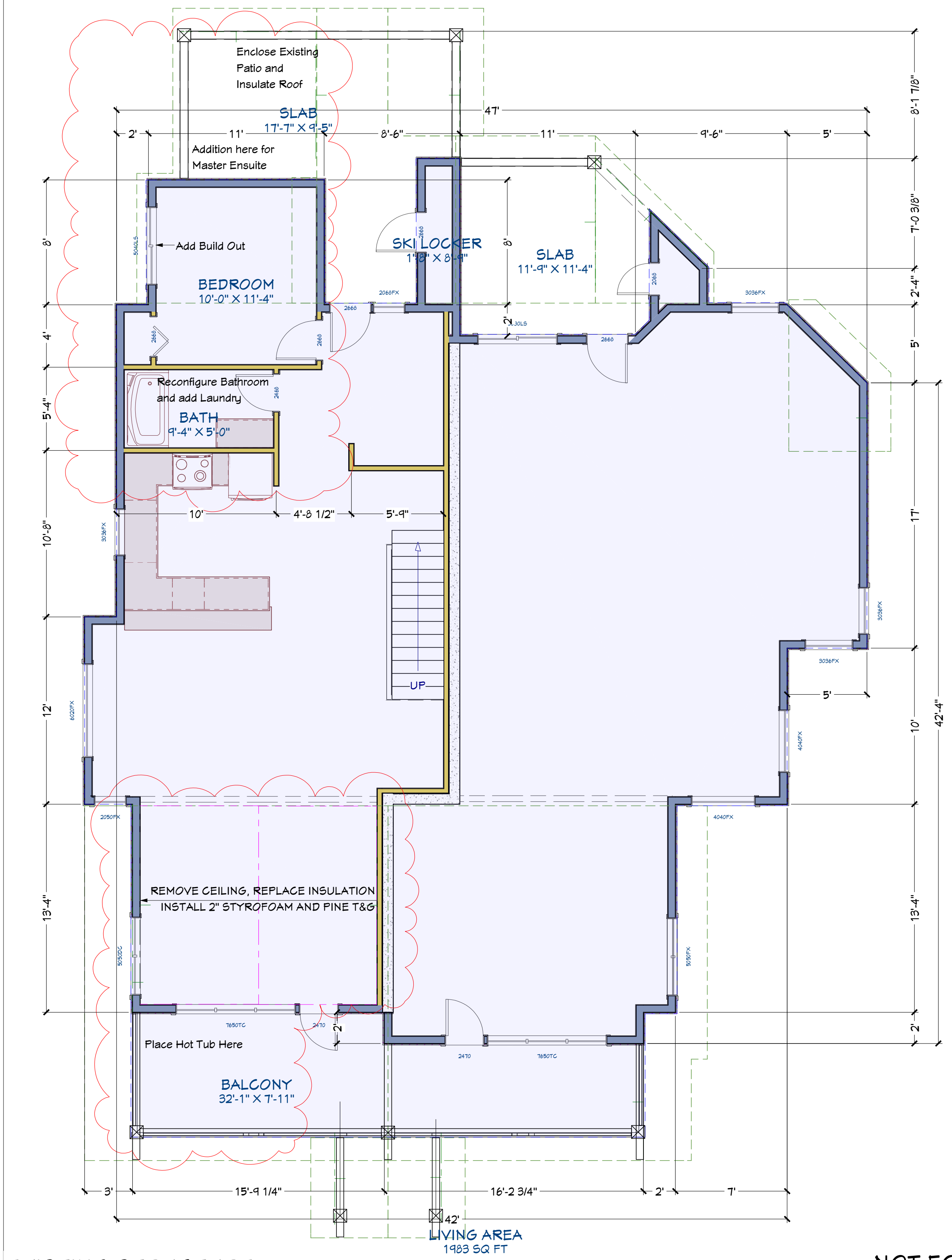


DATE:  
10/29/2018

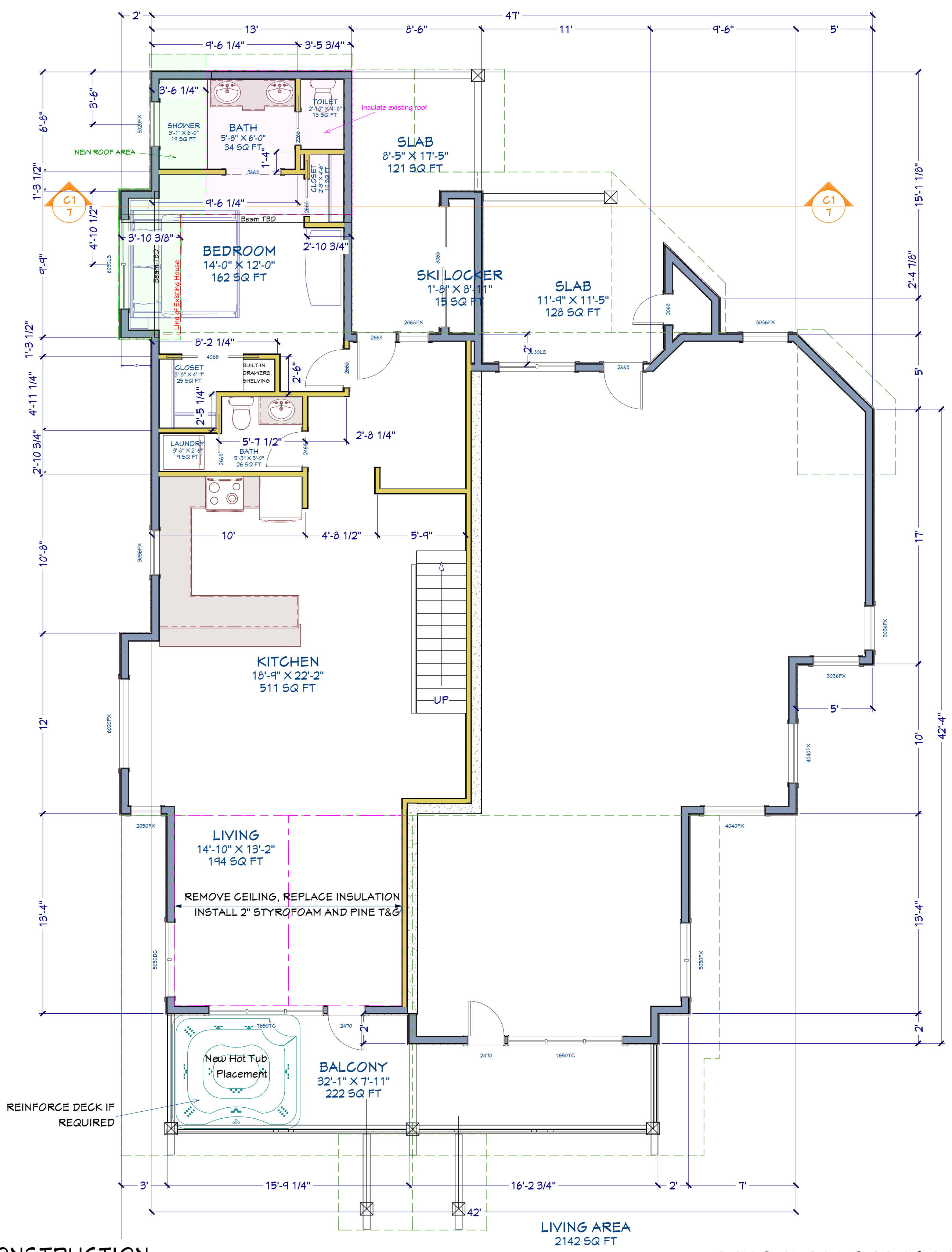
SCALE:  
1/4" = 1' 0"

SHEET:  
3





EXISTING STRUCTURE



NOT FOR CONSTRUCTION

RENOVATED STRUCTURE

REVISION TABLE		
NUMBER	DATE	REVISION DESCRIPTION
1	JULY 13	PRELIM LAYOUT
2	JULY 23	5/4
3		BP SET

DRAWN BY Martin Meninger Shauna Mizinsky	PROJECT LOT 4 ROCKHURST RD. BIG WHITE
	CLIENT Weninger Construction & Design Ltd. #10-220 NEAVE RD. Kelowna, BC V1V 2L4 Tel: (250) 765-6818 Fax: (250) 765-6078

**RITCHIE CHALET**  
RENOVATION

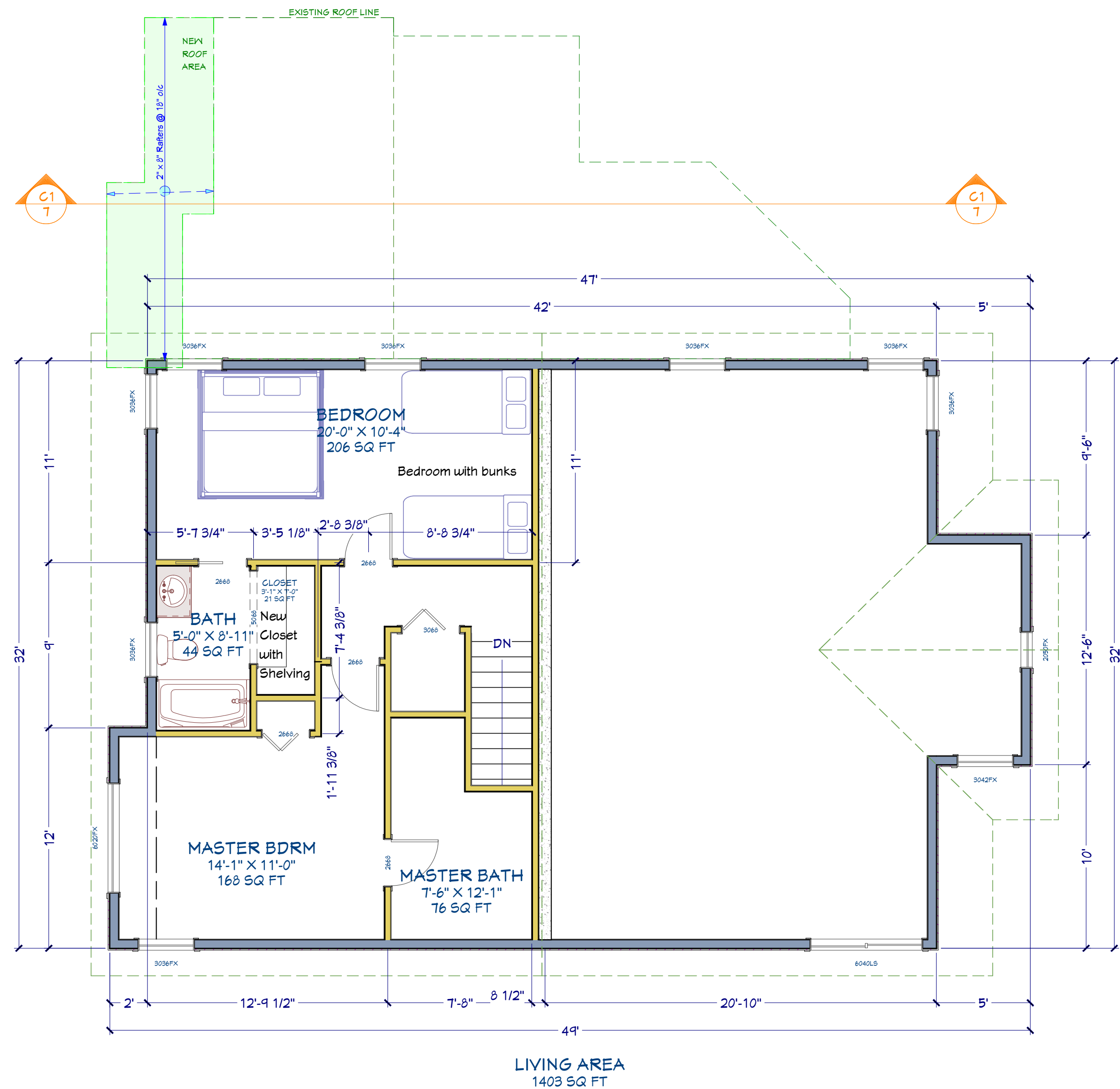
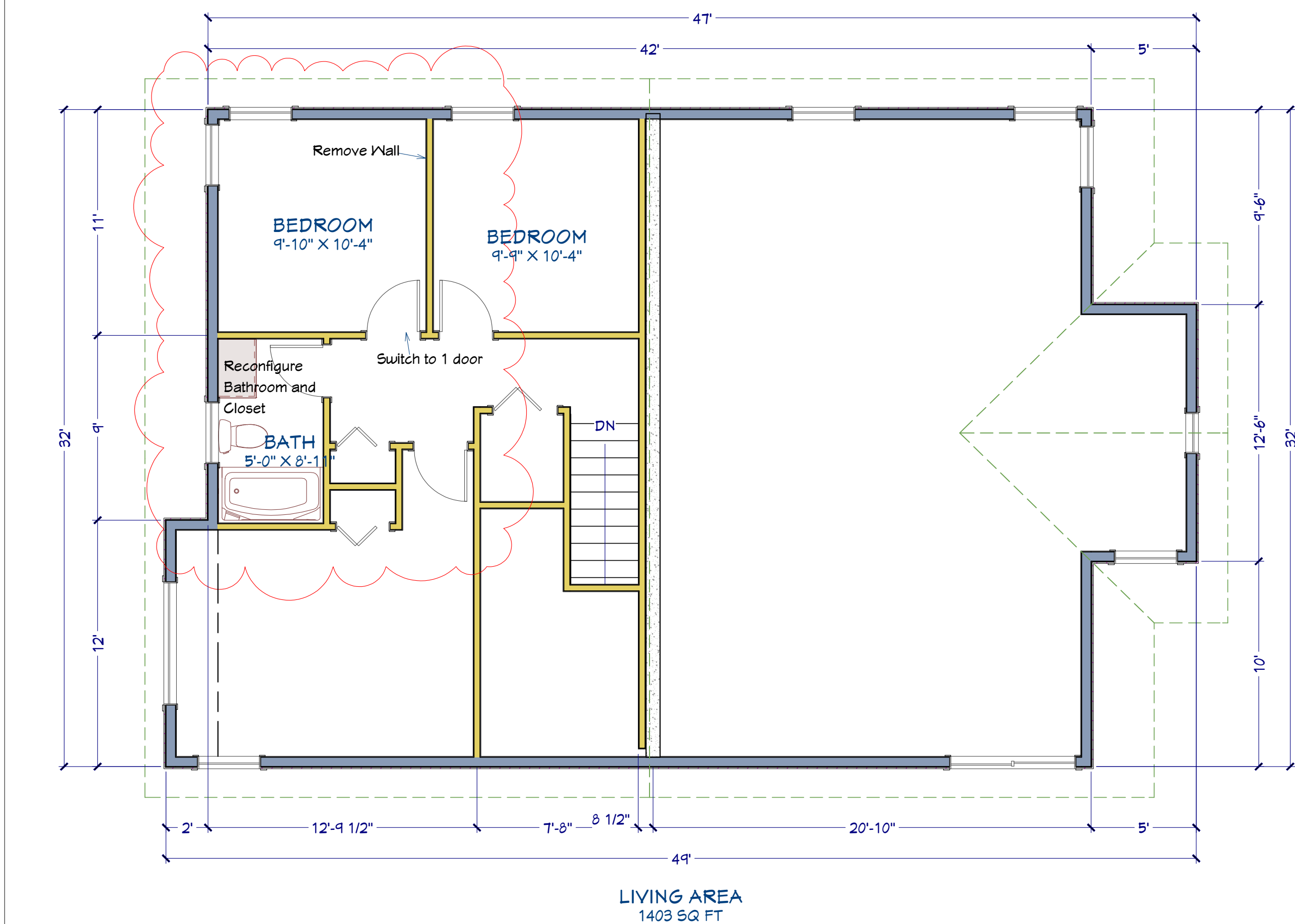
**THIRD FLOOR PLAN**



DATE:  
10/29/2018

SCALE:  
1/4" = 1' 0"

SHEET:  
**4**



NOT FOR CONSTRUCTION

REVISION TABLE		
NUMBER	DATE	REVISION DESCRIPTION
1	JULY 13	REVISED BY: MKN
2	JULY 23	PRELIM LAYOUT
3		BP SET

DRAWN BY: Marlin Meninger Shauna Mizinsky	PROJECT: LOT 4, ROCKBRIDGE RD. BIG WHITE	
	Weninger Construction & Design Ltd. #10-220 NEAVE RD. Kelowna, BC V1V 2L4 Tel: (250) 765-6618 Fax: (250) 765-6078	

PROJECT TITLE: <b>RITCHIE CHALET</b> RENOVATION	
SHEET TITLE: <b>FOURTH FLOOR PLAN</b>	



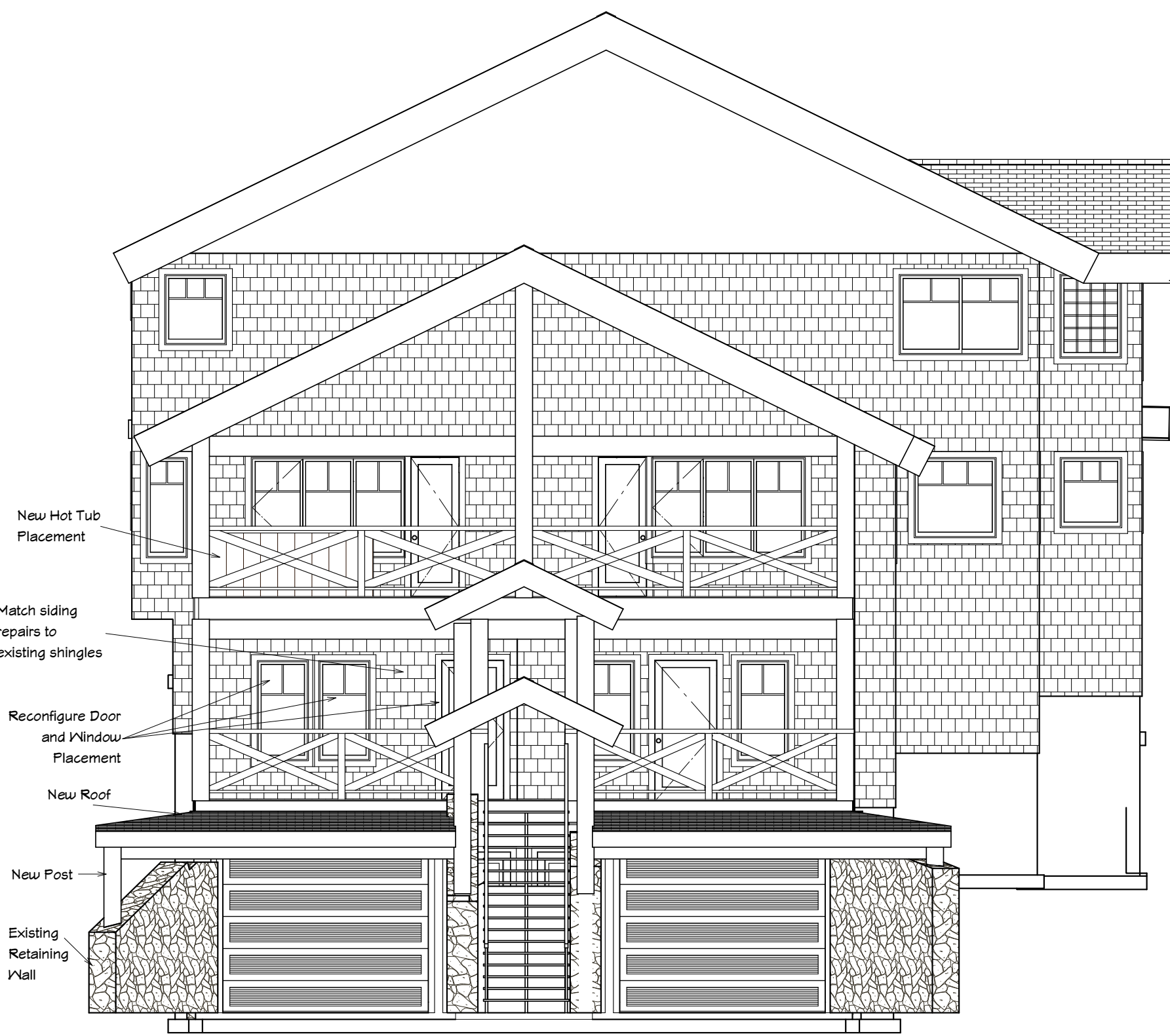
DRAWINGS PROVIDED BY:

DATE:  
10/29/2018

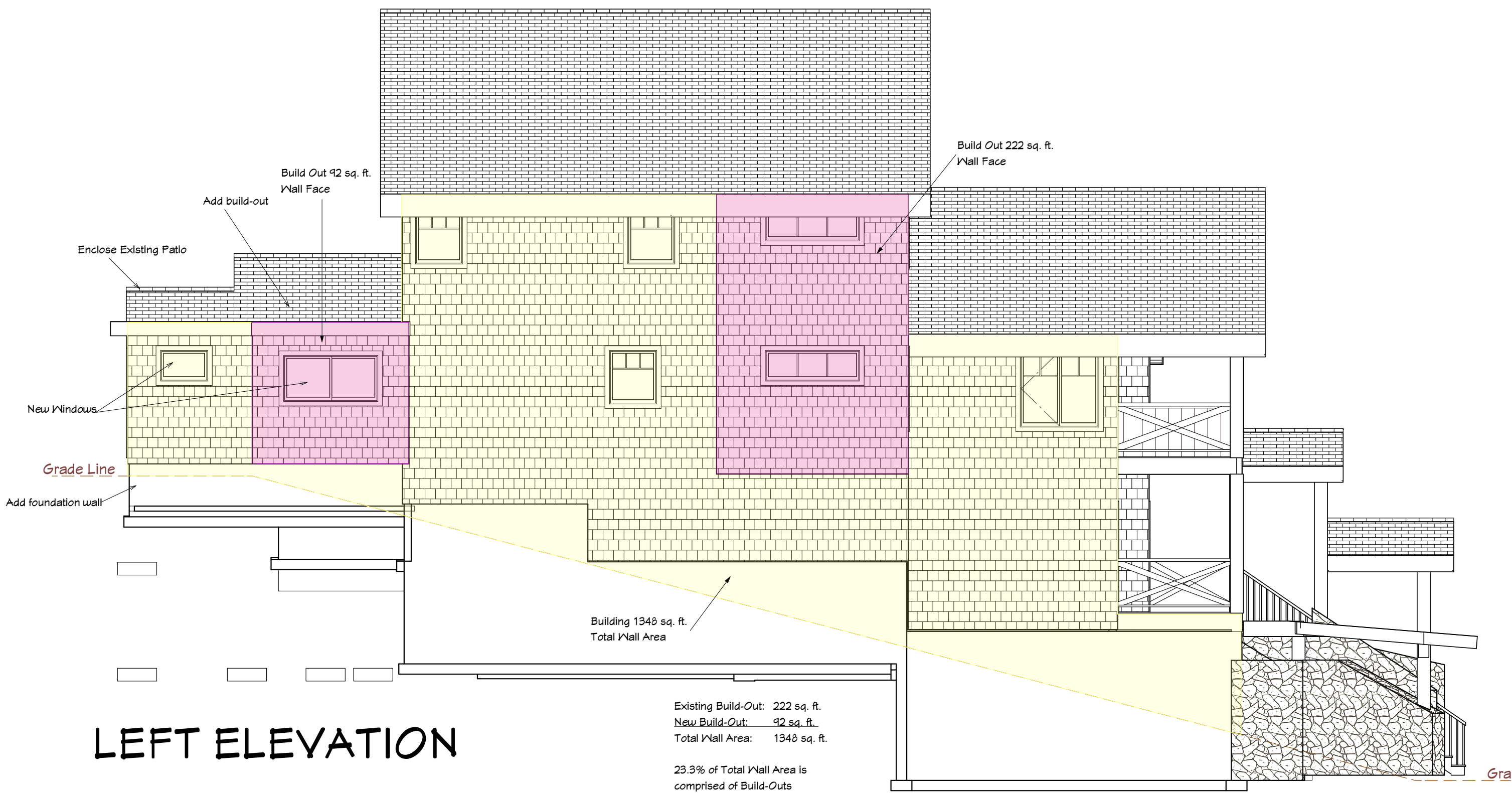
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SHEET:  
**5**





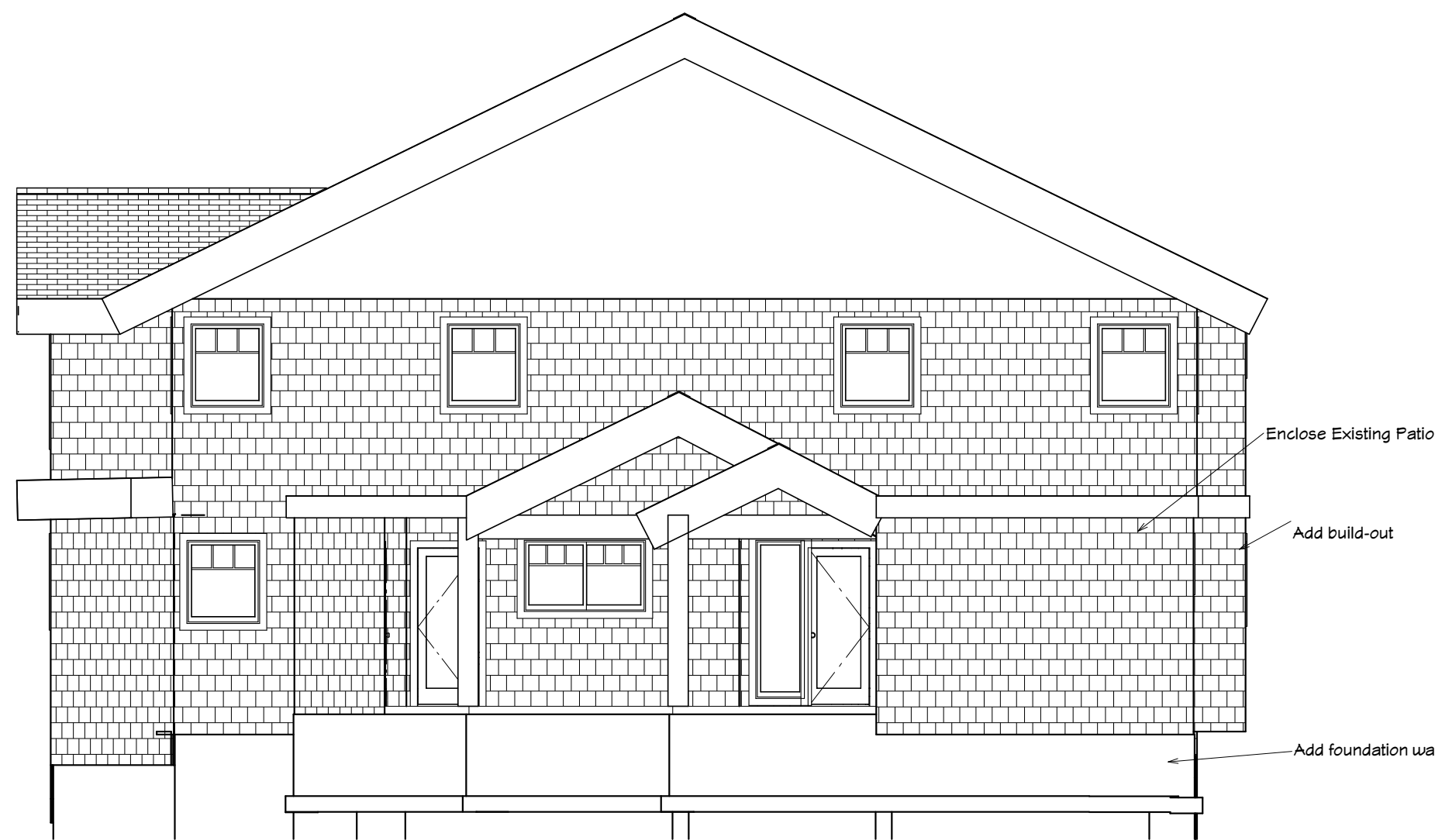
FRONT ELEVATION



LEFT ELEVATION



RIGHT ELEVATION



REAR ELEVATION

NOT FOR CONSTRUCTION

REVISION TABLE		
NUMBER	DATE	DESCRIPTION
1	JULY 13	PRELIM LAYOUT
2	JULY 23	BP SET

PROJECT LOT 4, ROCKBRIDGE RD. BIG WHITE	DESIGNED BY Shauna Mizinsky
CONTRACTOR Weninger Construction & Design Ltd. #10-220 NEAVE RD. Kelowna, BC V1Y 2L4	DATE JULY 23
Tel: (250) 765-6618 Fax: (250) 765-6078	

RITCHIE CHALET  
RENOVATION  
ELEVATIONS

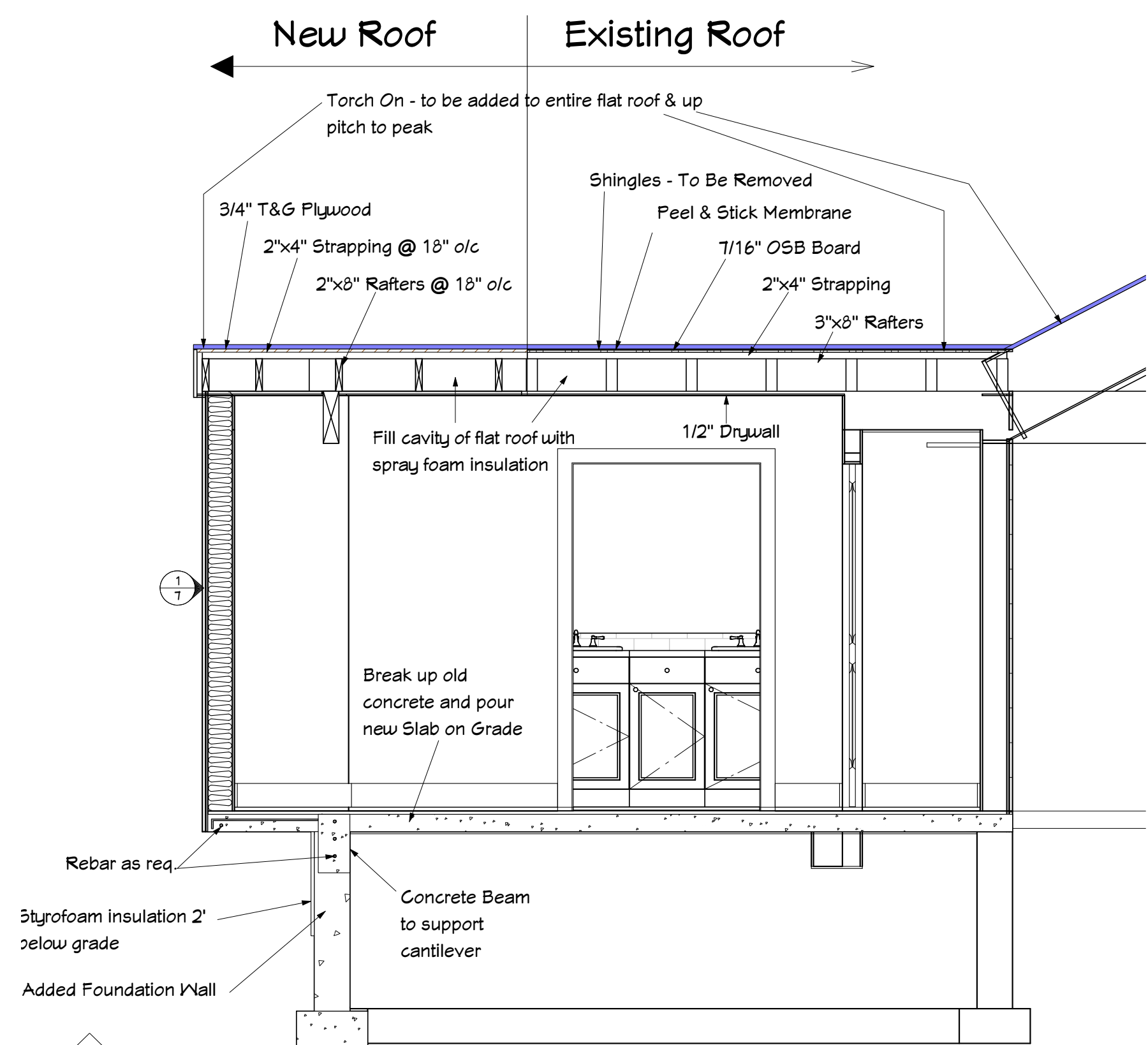


DATE:  
10/29/2018

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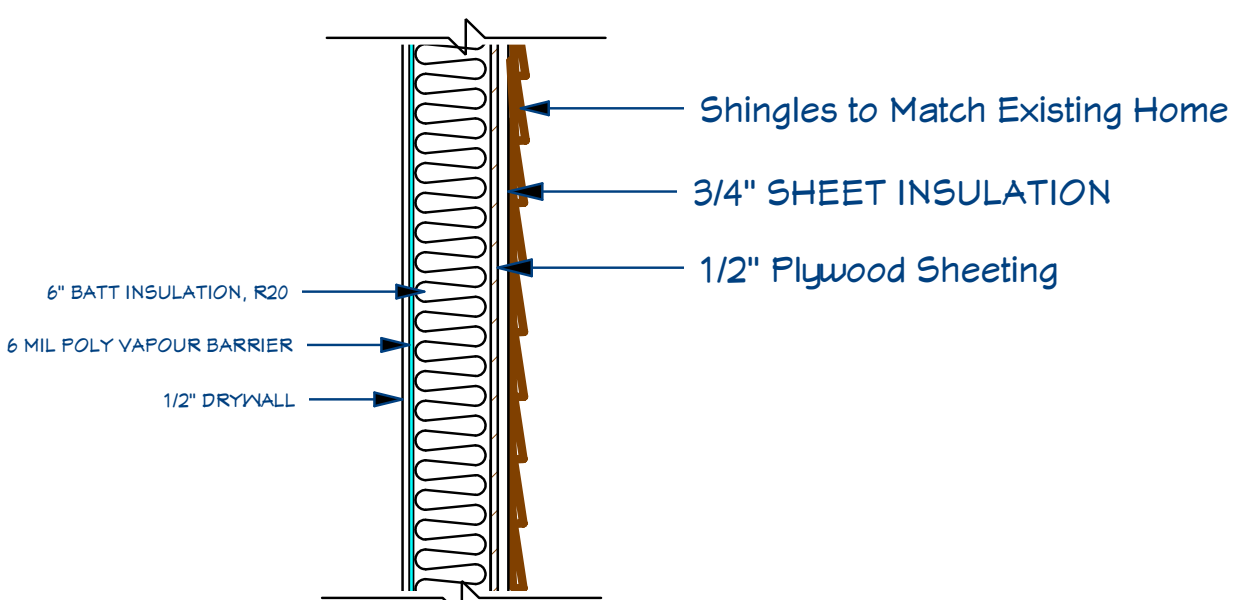
SHEET:  
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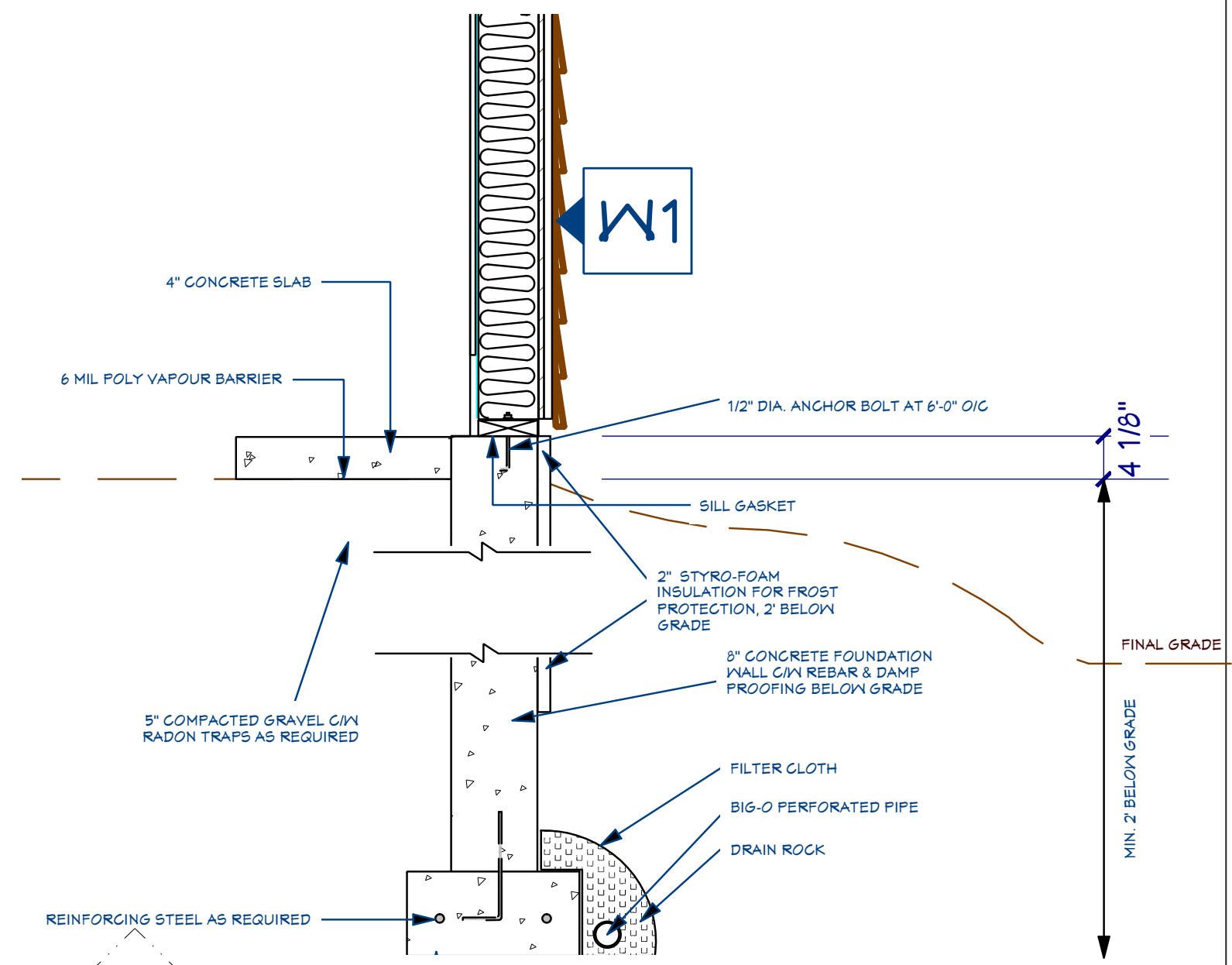


**C1**  
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**MASTER BEDROOM CROSS SECTION**

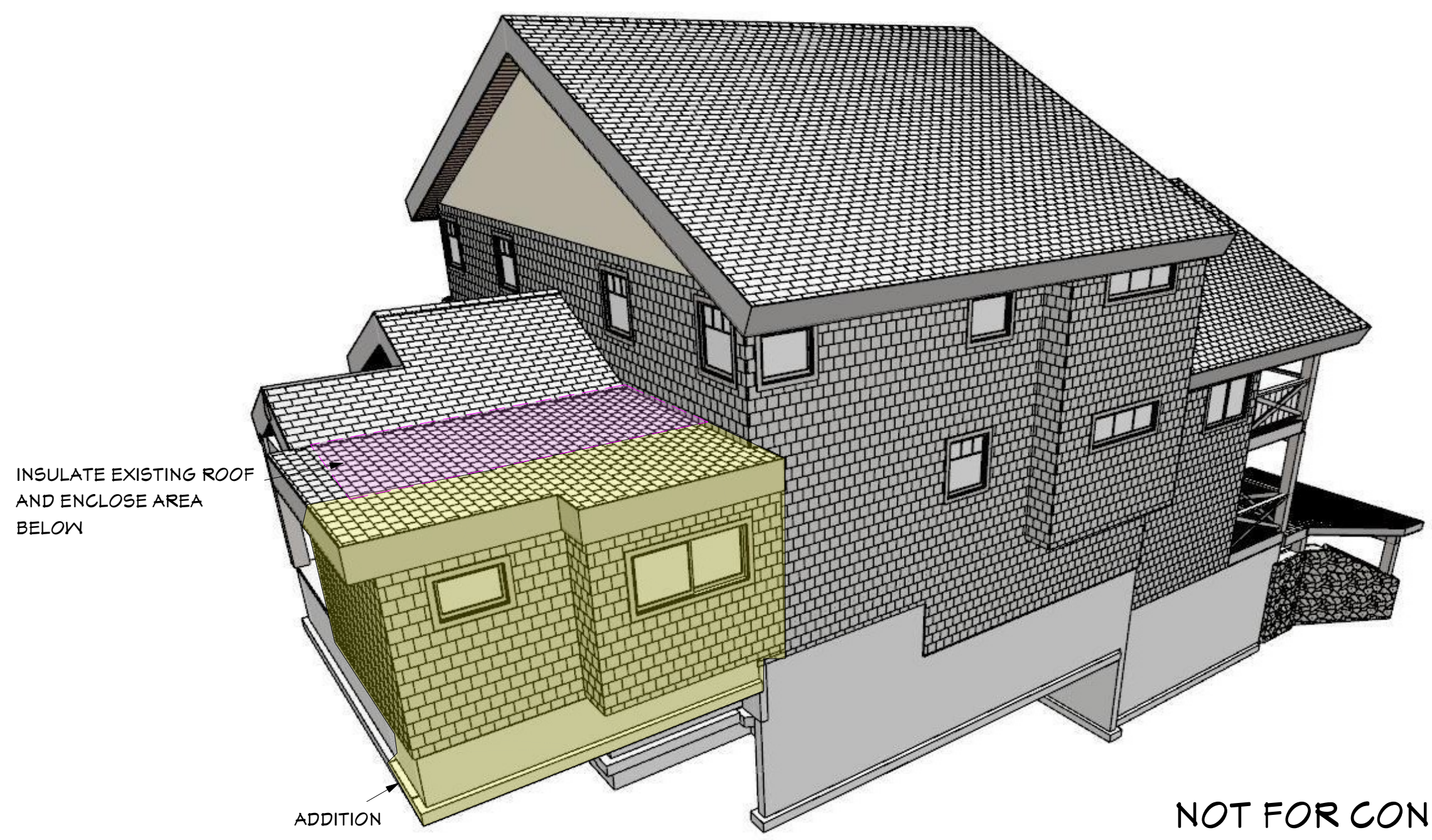
**Detail of Exterior Wall Additions**



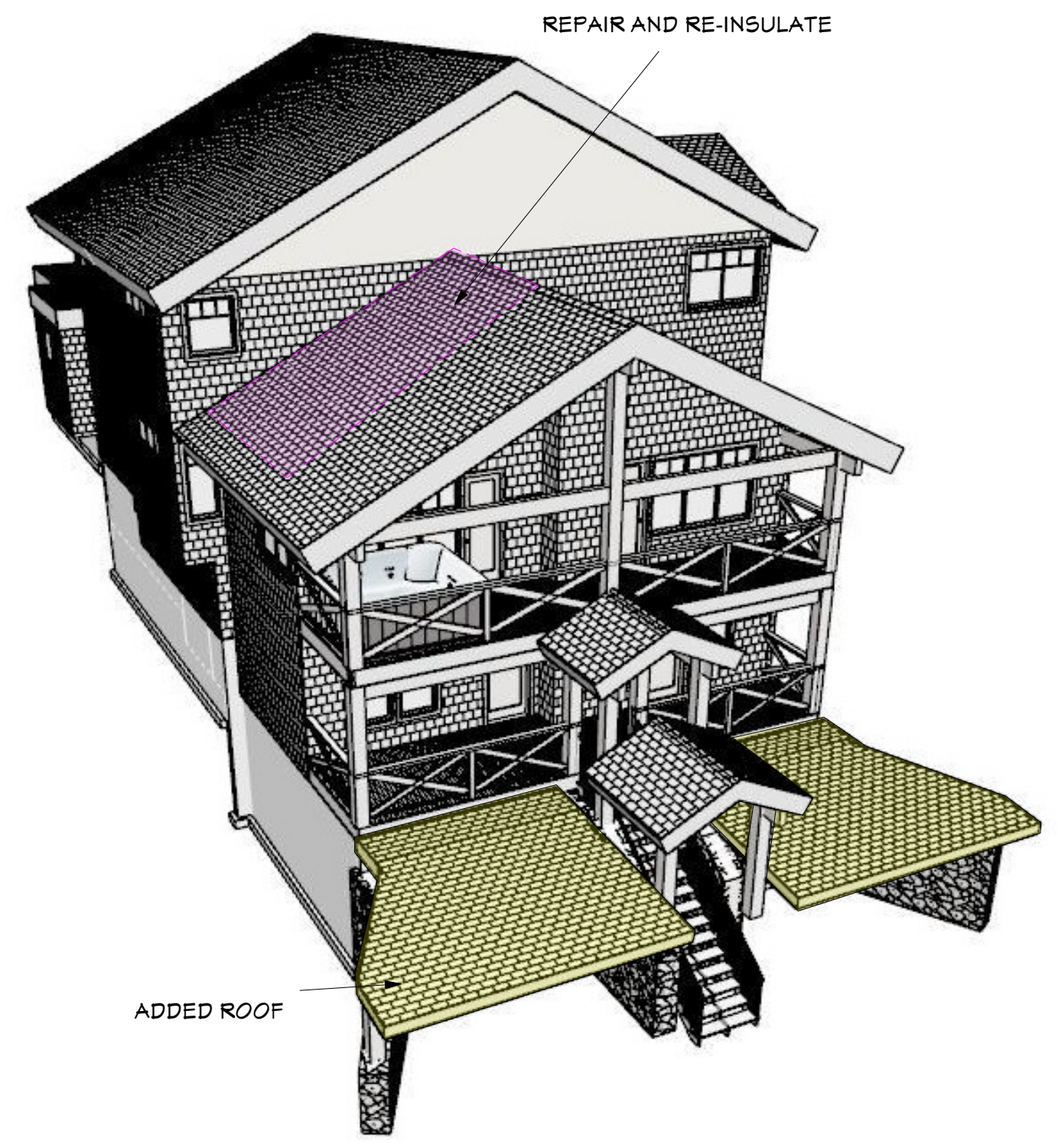
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**EXTERIOR WALL DETAIL**



**2**  
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Scale: 1" = 1' 0"  
**FOUNDATION WALL DETAIL**



NOT FOR CONSTRUCTION



REVISION TABLE		
NUMBER	DATE	DESCRIPTION
1	JULY 13	PRELIM LAYOUT
2	JULY 23	5/4
3		BP SET

PROJECT	LOT 4, ROCKRIDGE RD.
LOCATION	BIG WHITE
DRAWN BY	Marlin Meninger Shauna Mizlinsky
PROJECT	Weninger Construction & Design Ltd. #10-220 NEAVE RD. Kelowna, BC V1Y 2L4
DATE	Tel: (250) 765-6619 Fax: (250) 765-6619

**RITCHIE CHALET**  
RENOVATION  
**CROSS SECTIONS**



DATE:	10/29/2018
SCALE:	1/2" = 1"
SHEET:	7



WALL ASSEMBLIES

W1 - NEW EXTERIOR WALL - BCBC ENERGY EFFICIENCY REQUIREMENT, ZONE 6			
DESCRIPTION	MATERIAL	DIMENSION	COMMENT
SHINGLES	WOOD	3 / 4"	TO MATCH EXISTING HOME
INSULATION	STYROFOAM	3 / 4"	STYRO-FOLD OR EQUIV.
SHEATHING	PLYWOOD	1 / 2"	
STUD (2"x6")	FIR	5 1 / 2"	16" O / C
BATT INSULATION	R20 INSULATION	FILL SPACE	
POLY VAPOUR BARRIER	6 MIL. POLY	0	
INSULATION	STYROFOAM	3 / 4"	STYRO-FOLD OR EQUIV. - For sound insulation
DRYWALL	GYPSUM	1 / 2"	
TOTAL		8 3 / 4"	

W2 - INTERIOR WALL			
DESCRIPTION	MATERIAL	DIMENSION	COMMENT
DRYWALL	GYPSUM	1 / 2"	
STUD (2"x4")	FIR	3 1 / 2"	
DRYWALL	GYPSUM	1 / 2"	
TOTAL		4 1 / 2"	

ROOF ASSEMBLIES

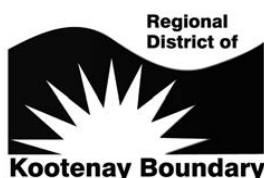
R1 - CEILING, VAULTED - BCBC ENERGY EFFICIENCY REQUIREMENT, ZONE 6			
DESCRIPTION	MATERIAL	DIMENSION	COMMENT
FIBERGLASS SINGLES			EXISTING
UNDERLAYMENT	PEEL & STICK	0	EXISTING, ICE AND WATER SHIELD MEMBRANE
OSB	T&G BOARD	5 / 8"	EXISTING
RAFTERS	1 JOIST	18"	EXISTING RAFTERS @ 16" O / C
INSULATION	R32 BATT	FILL SPACE	ADDITION
STYROFOAM	STYROFOAM	1 1 / 2"	ADDITION, TAPED
INT. CEILING FINISH	FIR T&G	3 / 4"	ADDITION

R2 - FLAT ROOF ADDITION - BCBC ENERGY EFFICIENCY REQUIREMENT, ZONE 6			
DESCRIPTION	MATERIAL	DIMENSION	COMMENT
TORCH ON	ASPHALT	1 / 8"	
SHEATHING	T&G PLYWOOD	3 / 4"	
STRAPPING	2"x4"	11 / 2"	
RAFTERS	2"x8"	7 1 / 2"	RAFTERS @ 18" O / C
INSULATION	SPRAY FOAM	FILL CAVITY	
INT. CEILING FINISH	DRYWALL, GYPSUM	1 / 2"	

R3 - ROOF OVER UNHEATED AREAS			
DESCRIPTION	MATERIAL	DIMENSION	COMMENT
FIBERGLASS SINGLES			
UNDERLAYMENT	PEEL & STICK	0	ICE AND WATER SHIELD MEMBRANE
SHEATHING	T&G PLYWOOD	3 / 4"	
RAFTERS	1 JOIST	11 7 / 8"	RAFTERS @ 16" O / C
SOFFIT FINISH	FIR T&G	3 / 4"	

NOT FOR CONSTRUCTION

REVISION TABLE		
NUMBER	DATE	REVISD BY DESCRIPTION
A	JULY 13	MM PRELIM LAYOUT
B	JULY 23	SM BF SET



## ELECTORAL AREA SERVICES (EAS) COMMITTEE STAFF REPORT

<b>Date:</b>	November 15, 2018	<b>File #:</b>	C-963-04248.005   600-18D
<b>To:</b>	Chair Worley and members of the EAS Committee		
<b>From:</b>	Ken Gobeil, Planner		
<b>RE:</b>	Development Permit Application – Kimmar Holdings Ltd.		

### ISSUE INTRODUCTION

Rod Bergum, acting as agent for Kimmar Holdings Ltd., has applied for a Development Permit to construct a single family dwelling on East Lake Drive in Electoral Area 'C' / Christina Lake (*see Site Location Map*).

### HISTORY / BACKGROUND INFORMATION

Property Information	
<b>Owner(s):</b>	Kimmar Holdings Ltd.
<b>Agent</b>	Rod Bergum, Bergum Contracting Ltd.
<b>Location:</b>	81 East Lake Drive
<b>Electoral Area:</b>	Electoral Area 'C' / Christina Lake
<b>Legal Description(s):</b>	Lot A, Plan EPP13031, DL 963, SDYD
<b>Area:</b>	±423m <sup>2</sup> (0.1 acres)
Land Use Bylaws	
<b>OCP Bylaw No. 1250</b>	Waterfront Residential
<b>Development Permit Area</b>	Environmentally Sensitive Waterfront Development Permit Area
<b>Zoning Bylaw No. 1300</b>	Waterfront Residential 2 (R2)
Other Bylaws	
<b>Floodplain</b>	Partial
<b>ALR</b>	NA

The property abuts Christina Lake, in English Cove. A small portion of the subject property adjacent to Christina Lake is within the 200-year floodplain. As per the RDKB

Page 1 of 3

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Floodplain Bylaw, any habitable floor must be at a minimum elevation of 448.2 metres and be at least 7.5 metres from the natural boundary of Christina Lake. Any work on the property near or within the lake may require an application to the provincial government for works in and about a stream (a section 11 permit as per the *Water Sustainability Act*).

Currently assessment information indicates there is an existing residence – a mobile home with an assessed value of under \$10,000 – on the property.

## **PROPOSAL**

The applicant is seeking a Development Permit to construct a 3 bedroom single family dwelling. The status of, and plans for the existing mobile home were not included and are not known at the time this report was prepared.

The applicant proposes the following septic system:

- 1125 lgal pre-cast poly septic tank w/ anti flotation.
- Bio Harmony Type 3 (Model 6253) Treatment system.
- 600mm depth ISF sand media seepage bed (2m by 14.5m).
- Drainage solutions above seepage bed area, Nilex Multiflow or similar.

The “Septic Site Investigation” submitted by the applicant (see, Septic Report) was prepared by Paul Kernan, P. Eng of Highland Consulting Ltd. (see Applicant’s Submission).

## **IMPLICATIONS**

The applicant has stated that the mobile home on the property has been removed, and that the property is now vacant.

The proposed development is compliant with most provisions of the Zoning Bylaw including site coverage, parking and size. However, a complete set of plans was not submitted with this application. So there is no way to ensure setbacks or building height requirements are met. Typically, the Planning and Development Department will review house and site plans to ensure compliance with the Zoning Bylaw. The applicant has noted that they are working on a revised site plan. The dimensions of the property will permit a house without a setback variance.

If this Development Permit application is approved, the Building Inspection Department will be responsible to ensure zoning compliance when application is made for a Building Permit.

The maximum permitted density of the R2 Zone is 1 single family dwelling and 1 sleeping quarter.

## **ADVISORY PLANNING COMMISSION (APC)**

The Electoral Area ‘C’/Christina Lake APC supported the application during their November 6 meeting. No other comments were made.

Page 2 of 3

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## **RECOMMENDATION**

That the staff report regarding the Development Permit application submitted by Rod Bergum Contracting Ltd., on behalf of Kimmar Holdings Ltd. to construct a single family dwelling in the Environmentally Sensitive Waterfront Development Permit Area on the parcel legally described as Lot A, Plan EPP13031, DL 963, SDYD, Electoral Area 'C'/Christina Lake, be received.

## **ATTACHMENTS**

*Site Location Map*

*Subject Property Map*

*Applicant Submission*

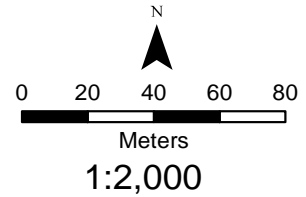
*Septic Report*



Date: 2018-09-18

## Site Location Map

Lot A, Plan EPP13031, District Lot 963, SDYD



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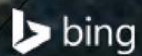
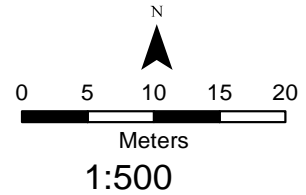




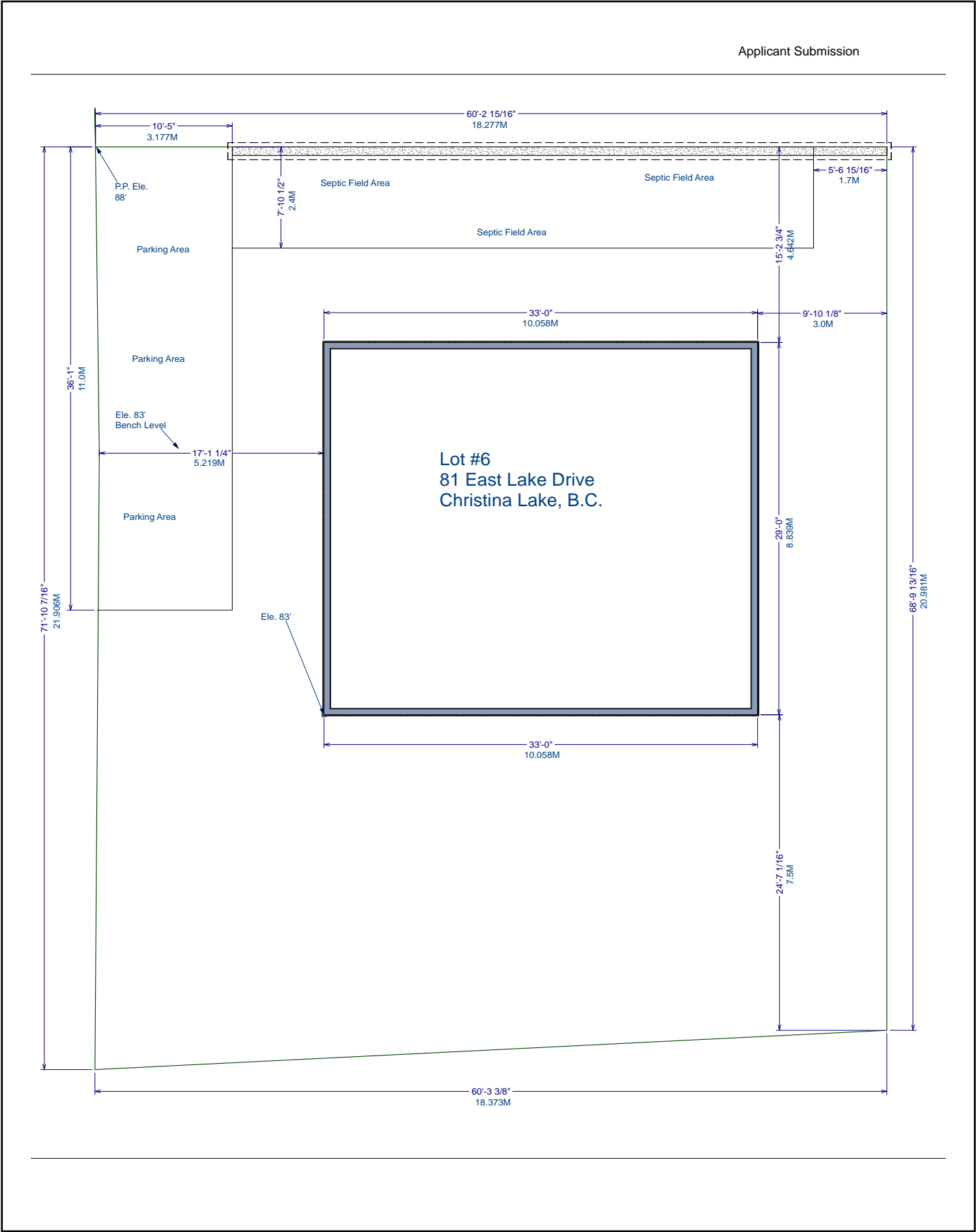
Date: 2018-09-18

## Subject Property Map

Lot A, Plan EPP13031, District Lot 963, SDYD



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Septic Report

# SEPTIC SITE INVESTIGATION

HCL Project # 18358

Tax Role # 17-712-04248.005

81 East Lake Drive  
Christina Lake, BC



HIGHLAND CONSULTING LTD  
CIVIL ENGINEERING



#

Prepared By:

Highland Consulting Ltd

#210 – 601 Front Street,

Nelson, BC

V1L 4B6

#

#

Revision

Rev B - Amendment

Date Submitted

14<sup>th</sup> October, 2018



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CIVIL ENGINEERING

Septic Report

- 1. PROJECT BACKGROUND**
- 2. OBSERVATIONS**
- 3. EXISTING SEWAGE SYSTEM REVIEW**
- 4. FLOW RATES**
- 5. SEWAGE SYSTEM DESIGN**
  - 5.1. Hydraulic Loading Rate*
  - 5.2. Design Calculations*
  - 5.3. Critical Standards*
  - 5.4. Design Rational*
  - 5.5. Well Locations*
  - 5.6. Linear Loading Rate*
  - 5.7. Performance Based Approach*
- 6. SOIL PROFILES**
- 7. CONSTRUCTION NOTES**
- 8. CLOSURE**

***APPENDICES***

***APPENDIX A – Drawings/Design Sketch***

***APPENDIX B - Soil Logs***

***APPENDIX C - Legal Information***



## 1. PROJECT BACKGROUND

It is Highland Consulting Ltd's (HCL) understanding that the owner is proposing to construct a 3 bedroom dwelling (< 280 sq.m) on the subject property Lot A Plan EPP13031 District Lot 963 Land District 54, PID: 028-651-375. The design is to meet Interior Health Authority (IHA) guidelines as defined in the Standard Practice Manual (SPM) under the Sewerage System Regulation. In addition, as the subject property is classified as 'Environmentally Sensitive Waterfront' the system must comply with the Christina Lake 'Area 'C' Official Community Plan-Bylaw No. 1250, 2004.'

## 2. OBSERVATIONS

An initial site assessment was completed by Mr Paul Kernan, P.Eng of Highland Consulting Ltd on 18<sup>th</sup> July, 2018. The assessment consisted of two test pits at 150 below ground level and two permeameter tests. A full set of soil logs and associated percolation results can be found in appendix B. The location map (Appendix A) indicates the test pit locations. In addition to the above, assessment on slope grade, surrounding surface water features and relevant features such as buildings, existing septic systems, bedrock crops, potential break out points and existing/proposed wells were undertaken.

The area identified for potential septic field is approximately 20m – 23m from Christina Lake which is within the 30m critical setback as defined in the SPM version 3. Providing that the sewage system treats effluent to high (advanced) standards with nutrient removal and timed dosed over a polishing sand bed, the setbacks may be reduced without causing an environment or health risk. The design is to be carried out by a professional to the APEGBC 'Guided performance based design' standards.

A site investigation report, soil assessment and detailed design of system is also required to be filed with IHA, prior to construction.

## 3. EXISTING SEWAGE SYSTEM REVIEW

There are no existing septic systems in the subject property.

## 4. FLOW RATES

The following flow rates are obtained from the Sewerage System Regulation, Standard Practice Manual Version 3.

Accommodation Type/Phase	#Units	Estimated Daily Design Flow
3 bedroom dwelling	1300 L/day	1300
		= 1300 L/day

*Figure 1. Estimated Maximum Daily Flow*



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Septic Report

## 5. SEWAGE SYSTEM DESIGN

### 5.1. Hydraulic Loading Rate

The soil stratum predominantly consists of a Gravelly Loamy Sand soils with Favorable (F) structure consistence category over Gravelly Coarse Sand with Favorable (F) structure in the north area (please refer to Appendix B for soil data).

A HLR for the native soils are selected from a soil analysis of Favorable Loamy Sand for the soil within 30cm below the planned sand media to native soil infiltrative surface.

Treatment Standard	HLR
Type 2 (10/10 w/ nutrient removal)	60 L/sq.m/d
Type 3	90 L/sq.m/d

*Figure 2. Hydraulic Loading Rates*

Table II- 22. Maximum allowable HLR based on soil type

SOIL TEXTURE GROUP	STRUCTURE AND CONSISTENCE CATEGORY	TYPE 1 (L/DAY/M <sup>2</sup> )	TYPE 2 (L/DAY/M <sup>2</sup> )	TYPE 3 (L/DAY/M <sup>2</sup> )
Very or Extremely Gravelly Sands	F or P	45	65	150
Gravelly Sands and Coarse Sand	F	40	65	130
	P	35	65	120
Sand, Loamy Sand	F	30	60	90
	P	27	50	80
Fine Sands, Loamy Fine Sands, Sandy Loams	F	27	50	80
	P	23	45	70
	VP	17	40	50
Loam, Silt Loam, Silt	F	23	40	70
	P	15	30	50
	VP	12	25	35
Clay Loam, Sandy Clay Loam, Silty Clay Loam	F	15	25	40
	P	12	15	20
	VP	NA	NA	NA
Sandy Clay, Silty Clay, Clay	F	12	15	20
	P	NA	15	15
	VP	NA	NA	NA



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Table II- 23. Maximum allowable HLR based on permeability or percolation rate

KFS RANGE (MM/DAY)	PERCOLATION TEST RANGE (MIN/INCH)	TYPE 1 (L/DAY/M <sup>2</sup> )	TYPE 2 (L/DAY/M <sup>2</sup> )	TYPE 3 (L/DAY/M <sup>2</sup> )
> 8000	< 1.0	45	65	150
4000 – 8000	1 – 2	45	65	130
2000 – 4000	2 – 4	35	65	100
1000 - 2000	4 – 7.5	30	60	90
550 – 1,000	7.5 – 15	27	50	80
300 - 550	15 – 30	23	40	70
150 – 300	30 – 60	15	25	40
75 – 150	60 – 120	12	15	20
< 75	> 120	NA		

At 40cm bgl.

Table II- 4. Soil structure and consistence categories

MOIST CONSISTENCE	LOOSE TO FRIABLE	FIRM	VERY FIRM OR STRONGER
OR CEMENTATION	NON CEMENTED EXTREMELY WEAKLY CEMENTED	VERY WEAKLY CEMENTED	WEAKLY CEMENTED OR STRONGER
OR DRY CONSISTENCE	LOOSE TO SLIGHTLY HARD	MODERATELY HARD	HARD OR STRONGER
<b>STRUCTURE</b>			
Single grain (structure-less) soils	F	P	NA
Strong or moderate grade: Granular, Blocky or Prismatic	F	P	NA
Weak grade: Granular, Blocky or Prismatic	P	VP	NA
Weak grade Platy structure and Sandy Loam or Loam	P	VP	NA
Weak grade Platy structure, all other soils	VP	VP	NA
Moderate or Strong grade Platy structure	NA	NA	NA
Massive (structure-less) soils	VP	VP	NA
F=Favorable, P=Poor, VP=Very Poor, NA=Not allowed.			

### 5.2. Design Calculations

The Hydraulic Loading Rate (HLR) of the native soils with proposed septic are selected as 90 L/sq.m/day for treated type 3 effluent, requiring a basal infiltration area of 14.5 sq.m. however an increase area is required as a safety factor due to the close proximity to the lake therefore an area of 29 sq.m is required. Based on the native soil HLR, the design consists of a Type 3 Waste Water Treatment Plant (WWTP) and Intermittent Sand Filter (ISF) total with an area of 2.4m x 13.4 m. The



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Septic Report

vertical separation (VS) requirements are defined in the SPM as **45cm for Minimum VS in native soil** and **60 cm Minimum as constructed**, based on **timed dosing**.

In general, the design will consist of:

- (i) 1125 Igal Pre-cast Poly septic tank w/ anti flotation;
- (ii) Bio Harmony Type 3 (Model 6253) Treatment system
- (iii) 600mm depth ISF sand media seepage bed. 2.4m x 13.4m
- (iv) Drainage solutions above seepage bed area. Nilex Multiflow or similar.

The attached sewerage system design is based on a 1.3 m<sup>3</sup>/day. There will be no garburators, water softener or commercial operations. Waste water is residential type only

Plan set is based upon the expected flows and waste strengths provided herein for the purpose of serving 1300 L/DAY. Any change in usage that would affect flows or waste strength requires a review by the designer. Once a facility is placed into operation, the flows and waste strengths to the facility should be monitored to standard Practice Manual criteria. If flow or any of the effluent waste strengths exceed those listed in the design, measures should be taken to reduce these parameters to those listed on the plan set. Otherwise additional treatment capacity and plant expansion will be necessary.

The internal home plumbing system is to have water conservation devices in order to reduce flow rates, such as low flush toilets and flow restrictions on showers and faucets. The main water valve is to be turned off at the home when it is not occupied for extended periods, which is the case if the property is for recreation or seasonal use. Leaky faucets and toilets often cause premature failure of onsite disposal systems.

### 5.3. Critical Standards

The critical Standards are highlighted in the Standard Practice Manual (SPM) version 3.



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MINIMUM HORIZONTAL DISTANCE TO	FROM DISPERSAL SYSTEM	FROM WATERTIGHT TREATMENT OR PUMP TANK
	METERS	METERS
Drinking water supply well <sup>1</sup>	30	30
High pumping rate Water Supply System well <sup>2</sup>	60	30
High pumping rate Water Supply System well in unconfined aquifer <sup>2</sup>	90	30
Source of drinking water or water suction lines	30	15
Irrigation well	15	7.5
Monitoring well or geothermal well <sup>3</sup>	3	3
Permanent fresh water body <sup>4</sup>	30	10
Seasonal fresh water body <sup>5</sup>	15	10
Break-out point or downslope drain <sup>6</sup>	7.5	0
Marine water body <sup>7</sup>	15	10
Water lines (under pressure)	3	3

*\*The area identified for potential septic field is approximately 21m from the Christina Lake which is within the recommended 30m critical setback as defined in the SPM version 3. Providing that the sewage system treats effluent to type 3 standards with nutrient removal (nitrogen) and timed dosing to polishing sand filter, the setbacks may be reduced without causing an environment or health risk.*

#### 5.4. Design Rational

Due to the size of the lot and location of the lake, an area has been identified on the north side of property. As the set back from the lake is less than the required 30m it is recommended to treat the effluent to Type 3 standards (10mg/L BoD/ TSS with FCB <400 CFU/100ml max.) using a Bio Harmony Type 3 (Model 6253) Treatment system with nitrogen removal and a intermittent sand filter. Sewerage from the proposed development will typically be residential strength only.

#### 5.5. Well Location

The closest point of Diversion and Wells Location is greater than 30 m from proposed dispersal area.

#### 5.6. Linear Loading Rate (LLR)

The required LLR from SPM version 3 Table 26 is 7.5m which can be met.



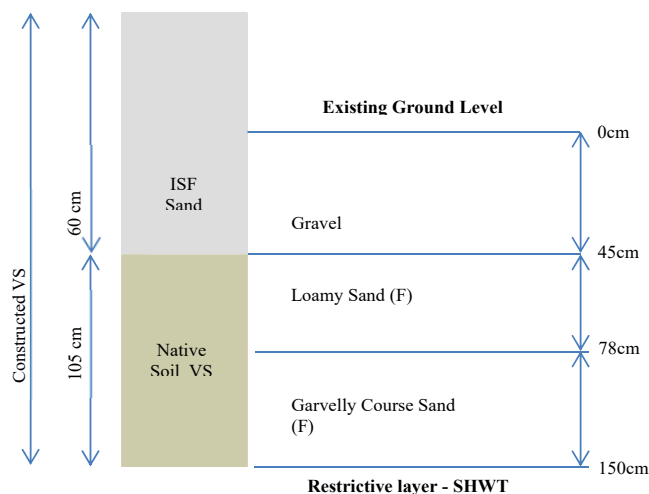


### 5.7. Performance Based Approach

As per *section 7.3 of the APEGBC Professional Practice Guidelines Onsite Sewerage Systems* a performance based approach should be used when a reduced separation distance is proposed. As defined in APEGBC guidelines 'Modern systems are designed following a performance based approach rather than the more traditional prescriptive approaches, and design is related to treatment and dispersal in the soil component rather than to "disposal" "to soil."'

The treatment selection has a dual barrier approach which includes primary treatment, advanced treatment and combined treatment and dispersal system (CTDS). Effluent will be treated to type 3 standards (10 mg/L BoD/TSS and 400 CFU/100ml faecal coliform) and with additional denitrification. The system will perform with a variation of flows and does not require a start-up period, therefore consistently meeting the effluent standards. In addition the HLR has been reduced as a safety factor of 0.5.

The area identified for potential septic field is approximately 21m from the existing lake which is within the 30m critical (encroaching 9m) horizontal separation (HS) setback as defined in the SPM version 3. The actual Constructed VS is 112cm with a minimum of 60cm. (refer to sketch).



As the point of discharge is approximately 1m-2m vertically above the creek and effluent is treated to advanced standards and discharged over a 24 hour period uniformly with 0.6m of intermittent sand media, the septic system will operate without causing an environment or health risk.

Pathogen reduction will be accomplished by the criteria being met for VS of native soils (and additional safety factory depth) as described and documented in the SPM 3. Nutrient attenuation is performed by the treatment process using the Bio Harmany WWTP and the additional intermittent sand filter. Both treatment technologies have been successful in the field and have documentation supporting the reliability of performance.

Interceptor drains above the proposed discharge area are also to be implemented.

In addition a strict monitoring plan is to be implemented for the first 6 months of operation which will monitor the receiving environment (at creek) and waste water treatment plant performance.





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Septic Report

### Monitoring

Monitoring to commence monthly for first 6 months of operation and bi-annually thereafter. It is recommended to establish a back ground receiving environment prior to discharge as a baseline.

	Parameter	Max Value
<b>Monitoring - WWTP</b>	TSS	<10mg/L
	BoD	<10mg/L
	Fecal coliform bacteria	<400 CFU/100ml
	Nitrate Nitrogen (Total N)	<15mg/L
	Sludge levels	<80% of water level
<b>Monitoring – background (at base of ISF)</b>	Fecal coliform bacteria	<400 CFU/100ml
	N (median)	<15mg/L

### 6. SOIL PROFILES

Please refer to Appendix B for further details.

### 7. CONSTRUCTION NOTES

Construction of sewerage system is to comply with Standard Practice Manual, Version 3 and is required to be installed by a qualified Registered Onsite Wastewater Practitioner (ROWP) with the Installer designation. Installation must meet the requirements of the Standard Practice Manual, Version 3 and is solely the responsibility of the Installer. In addition please refer to design drawings for specific construction methods.

### 8. CLOSURE

This report has been prepared by Highland Consulting Ltd (HCL) for use by *the client* and includes distribution or reproduction as may be required for their purposes. The review, assessments, and evaluations contained herein have been carried out in accordance with generally accepted engineering practice. Engineering judgment based on similar experience has been applied in developing recommendations and conclusions. No other warranty is made, either expressed or implied. The disclosure of any information contained within report is the sole responsibility of the client. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. HCL accepts no responsibility for damages, if any, suffered by a third party as a result of decisions made or actions based on this report.

Highland Consulting Ltd trusts that this report meets your requirements, however if you have any questions or require further information, please do not hesitate in contacting the undersigned.

Yours sincerely,

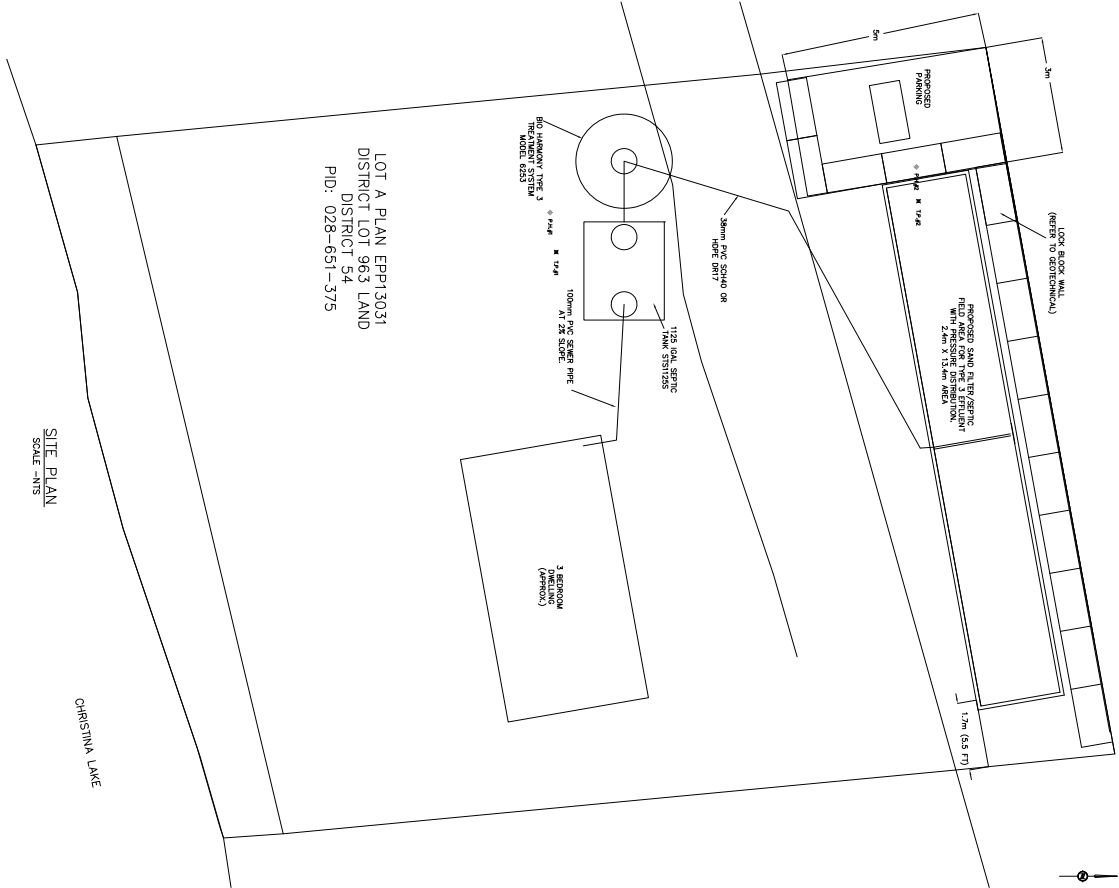
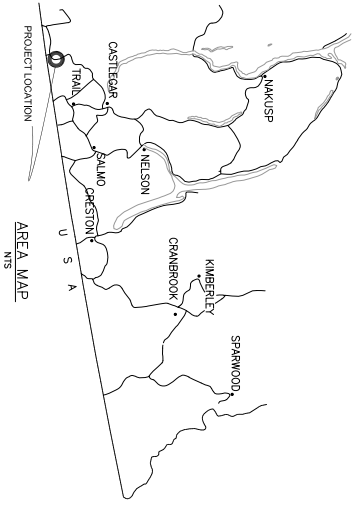
**HIGHLAND CONSULTING LTD**

**Paul Kernan, P.Eng, Civil Engineer**

# **APPENDIX A**

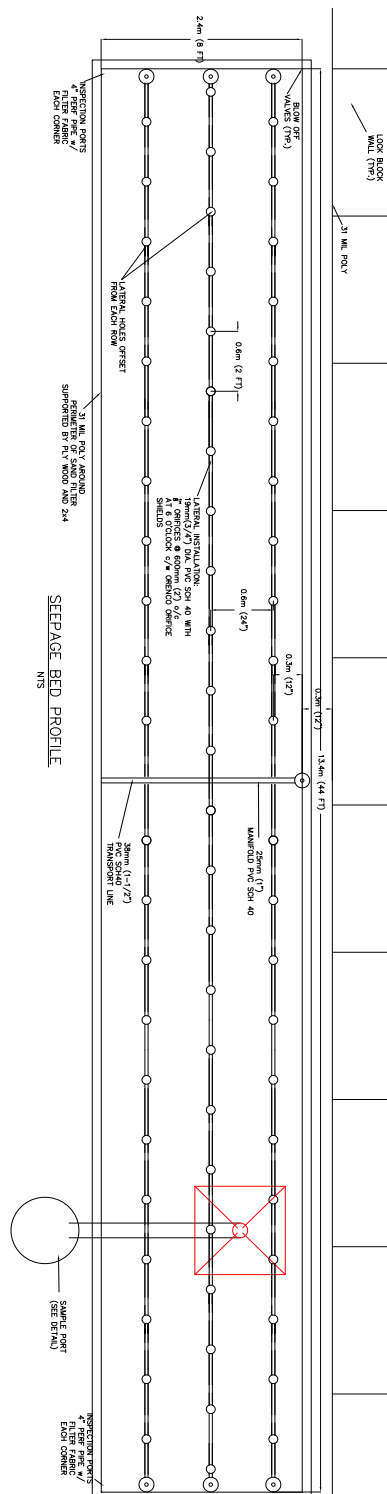
## **- *Drawings***

Septic Report



PROJECT TITLE		81 EAST LAKE DRIVE SEPTIC
DRAWING TITLE		GENERAL ARRANGEMENT
CLIENT		SCOTT DYKE
SCALE	DATE	1:80 18/05/18
CHECKED BY	DESIGNED BY	AS
DATE	DATE	01/06/18
PLOT	DATE	01/06/18
FILE		028-651-375

PROJECT TITLE		81 EAST LAKE DRIVE SEPTIC
DRAWING TITLE		GENERAL ARRANGEMENT
CLIENT		SCOTT DYKE
SCALE	DATE	1:80 18/05/18
CHECKED BY	DESIGNED BY	AS
DATE	DATE	01/06/18
PLOT	DATE	01/06/18
FILE		028-651-375

[illegible]

**THE ENGINEERING CONSULTANTS' BOARD**  
2710 - 601 Front St.  
Nelson, BC  
V1L 4S6  
Canada

This drawing is to be used for construction purposes with notes and detail. "As shown" measurements must be checked on site and be verified with the drawings by Contractor.

Copyright reserved. This drawing and design is and its contents are the property of the Engineering Consultants' Board. No part of this drawing, its contents, the information contained herein is for reproduction or use in any other project without the written consent of the Engineering Consultants' Board.

SEAL

PROJECT TITLE

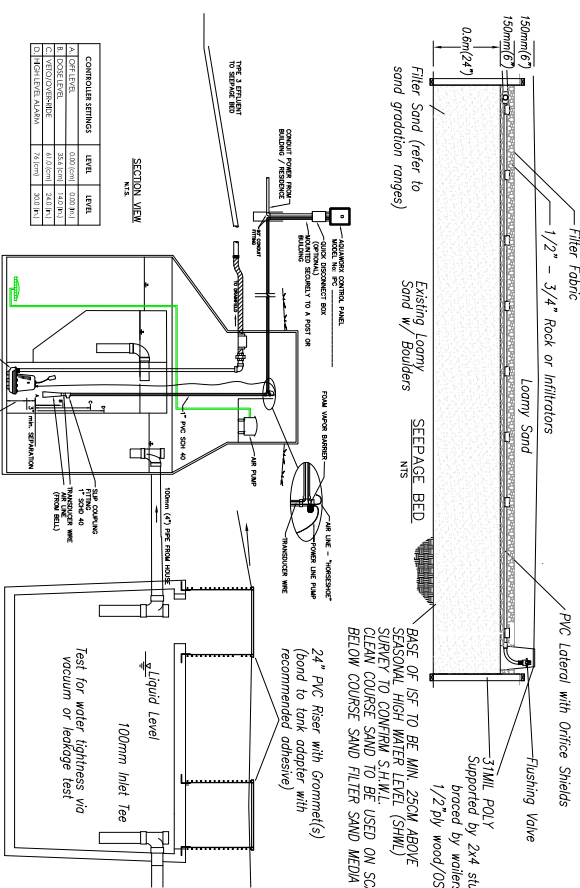
81 EAST LAKE  
DRIVE SEPTIC

## SEPTIC DETAILS

SCOTT DYKE

DATE:	Oct 19 1958	Drwg. No.	S
PLOT:	Oct 19 1958		

**FILE:** 18388\_31 East Lake Drive, Fairfield Bay, Oregon

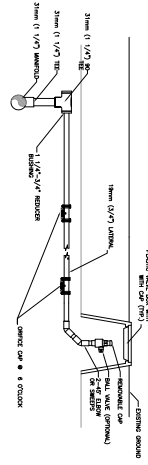


PVC Lateral with Orifice Shields

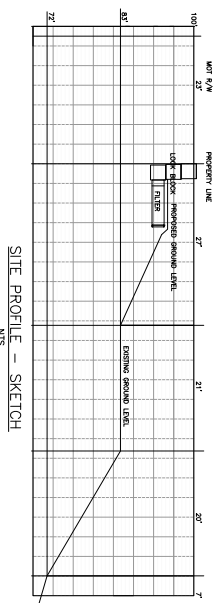
Flushing Valve

STILL POLY supported by 2x4 studs @ 24" o/c braced by walers c/w 1 1/2" poly wood O/SB

BASE OF ISF TO BE MIN. 2500 ABOVE SEASONAL HIGH WATER LEVEL. SURVEY TO CONFIRM S.H.W.L. BELOW COURSE SAND FILTER SAND MEDIA



LATERAL / BLOW OFF - DETAIL



## SITE PROFILE - SKETCH

CONTROLLER SETTINGS		LEVEL	LEVEL
A	OFF LEVEL	0.00 (cm)	0.00 (in.)
B	DOOR LEVEL	35.6 (cm)	14.0 (in.)
C	VETO/OVER-RIDE	61.0 (cm)	24.0 (in.)
D	HIGH LEVEL ALARM	76 (cm)	30.0 (in.)

BIOCYCLE BY BIO H  
MODEL 6253 w/UV

1125 IGAL SEPTIC TANK  
PREMIER STS1125S. - NTS

GOULDS WEO7H PUMP CURVE  
35 USGPM @ 40FT T.D.H.

SAND FILTER COURSE SAND SPEC

SERVICE	PEDIATRIC PATIENTS IN LITTED CARE STATE			
	CLINIC CARED SAND	WOUND SAND CARED	SMOOTH CARED SAND	REFLECTIVE INTERFERENCE
5.5 mm (18.7")	100%	100%	100%	100%
4.75 mm (15.4" event)	90% to 100%	90% to 100%	90% to 100%	90% to 100%
4.25 mm (13.8")	80% to 90%	80% to 90%	80% to 90%	80% to 90%
3.75 mm (11.8")	70% to 80%	70% to 80%	70% to 80%	60% to 70%
3.25 mm (10.1")	60% to 70%	60% to 70%	60% to 70%	50% to 60%
2.75 mm (8.5")	50% to 60%	50% to 60%	50% to 60%	40% to 50%
2.25 mm (7.0")	40% to 50%	40% to 50%	40% to 50%	30% to 40%
1.75 mm (5.4")	30% to 40%	30% to 40%	30% to 40%	20% to 30%
1.25 mm (3.9")	20% to 30%	20% to 30%	20% to 30%	10% to 20%
75 and 100 microns	10% to 20%	10% to 20%	10% to 20%	5% to 10%
50 microns	5% to 10%	5% to 10%	5% to 10%	2% to 5%
25 microns	2% to 5%	2% to 5%	2% to 5%	1% to 2%
10 microns	1% to 2%	1% to 2%	1% to 2%	0.5% to 1%
5 microns	0.5% to 1%	0.5% to 1%	0.5% to 1%	0.2% to 0.5%
1 micron	0.1% to 0.2%	0.1% to 0.2%	0.1% to 0.2%	0.05% to 0.1%
0.5 microns	0.05% to 0.1%	0.05% to 0.1%	0.05% to 0.1%	0.02% to 0.05%
0.25 microns	0.02% to 0.05%	0.02% to 0.05%	0.02% to 0.05%	0.01% to 0.02%
0.1 microns	0.01% to 0.02%	0.01% to 0.02%	0.01% to 0.02%	0.005% to 0.01%
0.05 microns	0.005% to 0.01%	0.005% to 0.01%	0.005% to 0.01%	0.002% to 0.005%
0.025 microns	0.002% to 0.005%	0.002% to 0.005%	0.002% to 0.005%	0.001% to 0.002%
0.01 microns	0.001% to 0.002%	0.001% to 0.002%	0.001% to 0.002%	0.0005% to 0.001%
0.005 microns	0.0005% to 0.001%	0.0005% to 0.001%	0.0005% to 0.001%	0.0002% to 0.0005%
0.0025 microns	0.0002% to 0.0005%	0.0002% to 0.0005%	0.0002% to 0.0005%	0.0001% to 0.0002%
0.001 microns	0.0001% to 0.0002%	0.0001% to 0.0002%	0.0001% to 0.0002%	0.00005% to 0.0001%
0.0005 microns	0.00005% to 0.0001%	0.00005% to 0.0001%	0.00005% to 0.0001%	0.00002% to 0.00005%
0.00025 microns	0.00002% to 0.00005%	0.00002% to 0.00005%	0.00002% to 0.00005%	0.00001% to 0.00002%
0.0001 microns	0.00001% to 0.00002%	0.00001% to 0.00002%	0.00001% to 0.00002%	0.000005% to 0.00001%
0.00005 microns	0.000005% to 0.00001%	0.000005% to 0.00001%	0.000005% to 0.00001%	0.000002% to 0.000005%
0.000025 microns	0.000002% to 0.000005%	0.000002% to 0.000005%	0.000002% to 0.000005%	0.000001% to 0.000002%
0.00001 microns	0.000001% to 0.000002%	0.000001% to 0.000002%	0.000001% to 0.000002%	0.0000005% to 0.000001%
0.000005 microns	0.0000005% to 0.000001%	0.0000005% to 0.000001%	0.0000005% to 0.000001%	0.0000002% to 0.0000005%
0.0000025 microns	0.0000002% to 0.0000005%	0.0000002% to 0.0000005%	0.0000002% to 0.0000005%	0.0000001% to 0.0000002%
0.000001 microns	0.0000001% to 0.0000002%	0.0000001% to 0.0000002%	0.0000001% to 0.0000002%	0.00000005% to 0.0000001%
0.0000005 microns	0.00000005% to 0.0000001%	0.00000005% to 0.0000001%	0.00000005% to 0.0000001%	0.00000002% to 0.00000005%
0.00000025 microns	0.00000002% to 0.00000005%	0.00000002% to 0.00000005%	0.00000002% to 0.00000005%	0.00000001% to 0.00000002%
0.0000001 microns	0.00000001% to 0.00000002%	0.00000001% to 0.00000002%	0.00000001% to 0.00000002%	0.000000005% to 0.00000001%
0.00000005 microns	0.000000005% to 0.00000001%	0.000000005% to 0.00000001%	0.000000005% to 0.00000001%	0.000000002% to 0.000000005%
0.000000025 microns	0.000000002% to 0.000000005%	0.000000002% to 0.000000005%	0.000000002% to 0.000000005%	0.000000001% to 0.000000002%
0.00000001 microns	0.000000001% to 0.000000002%	0.000000001% to 0.000000002%	0.000000001% to 0.000000002%	0.0000000005% to 0.000000001%
0.000000005 microns	0.0000000005% to 0.000000001%	0.0000000005% to 0.000000001%	0.0000000005% to 0.000000001%	0.0000000002% to 0.0000000005%
0.0000000025 microns	0.0000000002% to 0.0000000005%	0.0000000002% to 0.0000000005%	0.0000000002% to 0.0000000005%	0.0000000001% to 0.0000000002%
0.000000001 microns	0.0000000001% to 0.0000000002%	0.0000000001% to 0.0000000002%	0.0000000001% to 0.0000000002%	0.00000000005% to 0.0000000001%
0.0000000005 microns	0.00000000005% to 0.0000000001%	0.00000000005% to 0.0000000001%	0.00000000005% to 0.0000000001%	0.00000000002% to 0.00000000005%
0.00000000025 microns	0.00000000002% to 0.00000000005%	0.00000000002% to 0.00000000005%	0.00000000002% to 0.00000000005%	0.00000000001% to 0.00000000002%
0.0000000001 microns	0.00000000001% to 0.00000000002%	0.00000000001% to 0.00000000002%	0.00000000001% to 0.00000000002%	0.000000000005% to 0.00000000001%
0.00000000005 microns	0.000000000005% to 0.00000000001%	0.000000000005% to 0.00000000001%	0.000000000005% to 0.00000000001%	0.000000000002% to 0.000000000005%
0.000000000025 microns	0.000000000002% to 0.000000000005%	0.000000000002% to 0.000000000005%	0.000000000002% to 0.000000000005%	0.000000000001% to 0.000000000002%
0.00000000001 microns	0.000000000001% to 0.000000000002%	0.000000000001% to 0.000000000002%	0.000000000001% to 0.000000000002%	0.0000000000005% to 0.000000000001%
0.000000000005 microns	0.0000000000005% to 0.000000000001%	0.0000000000005% to 0.000000000001%	0.0000000000005% to 0.000000000001%	0.0000000000002% to 0.0000000000005%
0.0000000000025 microns	0.0000000000002% to 0.0000000000005%	0.0000000000002% to 0.0000000000005%	0.0000000000002% to 0.0000000000005%	0.0000000000001% to 0.0000000000002%
0.000000000001 microns	0.0000000000001% to 0.0000000000002%	0.0000000000001% to 0.0000000000002%	0.0000000000001% to 0.0000000000002%	0.00000000000005% to 0.0000000000001%
0.0000000000005 microns	0.00000000000005% to 0.0000000000001%	0.00000000000005% to 0.0000000000001%	0.00000000000005% to 0.0000000000001%	0.00000000000002% to 0.00000000000005%
0.00000000000025 microns	0.00000000000002% to 0.00000000000005%	0.00000000000002% to 0.00000000000005%	0.00000000000002% to 0.00000000000005%	0.00000000000001% to 0.00000000000002%
0.0000000000001 microns	0.00000000000001% to 0.00000000000002%	0.00000000000001% to 0.00000000000002%	0.00000000000001% to 0.00000000000002%	0.000000000000005% to 0.00000000000001%
0.00000000000005 microns	0.000000000000005% to 0.00000000000001%	0.000000000000005% to 0.00000000000001%	0.000000000000005% to 0.00000000000001%	0.000000000000002% to 0.000000000000005%
0.000000000000025 microns	0.000000000000002% to 0.000000000000005%	0.000000000000002% to 0.000000000000005%	0.000000000000002% to 0.000000000000005%	0.000000000000001% to 0.000000000000002%
0.00000000000001 microns	0.000000000000001% to 0.000000000000002%	0.000000000000001% to 0.000000000000002%	0.000000000000001% to 0.000000000000002%	0.0000000000000005% to 0.000000000000001%
0.000000000000005 microns	0.0000000000000005% to 0.000000000000001%	0.0000000000000005% to 0.000000000000001%	0.0000000000000005% to 0.000000000000001%	0.0000000000000002% to 0.0000000000000005%
0.0000000000000025 microns	0.0000000000000002% to 0.0000000000000005%	0.0000000000000002% to 0.0000000000000005%	0.0000000000000002% to 0.0000000000000005%	0.0000000000000001% to 0.0000000000000002%
0.000000000000001 microns	0.0000000000000001% to 0.0000000000000002%	0.0000000000000001% to 0.0000000000000002%	0.0000000000000001% to 0.0000000000000002%	0.00000000000000005% to 0.0000000000000001%
0.0000000000000005 microns	0.00000000000000005% to 0.0000000000000001%	0.00000000000000005% to 0.0000000000000001%	0.00000000000000005% to 0.0000000000000001%	0.00000000000000002% to 0.00000000000000005%
0.00000000000000025 microns	0.00000000000000002% to 0.00000000000000005%	0.00000000000000002% to 0.00000000000000005%	0.00000000000000002% to 0.00000000000000005%	0.00000000000000001% to 0.00000000000000002%
0.0000000000000001 microns	0.00000000000000001% to 0.00000000000000002%	0.00000000000000001% to 0.00000000000000002%	0.00000000000000001% to 0.00000000000000002%	0.000000000000000005% to 0.00000000000000001%
0.00000000000000005 microns	0.000000000000000005% to 0.00000000000000001%	0.000000000000000005% to 0.00000000000000001%	0.000000000000000005% to 0.00000000000000001%	0.000000000000000002% to 0.000000000000000005%
0.000000000000000025 microns	0.000000000000000002% to 0.000000000000000005%	0.000000000000000002% to 0.000000000000000005%	0.000000000000000002% to 0.000000000000000005%	0.000000000000000001% to 0.000000000000000002%
0.00000000000000001 microns	0.000000000000000001% to 0.000000000000000002%	0.000000000000000001% to 0.000000000000000002%	0.000000000000000001% to 0.000000000000000002%	0.0000000000000000005% to 0.000000000000000001%
0.000000000000000005 microns	0.0000000000000000005% to 0.000000000000000001%	0.0000000000000000005% to 0.000000000000000001%	0.0000000000000000005% to 0.000000000000000001%	0.0000000000000000002% to 0.0000000000000000005%
0.0000000000000000025 microns	0.0000000000000000002% to 0.0000000000000000005%	0.0000000000000000002% to 0.0000000000000000005%	0.0000000000000000002% to 0.0000000000000000005%	0.0000000000000000001% to 0.0000000000000000002%
0.000000000000000001 microns	0.0000000000000000001% to 0.0000000000000000002%	0.0000000000000000001% to 0.0000000000000000002%	0.0000000000000000001% to 0.0000000000000000002%	0.00000000000000000005% to 0.0000000000000000001%
0.0000000000000000005 microns	0.00000000000000000005% to 0.0000000000000000001%	0.00000000000000000005% to 0.0000000000000000001%	0.00000000000000000005% to 0.0000000000000000001%	0.00000000000000000002% to 0.00000000000000000005%
0.00000000000000000025 microns	0.00000000000000000002% to 0.00000000000000000005%	0.00000000000000000002% to 0.00000000000000000005%	0.00000000000000000002% to 0.00000000000000000005%	0.00000000000000000001% to 0.00000000000000000002%
0.0000000000000000001 microns	0.00000000000000000001% to 0.00000000000000000002%	0.00000000000000000001% to 0.00000000000000000002%	0.00000000000000000001% to 0.00000000000000000002%	0.000000000000000000005% to 0.00000000000000000001%
0.00000000000000000005 microns	0.000000000000000000005% to 0.00000000000000000001%	0.000000000000000000005% to 0.00000000000000000001%	0.000000000000000000005% to 0.00000000000000000001%	0.000000000000000000002% to 0.000000000000000000005%
0.000000000000000000025 microns	0.000000000000000000002% to 0.000000000000000000005%	0.000000000000000000002% to 0.000000000000000000005%	0.000000000000000000002% to 0.000000000000000000005%	0.000000000000000000001% to 0.000000000000000000002%
0.00000000000000000001 microns	0.000000000000000000001% to 0.000000000000000000002%	0.000000000000000000001% to 0.000000000000000000002%	0.000000000000000000001% to 0.000000000000000000002%	0.0000000000000000000005% to 0.000000000000000000001%
0.000000000000000000005 microns	0.0000000000000000000005% to 0.000000000000000000001%	0.0000000000000000000005% to 0.000000000000000000001%	0.0000000000000000000005% to 0.000000000000000000001%	0.0000000000000000000002% to 0.0000000000000000000005%
0.0000000000000000000025 microns	0.0000000000000000000002% to 0.0000000000000000000005%	0.0000000000000000000002% to 0.0000000000000000000005%	0.0000000000000000000002% to 0.0000000000000000000005%	0.0000000000000000000001% to 0.0000000000000000000002%
0.000000000000000000001 microns	0.0000000000000000000001% to 0.0000000000000000000002%	0.0000000000000000000001% to 0.0000000000000000000002%	0.0000000000000000000001% to 0.0000000000000000000002%	0.00000000000000000000005% to 0.0000000000000000000001%
0.0000000000000000000005 microns	0.00000000000000000000005% to 0.0000000000000000000001%	0.00000000000000000000005% to 0.0000000000000000000001%	0.00000000000000000000005% to 0.0000000000000000000001%	0.00000000000000000000002% to 0.00000000000000000000005%
0.00000000000000000000025 microns	0.00000000000000000000002% to 0.00000000000000000000005%	0.00000000000000000000002% to 0.00000000000000000000005%	0.00000000000000000000002% to 0.00000000000000000000005%	0.00000000000000000000001% to 0.00000000000000000000002%
0.0000000000000000000001 microns	0.00000000000000000000001% to 0.00000000000000000000002%	0.00000000000000000000001% to 0.00000000000000000000002%	0.00000000000000000000001% to 0.00000000000000000000002%	0.000000000000000000000005% to 0.00000000000

**FILE:** 18388\_31 East Lake Drive, Fairfield Bay, Oregon

**APPENDIX B**  
**- *Soil Logs/  
Influent Specifications***

Septic Report

## Observed Soil Conditions

### Test Pit Logs

Date*:18/07/2018		Site: 81 East Lake Drive, Christina Lake				Logged by: PK			
TP#		Pit Location: 410138 / 5439464				Slope: 3%			
Soil Horizons ( depths measured in cm )									
Depth		Colour	Texture	Structure	Rupture resistance (or density)	Coarse gravel (%)	Roots depth & quantity	Mottles depth & quantity	Moisture seepage
from	to								
0	0	NO TOP SOIL							
0	45	Dark Brown	V.Gravel/Fill	Structureless	Firm	25	--	--	--
45	78	Tan	V.Grav. Loamy sand w/d cobbles	SG	Firm	25	--	--	--
78	150	Tan/Brown	Ex.Grav. Gravelly Course sand	SG	Mod	35	--	--	--
Notes									
TP#02 410135 / 5439460						>25%			
Depth		Colour	Texture	Structure	Rupture resistance (or density)	Coarse gravel (%)	Roots depth & quantity	Mottles depth & quantity	Moisture seepage
from	to								
0	0	NO TOP SOIL							
0	50	Dark Brown	V.Gravel/Fill	Structureless	Firm	25	--	--	--
50	72	Tan	V.Grav. Loamy sand w/d cobbles	SG	Firm	25	--	--	--
72	155	Tan/Brown	Ex.Grav. Gravelly Course sand	SG	Mod	35	--	--	--
Notes									

Based on USDA *Field Book for Describing and Sampling Soils* (2002).

\* Date water table measured

Septic Report

## Percolation Tests

Civic Address: 81 East Lake Drive, Christina Lake \_\_\_\_\_ Date: 18/07/2018\_\_\_\_\_

Legal Address: \_\_\_\_\_

Holes pre-soaked for \_\_\_\_\_ hrs.

Perc. hole #01
Location:
2min. / inch
2min. / inch
min. / inch
min. / inch
Depth: ____ inches, ____ cm

Perc. hole #02
Location:
2.5min. / inch
3 min. / inch
min. / inch
min. / inch
Depth: ____ inches, ____ cm

Perc. hole #
Location:
min. / inch
min. / inch
min. / inch
min. / inch
Depth: ____ inches, ____ cm

Perc. hole #
Location:
min. / inch
min. / inch
min. / inch
min. / inch
Depth: ____ inches, ____ cm

**Average Perc. Rate: 2.375 min/inch or 2.5 cm**



## **APPENDIX C**

### **- *Legal***



The information in this report is provided for your information and convenience. If the information has been altered for any reason from the format in which it was originally received verification may be required by BC Assessment. In any case of doubt, the official BC Assessment records shall prevail.

## 81 EAST LAKE DR CHRISTINA LAKE V0H 1E1

Area-Jurisdiction-Roll: 17-712-04248.005



**Total value** **\$486,800**

Assessed as of July 1st, 2017

Land	\$478,000
Buildings	\$8,800
Previous year value	\$483,800
Land	\$476,000
Buildings	\$7,800

### Property information

Year built	
Description	1 STY house - basic
Bedrooms	
Baths	
Carports	
Garages	
Land size	4553.28 Sq Ft
First floor area	891
Second floor area	
Basement finish area	
Strata area	
Building storeys	
Gross leasable area	
Net leasable area	
No.of apartment units	

### Legal description and parcel ID

Lot A Plan EPP13031 District Lot 963 Land District 54  
PID: 028-651-375

### Sales history (last 3 years)

No sales history for the last 3 years

### Manufactured home

Width  
Length  
Total area

### Register with BC Assessment



Search properties on a map



Compare property information and assessment values



Store and access favourite properties across devices



View recently viewed properties

## STATE OF TITLE CERTIFICATE

Septic Report

000055

THOMPSON LEROSE & BROWN (TRAIL)  
200 - 999 FARWELL STREET  
TRAIL BC V1R 3V1

LAND TITLE DISTRICT: KAMLOOPS, BRITISH COLUMBIA

CERTIFICATE NO: STSR0883412

TITLE NO: CA2537121

— THIS IS TO CERTIFY THAT AT 05:52 ON 12 JUNE, 2012,  
— THE STATE OF THE TITLE TO THE LAND DESCRIBED HEREIN IS AS STATED  
— AND IS SUBJECT TO THE NOTATIONS APPEARING BELOW. THIS CERTIFICATE  
— IS TO BE READ SUBJECT TO THE PROVISIONS OF SECTION 23(2) OF  
THE LAND TITLE ACT (R.S.B.C. 1996 CHAPTER 250) AND MAY BE AFFECTED BY  
SECTIONS 50 AND 55-58 OF THE LAND ACT (R.S.B.C. 1996 CHAPTER 245).

*Augustine*  
REGISTRAR



APPLICATION FOR REGISTRATION RECEIVED ON: 11 MAY, 2012  
ENTERED: 17 MAY, 2012

REGISTERED OWNER IN FEE SIMPLE:  
KIMMAR HOLDINGS LTD.  
BOX 58 SITE 8 RR#1  
OKOTOKS, AB  
T1S 1A1

TAXATION AUTHORITY:  
PENTICTON ASSESSMENT AREA

DESCRIPTION OF LAND:  
PARCEL IDENTIFIER: 028-651-375  
LOT A DISTRICT LOT 963 SIMILKAMEEN DIVISION YALE DISTRICT PLAN EPP13031

LEGAL NOTATIONS: NONE

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

UNDERSURFACE AND OTHER EXC & RES  
CA2145152 2011-08-15 14:47  
REGISTERED OWNER OF CHARGE  
THE CROWN IN RIGHT OF BRITISH COLUMBIA  
CA2145152

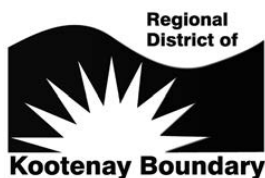
REMARKS: PURSUANT TO SECTION 50 LAND ACT AND SECTION 35  
COMMUNITY CHARTER  
PART FORMER CLOSED ROAD PLAN EPP13030

DUPLICATE INDEFEASIBLE TITLE: NONE OUTSTANDING

TRANSFERS: NONE

PENDING APPLICATIONS: NONE

P0000109 10000109



## ELECTORAL AREA SERVICES (EAS) COMMITTEE STAFF REPORT

<b>Date:</b>	November 15, 2018	<b>File #:</b>	A-1236-05367.400
<b>To:</b>	Chair Worley and members of the EAS Committee		
<b>From:</b>	Ken Gobeil, Planner		
<b>RE:</b>	Ministry of Transportation and Infrastructure subdivision referral: Neil		

### ISSUE INTRODUCTION

We have received a referral from the Ministry of Transportation and Infrastructure (MoTI) for a proposed subdivision on 1853 Galloway Road, Electoral Area 'A' (see Site Location Map; Subject Property Map; Applicant Submission).

### HISTORY / BACKGROUND INFORMATION

Property Information	
<b>Owner(s):</b>	Brenda and Eric Neil
<b>Location:</b>	1853 Galloway Road
<b>Legal Description:</b>	Lot 178, Plan NEP758B, DL 1236, KD
<b>Area:</b>	2.7 hectares (6.71 acres)
<b>Current Use(s):</b>	Residential
Land Use Bylaws	
<b>OCP Bylaw No. 1410</b>	Rural Residential 1
<b>DP Area</b>	NA
<b>Zoning Bylaw No. 1460</b>	Rural Residential 1 (R1)
<b>Minimum parcel size</b>	1 hectare when connected to a community water system or 2 hectares when not connected to a community water system.
Other	
<b>ALR:</b>	NA
<b>Waterfront / Floodplain</b>	NA
<b>Service Area</b>	Beaver Valley Water System

Page 1 of 2

P:\PD\EA\_A\A-1236-05367.400 Neil\2018 Subdivision\EAS\2018-11-15\_Neil-Sub\_EAS.docx

The subject property is part of the service areas for the Beaver Valley Water System for potable water owned by the RDKB and operated by the Village of Fruitvale.

This property is within the Fruitvale Planning Agreement Area.

## **PROPOSAL**

The applicant is proposing to subdivide the property into a 1.7 hectare property and a 1.0 hectare property.

## **IMPLICATIONS**

A connection to the Beaver Valley Water System must be secured prior to subdivision. A connection application is required to the RDKB. At that time, an engineering assessment would be completed to see how development effects the long term capitol plan for the water system. Approval of new connections will be at the discretion of the Environmental Services Department.

There is a building on the proposed property line which is supposed to be removed however, no timeline is given. Other than the building on the subdivision plan, the proposed subdivision would be compliant with the Zoning Bylaw.

## **ADVISORY PLANNING COMMISSION (APC)**

The Electoral Area 'A' APC cancelled their November meeting. However, members of the APC did provide comments. The subdivision was supported; some APC members suggested the following conditions:

- that connection to the water utility was made; and
- that the building on the proposed new property line be removed.

## **REFERRALS**

This subdivision referral has been forwarded to the Environmental Services Department for consideration. The Environmental Services Department will respond to the MoTI regarding water service connection, while the Planning Department will respond regarding land use bylaws.

## **RECOMMENDATION**

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as Lot 178, Plan NEP758B, DL 1236, KD, Electoral Area 'A', be received.

## **ATTACHMENTS**

Site Location Map  
Subject Property Map  
Applicant Submission

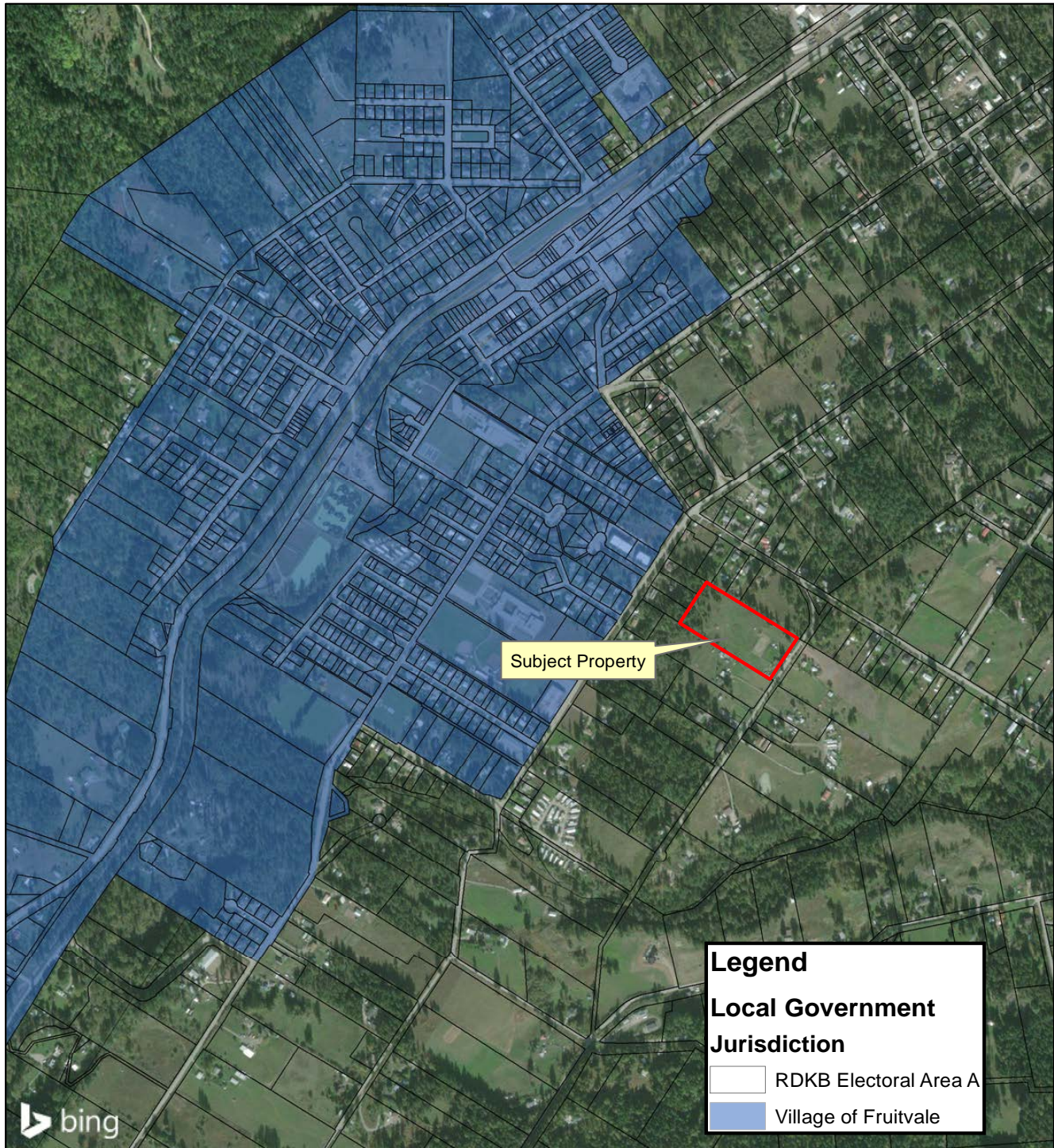
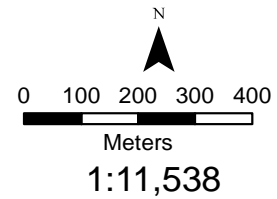




Date: 2018-10-30

## Site Location Map

1853 Galloway Road  
Lot 178, DL 1236, KD, Plan NEP785B



Document Path: T:\Ken\MXD\_Template.mxd

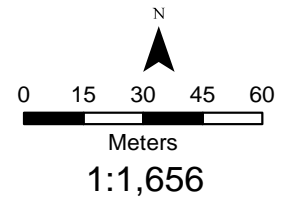




Date: 2018-10-30

# Subject Property Map

1853 Galloway Road  
Lot 178, DL 1236, KD, Plan NEP785B

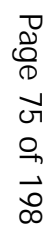


**Legend**

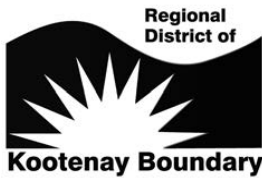
**Local Government Jurisdiction**

	RDKB Electoral Area A
	Village of Fruitvale

Document Path: T:\Ken\MXD\_Template.mxd







## ELECTORAL AREA SERVICES (EAS) COMMITTEE STAFF REPORT

<b>Date:</b>	November 15, 2018	<b>File #:</b>	1960 Moro - C-970-04033.000 1956 Fife - C-970-04033.010
<b>To:</b>	Chair Worley and members of the EAS Committee		
<b>From:</b>	Ken Gobeil, Planner		
<b>RE:</b>	Ministry of Transportation and Infrastructure Subdivision Referral: DeGirolamo		

### ISSUE INTRODUCTION

We have received a referral from the Ministry of Transportation and Infrastructure (MoTI) for a proposed interior parcel line adjustment in Electoral Area 'C'/Christina Lake (see Site Location Map; Subject Property Map; Applicant's Submission).

### HISTORY / BACKGROUND INFORMATION

Property Information	
<b>Owner(s):</b>	1960 Moro - George DeGirolamo, Cheryl McPhail, Michael DeGirolamo 1956 Fife - Michael DeGirolamo, Margo DeGirolamo
<b>Agent</b>	Cindy Tarr, Ward Engineering and Land Surveying Ltd.
<b>Location:</b>	1960 Moro Road 1956 Fife Road
<b>Electoral Area:</b>	Electoral Area 'C' / Christina Lake
<b>Legal Description(s):</b>	1960 Moro - Lot 1, Plan KAP3426, DL 970, SDYD 1956 Fife - Lot 1, Plan EPP19056, SDYD
<b>Area:</b>	1960 Moro - ±6783m <sup>2</sup> (1.676 acres) 1956 Fife - ±1999m <sup>2</sup> (0.494 acres)
<b>Current Use(s):</b>	Residential
Land Use Bylaws	
<b>OCP Bylaw No. 1250</b>	Residential
<b>Service Area</b>	Sutherland Creek Waterworks District

Page 1 of 3

P:\PD\EA\_'C'\C-970-04033.000 DeGirolamo\2018-11-MOTI Sub\EAS\2018-11-15\_DeGirolamo\_Sub\_EAS.docx

<b>Zoning Bylaw No. 1300</b>	Single Family Residential 1 (R1)
<b>Minimum Parcel Size</b>	0.2 hectares when connected to a community water system, or 1 hectare when not connected to a community water system.
<b>Development Permit Area</b>	Environmentally Sensitive Waterfront Development Permit Area.
<b>Floodplain</b>	Sutherland Creek

The subject properties are located south of Palm Road between Fife Road and Sutherland Creek. 1960 Moro Road has frontage on Moro road and Palm Road. 1956 Fife Road has frontage on Fife Road and Palm Road. Both properties have a single family dwelling.

The properties are owned by family members who have shared the use of properties for several years:

- In 2006, four serviced pads (RV pads) were created for visiting family members to camp on 1960 Moro Road. The Electoral Area 'C'/Christina Lake Zoning Bylaw 900,1996 which was in effect at the time, did not limit spaces for non-commercial recreational vehicles, or tents for temporary accommodation. The current Zoning Bylaw only permits one space per property.
- 1956 Fife Road was created by subdivision in 2012.

## PROPOSAL

The proposed boundary adjustment will transfer approximately 1513m<sup>2</sup> of property from 1960 Moro Road to 1956 Fife Road (see, Applicant's Submission).

The applicants have stated that the reason for this application is for estate settlement. The father and previous owner of 1960 Moro road passed away recently and the children are now trying to divide the property fairly among themselves.

The applicants wish to alter the property lines in order to distribute the four camper sites to provide each property an equal number of RV pads. In the proposed layout, each parcel would have 2 RV pads.

## IMPLICATIONS

The proposed boundary adjustment will remove all frontage from Moro Road for 1960 Moro Road and give it to 1956 Fife Road. If the proposed boundary adjustment is approved, a new street address from Palm road will be required.

The plan of proposed subdivision does not include the location of existing dwellings on either parcel. It is not possible to confirm that the dwelling on 1960 Moro road will be compliant with setbacks if this subdivision is approved. The setbacks for principal

buildings in the R1 Zone are:

<b>Parcel Line</b>	<b>Setback (in metres)</b>
Front	4.5
Exterior Side	4.5
Interior Side	1.5
Rear	7.5

If the proposed boundary adjustment is approved, 1960 Moro Road will have a new orientation to Palm Road from Moro Road:

- The side of the property adjacent to Palm Road will become the front
- The side of the property adjacent to 1956 Fife Road will become an interior side

The proposed boundary adjustments will be compliant with the minimum parcel area requirements within the R1 Zone.

To confirm the applicants claim that the RV pads on 1960 Moro Road were created in 2006; the applicants have included documentation regarding the water and sewage connections for the installation of the services required for the RV pads (see Applicant's Submission). Since these RV pads were created prior to the endorsement of the current Zoning Bylaw they would be considered legal non-conforming since they were established during a time that permitted the RV pads.

Parkland dedication is not applicable for this type of subdivision.

### **ADVISORY PLANNING COMMISSION (APC)**

The Electoral Area 'C'/Christina Lake APC supported the subdivision application. No other comments were made.

### **RECOMMENDATION**

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision on the parcels legally described as Lot 1, Plan KAP3426, DL 970, SDYD and Lot 1, Plan EPP19056, SDYD, Electoral Area 'C'/Christina Lake be received.

### **ATTACHMENTS**

*Site Location Map*  
*Subject Property Map*  
*Applicant Submission*









## Applicant Submission

November 3, 2018

Open Letter to Area Electoral Area 'C' / Christina Lake APC.

Please accept our apology for not being able to attend your meeting on November 6th to explain the purpose and reasoning behind our application for a boundary extension between 1960 Moro (Lot 1, Plan KAP3426, DL 970, SDYD) and 1956 Fife (Lot 1, Plan EPP19056, SDYD).

A brief history of our property is required to better understand our application for this boundary extension. Our grandfather, Axel Franson, purchased 1960 Moro Road (then Fife Road) in the early 1930's. When he passed away in 1996 the property was left to our mother and father, Sonia (Franson) and George DeGirolamo. Our mother predeceased our father in 2010 and our father died on June 18, 2018. We have now inherited the property.

To accommodate a few members of our immediate family who owned RV's we decided to build four fully serviced RV sites on the south side of Lot 1, Plan KAP3426, DL 970, SDYD in 2006. While all services were all installed under permit or approval of the various authorities, we did not make application for a building permit at that time believing that a permit was not required. Please note that the four sites are well removed from adjacent properties. Notwithstanding that we did not have a building permit, permitted services were installed or approved by the following:

Electrical - Larry Matheson (formerly with Boundary Electric)  
 Septic System - Bartlett Contracting and Excavating  
 Water - Sutherland Creek Waterworks District

In 2012 an application was approved to subdivide 1960 Moro Road thereby creating the lot owned by Mike and Margo DeGirolamo at 1956 Fife Road. A home was built on the property the following year. That subdivision resulted in the smallest possible lot being carved from the original property in order to meet legal size requirements. Little or no attention was paid to the shape or size of the new lot as both properties are used commonly between the undersigned, our children and our grandchildren who are all very attached to the family property and Christina Lake in general.

The purpose behind our current application is twofold. First is to balance the amount of the original property that we will own and leave to our respective descendants. Second is to simplify long term ownership, use and maintenance of our four RV pads which we intend to divide evenly thereby resulting in two RV pads on each property.

If approved Lot 1, Plan KAP3426, DL 970, SDYD will require an access and address on Palm Road. While of no legal significance, we will realize nostalgic value in the adjustment as Palm Road was named after our late Great Grandmother, Ida Palm.

We would appreciate your review and approval of this application.

  
 Michael (Mike) DeGirolamo

  
 Cheryl McPhail

SCALE 1:500 BCGS 82E.009



A horizontal graphic scale bar with alternating black and white segments. Numerical labels 0, 10, 20, 30, 40, and 50 are placed above the bar at regular intervals.

CEPT  
AND  
O  
N,  
S.

970  
750

P A L M

LOT 1  
PLAN  
EPP19056

LOT A  
PLAN  
16537

LOT A  
AREA = 0.308 ha

LOT 1  
PLAN  
3426

REM LOT 1  
AREA OF REMAINDER = 0.527 ha

LOT 2

LOT 3

PLAN  
B3459

DISTRICT

DISTRICT

DISTRICT

5  
4  
2  
6

750

SUTHERLAND CREEK



1014 Seventh Street  
Nelson, British Columbia  
V1L 7C2

Tel: (250) 354-1660  
Web: [www.wels.ca](http://www.wels.ca)

FILE: 18-112  
DRAWING: 18-112 PLA  
DATE: AUGUST 31, 2018

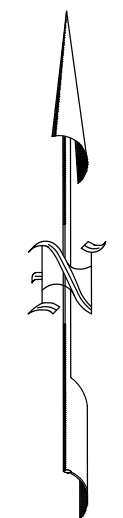
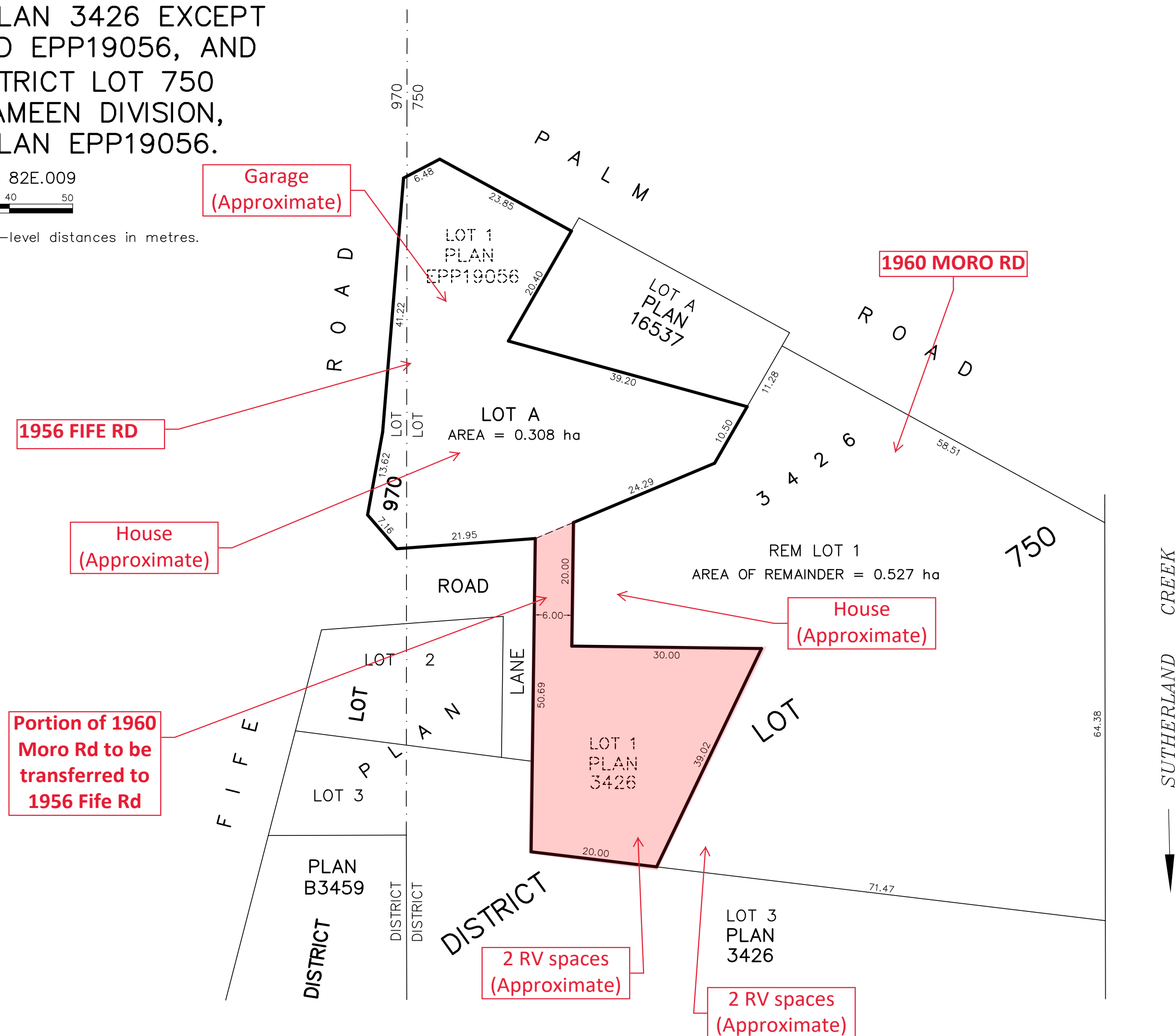
Attachment # 6.E)

PLAN OF PROPOSED SUBDIVISION  
OF: 1) PART OF LOT 1, DISTRICT  
LOT 750, SIMILKAMEEN DIVISION,  
YALE DISTRICT, PLAN 3426 EXCEPT  
PLANS 16537 AND EPP19056, AND  
OF 2) LOT 1, DISTRICT LOT 750  
AND 970, SIMILKAMEEN DIVISION,  
YALE DISTRICT, PLAN EPP19056.

SCALE 1:500 BCGS 82E.009



This plan shows horizontal ground-level distances in metres.



WARD ENGINEERING AND  
LAND SURVEYING LTD.

1014 Seventh Street  
Nelson, British Columbia  
V1L 7C2

Tel: (250) 354-1660  
Web: www.wels.ca

FILE: 18-112  
DRAWING: 18-112 PLA  
DATE: AUGUST 31, 2018

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY



Applicant Submission

DeGirolamo/McPhail

Sutherland Creek Waterworks

Box 466  
Christina Lake, BC V0H 1E0

INVOICE

Invoice No.: 20060264  
Date: 2006-07-28  
Page: 1

Sold to:  
DeGirolamo, George/M./McPhail, C.  
L1, DL970, PL3426 - (A)  
Box 436  
Nelson, BC  
V1L 5R2

Ship to:  
DeGirolamo Sonia / George  
L1, DL970, PL3426 - (A)  
Box 436  
Nelson, BC  
V1L 5R2

Business No.: 12671 9798

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
Res. C	2006	4	RV Sites	E	52.00	208.00
Special	2006	1	Improvement Fee	E	195.00	195.00
Special	2006	4	Imp. Fee on RV Sites	E	52.00	208.00
			E - GST exempt			
			GST Exempt			
Sutherland Creek Waterworks GST: #12671 9798						
					Total Amount	611.00
					Amount Paid	611.00
Comment: Deep Well Water Special Charge Bylaw 46-2006					Amount Owning	0.00





# Interior Health

## RECORD OF SEWERAGE SYSTEM

Please complete this entire form. If the form is incomplete, the filing may not be accepted and it will be returned to the Authorized Person.

TAX ASSESSMENT ROLL# 19 712 0A033.000 1 8		<input checked="" type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> ALTERATION		<input type="checkbox"/> REPAIR <input type="checkbox"/> AMENDMENT/UPDATE ONLY		<input type="checkbox"/> ORDER ATTACHED	
1. LOT INFORMATION Where sewerage system is to be constructed	LEGAL DESCRIPTION Lot 1, Plan 3426 DL970, SDYD						
	STREET ADDRESS OR GENERAL LOCATION 1960 Main Rd				CITY CHRISTINA LAKE	POSTAL CODE V0H 1E3	
2. OWNER INFORMATION	NAME OF LEGAL OWNER OR STRATA CORPORATION George DeGrolamo			MAILING ADDRESS (PO BOX #, SUITE #, STREET #, STREET NAME) Box 436 9th Main			
	CITY Nelson		PROVINCE BC	POSTAL CODE V1L 5R2	TELEPHONE NUMBER 447-9383		
3. AUTHORIZED PERSON INFORMATION	NAME OF AUTHORIZED PERSON Dave Bartlett			MAILING ADDRESS (PO BOX #, SUITE #, STREET #, STREET NAME) Box 506			
	CITY CHRISTINA LAKE	PROVINCE BC	POSTAL CODE V0H 1E0	TELEPHONE NUMBER 447-9389	REGISTRATION NUMBER OW0281		
4. FACILITY INFORMATION	SEWERAGE SYSTEM WILL SERVE: <input type="checkbox"/> SINGLE FAMILY DWELLING <input type="checkbox"/> DUPLEX <input checked="" type="checkbox"/> OTHER (SPECIFY): 3 SEPTIC CAMP SITE		NO. OF BEDROOMS N/A	EST. DAILY SEWAGE FLOW (l/day) 1095	TOTAL LIVING AREA (m <sup>2</sup> ) INCL. FINISHED BSMT N/A	LOT SIZE (ha) 256 AC	
5. SITE INFORMATION	DISTANCE OF PROPOSED DISCHARGE AREA FROM (IN METRES): >30 WATER LINES >30 STREAM OR LAKE N/A BREAKOUT POINT N/A NEIGHBOURING WELLS N/A OWN WELL N/A DOMESTIC WATER		DEPTH OF EXISTING FILL IN THE DISCHARGE AREA (cm) 0	TOTAL DEPTH TO HIGHEST WATER TABLE OR RESTRICTIVE LAYER (cm) >130		<input checked="" type="checkbox"/> SOIL TEXTURE AND STRUCTURE INFO ATTACHED <input checked="" type="checkbox"/> PERMEAMETER AND/OR PERCOLATION RATES ATTACHED	
	DISCHARGE AREA WILL BE <30m TO ANY SOURCE OF DRINKING WATER: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		SLOPE (%) 1.0 %				
	ARE THERE ANY RESTRICTIVE COVENANTS/EASEMENTS WHICH WILL AFFECT THE DESIGN OR LOCATION OF THE SEWERAGE SYSTEM? IF YES, PLEASE EXPLAIN AND ATTACH SUPPORTING DOCUMENTS. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						
6. SYSTEM INFORMATION	VERTICAL SEPARATION BETWEEN BOTTOM OF DISCHARGE AREA TO HIGHEST WATER TABLE OR RESTRICTIVE LAYER (cm) >100		TOTAL FINISHED DEPTH TO HIGHEST WATER TABLE OR RESTRICTIVE LAYER (cm) >130		TREATMENT METHOD <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	IF TYPE 2 OR 3 IS PROPOSED, GIVE: MAKE: MODEL: N/A	
	SEPTIC TANK MANUFACTURER Camco		MATERIAL OF SEPTIC TANK PLASTIC		LIQUID VOLUME OF TANK(S) (litres) 750 1 GAL		EFFLUENT PUMP <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	DISCHARGE AREA <input type="checkbox"/> BED <input checked="" type="checkbox"/> TRENCH <input type="checkbox"/> OTHER (SPECIFY): <input type="checkbox"/> SAND MOUND <input type="checkbox"/> LAGOON: SIZE (m <sup>2</sup> ) _____				METHOD OF EFFLUENT DIST <input checked="" type="checkbox"/> GRAVITY <input type="checkbox"/> PRESSURE <input type="checkbox"/> OTHER		LOADING RATE (l/day/m <sup>2</sup> ) 34
7. PLANS AND SPECIFICATIONS	<input checked="" type="checkbox"/> PLOT PLAN (TO SCALE) AND SPECIFICATIONS ARE ATTACHED, AS PER THE STANDARD PRACTICE MANUAL.						
8. FREEDOM OF INFORMATION	This form is required to administer the Sewerage System Regulation (326/2004) and the collection of personal information complies with the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, please contact your local Health Protection Office.						
9. AUTHORIZED PERSON'S SIGNATURE AND SEAL	The information on this form is accurate and true to the best of my knowledge. I am an Authorized Person according to Sewerage System Regulation BC Reg 326/2004. The plans and specifications attached to this form are consistent with standard practice and will not contribute to a health hazard.						
	<input checked="" type="checkbox"/> I have consulted with the Ministry of Health's publication "Sewerage System Standard Practice Manual". <input type="checkbox"/> I have consulted with another source of standard practice - copy attached, or listed here:						
AUTHORIZED PERSON'S SEAL 			OFFICE USE ONLY RECEIPT NUMBER 106302		DATE ACCEPTED FOR FILING		
DATE: July 4/06			DATE FORM RECEIVED July 5, 2006		INTERIOR HEALTH Grand Forks Community Health Box 2647, 7649 - 22nd Street Grand Forks, BC V0H 1H0 Phone: (250) 443-2190 Fax: (250) 442-1111		
					FILING NUMBER		

820082 Feb 06

Distribution:

White - Health Protection

Canary - Owner

Pink - Building Authority

Blue - Authorized Person





# Interior Health

DiGirolamo  
McPhail

## Sewerage System Letter of Certification

Tax Assessment Roll #: 17-712-02033-000, 18 Date: 14/08/2006  
(Day/Month/Year)

To: Interior Health

Re: Sewerage system at: 1960 Moss Rd  
Street Address or General Location

Lot 1, Plan 2426, DL970, SPD  
Legal Description

Planner: DAVE BARTLETT Installer: DAVE BARTLETT

Owner: GEORGE DEGIROLAMO

The construction of the proposed sewerage system on the above described property was completed on 08/08/2006  
(Day/Month/Year)

I, the undersigned, am an authorized person as defined in the Sewerage System Regulation, BC Reg. 326/2004 and certify that:

1. the owner will be provided with
  - a copy of the sewerage system plans and specifications as they were built;
  - a maintenance plan for the sewerage system that is consistent with standard practice; and,
  - a copy of this letter of certification;
2. the sewerage system has been constructed in accordance with standard practice;
3. the sewerage system has been constructed substantially in accordance with the plans and specifications filed with the Health Authority;
4. the estimated daily domestic sewage flow through the sewerage system will be less than 22,700 litres; and,
5. if operated and maintained as set out in the maintenance plan, the sewerage system will not cause or contribute to a health hazard.

A plan of the sewerage system as it was built and a copy of the maintenance plan for the sewerage system have been appended to this letter.

<p>AUTHORIZED PERSON'S SEAL</p>	<p>DATE LETTER OF CERTIFICATION ACCEPTED</p> <p><u>August 15, 2006</u></p> <p><b>INTERIOR HEALTH</b>  <b>Grand Forks Community Health</b>  <b>Box 2647, 7649 - 22nd Street</b>  <b>Grand Forks, BC V0H 1H0</b>  <b>Phone: (250) 443-2190 Fax: (250) 442-3922</b></p>
---------------------------------	--

**White:** Health Protection

**Canary:** Owner

**Pink:** Building Authority

**Blue:** Authorized Person

820083 Feb 06

<p align="center"><b>Regional District of Kootenay Boundary</b>  <b>Status Report - Gas Tax Agreement</b>  <b>October 31, 2018</b></p>
--

**Revenue:**

Area A	\$ 1,026,175.81
Area B	\$ 759,181.95
Area C	\$ 751,766.74
Area D	\$ 1,714,576.39
Area E	\$ 1,131,606.30

TOTAL AVAILABLE FOR PROJECTS

**\$ 5,383,307.19****Expenditures:**

Area A	\$ 689,155.48
Area B	\$ 675,181.13
Area C	\$ 491,210.17
Area D	\$ 804,701.54
Area E	\$ 808,276.90

TOTAL SPENT OR COMMITTED

**\$ 3,468,525.22****TOTAL REMAINING****\$ 1,914,781.97**

**Regional District of Kootenay Boundary  
Status Report - Gas Tax Agreement  
October 31, 2018**

**ELECTORAL AREA 'A'**

	Description	Status	Allocation	
--	-------------	--------	------------	--

**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	Received		88,649.64
Allocation to Dec 31, 2018	Estimated		91,749.63

TOTAL AVAILABLE FOR PROJECTS

**\$ 1,026,175.81****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		20,000.00
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)	Completed		70,000.00
		Pending or		
77-18	Village of Fruitvale (Construction of Replica Train Static	Committed		150,000.00

TOTAL SPENT OR COMMITTED

**\$ 689,155.48**

TOTAL REMAINING

**\$ 337,020.33**

**Regional District of Kootenay Boundary  
Status Report - Gas Tax Agreement  
October 31, 2018**

**ELECTORAL AREA 'B' / LOWER COLUMBIA/OLD GLORY**

	Description	Status	Allocation	
--	-------------	--------	------------	--

**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	Received		67,600.62
Allocation to Dec 31, 2018	Estimated		69,964.55

TOTAL AVAILABLE FOR PROJECTS

\$ 759,181.95

**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			
251-15	Country Ski Trail Upgrade)	Completed		10,000.00
	Black Jack Cross Country Ski Club Society			
252-15	(Snow Cat)	Completed		10,000.00
	Rivervale Water & Streetlighting Utility (LED			
253-15	Streetlights)	Completed		14,417.00
254-15	Rivervale Oasis Sewer Utility (Flow Meters)	Completed		90,000.00
	Rivervale Oasis Sewer Utility - RDKB (Wemco	Pending or		
190-16	Booster Pumps)	Committed		88,159.66
221-16	Area 'B' Recreation - RDKB (Rivervale Shed)	Completed		8,632.00
	Rossland Historical Museum and Archive			
152-17	Association (Rossland Museum Upgrades)	Completed		25,000.00
	Visions for Small Schools Society (Broadband			
296-17	Installation)	Funded		13,381.80
	Birchbank Golf Club (Upgrade Irrigation			
111-18	Satellite Controller)	Funded		37,500.00
	Birchbank Golf Club (Upgrade Irrigation	Pending or		
	Satellite Controller)	Committed		12,500.00

TOTAL SPENT OR COMMITTED

\$ 675,181.13

TOTAL REMAINING

\$ 84,000.82





Status Report - Gas Tax Agreement  
Electoral Area 'C' / Christina Lake

271-16	RDKB (Boundary Agricultural & Food Project)	Funded	1,714.76
	RDKB (Boundary Agricultural & Food Project)	Pending or Committed	414.95
269-16	RDKB C.L. Solar Aquatic System (Plant Rack)	Completed	7,384.83
404-17	RDKB CL PARTS (New Washrooms @ Pickleball/Tennis Courts)	Funded	15,000.00
76-18	RDKB Kettle River Watershed Authority (Drought Management Plan) (\$11,303.33 is Approx Amount; Actual Allocation To Be Determined )	Funded	4,963.21
	RDKB Kettle River Watershed Authority (Drought Management Plan) (\$11,303.33 is Approx Amount; Actual Allocation To Be Determined )	Pending or Committed	6,340.12
TOTAL SPENT OR COMMITTED			\$ 491,210.17
TOTAL REMAINING			\$ 260,556.57



Status Report - Gas Tax Agreement Electoral Area 'D' / Grand Forks Rural			
293-16	Grand Forks Aquatic Center (Underwater LED Light Replacement)	Funded	11,508.76
451-16	Phoenix Cross Country Ski Society (Trail Grooming Machine)	Completed	20,512.33
467-17	RDKB (Boundary Transit Capital Funding)	Funded	5,889.00
468-17	RDKB (Boundary Trails Master Plan)	Funded	13,108.73
	RDKB (Boundary Trails Master Plan)	Pending or Committed	6,891.27
76-18	RDKB Kettle River Watershed Authority (Drought Management Plan) (\$11,303.33 is Approx Amount; Actual Allocation To Be Determined )	Funded	4,963.23
	RDKB Kettle River Watershed Authority (Drought Management Plan) (\$11,303.33 is Approx Amount; Actual Allocation To Be Determined )	Pending or Committed	6,340.10
112-18	Grand Forks Community Trails Society (North Fork Trans Canada Trail Surface Installation)	Funded	37,500.00
	Grand Forks Community Trails Society (North Fork Trans Canada Trail Surface Installation)	Pending or Committed	12,500.00
258-18	Boundary Museum Society (Black Hawk Livery Addition (40' x 60') Phase 1)	Funded	45,000.00
	Boundary Museum Society (Black Hawk Livery Addition (40' x 60') Phase 1)	Pending or Committed	15,000.00
298-18	RDKB Grand Forks Curling Rink (Facility Condition Assessment)	Funded	4,450.00
	RDKB Grand Forks Curling Rink (Facility Condition Assessment)	Pending or Committed	4,450.00
TOTAL SPENT OR COMMITTED			\$ 804,701.54
TOTAL REMAINING			\$ 909,874.85

## Status Report - Gas Tax Agreements

### Electoral Area 'E' / West Boundary

**Regional District of Kootenay Boundary  
Status Report - Gas Tax Agreement  
October 31, 2018**



### 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	Received	101,025.90
Allocation to Dec 31, 2018	Estimated	104,558.67

TOTAL AVAILABLE FOR PROJECTS

\$ 1,131,606.30

**Expenditures:**

Approved Projects:

283	Greenwood Solar Power Project	Completed	\$	3,990.00	}	28,500.00
8548	Kettle Valley Golf Club	Completed		20,000.00		
8546	West Boundary Elementary School Nature Park	Completed		13,500.00		
8546E	2010 WBES - Nature Park (expanded)	Completed		15,000.00		
2009/10	Kettle Wildlife Association (heat pump)	Completed		35,000.00	}	41,368.00
2010	Rock Creek Medical Clinic (windows/doors)	Completed		18,347.56		
2010	Kettle Valley Golf Club (Pumps)	Completed		24,834.63		
2011	Kettle Valley Golf Club (Pumps)	Completed		10,165.37		
2011	Kettle Valley Golf Club (Pumps)	Completed		6,368.00	}	44,000.00
2010	Rock Creek Fairground Facility U/G	Completed		14,235.38		
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		15,514.16		
2018	Kettle River Watershed Study	Funded		1,714.29		
	Kettle River Watershed Study	Pending or Committed		518.55		
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)	Funded	11,461.94
	RDKB (Boundary Agricultural & Food Project)	Pending or Committed	2,771.20
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
198-17	Westbridge Recreation Society (Replace Kitchen Westbridge Hall)	Funded	20,699.41
468-17	RDKB (Boundary Trails Master Plan)	Funded	13,108.74
	RDKB (Boundary Trails Master Plan)	Pending or Committed	6,891.26
76-18	RDKB Kettle River Watershed Authority (Drought Management Plan) (\$11,303.33 is Approx Amount; Actual Allocation To Be Determined )	Funded	4,963.24
	RDKB Kettle River Watershed Authority (Drought Management Plan) (\$11,303.33 is Approx Amount; Actual Allocation To Be Determined )	Pending or Committed	6,340.10
152-18	Westbridge Recreation Society (Door Upgrades/ LED Conversion/Curtains & Tracking System)	Completed	7,023.06
154-18	Bridesville Community Club (Hall Addition)	Funded	52,500.00
	Bridesville Community Club (Hall Addition)	Pending or Committed	17,500.00
296-18	Rock Creek & Boundary Fair Association (Assembly Hall Upgrades)	Funded	15,000.00
	Rock Creek & Boundary Fair Association (Assembly Hall Upgrades)	Pending or Committed	5,000.00
297-18	Kettle River Museum (Bunkhouse Upgrades)	Funded	15,000.00
	Kettle River Museum (Bunkhouse Upgrades)	Pending or Committed	5,000.00
467-18	King of Kings New Testament Church (H/E Commercial Dishwasher)	Pending or Committed	6,608.51
TOTAL SPENT OR COMMITTED			\$ 808,276.90
TOTAL REMAINING			\$ 323,329.40

Director Ali Grieve, Electoral Area 'A'				Grants-In-Aid 2018
Balance Remaining from 2017				-\$ 1,066.32
2018 Requisition				\$ 31,516.00
Less Board Fee 2018				\$ (1,216.00)
<b>Total Funds Available:</b>				<b>\$ 29,233.68</b>
RESOLUTION #	DATE	RECIPIENT	DESCRIPTION	AMOUNT
405-17	Oct-17	Beaver Valley Nitehawks	Cost of repairs to bus	\$ 1,500.00
28-18	Jan-18	Tourism Rossland Society	Donation level advertising on Ski Bus	\$ 100.00
28-18		Beaver Valley May Days Society	May Day events	\$ 4,000.00
28-18		Village of Fruitvale	Annual Jingle Down Main events	\$ 1,500.00
78-18	Jan-18	Diane Langman	"Us and Them" movie	\$ 250.00
78-18		Beaver Valley Nitehawks	Assist with operating budget	\$ 1,300.00
78-18		Village of Montrose	BC Family Day events	\$ 300.00
78-18		Zone 6 Kootenay Boundary 55+ Games	Assist with preparation/participation costs	\$ 500.00
113-18	Feb-18	Beaver Valley Recreation	Senior's dinner & dance catering	\$ 1,600.00
113-18		Arthritis Society	Assist with cost of Arthritis Walk	\$ 375.00
156-18	Mar-18	Community Futures Development Corp. Trail	Assist with costs of the 4th Junior Dragon Den	\$ 500.00
			Assist with funding for Special Olympics	
156-18		Special Olympics BC - Trail	Programming	\$ 500.00
156-18		Champion Lakes Golf Course	Assist with improvement to patio	\$ 1,000.00
156-18		Beaver Valley Golf & Country Club	Renewal of one year of fee box advertisement	\$ 210.00
156-18		JL Crowe Secondary	2018 Grad Scholarship	\$ 750.00
170-18	Mar-18	Trail Minor Baseball	2018 Little League Provincials	\$ 500.00
170-18		Village of Montrose	Montrose Family Fun Day	\$ 500.00
180-18		Village of Fruitvale	Senior's Gym	\$ 3,100.00
180-18		Beaver Valley Blooming Society	Filling the flower tubs	\$ 2,000.00
222-18	Apr-18	BV Avalanche Hockey Club	KBRH Health Foundation Fundraising	\$ 1,000.00
222-18		Trail Curling Association	BC Senior Games	\$ 1,000.00
253-18	May-18	Beaver Valley Dynamic Aging Society	Sips & Sparkles	\$ 2,000.00
253-18		Nelson & Fort Sheppard Railway Co.	To assist with 2018 community train rides	\$ 2,000.00
		Rally in the Beaver Valley - Generation to		
386-18	Aug-18	Generation and Women in Need	Assist with charity work	\$ 250.00
420-18	Sep-18	Fruitvale Community Chest	To assist with the Christmas Hamper Program	\$ 1,500.00
<b>Total</b>				<b>\$ 28,235.00</b>
<b>Balance Remaining</b>				<b>\$ 998.68</b>

Electoral Area 'B' /Lower Columbia-Old Glory			Grants-In-Aid 2018	
Balance Remaining from 2017				\$ 1,911.62
2018 Requisition				\$ 22,779.00
Less Board Fee 2018				\$ (879.00)
<b>Total Funds Available:</b>				<b>\$ 23,811.62</b>
RESOLUTION #	DATE	RECIPIENT	DESCRIPTION	AMOUNT
78-18	Jan-18	Diane Langman	"Us and Them" movie	\$ 250.00
78-18		Zone 6 Kootenay Boundary 55+ Games	Assist with preparation/participation costs	\$ 750.00
113-18	Feb-18	Arthritis Society	To assist with cost of Arthritis Walk	\$ 375.00
		Special Olympics BC - Trail	To assist with funding for Trail Special Olympics	
156-18	Mar-18		Programming	\$ 2,500.00
156-18		JL Crowe	2018 Grad Scholarship	\$ 750.00
170-18	Mar-18	Trail Minor Baseball	2018 Little League Provincials	\$ 500.00
170-18	Mar-18	West Kootenay Smoken Steel Car Club	Food, promotions, etc...	\$ 4,000.00
222-18	Apr-18	Trail Curling Association	BC Senior Games	\$ 2,000.00
253-18	May-18	Holy Trinity Parish	To assist with Skool-Aid	\$ 1,800.00
253-18		Rossland Golden City Days	To assist with Golden City Days	\$ 1,000.00
253-18		Woodstove Exchange Top Up	Tyler Hwalstad	\$ 250.00
253-18		Woodstove Exchange Top Up	Deb Borsato	\$ 250.00
306-18	Jun-18	Castlegar Skating Club	To assist with competition	\$ 500.00
341-18	Jul-18	Kootenay Columbia Learning Centre	Assist with 2018 Class Scholarships	\$ 750.00
341-18		Silver City Trap & Skeet Club	Assist with the Re-design of Shooting Field	\$ 4,500.00
		Rally in the Beaver Valley - Generation to Generation and		
386-18	Aug-18	Women in Need	Assist with charity work	\$ 250.00
386-18				
386-18		Columbia and Western Trail Society	To assist with wheelchair access picnic table	\$ 1,875.00
			To assist with the Trail Creek Interpretive Signs project	
420-18	Sep-18	Rossland Society for Environmental Action		\$ 1,000.00
			To assist with Trail Creek Watershed	
420-18	Sep-18	Rossland Society for Environmental Action	Temperature Monitoring	\$ 500.00
420-18	Sep-18	United Way of Trail & District	To assist with the LIFE Kit program	\$ 380.00
<b>Total</b>				<b>\$ 24,180.00</b>
<b>Balance Remaining</b>				<b>\$ (368.38)</b>

Electoral Area 'C'/Christina Lake			Grants-In-Aid 2018	
Balance Remaining from 2017			\$	18,182.27
2018 Requisition			\$	60,640.00
Less Board Fee 2018			\$	(2,340.00)
Total Funds Available:			\$	76,482.27
RESOLUTION #	DATE	RECIPIENT	DESCRIPTION	AMOUNT
28-18	Jan-18	Boundary Family & Individual Services Society	Help support the BF Café	\$ 1,000.00
78-18	Jan-18	Boundary Youth Soccer Association	Assist with operational costs	\$ 2,000.00
78-18		Zone 6 Kootenay Boundary 55+ Games	Assist with preparation/participation costs	\$ 750.00
113-18	Feb-18	Christina Lake Tourism Society	Assist with redesign of website	\$ 2,500.00
113-18		Boundary Museum Society	Assist with cost to upgrade basement office	\$ 4,000.00
156-18	Mar-18	Christina Lake Stewardship Society	Purchase of full size billboard	\$ 1,785.95
156-18		Christina Lake Stewardship Society	Assist with 18th annual lake Clean Up Day	\$ 1,500.00
156-18		Christina Lake Stewardship Society	Assist with Christina Lake Watershed Management Plan Annual Review Meeting	\$ 2,500.00
156-18		Christina Lake Stewardship Society	Assist with Christina Lake Northern Pike Challenge	\$ 500.00
156-18		Little Lakers Learning Centre Society	Assist with Little Lakers Learning Centre Society	\$ 2,500.00
170-18	Mar-18	Boundary Country Regional Chamber of Commerce	Networking, training, workshops, etc...	\$ 2,500.00
222-18	Apr-18	Christina Lake Tourism Society	Business and Visitor Service Training Sessions	\$ 2,300.00
253-18	May-18	Christina Lake Ladies Golf	To assist with annual golf tournament	\$ 500.00
253-18		Christina Lake Elementary School	To assist with the swim program	\$ 3,000.00
253-18		Christina Lake Gateway Community Development Association	To assist with the Herb Hammond presentation	\$ 200.00
253-18		Christina Lake Gateway Community Development Association	To assist with the Homecoming Summerfest	\$ 10,000.00
253-18		Kootenay Robusters Team	To assist with the Dragon Boat team fundraising	\$ 300.00
306-18	Jun-18	Boundary Girls Fastpitch	To assist with tournament	\$ 200.00
306-18		Christina Lake Arts & Artisans Society	To assist with Summer Concert Series	\$ 3,500.00
306-18		Christina Lake Boat Access Society	To assist with annual dump campaign	\$ 400.00
306-18		Christina Lake Community Association	To assist with pancake breakfast	\$ 450.00
306-18		Christina Gateway Community Development Association	To assist with Homecoming	\$ 3,000.00
341-18	Jul-18	Cops For Kids c/o Joan Hiram	To assist with lunch and a donation	\$ 1,000.00
386-18	Aug-18	Christina Lake Community Association	To assist non-profit groups	\$ 1,500.00
386-18		Columbia & Western Trail Society	To assist with wheelchair access picnic table	\$ 1,875.00
387-18		Boundary Country Geocoin Challenge	To assist with Geocoin Challenge	\$ 200.00
387-18		Boundary Community Futures	To assist with Community Centre Study	\$ 2,000.00
420-18	Sep-18	Christina Lake Fire Fighters Society	To assist with Halloween 2018	\$ 3,000.00
420-18	Sep-18	Christina Lake Health Care Auxiliary	To assist with annual Christmas tea fundraiser	\$ 1,000.00
420-18	Sep-18	Christina Lake Stewardship Society	To assist with an Archaeological Assessment	\$ 2,000.00
Total			\$	57,960.95
Balance Remaining			\$	18,521.32



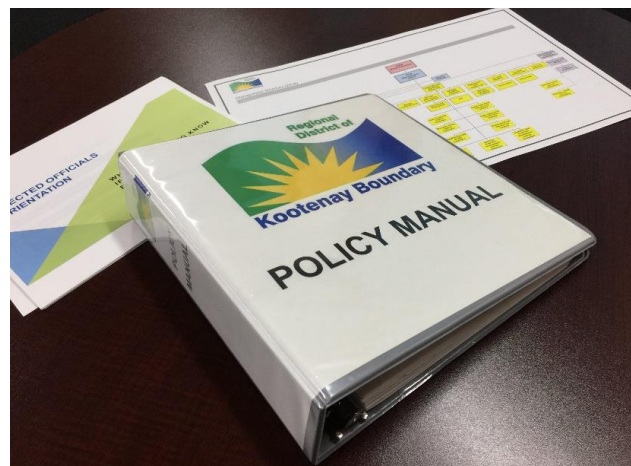
Electoral Area 'D'/Rural Grand Forks			Grants-In-Aid 2018	
Balance Remaining from 2017				\$ 26,704.00
2018 Requisition				\$ 38,485.00
Less Board Fee 2018				\$ (1,485.00)
<b>Total Funds Available:</b>				<b>\$ 63,704.00</b>
RESOLUTION #	DATE	RECIPIENT	DESCRIPTION	AMOUNT
28-18	Jan-18	Boundary Family & Individual Services Society	Help support the BF Café	\$ 1,000.00
78-18	Jan-18	Grand Forks & District Fall Fair	Storage area remedial work	\$ 1,317.00
113-18	Feb-18	Boundary Youth Soccer Association	Assist with operational costs	\$ 2,000.00
156-18	Mar-18	British Columbia Conservation Foundation	To expand the WildSafe BC program	\$ 500.00
		Boundary Musical & Theatre Society	Assist with Beauty and the Beast Production	
156-18				\$ 500.00
156-18		Boundary Wood Workers Guild	Assist with Upgrading of Lighting	\$ 1,000.00
156-18		Rotary Club of Grand Forks	Assist with funding of 2017 Fireworks	\$ 2,000.00
		British Columbia Conservation Foundation	Cancelled as unable to provide program in GF	
156-18	Mar-18			-\$ 500.00
222-18	Apr-18	Grand Forks Art Gallery - Gallery 2	Assist with telephone system replacement	\$ 5,000.00
222-18		Boundary Country Regional Chamber of Commerce	Workshops, seminar, training	\$ 2,500.00
222-18		Grand Forks Junior Ultimate Program	Grand Forks Junior Ultimate Program	\$ 400.00
253-18	May-18	Boundary Invasive Species	To assist with education and monitoring	\$ 750.00
253-18		Christina Lake Gateway Community Development Association	To assist with the Herb Hammond presentation	\$ 200.00
253-18		Grand Forks & Boundary Regional Agricultural Society	To assist with the Grand Forks Learning Garden	\$ 500.00
306-18	Jun-18	Boundary Girls Fastpitch	To assist with team expenses	\$ 250.00
		Kettle River Watershed Coordinator Authority		
386-18	Aug-18	Coordinator	To assist with coordinator training	\$ 1,655.00
387-18		Boundary Country Geocoin Challenge	To assist with Geocoin Challenge	\$ 200.00
387-18		Boundary Community Futures	To assist with Community Centre Study	\$ 4,000.00
420-18	Sep-18	Grand Forks & District Fall Fair	To assist with fencing rental	\$ 1,600.00
420-18	Sep-18	Kettle Valley Food Co-op	To assist with Harvest Festival	\$ 500.00
478-18	Oct-18	Rotary Club of Grand Forks	To assist with Halloween Bonfire	\$ 2,500.00
<b>Total</b>				<b>\$ 27,872.00</b>
<b>Balance Remaining</b>				<b>\$ 35,832.00</b>

Electoral Area 'E'/West Boundary		Grants-In-Aid 2018		
Balance Remaining from 2017				\$ 24,657.51
2018 Requisition				\$ 86,748.00
Less Board Fee 2018				\$ (3,348.00)
<b>Total Funds Available:</b>				<b>\$ 108,057.51</b>
Column1	Column2	Column3	Column4	Column5
RESOLUTION #	DATE	RECIPIENT	DESCRIPTION	AMOUNT
28-18	Jan-18	Trails to Boundary Society	Support website administrator	\$ 1,000.00
113-18	Feb-18	Boundary Central Secondary School	Foodsafe training for 20 students	\$ 1,000.00
113-18		Bristish Columbia Conservation Foundation	To expand the WildSafe Bc program	\$ 1,000.00
113-18		Bristish Columbia Conservation Foundation	Cancelled as unable to provide program in Area	-\$ 1,000.00
222-18	Apr-18	Boundary All Nations Aboriginal Council	Celebration of National Indigenous Day	\$ 1,000.00
222-18		West Boundary Sustainable Foods and Resources Society	To assist with seed savings in the West Boundary	\$ 500.00
253-18	May-18	Big White Mountain Community Development	To assist with movie nights	\$ 1,500.00
253-18		Big White Mountain Community Development	To assist with volunteer t-shirts	\$ 450.00
253-18		Boundary Central Secondary School	To assist with Red Cross certifications	\$ 1,000.00
253-18		Christina Lake Gateway Community Development Association	To assist with Herb Hammond presentation	\$ 850.00
253-18		Discover Rock Creek	To assist with economic development	\$ 3,000.00
253-18		Greenwood Board of Trade	To assist with Founder's Day	\$ 1,500.00
253-18		Greenwood Board of Trade	To assist with tent purchase	\$ 1,000.00
253-18		Midway Community Association	To assist with Halloween and Christmas celebrations	\$ 500.00
253-18		Parkview Manor	To assist with Food Safe celebrations	\$ 120.00
253-18		Rock Creek & boundary Fair Association	To assist with projector screen purchase	\$ 400.00
253-18		West Boundary Elementary School	To assist with tip to Vancouver & Victoria	\$ 1,000.00
306-18	Jun-18	Boundary Invasive Species	To assist with education & monitoring	\$ 750.00
306-18		Boundary Woodlot Association	To assist with emergency preparedness	\$ 885.13
306-18		Greenwood & District Public Library	To assist with Summer Reading Club	\$ 300.00
306-18		Midway Public Library	To assist with opening membership to Area 'E'	\$ 4,000.00
306-18		Parkview Manor	To assist with Emerg. First Aid Training	\$ 120.00
306-18		Trails to Boundary Society	To assist with website & Insider project	\$ 9,100.00
386-18	Aug-18	Big White Mountain Community Development	To assist with community needs assessment	\$ 5,000.00
386-18		Big White Mountain Community Development	To assist with insurance	\$ 1,500.00
386-18		Big White Mountain Community Development	To assist with storage unit	\$ 3,000.00
386-18		Boundary Habitat Steward - Grandby Wilderness Society	To assist with West Boundary Wildlife Count	\$ 600.00
386-18		Greenwood Fire Department	To assist with Food safe training	\$ 120.00
386-18		Jewel Lake Environmental Protection	To assist with meeting costs	\$ 100.00
386-18		Kettle River Food Share Society	To assist with food safe course	\$ 60.00
386-18		Kings of New Testament Church	To assist with food safe training	\$ 120.00
387-18		City of Greenwood	To assist with municipal swimming pool	\$ 1,750.00
478-18		Beaverdell Community Club	To assist with Halloween Party	\$ 400.00
478-18		Discover Rock Creek Society	To assist with Rock Creek Market Insurance	\$ 894.00
478-18		Kettle River Food Share Society	To assist with purchase of food	\$ 3,000.00
478-18		Midway Volunteer Fire Department	To assist with Food Safe Courses	\$ 120.00
<b>Total</b>				<b>\$ 46,639.13</b>
<b>Balance Remaining</b>				<b>\$ 61,418.38</b>



# Electoral Area Administration

## 2019 Work Plan



### ELECTORAL AREA ADMINISTRATION

2018  
Mark Anderson, CAO



## Electoral Area Administration

### 2019 Work Plan

**Service Name:** Electoral Area Administration

**Service Number:** 002

**Committee having jurisdiction:**  
Electoral Area Services

**General Manager/Manager Responsible:**  
Mark Andison, CAO / Theresa Lenardon, Manager of Corporate Administration

**Description of Service:**

1. Provision of broad legislative, legal, financial, and administrative support to Electoral Area Directors.
2. Corporate obligations are similar to those of a “clerk” and which are legislatively required for this position in relation to Electoral Area Administration include the following powers, duties and functions:
  - a. ensure meeting agendas and minutes are prepared
  - b. keeping bylaws
  - c. acts as Commissioner for taking Oaths and Affidavits
  - d. certifying documents and custody of the Corporate Seal
  - e. processes and manages official documents related to land transactions and property transfers
  - f. corporate legal matters
  - g. Chief Elections Officer
  - h. Freedom of Information Protection of Privacy Officer
  - i. Paper and electronic records management



**Establishing Authority:**

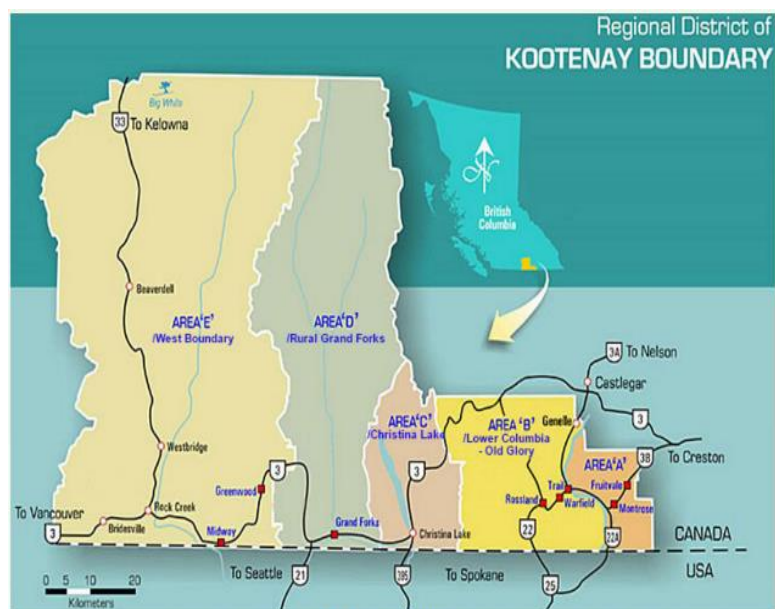
*Local Government Act* Sections 233, 234, 236, 263  
 RDKB Officer Establishment Bylaw No. 1050, 1999

**Requisition Limit:**

Not applicable.

**Regulatory/Administrative Bylaws:**

- *Local Government Act*
- *Community Charter*
- RDKB Procedure Bylaw No. 1616, 2016
- *Freedom of Information and Protection of Privacy Act*
- RDKB Elections and Referendum Conduct Bylaw No. 1608

**Service Area Map:****Service Participants:**

All electoral areas.

**Service Levels:**

1. Bylaws: Elections and Referendums Conduct Bylaw, Loan Authorization Bylaws, Conversion Bylaws (from SLPs to Establishment) Taxation Exemption Bylaws, Service Establishment and Service Establishment Amendment Bylaws.
2. Arrangement and management of Electoral Area Directors Travel and Registration for attendance at Conferences, Conventions, meetings etc. (e.g. Electoral Area Directors Forum AKBLG, LGLA, UBCM, FCM etc.).
3. Chief Elections Officer for General Local Government Elections, Bi-Elections, Alternative Approval Process and Referenda.
4. AKBLG and UBCM Resolutions.
5. Oversees, manages and is first point of contact for employees regarding the RDKB Employee and Family Assistance Program (EFAP).

**Human Resources:**

1. CAO
2. Manager of Corporate Administration/Corporate Officer
3. Corporate Communications Officer
4. Executive Assistant
5. Clerk/Secretary Receptionist

**2018 Requisition/Budgeted Expenditures:**

\$191,646/\$622,518

**2018 Significant Accomplishments:**

1. The Chief Election Officer and staff administered 2018 electoral area election process.
2. The Chief Election Officer and staff administered two referendum processes:
  - a. The Boundary Integrated Watershed Service Establishment Bylaw referendum; and
  - b. The East End Sewer Assets Disposition referendum.

**Significant Issues and Trends:**

1. Ongoing improvement in efficiency and effectiveness of action items, tasks, duties, etc.
2. Increasing involvement with non-profit, cultural, social and natural resource planning and initiatives requiring efforts with more partnership agreements and grant opportunities.

### 2019 Projects:

**Project: Recruitment and Engagement of a Bylaw Enforcement Coordinator**

The Electoral Area Services Committee has expressed an interest in increasing the capacity of the Regional District to enforce its bylaws by adding a dedicated bylaw enforcement staff resource to the organization.

#### Current Regulatory Bylaws

The Regional District is entitled to enforce any regulatory bylaws that it has adopted, to levy penalties and/or require compliance with those bylaws. The regulatory bylaws currently in effect in the RDKB that are currently enforceable include:

- Electoral Area 'A' Zoning Bylaw No. 1460, 2014;
- Electoral Area 'B' Zoning Bylaw No. 1540, 2015;
- Electoral Area 'C' Zoning Bylaw No. 1300, 2007;
- Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299, 2005;
- Electoral Area 'E'/ Big White Ski Resort Zoning Bylaw No. 1166, 2001;
- Electoral Area 'E'/Mount Baldy Ski Resort Zoning Bylaw No. 1340, 2010;
- Electoral Area 'E'/Jewel Lake Zoning Bylaw No. 855, 1995;
- Electoral Area 'E'/Bridesville Townsite Rural Land Use Bylaw No. 1485, 2012;
- Electoral Area 'A' OCP Bylaw No. 1410, 2010 (Development Permit Provisions);
- Electoral Area 'B'/Lower Columbia-Old Glory OCP Bylaw No. 1470, 2012 (Development Permit Provisions);
- Electoral Area 'C'/Christina Lake OCP Bylaw 1250, 2004 (Development Permit Provisions);
- Electoral Area 'E'/Big White Ski Resort OCP Bylaw No. 1125, 2001 (Development Permit Provisions);
- Electoral Area 'E'/Mount Baldy Ski Resort OCP Bylaw No. 1335, 2007 (Development Permit Provisions);
- Regional District of Kootenay Boundary Heritage Designation Bylaw No. 1236, 2004;
- Regional District of Kootenay Boundary Floodplain Management Bylaw No. 677, 1995;
- Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449, 1985;
- Regional District of Kootenay Boundary Mobile Home Park Bylaw No. 97, 1975;
- Regional District of Kootenay Boundary Electoral Area 'A' and 'B' Dog Control and Licensing Bylaw No. 1117, 2000;
- Regional District of Kootenay Boundary Boundary Animal Control Bylaw No. 1550, 2014;
- Big White Noise Control Bylaw No. 1431, 2009
- Solid Waste Management Facilities Regulatory Bylaw No. 1605, 2016

Most of the regulatory bylaws that the RDKB currently has in place are land use bylaws. Bylaw enforcement work is regularly undertaken by Planning Department staff with respect to the various land use bylaws that the department administers. Staff work with property-owners, on a complaint basis, to seek compliance relating to variety of land use matters. The legal tools currently available to

the RDKB to penalize non-confirming property-owners, or to achieve compliance, are either long-form prosecution or court-ordered injunction. The tool generally utilized, when all other avenues available to seek compliance have failed, is to pursue a court injunction. If successful, an injunction can result in the non-compliant situation being remedied, whereas a long-form prosecution may simply result in a fine to the property-owner. The threat of the costs and legal consequences associated with the RDKB initiating injunctive proceedings is often sufficient motivation for property-owners to comply with the bylaw.

The Building Inspection Department regularly enforces RDKB Building and Plumbing Bylaw No. 449, 1985. There is a statutory tool available to local governments under Section 57 of the Community Charter that provides authority for local governments to register a notice on the title of properties to warn prospective purchasers and interest holders that construction activity has occurred on the property in contravention of a building bylaw. While this tool is intended alert prospective purchasers of problems associated with a property, it also has the effect of facilitating compliance - as it makes it more difficult for the owner to sell the property as purchasers, and the financial institutions that provide mortgage funding to those purchasers, are often reluctant to invest in a non-conforming property.

The two animal control bylaws listed above are also a regular source of bylaw enforcement activity, through the RDKB's two contracted animal control service providers - the BC SPCA in the east end and the Commissionaires in parts of the Boundary. The main enforcement tool available to animal control officers is the impoundment of animals and the fees associated with impoundment. As with other types of regulatory bylaws, the implementation of the Bylaw Dispute Adjudication System will provide animal control officers with a significantly improved bylaw enforcement tool, as they will be able to issue "bylaw notices" with the associated fines for a range of offenses identified in the animal control bylaws (eg, having a dog off leash in a public space, not picking up after a dog).

Most of the other RDKB regulatory bylaws listed above have very little enforcement demand. The Big White Noise Bylaw is the exception, as there are regularly noise complaints during the winter season at Big White. The RDKB's current community security contractor appears to have been fairly successful in achieving compliance with noisy occupiers of residences simply by notifying them of the noise bylaw and requesting compliance. A regular security presence and monitoring appears to be working, in most cases.

#### Potential Regulatory Bylaws

There is a range of other regulatory bylaws that the RDKB may wish to consider adopting, if it is deemed that there is a need to regulate those issues. Many of these fall under Part 9, Division 6 of the Local Government Act - Noises, Nuisances, and Disturbances. For any of these issues to be regulated, the RDKB would first need to establish a service specifically for the control of those issues, as was done with the adoption of the Big White Noise Control Service Establishment Bylaw No 1386, 2008. Once a service establishment bylaw is adopted, the Regional District would have the authority to regulate and enforce bylaws enacted under that service. Typical bylaws would be noise control bylaws, unsightly premises bylaws, nuisance bylaws (controlling smoke, dust, odour, etc.), and fireworks bylaws. The assent of electors is required to establish any of these regulatory services. Once



a service establishment bylaw is adopted, the Board would then have to turn its attention to drafting and adopting a regulatory bylaw which, once adopted, would be enforceable.

The Bylaw Dispute Adjudication System as an Alternative Model of Bylaw Enforcement for the RDKB

Bylaw infractions are a common occurrence in any local government that enacts regulatory bylaws. Bylaw adjudication is an alternative to the Court-based model currently in place to enforce bylaw violations (e.g. long-form prosecution or injunctive proceedings). Through the *Local Government Bylaw Notice Enforcement Act*, bylaw adjudication provides a framework for a non-judicial system for local governments to deal with bylaw enforcement disputes. Under the Act, local governments may adopt a Bylaw Notice Enforcement Bylaw to establish a Bylaw Notice and Dispute Adjudication system which largely replaces the Provincial Court as a venue for resolving minor bylaw breaches and disputes.

Initiating formal court proceedings can be costly, and some municipalities choose to avoid these enforcement costs by abandoning enforcement if voluntary compliance is not forthcoming. The goal of the Bylaw Notice model is to create a simple, fair, and cost-effective system for dealing with minor bylaw infractions

There are a couple of key features of the Bylaw Notice Dispute Adjudication System:

1. It provides local government with authority to deal with bylaw contraventions by way of a bylaw. Authority is obtained from the Lieutenant Governor in Council.
2. It establishes the penalty as a debt owed to the local government.

There are three key components of the system:

- I) Bylaw Notices do not have to be delivered via personal service. The notice can be delivered via a "windshield" service, which allows delivery of the Bylaw Notice to be left on a vehicle, at a residence, or via Canada Post etc.
- II) A Screening Officer, who acts in a dispute resolution role facilitates compliance through various approaches and tools.
- III) Adjudications can be heard at arms-length by an "agent", in writing (including e-mail), in person, via telephone or via teleconference by experienced, professional Adjudicators who are appointed by the Attorney General. The Adjudicator bases decisions on a clearly written bylaw, whether or not a contravention did in fact occur and the balance of probability. The Adjudicator's decision is final and conclusive. Should the disputant still not pay the fine, the matter would be referred to a collection agency and should the fine not be collected for some reason by the collection agency, the debt would be registered as a lien against the disputant's property.

The enabling bylaw, the Bylaw Notice Enforcement Bylaw:

- designates the regulatory bylaws that may be dealt with by the Bylaw Notice,
- establishes penalties for violations,
- sets out staff positions for issuing a Bylaw Notice,
- establishes pay periods for violations,
- establishes a bylaw notice dispute adjudication system to resolve disputes, and

- establishes the position of Screening Officer, by class of person, powers, duties and functions, the power to enter into compliance agreements.

#### Summary - Benefits and Opportunities

In addition to the advantages noted above, further benefits of the Bylaw Enforcement Notice system for enforcing minor bylaw infractions include:

1. **Improved Service to Citizens:** The existing Court-based model is complicated, time consuming, costly and lengthy. Local governments that have adopted the Bylaw Notice Dispute Adjudication System have indicated that not only are citizens pleased with the flexibility of dispute scheduling (adjudication hearings may be held at various times of day in various locations), they see bylaw adjudication as being more credible and meaningful. Local governments that have implemented bylaw adjudication have found that the increased credibility leads to increased payment rates and reduced bylaw dispute rates (e.g. more people opt to pay without disputing).
2. **Increased Revenue and Operating Efficiencies:** Under this system, all penalties are due and payable upon receipt unless disputed. As such, the local government can proceed with the collection of all unpaid penalties, after specific steps are taken as defined by the *Local Government Bylaw Notice Enforcement Act* and the local government Bylaw Notice Enforcement Bylaw. Further, staff are not required to attend the adjudication hearings in person and therefore have more time to work on other projects and or daily operations.
3. **Disputes can be resolved in one to two months as opposed to six months or longer in the Courts.**
4. **Partnerships:** It is possible to partner with member municipalities, adjacent municipalities and or regional districts which may be using this model to share Screening Officers and adjudication hearings.
5. **RCMP:** It is also possible to include members of the RCMP with authority to issue the Bylaw Notices/tickets.

#### The Bylaw Dispute Adjudication System

Electoral Area Services Committee members have expressed an interest in improved bylaw enforcement. The Bylaw Dispute Adjudication System, when implemented, will provide the Regional District with a significantly improved tool for enforcing regulatory bylaws. But, the system will apply only to those regulatory bylaws that we currently have in place (above). If there is an interest in enacting additional regulatory bylaws that control noise, unsightly premises, and nuisances, the Board will be required to seek the assent of electors to adopt new service establishment bylaws relating to those new regulatory services.

The implementation of the Bylaw Dispute Adjudication System will provide significantly improved bylaw enforcement tool for all of the Regional District's regulatory services. The ability to issue bylaw notices, with the associated fines, will constitute a powerful bylaw enforcement tool. However, there

will need to be someone dedicated to coordinating the system (delivering notices, establishing timelines, acting as the screening officer, referring contested notices to an adjudicator, drafting compliance agreements, etc.).

Further information on the Bylaw Dispute Adjudication System:

<https://www.ubcm.ca/assets/library/Policy~Topics/Governance/Bylaw~Dispute~Adjudication/Bylaw%20Adjudication%20Toolkit%202005.pdf>

#### 2019 Work Plan Objectives Related to Bylaw Enforcement Coordinator Position

The objectives with respect to the Bylaw Enforcement Coordinator position in 2019 are as follows:

1. Include all costs associated with a new Bylaw Enforcement Coordinator in the Electoral Area Administration annual budget and five-year financial plan;
2. Recruit an individual to assume the bylaw enforcement responsibilities that are currently being undertaken by Planning Department staff;
3. Upon filling the new position, the Bylaw Enforcement Coordinator will pursue two primary functions:
  - a. Coordinating day-to-day bylaw enforcement activities currently undertaken by Planning Department staff; and
  - b. Developing a Bylaw Dispute Adjudication System for the Regional District of Kootenay Boundary through the drafting of a “Bylaw Enforcement Notice and Dispute Adjudication System Bylaw”, as well as the establishment of the associated bylaw notice, screening, and adjudication process. Once the system is established, the Bylaw Enforcement Coordinator will be responsible for coordinating the new system under the supervision of the Manager of Planning and Development, similarly to the process shown below.

## Bylaw Notice Dispute Adjudication Process







# AREA B Parks and Trails Service

## 2019 Work Plan 1st Draft



REGIONAL PARKS AND TRAILS – AREA B/LOWER COLUMBIA-OLD GLORY SERVICE

2018

Mark Daines, Manager of Facilities and Recreation



## AREA B Parks and Trails Service

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**Service Name:** Regional Parks and Trails – Area B

**Service Number:** 014

**Committee Having Jurisdiction:** East End Services Committee

**General Manager/Manager Responsible:**

Mark Daines, Manager of Facilities and Recreation

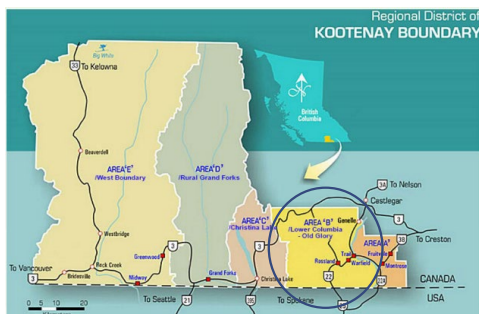
**Description of Service:**

The Regional Parks and Trails service for Area B/Lower Columbia-Old Glory provides capital asset management and reimbursement support to residents in Area B .

**Establishing Authority:**

Regional District of Kootenay Boundary Establishment Bylaw No. 1637, 2008, and amendments thereto (Bylaw No. 1517, excluding Electoral Area C)

**Service Area Map:**



**Requisition Limit:**

The greater of \$270,000

**2018 Requisition / Budgeted Expenditures:**

The Requisition is \$231,759 and the Expenditures are \$357,055

**Regulatory or Administrative Bylaws:**

N/A

**Service Area / Participants:**

Electoral Area B (Lower Columbia)

**Service Levels:**

Under the direction of the Area B Director, the Manager of Facilities and Recreation is responsible for overseeing project management for capital improvements.

Approximately 10% of the manager's time is taken up with this service.

**Human Resources:**

- Manager of Facilities and Recreation
- Area B Recreation Committees
- RDKB staff
- Independent Contractors
- RDKB Corporate Administration Dept.
- RDKB Finance Department
- RDKB Planning Department

**2018 Accomplishments:**

Installation of a new Pickleball court in Oasis Community Park at a cost of \$85,000.

A grant of \$35,000 was awarded from the Columbia Basin Trust for this project.

Lansdcaping project in Oasis Community Park at a cost of \$9,000.

Washroom facility in Rivervale Park at a cost of \$30,000

**Significant Issues and Trends:**

Demographic Trends in Area B population show an increase from 2006 to 2016:

- 2006 1,418 Residents
- 2011 1,395 Residents
- 2016 1,442 Residents

**Occupational Health and Safety**

The RDKB is strongly committed to occupational health and safety and dedicates considerable staff and financial resources to fulfill our commitment. There is an active Joint Labour/Management OH&S Committee that meets and conducts inspections regularly. The OH&S Committee has participants from all departments. In addition, every department conducts regular safety meetings and inspections specific to the department. For 2018, the Facilities and Recreation Department will commit up to 3 full-time equivalent staff to OH&S responsibilities.

**2019 Projects:**

**Project:** Recreation Facility Addition

**Project Description:**

Installation of a Gazebo at the Oasis Community Hall.

**Project Timelines and Milestones: May-August 2019**



**Project Risk Factors:**

This project it is weather dependent. Some other risk factors may include unknown ground conditions.

**Internal Resource Requirements:**

The involvement of other departments will be required to some extent in relation to this project. Corporate Administration will be involved in approving and sending and filing contracts. Involvement from Finance staff will be required to secure the financing for the project.

**Estimated Cost and Identified Financial Sources:**

The cost estimate allocated for budgeting purposes for the project is \$2,500.

**Relationship to Board Priorities:**

It meets the strategic priorities of the RDKB's strategic plan which is to "Develop plans to address aging infrastructure in services to ensure sustainable services", and that "We will ensure we are pro-active in funding our service".

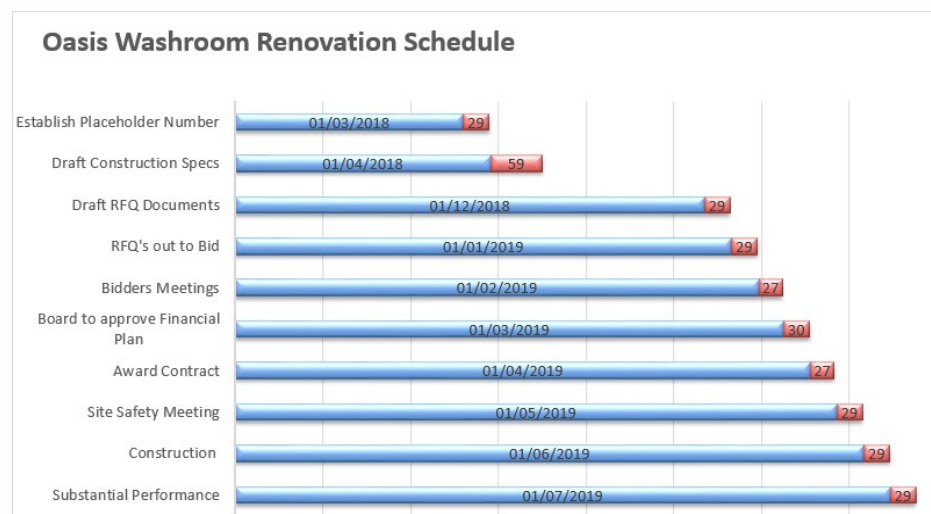
**Project:** Recreation Facility Renovation

**Project Description:**

Design, tendering, and re-construction of washroom facilities at the Oasis Community Hall.



**Project Timelines and Milestones:** May 2019-August 2019



**Project Risk Factors:**

This project it is weather dependent. Some other risk factors may include unknown ground conditions.

**Internal Resource Requirements:**

The involvement of other departments will be required to some extent in relation to this project. Corporate Administration will be involved in approving and sending and filing contracts. Involvement from Finance staff will be required to secure the financing for the project.

**Estimated Cost and Identified Financial Sources:**

The cost estimate allocated for budgeting purposes for the project is \$60,000. A grant application has been submitted to the Columbia Basin Trust to potentially offset the cost.

**Relationship to Board Priorities:**

It meets the strategic priorities of the RDKB's strategic plan which is to "Develop plans to address aging infrastructure in services to ensure sustainable services", and that "We will ensure we are pro-active in funding our service".



# Christina Lake Parks & Recreation Commission – Program Service

2019 / 2020 Work Plan



CHRISTINA LAKE TRIATHLON EVENT

2018

Tom Sprado, Manager of Facilities & Recreation  
(Updated Oct 3/18)



## Christina Lake Parks & Recreation Commission – Program Service

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### 2019 / 2020 Work Plan

**Service Name:** Christina Lake Recreation Commission “Program”

**Service Number:** 023

**Committee Having Jurisdiction:**

Electoral Area ‘C’ Parks & Recreation Commission – Bylaw No. 1429 - provides recommendations to Regional District of Kootenay Boundary Board of Directors

**General Manager/Manager Responsible:**

James Chandler, General Manager of Operations / Deputy CAO  
Tom Sprado, Manager of Facilities & Recreation

**Description of Service:**

Establishing and funding a Recreation Commission with Electoral Area ‘C’ for the purpose of providing recreational programming within Electoral Area ‘C’.

**Establishing Authority:**

Section 323 RSBC, Local Government Act (formerly Section 796)  
Supplementary Letters Patent dated July 16, 1971 amended by Supplementary Letters Patent dated May 15, 1978  
Bylaw 767 adopted October 28, 1993  
Bylaw 807 adopted April 28, 1994

**Requisition Limit:**

The maximum amount that may be requisitioned annually shall not exceed \$0.50 per \$1000.00 of net taxable assessed values



**2018 Requisition / Budgeted Expenditures / Actual Expenditures:**

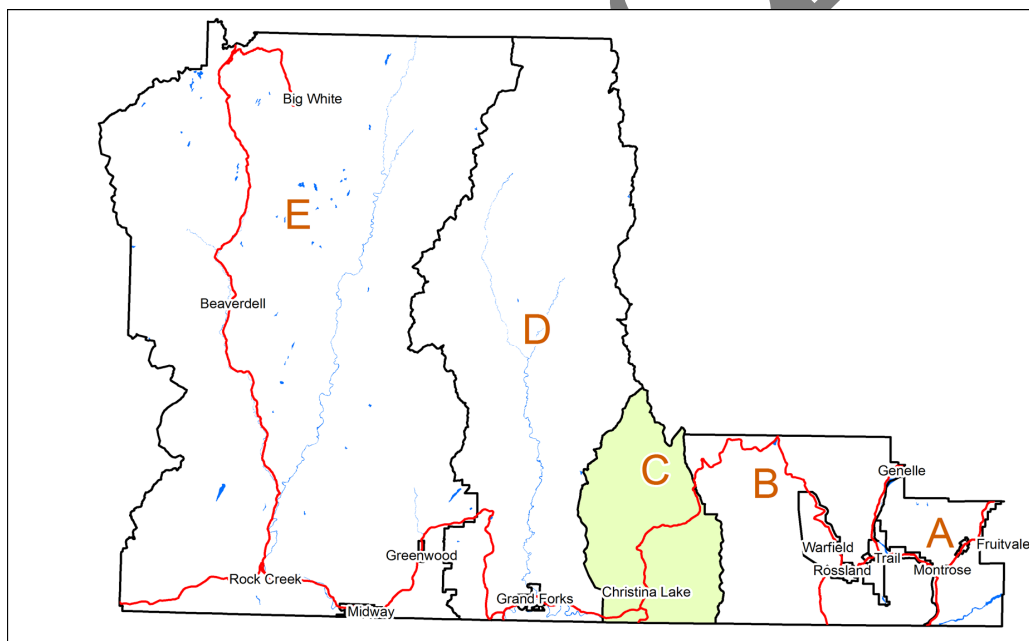
\$53,328 / \$80,719 / tbd

**Regulatory or Administrative Bylaws:**

N/A

**Service Area / Participants:**

All of Electoral Area 'C' of the Regional District of Kootenay Boundary.



### **Service Levels**

The Christina Lake Parks & Recreation Commission meets the second Wednesday of the month (minimum of 8 meetings per year).

The role of the Commission is to encourage, assist and advise on the development of Community Recreation. Under the guidance of the Commission, Recreation Department staff are empowered with the following responsibilities:

- a) To organize and conduct a recreation program/s;
- b) to establish scales of admission charges;
- c) may conduct or have cause to conduct surveys of recreational facilities, areas and programs for the future;
- d) to ensure collection of all revenues accruing to the said operations and transmit said collections to the Regional District;
- e) to determine operational rules and procedures;
- f) prepare documents for tendering purposes and/or, request for proposals documents for special projects
- g) prepare and submit for grant applications
- h) any other responsibilities that may be delegated by resolution of the Regional District Board.

Administrative Services are provided to the Commission including keeping of Minutes and Preparing Budgets.

### **Human Resources:**

Contracted services with Grand Forks & District Recreation Commission allows for the Manager of Facilities & Recreation and other GFREC support staff to assist with recreational programming and provide the administrative services for the Christina Lake Parks & Recreation Commission

**2018 Accomplishments:**

- Continue with the Stretching for Mobility & Morning Fitness programs
- Continue with the summer swim lessons at beach (31 participants) and school swim lessons (up to 75 participants)
- Successfully organized the 2018 Sand Sculpture Event. (60 people)
- Submitted an application to the UBCM Gas Tax Program Services – Strategic Priorities Fund for the construction of a pedestrian bridge across Christina Creek at Christina Lake in the amount of \$1,628,000 – Funding was not approved.
- The Christina Lake Triathlon Event was cancelled in 2018 due to high water.

**Significant Issues and Trends:**

Developing Parks and Trails in Area 'C' is challenging as Electoral Area "C" is consider a high archeological area. Projects like the Disc Golf Course and Kettle River Walk Trail are impacted as the two sites need an archeological impact assessments – Cost for one study is up to \$50,000 with no guarantee that the project can be develop.

Parks and Trail development will require assistance from the planning department to meet the regulatory requirements. Land to be developed is owned by the Province of BC- therefore requiring RDKB to attain a License of Occupation for any development.

2018 /2019 Projects: N/A

Project:

Project Description:

Project Timelines and Milestones:

Project Risk Factors:

Internal Resource Requirements:

Estimated Cost and Identified Financial Sources:

Relationship to Board Priorities:

Draft



# Recreation Facilities Christina Lake

2019 / 2020 Work Plan



**CHRISTINA LAKE PICKLE BALL COURTS**

2018

Tom Sprado, Manager of Facilities & Recreation  
(Updated Oct 3/18)





## Recreation Facilities Christina Lake

### 2019 / 2020 Work Plan

**Service Name:** Recreation Facilities Christina Lake

**Service Number:** 024

**Committee Having Jurisdiction:**

Electoral Area 'C' Parks & Recreation Commission – Bylaw No. 1429 - provides recommendations to Regional District of Kootenay Boundary Board of Directors

**General Manager/Manager Responsible:**

James Chandler, General Manager of Operations / Deputy CAO  
Tom Sprado, Manager of Facilities & Recreation

**Description of Service:**

Providing financial aid to organizations offering recreation services and for those responsible for maintaining and operating community facilities

**Establishing Authority:**

Section 323 RSBC, Local Government Act (formerly Section 796)  
Bylaw 1036 adopted October 29, 1998

**Requisition Limit:**

The maximum requisition is \$40,000 collected by a parcel tax

**2018 Requisition / Budgeted Expenditures / Actual Expenditures:**

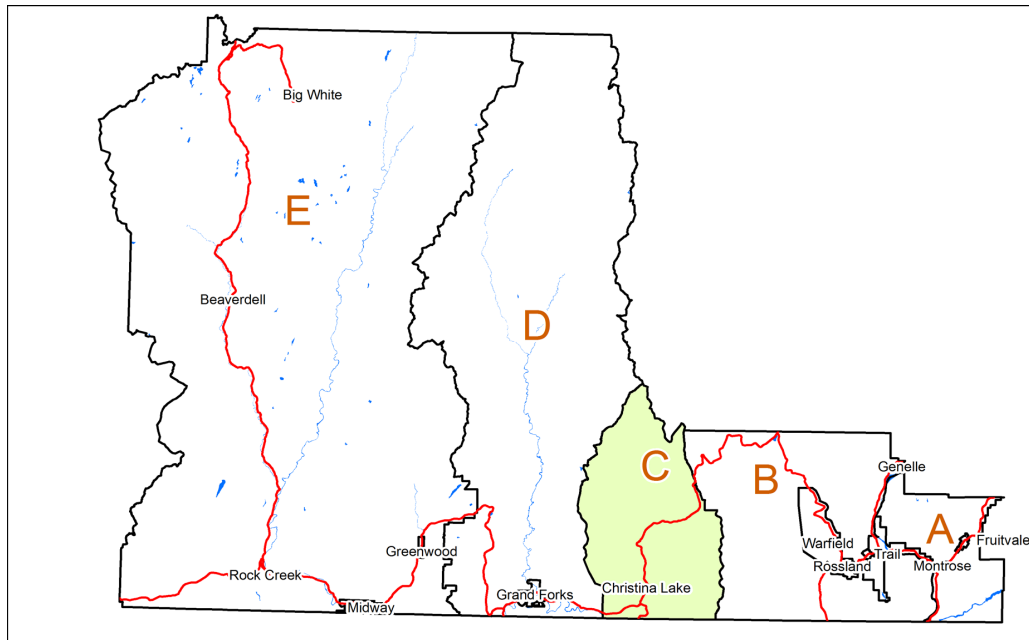
\$40,000 / \$48,406 / tbd

**Regulatory or Administrative Bylaws:**

N/A

**Service Area / Participants:**

All of Electoral Area 'C' of the Regional District of Kootenay Boundary.

**Service Levels**

To provide financial aid to organizations providing recreation services and facilities and organizations responsible for maintaining and operating community facilities.

**Human Resources:**

There is no RDKB staff directly employed by this service.

Service 023 provides the funding for - Contracted Services with Grand Forks & District Recreation Commission allowing the Manager of Facilities & Recreation and GFREC support staff to provide the administration services for the Christina Lake Parks & Recreation Commission.

**2018 Accomplishments:**

Funds are allocated to the following 2018 community groups projects/programs:

Christina Lake Community Association: (up to \$25,000)

- Installation of new stove (\$16,901)
- Start of construction for new storage building (\$8,099)

Pickle Ball/Tennis Group – up to \$5,000

Community Hall Grounds (RDKB) – up to \$3,060

**Significant Issues and Trends:**

Aging infrastructure - A need for more Capital improvements will be required as the components of the facilities age.

**2019 /2020 Projects:**

**Project:** To provide financial aid to organizations providing recreation services and facilities and organizations responsible for maintaining and operating community facilities

**Project Description:** Project submissions end of October 2018.



- Christina Lake Community Association
  - 1) Completion of New Storage Building
- Pickleball Courts/Tennis Courts – Groups
  - 1) Court Improvements
- Community Hall Grounds
  - 1) Equipment and Property Improvements



# Christina Lake Regional Parks and Trails

2019/ 2020 Work Plan



**END OF JOHNSON ROAD**

2018

Tom Sprado, Manager of Facilities & Recreation  
(Updated Nov 1/18)





## Christina Lake Regional Parks and Trails

### 2019/ 2020 Work Plan

**Service Name:** Christina Lake Regional Parks & Trails

**Service Number:** 027

**Committee Having Jurisdiction:**

Electoral Area 'C' Parks & Recreation Commission – Bylaw No. 1429 - provides recommendations to Regional District of Kootenay Boundary Board of Directors

**General Manager/Manager Responsible:**

James Chandler, General Manager of Operations / Deputy CAO  
Tom Sprado, Manager of Facilities & Recreation

Goran Denkovski, Manager of Infrastructure and Sustainability

**Description of Service:**

The Regional District of Kootenay Boundary Board of Directors may provide for the acquisition, control, management, maintenance, operation and use of the regional parks and trails established and may provide financial assistance to those organizations providing a service in the protection of Christina Lake and watersheds.

**Establishing Authority:**

Section 80135(2) of the Local Government Act  
Bylaw 1339 adopted August 30, 2007

**Requisition Limit:** There is no requisition limit.

**2018 Requisition / Budgeted Expenditures / Actual Expenditures:**

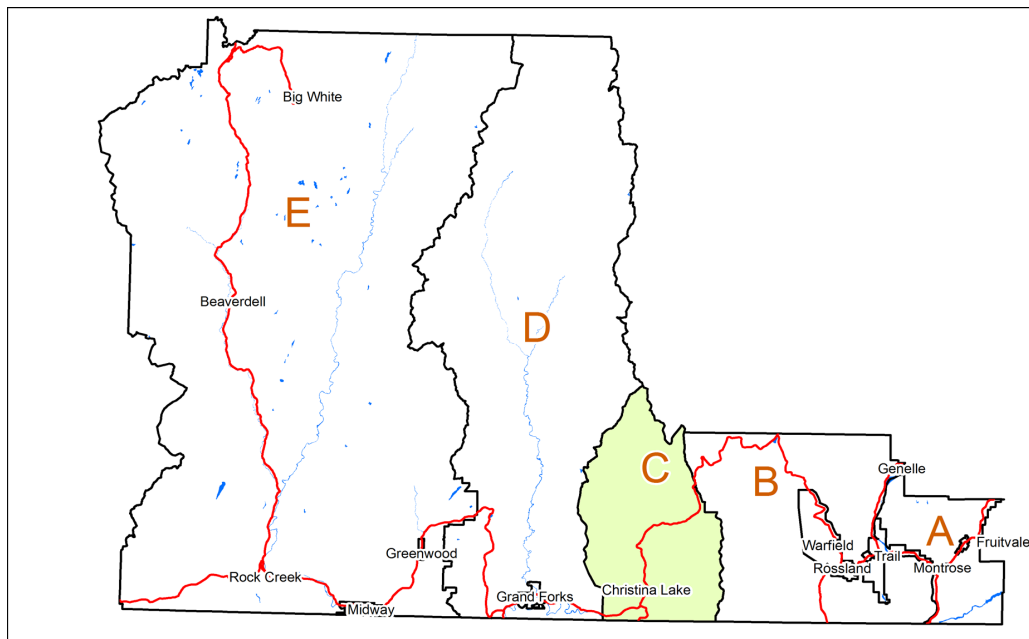
\$298,780/ \$1,642,897 / tbd

**Regulatory or Administrative Bylaws:**

N/A

**Service Area / Participants:**

All of Electoral Area 'C' of the Regional District of Kootenay Boundary.

**Service Levels:**

The service funds development and maintenance projects within the Area 'C' Parks and Trail network.

The 2018 budget supports:

- Grants to Local Organizations
  - i) Christina Gateway Programming (\$45,000)
  - ii) Citizens on Patrol 'COP' (\$1,000)
  - iii) Phoenix Ski Hill (\$2,000)
  - iv) Trans Canada Trail (\$500)
- Stewardship Society (\$31,606)
- Derelict Dock Projects (\$5,000)
- Moro Bridge Removal (\$5,000)
- Park Security/RCMP Summer Constable (\$17,000)
- Christina Lake Solar Aquatic System (\$17,500)
- Trail Maintenance and Development (up to \$30,000)
- Invasive Plant Control (\$8,000)
- Dangerous Tree Removal (\$5,000)
- Boat Dock Maintenance at end of Larson Road (\$5,000)
- Walking Trail Development Kettle River Walk (\$15,000)
- Cove Bay to Brown Road Proposed Trail Development (\$5,000)
- Relocate Fitness Park for Pickleball Court Expansion (\$12,000)

- Relocate Bike Pump Park for Pickleball Court Expansion (\$15,000)
- Pedestrian Bridge (\$1,230,000)(Grant Dependent)

#### Human Resources:

It supports one RDKB seasonal full time maintenance employee with management and administrative services being provide under contract to the Grand Forks Recreation Department.

1-fulltime seasonal Park Attendant (up to 33 weeks) Reports to Manager of Facilities & Recreation

1-casual laborer up to 200 hours

1-contract sludge operator up to 200 hours Solar Aquatic

1-contract biological operator up to 50 hours Solar Aquatic

#### 2018 Accomplishments:

- Grant Application submitted in 2017 - Upon a successful grant application construction will proceed on the Pedestrian Bridge over Christina Creek (2 to 3 year process) – ongoing into 2018/19 (Grant Application not approved in 2018)
- Developing a washroom structure at the Pickleball Courts/Tennis Courts - Project completed
- Develop lake access at the end of Johnson Road per Engineer Drawings – Project Completed
- Application is with BC Ministry for developing the Kettle River Walk Trail - Ongoing into 2018
- Application is with BC Ministry for developing the Disc Golf Course – Not Approved by Ministry of Transportation
- Bike Pump Park Relocated
- Fall of 2018 to relocate the Fitness Park to allow for Pickleball Court Expansion in 2019/2020
- Plans being develop for viewing deck with board walk for Nature Park
- Moro Bridge removed
- Disc Golf Course development cannot proceed on proposed lands behind fire hall
- Successfully implemented plants into wastewater treatment at the Solar Aquatic Center
- Started educational tours at the Solar Aquatic Center
- Reduced total cost of Solar Aquatic Center operations

#### Significant Issues and Trends:

Developing Parks and Trails in Area 'C' is challenging as Electoral Area "C" is considered a high archeological area. Projects like the Disc Golf Course and Kettle River Walk Trail are impacted as the two sites need an archeological impact assessments completed – Cost for one study is up to \$50,000 with no guarantee that the project can be develop.

Occupational Health and Safety - The RDKB is strongly committed to occupational health and safety and dedicates considerable staff and financial resources to fulfill our commitment. There is an active Joint Labour/Management OH&S Committee that meets and conducts inspections regularly. The OH&S Committee has participants from all departments. In addition, every department conducts regular safety meetings and inspections specific to the department. For 2019/20, the Christina Lake Parks & Recreation Commission will commit staff time to OH&S responsibilities.

The Christina Lake Parks and Recreation Commission assists with identifying projects

The 2019/20 projects will be prioritized before October 30, of each year.

#### **2019 /2020 Projects:**

**Project:** Christina Creek Pedestrian Bridge

**Project Description:** Construction of a Pedestrian Bridge across Christina Creek in Christina Lake. The right of way retained from the previous highway bridge crossing, constructed prior to the Highway 3 Bridge, has been maintained and is available to the RDKB for the proposed pedestrian bridge. The South abutment of the proposed pedestrian bridge would be located near the intersection of Christina Road and Park Road, while the North abutment would be located near the southern terminus of Kimura Road.

**Project Timelines and Milestones:** Grant Application deadline is January 2019 – awarding successful grants notification is April/May of 2019. Upon successful grant announcement Engineering services will be required in 2019 to develop bid proposals and award construction to start in 2020.

#### **Project Risk Factors:**

Grant Dependent.

The trend of increasing Emergency Operations Centre (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.

**Internal Resource Requirements:** Manager of Facilities & Recreation and General Manager of Operations / Deputy CAO.

**Estimated Cost and Identified Financial Sources:** Up to \$2,000,000 –

In reserves we have approximately \$190,000

Short Term Borrowing of \$330,000

Upon Successful Grant of \$1,480,000

Gas Tax funding is not eligible for RDKB contribution.

#### **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:** Pickle Ball Court Project

**Project Description:** Develop 3 more pickle ball courts beside the existing three courts. Once the project is complete we will have 6 pickle ball courts.

**Project Timelines and Milestones:** Spring/Summer - 2019

**Project Risk Factors:**

The trend of increasing Emergency Operations Centre (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.

**Internal Resource Requirements:** Manager of Facilities & Recreation

**Estimated Cost and Identified Financial Sources:** Up to \$100,000 – Gas Tax Funded

**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:** Archeological Impact Assessment Study

**Project Description:** The Archeological Impact Assessment Study is required for projects to be developed at the Christina Lake Community & Nature Park.

**Project Timelines and Milestones:** Spring/Summer/fall - 2019

**Project Risk Factors:**

The trend of increasing Emergency Operations Centre (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.

**Internal Resource Requirements:** Manager of Facilities & Recreation

**Estimated Cost and Identified Financial Sources:** up to \$50,000  
Gas Tax Funding is not eligible for studies.

**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:** New Trail Development from Cove Bay to Brown Road

**Project Description:** To forward a plan to the Ministry of Transportation in developing a trail from Cove Bay to Brown Road in Christina Lake.

**Project Timelines and Milestones:** Spring/Summer/fall - 2019

**Project Risk Factors:** The trend of increasing Emergency Operations Centre (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.

The need for an Archeological Impact Assessment

Private Property may impact route.

**Internal Resource Requirements:** Manager of Facilities & Recreation and RDKB Planning Staff

**Estimated Cost and Identified Financial Sources:** Planning stages only Up to \$5,000 – cost to be determine for construction

**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:** Christina Lake Community & Nature Park Viewing Deck/Board Walk Project

**Project Description:** Consideration for placement of a viewing deck and boardwalk on the Christina Lake foreshore.

**Project Timelines and Milestones:** Spring/Summer/fall - 2019

**Project Risk Factors:** The trend of increasing Emergency Operations Centre (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.

The need for an Archeological Impact Assessment

**Internal Resource Requirements:** Manager of Facilities & Recreation and RDKB Planning Staff

**Estimated Cost and Identified Financial Sources:** Planning costs are up to \$20,000. Construction costs are to be determine.

**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".



Christina Lake Dog Park at End of Swanson Road



Christina Lake Community Nature Park



**Project:** Solar Aquatic Automatic Ventilation

**Project Description:** Install automatic ventilation system. Currently the facility ventilation system is controlled manually. An automatic system would allow for better ventilation and control of temperature in the facility.

**Project Timelines and Milestones:**

	2019											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Ventilation												

**Project Risk Factors:**

Not applicable

**Internal Resource Requirements:** Engineering and Safety Coordinator

**Estimated Cost and Identified Financial Sources:** \$5,000

**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:** Sludge drying boxes

**Project Description:** Install sludge drying boxes at Solar Aquatic Center. This will allow for better odour control and would reduce the cost of sending sludge to the landfill.

**Project Timelines and Milestones:**

	2019											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Ventilation												

**Project Risk Factors:**

Not applicable

**Internal Resource Requirements:** Engineering and Safety Coordinator

**Estimated Cost and Identified Financial Sources:** \$800

**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".



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# Rural Grand Forks – Regional Parks & Trails

## 2019 Work Plan



**RDKB ENVIRONEMNTAL SERVICES DEPARTMENT**

2018

Goran Denkovski, Manager of Infrastructure and Sustainability



## Rural Grand Forks – Regional Parks & Trails

### 2019 Work Plan

**Service Name:** Area “D” / Rural Grand Forks – Regional Parks & Trails Service

**Service Number:** 045

**Committee Having Jurisdiction:** Electoral Area Services

**General Manager/Manager Responsible:**

Goran Denkovski, Manager of Infrastructure and Sustainability

**Description of Service:**

Saddle Lake dam is a hybrid concrete gravity dam with a buttressing rock fill toe, has a length of approximately 42 m orientated approximately on a west-east axis, and is about 4.3 m high at its maximum height, with a crest elevation above mean sea level of approximately 686 m. There are no inlet creeks to the reservoir and it has a surface area of approximately 2.3 ha.

Vehicle access to the dam is provided via Reservoir Road that extends off the Crowsnest Highway (BC 3) to the southwest of the dam.

The RDKB has taken over ownership of the dam from a private land owner and the day to day operation of the Saddle Lake Dam is now overseen by the RDKB’s Environmental Services Department.

Regular inspections are completed by the Tom Sprado, Manager of Facilities & Recreation



**Establishing Authority:**

Regional District of Kootenay Boundary Electoral Area Regional Parks and Trails Service within Electoral Area 'D' / Rural Grand Forks Service Establishment Bylaw No. 1468, 2011.

**Requisition Limit:**

Minimum \$11,200 or \$.0241/\$1000 taxable value of land & improvements

**2018 Requisition / Budgeted Expenditures / Actual Expenditures:**

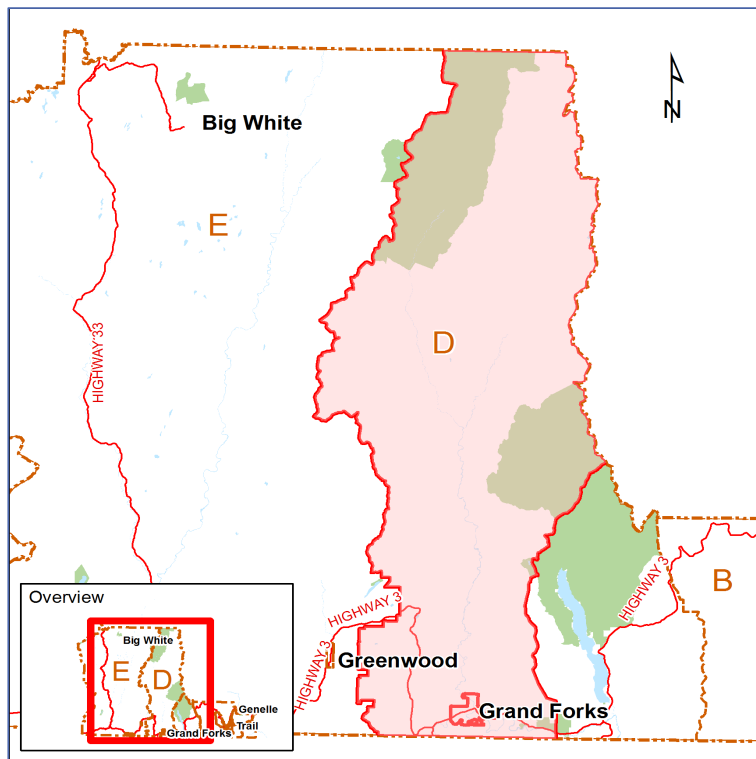
\$45,779/\$307,603/ tbd

**Regulatory or Administrative Bylaws:**

Not applicable

**Service Area / Participants:**

Area 'D' / Rural Grand Forks



**Human Resources:**

CAO, Executive Assistant, **Manager of Parks and Recreation (Boundary dam inspections)**. Project specific staff support is provided by the Environmental Services.

**2018 Accomplishments:**

Due to the retirement of the General Manager of Environmental Services and filling that position, the Environmental Services department was short staffed for the first five months of 2018. This had a direct effect on some services with projects either not being completed or delayed to 2019.

The Emergency Operations Centre (EOC) had a number of activations in 2018, the most significant of which was flooding in the Boundary Area. The activations resulted in a significant response of personnel and equipment to flooding and wildfire incidents within the RDKB and the Province of BC. Duration of EOC activations, number of staff deployed to the EOC and provincial staff deployments resulted in delays to projects and committee work in many departments.

2018 will see the continuation and completion of several projects. These include:

- Applied for and received Strategic Priorities Grant
- Review of all documentation for dam safety regulations.
- Update ERP with regional emergency response.
- Completed new spillway design and decommissioning plan.
- Developed cost estimate for full scope of constructing spillway.
- Sent spillway design to Province for approval and consideration.
- Completed all necessary inspections.

**Significant Issues and Trends:**

The dam is a very high risk. The capital costs associated with the spillway have been increasing due to regulatory changes.

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.

**2018 Project Outcomes:**

**Project:** Spillway Construction

**Project Description:**

Construction of a spillway to keep the freeboard at 1m as required under dam safety regulation

**Project Timelines and Milestones:**

	2018											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Tender Documents and Contract												
Award												
Construction												
Grant Reporting And Invoicing												

**Project Risk Factors:**

Increasing costs and not receiving Strategic Priority Funds. Project would have to be funded by Gas Tax.

**Internal Resource Requirements:** The project will be administered by the Manager of Infrastructure and Sustainability

**Estimated Cost and Identified Financial Sources:** \$180,000 from grant fund or Gas Tax

**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 Outcomes:** Due to grant funding project has been moved to 2019.

**Project:** Asset Management Planning

**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:** The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

**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 Outcome:** This project is in progress and will be worked on in 2019

**Project:** Update Dam Safety Review

**Project Description:**

Required under Dam Safety Regulation

**Project Timelines and Milestones:**

	2018											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
DSR												

**Project Risk Factors:**

No risk associated with project.

**Internal Resource Requirements:** The project will be administered by the Manager of Infrastructure and Sustainability

**Estimated Cost and Identified Financial Sources:** Estimated cost is \$15,000 from current revenue.

**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 Outcome:** Based on regulations Dam Safety Review not required until 2024.



**2019 Projects**

**Project:** Spillway Construction

**Project Description:**

Construction of a spillway to keep the freeboard at 1m as required under dam safety regulation

**Project Timelines and Milestones:**

	2019											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Tender Documents and Contract												
Award												
Construction												
Grant Reporting And Invoicing												

**Project Risk Factors:**

Increasing costs and not receiving Strategic Priority Funds. Project would have to be funded by Gas Tax.

**Internal Resource Requirements:** The project will be administered by the Manager of Infrastructure and Sustainability

**Estimated Cost and Identified Financial Sources:** \$180,000 from grant fund.

**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:** Asset Management Planning

**Project Description:**

Participation in the corporate-wide asset management planning process.

**Project Timelines and Milestones:**

Throughout 2019.

**Project Risk Factors:**

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

**Internal Resource Requirements:** The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

**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".



# Christina Lake Fire Protection Service

## 2019 Work Plan



### CHRISTINA LAKE FIRE DEPARTMENT

2019

James Chandler, General Manager Operations / Deputy CAO  
Chief Martin Christman



## Christina Lake Fire Protection Service

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### 2019 Work Plan

**Service Name:** Christina Lake Fire Protection Service (Station 361)

**Service Number:** 051

**Committee Having Jurisdiction:** Electoral Area Services Committee

**General Manager/Manager Responsible:**

James Chandler, General Manager, Operations / DCAO & Chief Martin Christman

**Description of Service:**

The Christina Lake Fire Protection Service provides fire protection and emergency services within a portion of Electoral Area 'C' / Christina Lake. The department has a membership ceiling of 26 members and is currently operating at full capacity.

The Department responds to a variety of emergency situations with Fire Suppression as the main mandate. In addition, the Department responds to medical emergencies, motor vehicle accidents, operates the Jaws of life, and also respond to rescue situations on land, ice and water.

The Department continues to have a close working relationship with B.C. Ambulance Service, the Ministry of Forests, Wildland Fire Protection Branch, adjacent fire departments, and the R.C.M.P..

The Department has active Mutual Aid Agreements in place with the Grand Forks Fire Department, and the Joint Fire Service south of the border in Orient Washington, as well as an Agreement with the B.C. Ambulance Service.

The Department has been more fortunate than many Volunteer Departments in retaining members, largely due to the Extended Medical and Dental coverage the Department offers. This benefit has become a significant factor in both recruitment and retention of members.

**Establishing Authority:**

Section 332, *Local Government Act, RSBC 2015* (formerly Section 796, LGA, RSBC 1996, ch. 323)

Christina Lake Specified Area Establishment and Loan Authorization Bylaw No. 81, 1973

Christina Lake Specified Area Establishment and Loan Authorization (Fire Protection) Bylaw No. 702, 1992 (converted Christina Lake Fire Protection Services to a local service)

**Requisition Limit:** \$1.8688/\$1,000 (\$1,142,803)

**2018 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$354,329/ \$412,478 / pending 2018 year end financials

**Regulatory or Administrative Bylaws:**

N/A

**Service Area / Participants:**

Portion of Electoral Area 'C' / Christina Lake

**Service Levels**

Interior Operations as per RDKB Board resolution (British Columbia Structure Firefighters Competency and Training Playbook)

**Human Resources:**

- General Manager, Operations / DCAO
- Fire Chief (Local Assistant to the Fire Commissioner)
- Deputy Fire Chief & Training Officer (1 position)
- Fire Captains (3)
- Safety Officer (1)
- Lieutenants (2) – 1 First Responder Instructors and 1 SCBA Operations
- Firefighters (13)



**2018 Accomplishments:**

The department partnered with College of the Rockies to begin training to BC Play Book Standards; employing Jones and Bartlett Learning System. The first section of this training was completed this year.

All active Firefighters are now certified First Responders (EMR). Additionally, specialized training has been completed this year for:

- SPP-WFF1, Electric/Hybrid/Fuel Cell Vehicle Safety training for EMR's
- Two officers trained on New Vehicle Tech. and Advanced Extrication.

CLFD switched over to Kelowna Fire Dispatch 911 (coordinated with the Regional District service). The department now utilises the digital "Who's Responding Program" which gives real time 911 dispatch info via firefighter's cell phones during mobilization to the fire hall.

CLFD Firefighters provided significant support responding to the flooding that occurred through the region in May. Connected to the ongoing works post flooding, five members were trained in Rapid Damage Assessment to assist the EOC.

The recruitment for the 'new' full-time Fire Chief was initiated in September, with the posting closing in October. As of November 2018, the recruitment and interviewing is in progress with intent to successfully recruit to the role for January 2019.

**Significant Issues and Trends:**

With the pending recruitment of the full-time Fire Chief anticipated for 2019, the planning and administration will have significant opportunity for development and change through 2019. With 'full-time' focus, opportunity for new goals and targets can be established following the competencies and training standards dictated by the Provincial "Playbook". The Christina Lake Fire Department, under its new leadership model, will actively work towards ensuring that its membership meets the necessary standards for the designated level of service for the department (Interior Operations.)

Further work and planning should be considered for agreements and access to the Grand Forks structure fire training facility. CLFD contributed \$10,000 to the project with an intention to coordinate future access and training. This will relate to 2019 training plans following the BC Play Book Training model at the facility and must consider, agreement for use, operational procedures, liability concerns and progression of certified CLFD instructors.

CLFD are not currently dispatched to emergencies located east of the Paulson Bridge. Car fires and accidents in this area continue to be of a concern. For all incidents east of the Paulson bridge up to and including the break check, CLFD can potentially respond quicker than services from Rossland or Trail. Operational effectiveness and response options should be reviewed and coordinated within the Region to help ensure the most effective services are maintained.

Future Asset Management and Fleet renewal planning

With full-time leadership and oversight with the Fire Chief, consideration should be given through 2019 to understand the longer term impacts and financial expectations for the maintenance and renewal of the departments assets, generally focused on the Fire Hall building and vehicles as the larger financial impacts. However, asset management plans should link to all essential and mandatory fire and rescue equipment, such as SCBA, turn-out gear and other specialist rescue equipment.

**2019 Projects:**

**Project:** Asset Management Planning

**Project Description:**

Participation in the corporate-wide asset management planning process.

**Project Timelines and Milestones:**

Throughout 2019.

**Project Risk Factors:**

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

**Internal Resource Requirements:** Considering that the Christina Lake Fire Department is staffed by volunteers, asset management planning work will require significant input, direction and assistance from RDKB administrative staff. The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

**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".



# Beaverdell Fire Protection Service

## 2019 Work Plan



**BEAVERDELL FIRE PROTECTION SERVICE**

2019

James Chandler, General Manager, Operations / Deputy CAO



## Beaverdell Fire Protection Service

### 2019 Work Plan

**Service Name:** Beaverdell Fire Protection Service

**Service Number:** 053

**Committee Having Jurisdiction:** Electoral Area Services Committee

**General Manager/Manager Responsible:**

James Chandler, General Manager Operations / DCAO  
Chief Dan Jamieson

**Description of Service:**

The Beaverdell Fire Protection Service provides fire protection and emergency services within defined fire protection area around the community Beaverdell. It is a volunteer fire department.

**Establishing Authority:**

Section 332, *Local Government Act, RSBC 2015* (formerly Section 796, LGA, RSBC 1996, ch. 323)

Beaverdell Fire Protection Specified Area Establishment and Loan Authorization Bylaw No. 532, 1987

**Requisition Limit:** The greater of \$44,521 or \$0.9457/\$1,000 / \$54,380

**2018 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$57,205/ \$78,998 / **tbd**



**Regulatory or Administrative Bylaws:**

N/A

**Service Area / Participants:**

Portions of Electoral Area 'E'/West Boundary in the vicinity of the community of Beaverdell.

**Service Levels**

Exterior Operations as per RDKB Board policy (British Columbia Structure Firefighters Competency and Training Playbook)

**Human Resources:**

- General Manager, Operations / DCAO
- Volunteer Fire Chief
- Volunteer firefighters

**2018 Accomplishments:**

The Beaverdell Fire Department continued its initiative to train its members to the Exterior Operations level based upon Playbook standards. The department has been utilizing the services of the Big White Fire Department to provide the required training.

The following summarises key training activities and inspections undertake throughout 2018:

- OH&S walk through audit completed – approx. 80% compliant. Subsequent safety issues and concerns addressed through the year, including signage for snow loads, Fire Extinguisher renewals and CO2 monitoring.
- 10 members - refresher and new personnel trained for emergency traffic control
- 7 members(Existing) – BC Playbook All modules completed with the exception of utilities training (gas and electrical).
- Pumps and pumping training - all members refreshed
- BC Playbook program: New members (12 staff) covered modules 1-3, testing completed.
- Records and training documents electronically recorded on spreadsheets

**Significant Issues and Trends:**Training

The main issue and challenge facing the Beaverdell Fire Department are the competency and training standards dictated by the Provincial "Playbook". The Beaverdell Fire Department is actively working

toward ensuring that its membership is meeting the necessary standards for the designated level of service for the department (Exterior Operations.)

The Big White Fire Department supports the training and development opportunities for the Beaverdell department, at this time, this is not uniquely identified in Big White plans and the consistency of support may be impacted by development growth and operational issues at Big White.

Vehicle Replacement plans and Budgeting

With the past increase of the requisition limit in 2017, budgets remain limited over the coming 3 years. Future planning must be considered for future vehicle replacements and the anticipated costs. Consideration should be given to understand how this can be accommodated by planning for a vehicle 'replacement reserve' or ensuring future capacity for short-term borrowing.

**2019 Projects:**

**Project:** Asset Management Planning

**Project Description:**

Participation in the corporate-wide asset management planning process.

**Project Timelines and Milestones:**

Throughout 2019 and beyond.

**Project Risk Factors:**

Departmental work will be guided by external sources (Corporate/Board plans for completion of Asset Management Plan). As asset management planning continues there maybe a requirement to undertake conditions assessments for the Fire Hall building, leading to an increase in planned building maintenance and costs.

**Internal Resource Requirements:** Considering that the Beaverdell Fire Department is staffed by volunteers, asset management planning work will require significant input, direction and assistance from RDKB administrative staff. The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

Additional input and support maybe required and coordinated through the Big White Fire Chief related to reviews and programs for building condition assessments and equipment renewal programs.

**Estimated Cost and Identified Financial Sources:**

At this time there are no financial costs for the service.

**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".





# Big White Fire Department

## 2019 Work Plan



**RDKB BIG WHITE FIRE DEPARTMENT**

2018

Authored by: Fire Chief James Svendsen

**Service Number: 054**





## Big White Fire Department

### 2019 Work Plan

**Service Name:** Regional District of Kootenay Boundary Big White Fire Department

**Service Number:** 054

**Committee having jurisdiction:** Fire Advisory Board, RDKB Board or Directors

**General Manager/Manager Responsible:** James Chandler GM Ops & Fire Chief James Svendsen

**Description of service:** Fire Suppression, Rescue and Education

**Establishing authority:**

Section 332, *Local Government Act*, RSBC 2015 (formerly Section 796, LGA, RSBC 1996, ch. 323)

Regional District of Kootenay Boundary Electoral Area 'E' (Big White) Fire Protection Service  
Establishment Bylaw No. 1490

**Requisition Limit:** Tax rate \$10 per \$1000 of net taxable assessed value (pre-converted) or \$500,000 whichever is greater. Absolute amount - \$5,751,000

**Regulatory or Administrative Bylaws:** No

**Legislation & Regulations:**

Provides authority for and governs operations and service delivery.

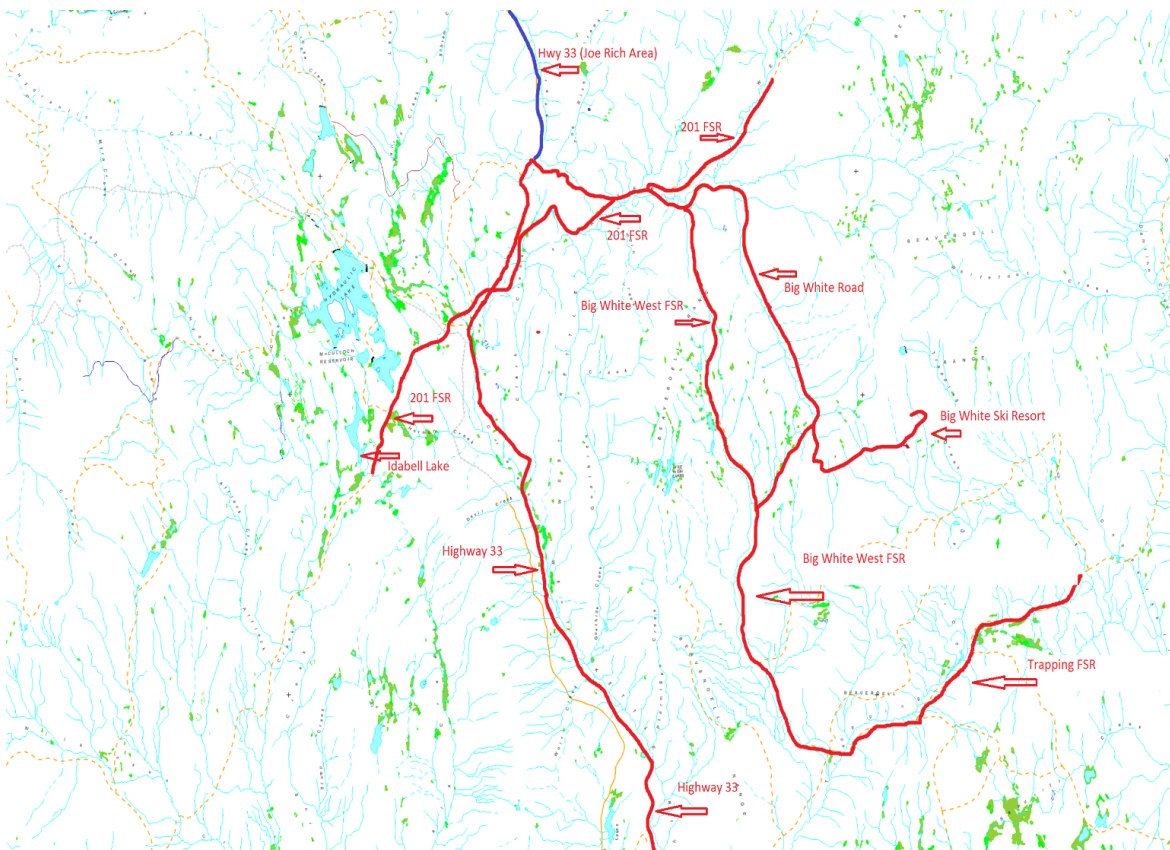
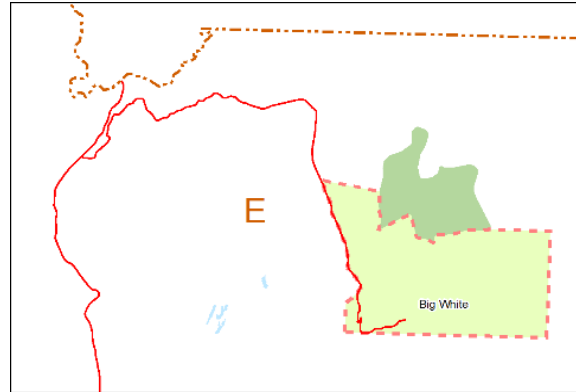
- Local Government Act
- Community Charter
- BC Fire Safety Act
- Workers' Compensation Act
- Emergency Health Services Act
- Emergency Program Act
- Motor Vehicle Act
- Societies Act
- Employment Standards Act
- Bill C-45 (Criminal Code sec. 217.1)
- Industry Canada regulations (communications)

**Codes & Standards:**

Govern operations and service delivery.

- BC Fire Code
- BC Building Code
- NFPA Standards
- Labour Relations Code
- British Columbia Fire Service Minimum Training Standards: Structure Firefighters Competency and Training Playbook

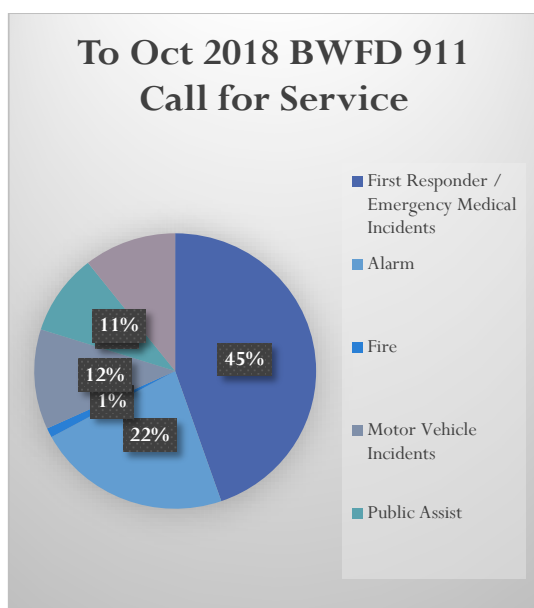
Service Area Map:



**Service Participants:** Area E Big White Ski Resort**Service Levels:**

The Big White Fire Department provides 24-hour duty coverage and emergency response to structural fires, motor vehicle incidents, road rescues, over the bank rope rescues, wildland fires, general alarms, emergency medical responses and fire prevention services. Our staff performs fire and life safety inspections, fire investigations, critical incident defusing and public safety education for our local school, resort staff and building managers.

Our main response area is the Big White Ski Resort. We also respond to road rescue calls on Big White Road to Hwy 33, and Hwy 33 as far south as Carmi along with emergency medical response to the community of Ida-Bell Lake. We currently have an auto-aid response agreement with the community of Beaverdell and a mutual-aid response agreement with the community of Joe Rich



2018 - BIG WHITE FIRE DEPARTMENT 911 CALLS FOR SERVICE	Jan to Aug 2018
First Responder / Emergency Medical Incidents	80
Alarm	40
Fire	2
Motor Vehicle Incidents	21
Public Assist	17
Other	19
<b>Totals</b>	<b>179</b>

**Human Resources:**

Career Staff: 3-Fire Chief, Deputy Fire Chief - Operations & Training, Deputy Fire Chief Fire Prevention and Life Safety Officer

Part Time/On Call: 1-Book Keeper, 1- Mechanic

Paid-On-Call: 31 firefighters

Work Experience Program: 7 firefighters

**2018 Requisition/Expenditures:** 2018 requisition \$1,023,290 Budgeted expenditures \$1,250,386

**2018 Significant Accomplishments:**

- \* Hired a new Deputy Fire Chief, Fire Prevention & Life Safety, replacing the retired Captain



- \* Transition to Kelowna Fire for Dispatching Services
- \* Ladder Truck Approval and ordered
- \* Significant response of equipment and personnel to flooding and wildfire incidents within the Regional District of Kootenay Boundary and the Province of BC.
- \* The RDKB Emergency Operations Centre (EOC) had a major activation in 2018, to deal with the flooding in the Boundary Area. This catastrophic event resulted in a significant response of senior Big White management personnel to assist with the flooding. BWFD also sent several members and equipment to assist the Province during another record breaking wildfire season.
- \* New 2018 Chevrolet 3500 HD Duty Officer Vehicle
- \* New Holmatro Rescue Tool
- \* Phase two of the BWFD Training Facility completed
- \* Securing a \$510,000.00 Wildfire Mitigation Grant



### Significant Issues and Trends:

Winter skier visits continue to increase over 30% yearly, due to this increase there is growing concern in regards to staff overcrowding. The Big White Ski Resort is currently building phase one of three, new staff accommodations to help increase the availability of rental properties. Our prevention department is working with the regional district, owners and building managers to address this overcrowding issue.

Big White Resort opened a world-class downhill bike park in 2017. In the summer of 2018 the park expanded by adding 5 new trails, and held three world class biking events, once again highlighting the resort. This along with the expansion of hiking trails, weekend events and lift operations, concerts and more has made Big White a year round resort destination for all ages. With the resort open five days a week in the summer, has lead to an increase in local year-round jobs and more people calling Big White home. These changes, along with the accompanying building boom, has led to a significant increase in our summer population, resulting in increased traffic, call volumes and community involvement. Over the next 5 years Big White will become a top destination resort, welcoming visitors from all over the world, during both winter and summer seasons.

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. Another significant trend impacting resources is the continued downloading of medical services to local fire departments by BCEHS (British Columbia Emergency Health Services) and BCAS (British Columbia Ambulance Service). Since the removal of a dedicated ambulance in 2012, the Big White Fire Department has experienced a significant rise in costs associated with medical responses, and equipment. There is also a growing concern with BCAS delays potentially effecting patient outcomes due to an increase in response times.

2019 will see some major staff changes as Chief Svendsen prepares for his retirement, and departure at the end of August 2019. Chief Svendsen and the General Manager of Operations will work together on succession planning and related recruitment.

The end goal would be, all positions would be in place and operational by August 2019.

## BIG WHITE FIRE DEPARTMENT 911 CALLS FOR SERVICE

	2014	2015	2016	2017	2018 to Oct
First Responder / Emergency Medical Incidents	90	96	119	123	84
Alarm	66	59	55	66	43
Fire	1	22	7	3	2
Motor Vehicle Incidents	38	22	50	42	22
Public Assist	13	9	10	11	19
Other	17	24	10	18	19
Totals	225	232	251	263	189

Big White Fire departments call volumes continue to increase yearly, with our busiest time still to come. Big White Ski resort has been very successful with their marketing strategies and we are seeing direct flights from several major cities from around the world. Our mid week call volumes are on the rise, this reflects the 30% increase in ski passes and many of the accommodations selling out. Big White Fire will continue to provide training for all staff and businesses throughout the resort, our members pride themselves on professionalism and community involvement.

The department continues to provide First Responders services under BCEHS, in addition the EMR pilot project continues to be a huge success. Several lives have been saved due to the members providing the additional quality of care needed for the hundreds of thousands of guests and staff that visit each year. The department is in discussions with BCEHS and BCAS to look at a transportation agreement. This agreement will allow for the transport of critical patients to pre determined drop off zones and will be under the direct guidance of the BCAS dispatcher.

The fire department continues to support Big White in the evolution of their summer programs, the summer of 2018 was a huge success with the mountain open five days a week to support the growing mountain bike park. Our #3 truck bay was used as an infirmary, this provided our work experience firefighters valuable hands on training assisting the Big White Bike patrol.

**2019 /2020 Projects:****Project:** Capital Acquisition**Project Description:** New Ladder Truck replacement for Engine 2**Project Timelines and Milestones:***Pre Construction Meeting October 2018**Build Start November 2018**Build complete within 465 days of order**Final Inspection DTBA***Project Risk Factors:** Heavy demands on aerial apparatus will delay delivery time.**Internal Resource Requirements:** The project will be administered by the Big White Fire Department, assisted by RDKB Chief Financial Officer.**Fire Protection Assessment May 2005:** The need for an elevated master stream was identified in the Fire Protection Assessment for Fire Insurance Grading Purposes, prepared by CGI Consulting in 2005, Page 31, 6.3.2 Ladder Service.**Estimated Cost and Identified Financial Sources:** Estimated cost of \$1,184,694 from the capital budget using reserve funds, taxation and borrowing.**Relationship to Board Priorities:** It meets the strategic priorities of the RDKB's strategic plan which is "Exceptional Cost Effective and Efficient Services - We will ensure we are responsible and proactive in funding our services"

**2019 /2020 Projects:****Project:** IT Upgrade

**Project Description:** The Big White Fire Department seems to be disconnected from the RDKB and its progression forward with several IT upgrades. For several years our department has been independent and has taken on the maintenance and upgrades of its computer and networking systems. This model is not efficient, and has allowed for system crashes, viruses, loss of data, time delays, misfiled documents and inefficient file sharing and backup. We need to be aligned with HQ for the protection of data and common files.

**Project Timelines and Milestones:** The BWFD Fire Chief needs to meet and discuss a needs assessment with IT in order to plan a system that will work within the organization.

**Project Risk Factors:** Cost associated with upgrading, and the time required for traveling to Big White in order to properly assess the current system and provide input.

**Internal Resource Requirements:** The project will be administered by the Big White Fire Department, assisted by the RDKB IT Department.

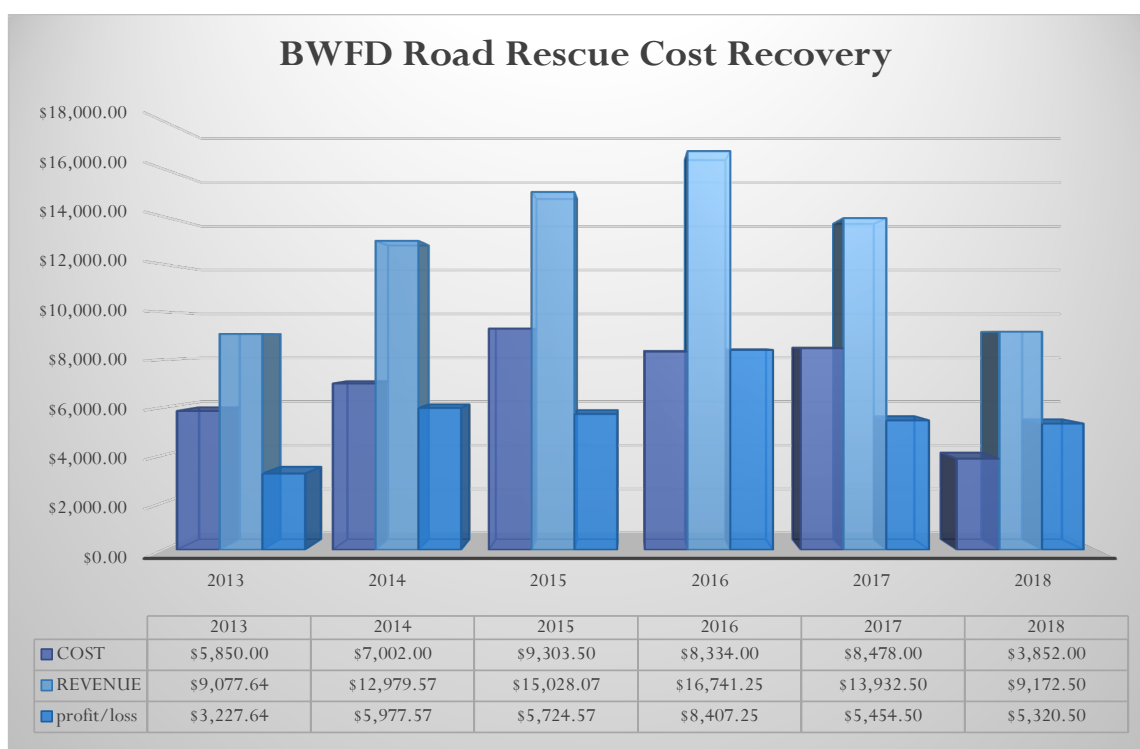
**Estimated Cost and Identified Financial Sources:** Estimated cost unknown at this time

**Relationship to Board Priorities:** It meets the strategic priorities of the RDKB's strategic plan which is "Exceptional Cost Effective and Efficient Services - We will ensure we are responsible and proactive in funding our services"

## Road Rescue and Mutual Aid

Road Rescue on Big White Road and highway 33 to Carmi will continue, as crews provided a valuable and life saving service to travellers requiring extrication and/or medical assistance. Big White crews provided additional coverage to Rock Creek for several months this summer as the Boundary Rescue crew's response was suspended. This year we purchased a second set of Auto Extrication tools to enhance our response capabilities.

Mutual Aid support to Beaverdell was called upon on several occasions, Big White members responded and supported the Beaverdell crews by providing Incident, Crew and Apparatus support.



Call stats don't include Wildfire or Community event callouts. Crews spent several weeks working wildfires and providing medical support for several major events held on the mountain this summer.



**Project: Asset Management Planning**

- **Seismic Assessment and Evaluation**
- **Building Condition Assessment**

**Project Description:** Participation in the corporate-wide asset management planning process, by planning a Seismic and Building Condition Assessment in 2019. The specified additional assessments are planned to help inform the future years maintenance and renewal plans for the original building, ensuring that the existing building and new addition provide a full operational service life.

**Project Timelines and Milestones:**

- **Seismic Assessment and Evaluation, 2019**
- **Building Condition Assessment, 2019**

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

**Internal Resource Requirements:** The project will be administered by the Big White Fire Department with some input, direction and assistance from RDKB administrative staff. The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

**Estimated Cost and Identified Financial Sources:**

\$20,000 has been allocated to undertake these assessments in 2019.

**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".

**Future Projects:**

1. Fire Hydrant Maintenance Agreement – the current agreement expired on December 31, 2017. The 2017 budget included \$94,567.00 for fire hydrant maintenance. The Fire Underwriters and fire service peers confirmed the common practice nationally is that costs associated with fire hydrant maintenance are the water purveyor's responsibility. Staff are recommending the Fire Hydrant Maintenance agreement not be renewed in 2019.
2. Continued Development of our Training Facility- In 2015, BWFD started phase 1 of our Fire Training Facility. This facility consists of a large 3 storey burn building complete with search rooms, interior stand pipe system and overhead sprinkler system. This facility has saved our department thousands of dollars, and more importantly has increased our training abilities. Structural Firefighters Competency and Training Playbook requires authorities having jurisdiction over fire services to establish a level of service and ensure resources are provided to train and evaluate each firefighter. Having the ability to provide local hands-on skills training has a long term reduced training cost while ensuring a coordinated response capacity for our composite fire service.
3. Big White Fire and Life Safety Bylaw- This is currently under review by the RDKB, once finalized these bylaws will provide our department with the necessary enforcement tools to ensure compliance with certain codes and also allows for some cost recovery.
4. Wildfire Mitigation Project- In 2018, Big White Fire Department with the support of the Big White Ski resort was successful in obtaining a Forest Enhancement Society wildfire mitigation grant of over five hundred thousand dollars. Preliminary work started this fall and will continue until its completion in 2019. This grant will help slow down the threat of a spreading wildfire by reducing the fuels and enhancing natural fuel breaks, in and around the resort.
5. Fire Hall Entrance and Front Exterior Renovation- The front of the Fire Hall is in need of a renovation that will tie into the existing renovations that were completed in 2017. The front of the building has deteriorated and is in need of repair. This project will be tied in with the building assessment, at which time we will obtain costing.

**Conclusion:**

The future of the Big White Fire Department is bright, our department continues to grow and adjust to the changing demographics of the community we serve. We cannot be content with where we are, but must continue to expand our staffing, training, apparatus, equipment and facilities to meet the needs of the future. This summer has marked another significant increase in building construction including much needed staff accommodation, a large multi-residential building and various small and medium size residences. The Big White Ski Resort continues to set new records in skier visits, accommodations, meals served and lift tickets sold. With this summer's opening and the continued development of a world-class mountain bike park, the Big White Ski Resort is quickly becoming a year-round resort destination.

The Big White Fire Department is committed to preserving life and property by providing; Fire Prevention, Emergency Planning, Public Education and Responding to Emergencies to the residents and visitors of the Big White Ski Resort and our service area.



# Grand Forks Rural Fire Protection Service

## 2019 Work Plan



**GRAND FORKS RURAL FIRE PROTECTION SERVICE**

2019

James Chandler, General Manager Operations / Deputy CAO



## Grand Forks Rural Fire Protection Service

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### 2019 Work Plan

**Service Name:** Grand Forks Rural Fire Protection Service

**Service Number:** 057

**Committee Having Jurisdiction:** Electoral Area Services Committee

**General Manager/Manager Responsible:**

James Chandler, General Manager, Operations / DCAO

**Description of Service:**

The Grand Forks Rural Fire Protection Service provides fire protection and emergency services to the rural areas surrounding the City of Grand Forks and is operated, under contract, by the City of Grand Forks Fire Department.

There are four fire halls within the rural service area (Nursery, Carson, Big Y, and George Evans), plus the City fire hall, which provide responses to fire and other emergency calls.

**Establishing Authority:**

Section 332, *Local Government Act, RSBC 2015* (formerly Section 796, LGA, RSBC 1996, ch. 323)

Grand Forks Rural Fire Protection District Service Establishment Bylaw No. 1541, 2013

**Requisition Limit:** \$375,000

**2018 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$364,360/ \$2,229,311 / tbd at year end 2018

**Regulatory or Administrative Bylaws:**

N/A

**Service Area / Participants:**

Portion of Electoral Area 'D' / Rural Grand Forks

**Service Levels**

Full Service as per RDKB Board resolution (British Columbia Structure Firefighters Competency and Training Playbook)

**Human Resources:**

- General Manager, Operations / DCAO
- Fire Chief (City of Grand Forks)
- 2 Deputy Fire Chiefs (City of Grand Forks)
- 9 firefighters - George Evans Fire Hall
- 8 firefighters – Carson Fire Hall
- 9 firefighters – Big Y Fire Hall
- 4 firefighters - Nursery Fire Hall
- 20 firefighters – City of Grand Forks Fire Hall

**2018 Accomplishments:**

Firefighter and first responder training continued throughout 2018. The following training goals were achieved to date:

- Nine firefighters have completed their NFPA 1001 certification
- Six firefighters have completed NFPA 1041 Fire Service Instructor Certification
- The Grand Forks Fire Department has five firefighters registered with College of The Rockies as instructor/examiners for COTR. This allows us to instruct/examine for NFPA 1001 certification in-house, reducing costs and creating much more flexibility and efficiency with the NFPA 1001 training program.



*Carson Fire Hall – Design and Construction plans*

An architect was retained to provide schematic plan options and cost estimates for a proposed addition to the Carson Fire Hall. With resourcing impacts to administration staff and emergency management duties through the spring and summer of 2018, the progression of the design and development for the project was delayed. The final design was completed in August 2018. Late summer trends in the construction market had shown that contract bid prices were higher than estimated with sometimes only one contractor bidding. At this time the decision was taken by senior staff to postpone the tendering and construction until early 2019. This decision has no impacts to operational plans and budgets in the short-term.

*New Fire/Pumper Engine*

Specifications and details for the new engine were finalized in late summer 2018. The request for proposal was issued and successfully closed in October. Final approvals and order are targeted within 2018, with detailed manufacturer reviews and build of the engine through 2019.

**Significant Issues and Trends:**

Ongoing focus must be maintained to ensure that the Rural Grand Forks Fire Protection Service, meet the training and competency requirements associated with the “Playbook”. Operation of the rural fire service in combination with the City of Grand Forks fire service provides the rural fire protection area with some economies of scale benefits, providing additional capacity to meet the Provincial regulatory obligations.

With the operational changes in closing rural fire halls and the new construction planned for the Carson Fire Hall in early 2019, the Fire Department will be working with Fire Underwriters Survey to provide documentation and testing in order to retain the Superior Tanker Shuttle Certification for the rural area. This certification provides significant fire insurance savings to residents by being recognized in the insurance industry as able to ensure water supply during a fire that is equivalent to minimum fire hydrant requirements.

Another significant issue facing the service will be the adoption of the Fire Safety Act for the Province of BC, which is anticipated in 2019. The act will replace the current Fire Services Act. A significant change in the new act will be the addition of fire inspection in regional districts. As this takes effect, the fire department will have to adjust to the added workload of providing fire inspections in Area D.

**2019 Projects:**

**Project:** Carson Fire Hall Expansion

**Project Description:**

Design, tendering, and construction of an addition to the Carson Fire Hall to facilitate the consolidation of equipment and personnel in the Grand Forks Rural Fire Protection Area.

**Project Timelines and Milestones:**

	2018/2019							
	Dec	Jan	Feb	Mar	Apr	May	June	July
Final Design Review								
Tendering								
Award Contract								
Construction								

**Project Risk Factors:**

Cost escalation maybe an impact for the project. There have been significant cost increases related to a number of types of building materials in the last 12 months (eg. drywall, plywood, dimensional lumber). Also, with a recent increase in construction activity regionally and provincially, contractors' bid prices appear to be increasing. Anecdotally, there have been several examples of bids being received recently for projects which are well over the estimated project cost.

The decision to postpone the project and tender early in 2019 will provide better opportunity to solicit competitive bids and pricing early in the year.

**Internal Resource Requirements:**

The project will be managed by the GM Operations with input from the department Fire Chief. It is anticipated that this project will take approximately 150 hours of 'management' time through tendering and construction. Additional support may be required from time to time with staff from building inspections and facility management in Grand Forks.

**Estimated Cost and Identified Financial Sources:**

The architect's initial cost estimate for the project is \$710,500 excluding, furniture, equipment &

screening; vehicle exhaust system; and temporary accommodation and storage. A final estimate is expected from the architect at year end 2018, before tendering.

**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:** Capital Procurement - New pumper truck for Carson Fire Hall

**Project Description:**

Engine #2, the current pumper associated with the Carson Fire Hall, was built in 1993. It is at the end of its useful life, based upon the Fire Underwriters Survey standards. There is a need to replace Engine #2 with the purchase of a new truck.

**Project Timelines and Milestones:**

The new engine proposal has closed in October 2018. The following schedule is now anticipated:

<i>Final approval and order</i>	<i>November 2018</i>
<i>Design and detail manufacture planning</i>	<i>Dec – Feb 2019</i>
<i>Manufacture</i>	<i>Feb onward 2019</i>
<i>Delivery</i>	<i>early 2020 (exact timing to be established with order)</i>

**Project Risk Factors:**

At this time the risks are minimal, with the request for proposal completed.

The proposals received are within the available budget and cost increases and risk are transfer to the manufacturer with order.

**Internal Resource Requirements:**

The main resource impacts will be with the Fire Department Chief and staff.

Minimal support will be required from RDKB administration in the award and procurement.

**Estimated Cost and Identified Financial Sources:**

The capital expenditure is currently approved from 2018 and will carry to 2019. All procurement costs are expected to be within 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:** Asset Management Planning

**Project Description:**

Participation in the corporate-wide asset management planning process.

**Project Timelines and Milestones:** Throughout 2019.

**Project Risk Factors:**

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

**Internal Resource Requirements:**

Asset management planning work will require significant input, direction and assistance from RDKB administrative staff, particularly considering that the Grand Forks Rural Fire Protection Service is operated on a contract basis. The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

**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".



# Kettle Valley Fire Protection Service

## 2019 Work Plan



**KETTLE VALLEY FIRE PROTECTION SERVICE**

2019

James Chandler, General Manager, Operations / Deputy CAO





## Kettle Valley Fire Protection Service

### 2019 Work Plan

**Service Name:** Electoral Area 'E' / West Boundary (Kettle Valley) Fire Protection Service

**Service Number:** 058

**Committee Having Jurisdiction:** Electoral Area Services Committee

**General Manager/Manager Responsible:**

James Chandler, General Manager, Operations / DCAO

**Description of Service:**

The Kettle Valley Fire Protection Service is a new service beginning in 2017 as the result of the enactment of a new service establishment bylaw in late 2016, following a successful referendum. The service is intended to operate similarly to the Grand Forks Rural Fire Protection Service, where the operation of the service is contracted to the neighboring municipality, in this case the Village of Midway.

**Establishing Authority:**

Section 332, *Local Government Act*, RSBC 2015 (formerly Section 796, LGA, RSBC 1996, ch. 323)

Regional District of Kootenay Boundary Electoral Area 'E' / West Boundary (Kettle Valley) Fire Protection Service Establishment Bylaw No. 1606, 2016 &

Regional District of Kootenay Boundary Electoral Area 'E' / West Boundary (Kettle Valley) Fire Protection Service Loan Authorization Bylaw No. 1607, 2016

**Requisition Limit:** The greater of \$152,000 or \$1.71/\$1,000

**2018 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$280,723 / \$510,120 / tbd

**Regulatory or Administrative Bylaws:**

N/A

**Service Area / Participants:**

Portions of Electoral Area 'E' in the vicinity of Rock Creek and Kettle Valley

**Service Levels**

Interior Operations as per RDKB Board resolution (British Columbia Structure Firefighters Competency and Training Playbook)

**Human Resources:**

- General Manager, Operations /DCAO
- Volunteer Fire Chief (Midway)
- Volunteer firefighters

**2018 Accomplishments:**

With the new service initiated in January of 2017, the primary goals from 2017 through 2018 have been the procurement of a new engine and the acquisition of property for the construction of new satellite fire hall.

Initiation of the service partnership with the Village of Midway began immediately in January of 2017, although the formal agreement between the two parties has not yet been executed. Through 2018, there have been ongoing discussions and revisions of the draft agreement, reaching a 'final draft' to be prioritized for completion with the completion of the new satellite fire hall.

**New Satellite Fire Hall Construction (completion November 2018)**

The design and planning for the new fire hall construction was started in June 2018 with input from the Fire Services steering committee. With guidance and project management provided from the RDKB, the construction followed a 'Design-Build' methodology. A successful award of construction contract was made to Pownall Construction, within the targeted budgets in August 2018.

Construction and ground breaking started in September of 2018 with anticipated completion in November 2018.

At this time of writing, the building structure and exterior is 100% complete with final interior finishing, electrical and mechanical scheduled within November.

The project remains within budget and a final update will be included following completion of the project.

*Late September 2018 – Foundation and framing complete*



*Mid October -2018. Building framed and waiting for new doors*



**Significant Issues and Trends:**

Due to challenges with staff resourcing in 2018, from the impacts of the emergency management operations for flooding and wild fires, the final agreement for execution of the service provision agreement between the Regional District and the Village remains outstanding. This must be prioritised for completion.

With the new service established, providing the new the new pumper truck and the satellite Fire Hall, the benefits for local area residents should be tracked to ensure that the intended outcomes are realised for the community and that the ongoing equipment needs and operational plans conform to the Fire Underwriters Survey standards.

Midway Fire Chief was informed by a representative of the Fire Underwriters Survey that the continued use of the 1980s vintage water tenders in the area will impact upon the FUS rating for the community. A water tender with less than 30 years of service will need to be available within the service area to avoid negative effects upon the community FUS rating.

**2019 Projects:**

**Project:** Asset Management Planning

**Project Description:**

Participation in the corporate-wide asset management planning process.

**Project Timelines and Milestones:** Throughout 2019 (continuation from 2018).

**Project Risk Factors:**

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

**Internal Resource Requirements:**

Asset management planning work will require significant input, direction and assistance from RDKB administrative staff, particularly considering that the Kettle Valley Fire Protection Service is operated on a contract basis. The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

**Estimated Cost and Identified Financial Sources:**

At this time direct costs for this service are not determined.

**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".



# East End Animal Control Service

## 2019 Work Plan



### EAST END ANIMAL CONTROL SERVICE

2019

James Chandler, General Manager, Operations / Deputy CAO





## East End Animal Control Service

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### 2019 Work Plan

**Service Name:** East End Animal Control Service

**Service Number:** 070

**Committee Having Jurisdiction:** Electoral Area Services Committee

**General Manager/Manager Responsible:**

James Chandler, General Manager, Operations / DCAO

**Description of Service:**

The East End Animal Control Service provides animal control services Electoral Areas 'A' and 'B'. The service is operated under contract with the BC SPCA in partnership with the City of Trail, the Village of Fruitvale, and the Village of Montrose. Under the cost-sharing agreement, the municipalities contribute 75% of the contract fee (by requisition), while the East End Animal Control Service pays 25% of the contract fee.

**Establishing Authority:**

Supplementary Letters Patent dated March 4, 1981

**Requisition Limit:** \$0.117/\$1,000

**2017 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$94,447/ \$98,784 / TBD at 2018 year end

**Regulatory or Administrative Bylaws:**

RDKB Electoral Areas 'A' and 'B' Dog Control and Licensing Bylaw No. 1117, 2000

**Service Area / Participants:**

Electoral Area 'A' & Electoral Area 'B'/Lower Columbia / Old Glory

**Service Levels**

N/A

**Human Resources:**

- General Manager, Operations / DCAO
- Animal Control Contractor (BC SPCA)

**2018 Accomplishments:**

The animal control contractor, the BC SPCA, worked to administer the animal control contract by responding to calls and complaints, conducting regular patrols throughout the service area, enforcing the respective animal control bylaws, impounding animals as required, and promoting the issuance of dog licenses throughout the service area.

Through 2018, the BC SPCA had successfully partnered with the City of Castlegar for the provision of new and improved facility to help in the provision and improvement of their services throughout the entire region. The BC SPCA vacated the building on leased land from the RDKB in September of 2018 and transitioned to the new building. The BC SPCA remains committed to their service contract with the RDKB to continue to provide animal control services and support the enforcement of our Bylaws.

***Data and Bylaw records for 2018 – Pending review and statistics from BC SPCA at year end.***

**Significant Issues and Trends:**

With the completion of the BC SPCA relocation to Castlegar in September 2018, we have not yet had the opportunity to assess if there are any impacts to the effective animal control services in Trail, Montrose, Fruitvale and electoral areas 'A' and 'B'.

Staff will continue to monitor and assess the performance of the service into early 2019.

The current service contract took effect with the BC SPCA in 2016. The current contract has a 90 day termination clause, anticipating that the contract may need to be terminated mid-term if the BC SPCA is not able to continue to provide effective service from the new location. Otherwise, the contract is scheduled to terminate on December 31, 2020.

With the BC SPCA relocated to a new facility in September 2018, the RDKB and BC SPCA will need to discuss the future status of the building. There are two options to be considered: the RDKB may require the BC SPCA to remove the building, as per the terms of the lease agreement; or the RDKB may alternatively request that the building remain on the property as an RDKB owned and managed asset. As this land is part of the Columbia Pollution Control Centre (CPCC) property and the Liquid Waste Management Plan may identify that area of the property as necessary for the future expansion needs of the facility, it may be necessary for the building to be removed from the land.

With the future project for upgrades to the CPCC moving closer to implementation the future use of CPCC site and the previous BC SPCA building will be determined in early 2019.

**2019 Projects:**

At this time there are no identified projects or maintenance requirements with the relocations of the BC SPCA completed to a new building in Castlegar.

