



## Electoral Area Services Committee

Thursday, November 14, 2019 - 4:30 pm

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

### A G E N D A

1. CALL TO ORDER

2. ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

A) November 14, 2019

**Recommendation:** That the November 14, 2019 Electoral Area Services Agenda be adopted as presented.

3. MINUTES

A) October 17, 2019

[Electoral Area Services Committee - 17 Oct 2019 - Minutes - Html](#)

**Recommendation:** That the October 17, 2019 Electoral Area Services meeting minutes be adopted as presented.

4. DELEGATIONS

5. UNFINISHED BUSINESS

6. NEW BUSINESS

A) **Lana and Barry Hicks**

**RE: OCP and Zoning Amendment**

1930 Setterland Road, Electoral Area 'C'/Christina Lake

RDKB File: C-750-04040.000

[2019-11-14-Bylaw Amendment Hicks EAS](#)

**Recommendation:** That the application submitted by David Beaton, on behalf of Barry and Lana Hicks, to amend the Electoral Area C/Christina Lake Official Community Plan Bylaw No. 1250 and the Electoral Area C/Christina Lake Zoning Bylaw No. 1300 to rezone a portion of the property to Single Family Residential 1 and Rural 1 to facilitate a three lot subdivision on the property legally described as Lot 5, Plan KAP2164, DL 750, SDYD, Electoral Area C/Christina Lake be supported;

And Further, that staff be directed to draft amendment bylaws for presentation to the RDKB Board of Directors for first and second reading and to schedule and hold a public hearing on the proposed bylaw amendments upon receipt of an updated subdivision plan from the applicant.

B) **Bonnie and Les Hoffman**  
**RE: Development Variance Permit**

2410 Almond Gardens Road East, Electoral Area D/Rural Grand Forks

RDKB File: D-500-03060.000

[2019-11-14 DVP Hoffman EAS](#)

**Recommendation:** That the Development Variance Permit application submitted by Leslie and Bonnie Hoffman, to allow for a reduced front yard setback from 7.5 m to 6.7 m – a 0.8 m variance – to construct a detached carport on the property legally described as Lot A, DL 500, SDYD, Plan KAP9246, Electoral Area D/Rural Grand Forks, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

C) **Kathleen Hanson**  
**RE: MOTI Subdivision**

100 Richie Road, Electoral Area 'B'/Lower Columbia-Old Glory

RDKB File: B-Twp28-10997.010

[2019-11-14 Hanson MOTI 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 A, Section 10, TWP 28, KD, Plan NEP12806, Electoral Area B/Lower Columbia-Old Glory, be received; And Further, that the EAS Committee provide comment to the Ministry of Transportation and Infrastructure to recommend the registration of an approximate 6.0 m-wide statutory right-of-way through the lands to provide a trail connection to the Centennial Trail.

D) **Grant in Aid Report**  
[2019 Grant in Aid Report](#)

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

E) **Gas Tax Report**  
[Gas Tax Report](#)

**Recommendation:** That the Gas Tax report be received.

F) **Draft Service Work Plans**

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

[002 Electoral Area Administration](#)

[005 Planning & Development](#)

[014 Area B Recreation Service](#)

[023 Christina Lake Regional Parks Trails](#)

[024 Christina Lake Recreation Facilities](#)

[027 Christina Lake Regional Parks Trails](#)

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

[051 Christina Lake Fire Protection Service](#)

[053 Beaverdell Fire Protection Service](#)

[054 Big White Fire Department 2020 First Draft](#)

[057 Grand Forks Rural Fire Protection Service](#)

[058 Kettle Valley Fire Protection Service](#)

[070 East End Animal Control Service](#)

[081 Mosquito Control Christina Lake](#)

[090 Weed Control Area A](#)

[091 Christina Lake Milfoil](#)

[092 Weed Control Areas D and E](#)

[120 House Numbering Areas A&C](#)

[121 House Numbering Area D](#)

[122 House Numbering Area B](#)

[123 House Numbering Area E](#)

**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.

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 17, 2019, 4:30 p.m.  
RDKB Board Room, 2140 Central Ave., Grand Forks, BC

**Directors Present:**

Director Linda Worley, Chair  
Director Ali Grieve  
Director Grace McGregor  
Director Roly Russell - via tele-conference  
Director Vicki Gee

**Staff Present:**

Donna Dean, Manager of Planning and Development  
Maria Ciardullo, Recording Secretary

**CALL TO ORDER**

Chair Worley called the meeting to order at 4:32 p.m.

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

**October 17, 2019**

Additions to the agenda are:

6F - EAS meeting time change  
6G - Premises ID Provincial Consultation;  
6H - Ministry of Agriculture consultation; and  
6I - Cannabis Production

Moved: Director Grieve

Seconded: Director McGregor

That the Electoral Area Services Committee meeting agenda be adopted as amended.  
Carried.

**MINUTES**

**September 12, 2019**

Moved: Director McGregor

Seconded: Director Russell

That the Electoral Area Services Committee meeting minutes from September 12, 2019 be adopted as presented.

Carried.

**DELEGATIONS**

There were no delegations in attendance.

**UNFINISHED BUSINESS**

There was no unfinished business to discuss.

**NEW BUSINESS**

**Michael Duley**

**RE: Development Variance Permit**

130 Kootenay Ave. S

RDKB File: A-1236-05350.200

Moved: Director Grieve

Seconded: Director McGregor

That the Development Variance Permit application submitted by Michael Duley, to allow for a reduced front yard setback from 7.5 m to 4.6 m, a 2.9m variance, to construct a detached carport on the property legally described as Lot 2, Plan NEP11605, DL 1236, KD, Electoral Area A, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Carried.

**Lyle and Kelly Almquist**  
**RE: Development Variance Permit**  
5165 Coryell Road  
RDKB File: D-497-02977.010

Moved: Director Russell

Seconded: Director McGregor

That the Development Variance Permit application submitted by Lyle and Kelly Almquist, to allow for a reduced front yard setback from 7.5 m to 4.5 m, a 3.0 m variance, and a reduced exterior side yard setback from 4.5 m to 3.5 m, a 1.0 m variance, to construct a detached garage on the property legally described as Lot 8, Plan KAP104, DL497, SDYD, Except Plan16526 and WLY 139.41 FT, Rural Grand Forks, Electoral Area D, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Carried.

**Kevin Smith and Dirk Devries**  
**RE: MOTI Subdivision**  
1566 Wolverton Road W. and 61 Carlson Road E.  
RDKB File: C-317-02535.700

Moved: Director McGregor

Seconded: Director Grieve

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcels legally described as Lot 41, DL 317, SDYD, Plan 20292 and Lot 42, DL 317, SDYD, Plan 20292, Christina Lake, Electoral Area C, be received.

Carried.

**Grant in Aid Report**

Moved: Director Grieve

Seconded: Director McGregor

That the Grant in Aid report be received.

Carried.

### **Gas Tax Report**

There was discussion about the possibility of a gas tax adjustment process.

Moved: Director Grieve

Seconded: Director McGregor

That the Gas Tax report be received.

Carried.

Moved: Director Grieve

Seconded: Director Gee

That Staff be instructed to identify acceptable and efficient options to streamline the process for approvals when actual project costs exceed those in the original application.

Carried.

### **Electoral Area Services Meeting Times**

Director Grieve requested an update on the possible shift of meeting times for the EAS committee to earlier in the day. D. Dean stated that staff is currently working on the calendar for 2020 and that the Administration and Planning & Development departments are collaborating on potential meeting times and dates.

### **Premises ID Provincial Consultation**

Director Gee provided some information on Provincial consultation that is taking place regarding an identification system for farms that could be used in emergencies.

### **Ministry of Agriculture Consultation**

There was discussion among the committee members regarding the consultation process that is taking place across the province to solicit in put on how to best support farmers and their families, and farming activities.

### **Cannabis Production**

Director Gee expressed concerns regarding a parcel in Electoral Area E/West Boundary with regard to a number of issues including: land clearing; construction without a building permit; claims about the water source and approvals in place; burning of trees;

and noise. It was suggested that it be noted which agencies are responsible for each of the concerns. Also discussed was the role/authority and liability of the RDKB and when consultation with the RDKB should occur.

**LATE (EMERGENT) ITEMS**

Director Gee shared the concerns of a land owner regarding drainage from an adjacent parcel.

**DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

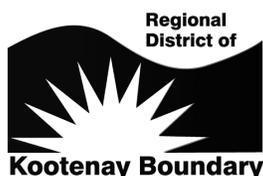
There was no discussion of items for future agendas.

**CLOSED (IN CAMERA) SESSION**

A closed/in camera session was not required.

**ADJOURNMENT**

There being no further business to discuss, Chair Worley adjourned the meeting at 5:11 p.m.



## Electoral Area Services (EAS) Committee STAFF REPORT

<b>RE:</b>	OCP & Zoning Bylaw Amendment Application – Hicks		
<b>Date:</b>	November 14, 2019	<b>File #:</b>	C-750-04040.000
<b>To:</b>	Chair Worley and members of the EAS Committee		
<b>From:</b>	Corey Scott, Planner		

### ISSUE INTRODUCTION

We have received an application to amend the Official Community Plan and Zoning Bylaw in Electoral Area C/ Christina Lake to facilitate a subdivision (see Attachments).

<b>Property Information</b>	
<b>Owner(s):</b>	Barry and Lana Hicks
<b>Agent:</b>	David Beaton
<b>Location:</b>	1930 Setterland Road
<b>Electoral Area:</b>	Electoral Area C/ Christina Lake
<b>Legal Description(s):</b>	Lot 5, Plan KAP2164, DL 750, SDYD
<b>Area:</b>	16.9 ha (41.7 acre)
<b>Current Use(s):</b>	Mobile Home Park
<b>Land Use Bylaws</b>	
<b>OCP Bylaw: 1250</b>	Residential Natural Resource
<b>DP Area:</b>	Waterfront Environmentally Sensitive
<b>Zoning Bylaw: 1300</b>	Manufactured Home Park 6 (R6) Natural Resource 1 (NR1)
<b>Other</b>	
<b>ALR:</b>	NA
<b>Waterfront / Floodplain:</b>	Sutherland Creek (western boundary)
<b>Service Area:</b>	NA
<b>Planning Agreement Area:</b>	NA

### HISTORY / BACKGROUND INFORMATION

The subject property is 16.9 ha in size and has a mobile home park with six manufactured homes, two other dwelling units and a garage. The purpose of this application is to facilitate a subdivision to create three new parcels (Lot 1, Lot 2 and the

remainder, Lot 5). The applicant applied for a subdivision in April of this year and the application is in its final stages of process. It is awaiting a Preliminary Layout Review from the Approving Officer at the Ministry of Transportation and Infrastructure (MOTI).

## PROPOSAL

The applicant proposes to amend the Official Community Plan (OCP) and Zoning Bylaw to meet the minimum lot size requirements required to subdivide the parcel into three new parcels. The zoning changes are summarized in the table below.

<u>Proposed Lot</u>	<u>Existing Zone</u>	<u>Proposed Zone</u>	<u>Lot Size</u>	<u>Details of Rezoning</u>
1	R6	R6	1.23 ha	The mobile home park site requires an easement for access to septic.
2	R6	R1	>1.0 ha	Change to one single family dwelling and one secondary suite in accessory structure.
5	NR1	RUR1	~14.5 ha	OCP amendment required from Natural Resource to Rural to meet the minimum parcel size requirement for new parcels.

The attached proposed subdivision plan shows different lot sizes than what is being proposed for the OCP and zoning amendment application. Should the amendments be approved, the proposed subdivision plan will be updated to reflect the requirements of the Zoning Bylaw prior to final subdivision approval. The characteristics of the proposal are described as follows:

### Lot 1 – Zoning Amendment

The existing manufactured home park falls on a portion of the property that is zoned R6 – Manufactured Home Park. No changes are being proposed to the physical characteristics of the Lot.

Currently the septic field is shown as being located on proposed Lot 2. As this field services the manufactured home park on Lot 1, it must remain a portion of Lot 1. MOTI requires unimpeded access to this area. The portions of proposed Lots 2 and 5 that land lock the septic field will need to be either covered under an easement or be common property through a strata to maintain access.

The applicant provided a Letter of Certification from a Registered Onsite Wastewater Professional (ROWP) from 2015 stating that the septic field is in good condition and should not pose a hazard if proper maintenance is kept up. Any further requirements for septic disposal will be addressed by MOTI and the Interior Health Authority (IH) through the final subdivision.

### Lot 2 – Zoning Amendment

The subdivision would result in Lot 2 having two dwelling units on it, a single detached house and a secondary suite in a separate building. Neither would be permitted on that portion of the parcel under the current R6 zone. The applicant is proposing to rezone this portion of the property from R6 to R1 (Single Family Residential) to permit the two structures once subdivision occurs.

On the attached proposed subdivision plan, Lot 2 is shown as being 0.846 ha. Any R1 parcel created by subdivision less than 1.0 ha must be connected to a community water system. It is the intention of the applicant to connect all proposed lots to the Sutherland Creek Waterworks District. The Waterworks District has confirmed there is enough supply to service the lots (see attachments).

However, the connection would be a condition of subdivision approval, which would require the R1 zoning to be in place first. It would not be typical to consider zoning approval without this connection in place, as the parcel would not conform to the minimum parcel size requirement of 1.0 ha. As a result, the applicant has noted that they will make Lot 2 larger than 1.0 ha in order to avoid having to immediately bring the water service across Sutherland Creek.

### Lot 5 (Remainder) – OCP and Zoning Amendment

The subdivision would result in the Natural Resource 1 (NR1) remainder lot being approximately 14.5 ha. The minimum parcel size for newly created NR1 parcels is 50 ha. The applicant is requesting to rezone to Rural 1 (RUR1), which has a 10 ha minimum parcel size requirement. Rezoning to RUR1 would have the following impacts:

- Agricultural use of the property would be subject to animal density restrictions outlined in Section 408.8 of the Zoning Bylaw;
- A portable shake, shingle and sawmill would no longer be a permitted use; and,
- No building containing a principal use can be located within 25 m of a parcel line adjacent to the R1 or R6 parcels, other than a dwelling unit.

Proposed Lot 5 currently has a 69.7 m<sup>2</sup> (750ft.<sup>2</sup>) accessory structure on it. If the amendments and subdivision are approved, this structure would need to be demolished or a variance would be required, as the structure exceeds the maximum permitted size of 60m<sup>2</sup> on parcels that do not have principal uses or buildings. The applicant has noted that they would prefer a variance but if demolition is necessary to complete the subdivision then they would be agreeable to that. Either a variance or demolition of the structure would be required prior to final subdivision approval by the approving officer.

Rezoning to RUR1 also requires an OCP Amendment, as the parcel would no longer meet Policy 2.4.3.9 in the OCP, which requires a minimum parcel size of 50 ha for Natural Resource land.

## **IMPLICATIONS**

### Official Community Plan

The property currently has a Natural Resource OCP land use designation. The designation is focused primarily on the preservation of natural resource areas and their biological diversity, wildlife habitat and capacity for resource-based activities. Many of the objectives speak to Crown-owned lands and managing natural resources in an environmentally sustainable manner. Because the property is and will continue to be privately owned following the application, many of the objectives and policies under this designation are not relevant.

The property would stay consistent with the Natural Resource designation, as the uses permitted under the new zoning would be slightly more restrictive than what is currently permitted on the property.

The Natural Resource designation also emphasizes the importance of mitigating wildfire potential along the interface between forested and residential lands. The zoning amendments would result in a reduction in overall potential residential density. The application has been referred to Christina Lake Fire and Rescue for comment.

The proposed amendment to a Rural land use designation does not impact any of the broader goals and objectives associated with the current Natural Resource designation. It would not increase the future subdivision potential, as the parcel would be approximately 14.5 ha and the minimum parcel size for the Rural designation and RUR1 zone are 10 ha. The amendment would make the parcel more consistent with the OCP and Zoning Bylaw, as it does not currently meet the minimum parcel size requirements.

### Zoning Bylaw

Due to the minimum parcel size requirements of the NR1 zone, the property is lawfully non-conforming with the Zoning Bylaw. The zoning amendment would bring the property into compliance with all relevant zoning regulations.

### Other Implications

Under the current subdivision plan, road dedication is being required by MOTI for adequate access to the three proposed Lots. This dedication would require access to the property, which includes a bridge, to be brought up to the Ministry's standards. This dedication will be required prior to the final approval of the subdivision.

If the amendments receive future support, a new proposed plan of subdivision will be required to reflect the above-noted changes prior to any approval of the amendments.

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

The application was presented to the Electoral Area C/Christina Lake APC at their November 5, 2019 meeting. The APC provided the following comments in their discussion:

“the APC had numerous questions regarding this application and a delay will be of at least two months due to the holiday in December; Director McGregor will meet with Donna Dean and Corey Scott regarding questions that arose in the APC meeting. Subsequently, she will ask the applicants to attend the Electoral Area Services Committee Meeting and will make a decision if the answers she gets satisfy APC’s concerns.

- Well(s) or Sutherland Creek water Supply
- Are they aware of the cost if a bridge?
- Provide a copy of the letter from the ROWP.”

The APC provided a recommendation of support conditional upon the receipt of additional information on the above-noted items by Director McGregor.

### **STAFF COMMENTS**

Planning staff discussed the APC’s questions with Director McGregor on November 7, 2019.

Following the discussion, staff spoke with the applicant about the costs of upgrading the bridge. The applicant noted that they met with MOTI to assess the bridge and it was determined that the upgrades were too expensive. The applicant is now in the process of amending their subdivision proposal to:

- increase the size of proposed Lot 2 to at least 1.0 hectare so the property would not require a community water connection; and,
- make the bridge access common property in some form of a strata to avoid upgrading it to Ministry standards.

As a result of these amendments to the original proposal, connection to Sutherland Creek Waterworks District will not be required.

Further to the APC’s comments, the letter of certification for the sewerage system has been attached to this report. There are currently no physical changes being proposed to the density on the property that would trigger the need for a new on-site septic sewerage filing with IH. The letter provides some level of assurance to the current owners that the existing septic system meets current standards. If a building permit were to be issued for a new dwelling on septic in the future, a new filing would be required.

### **RECOMMENDATION**

That the application submitted by David Beaton, on behalf of Barry and Lana Hicks, to amend the Electoral Area C/Christina Lake Official Community Plan Bylaw No. 1250 and the Electoral Area C/Christina Lake Zoning Bylaw No. 1300 to rezone a portion of the property to Single Family Residential 1 and Rural 1 to facilitate a three lot subdivision on the property legally described as Lot 5, Plan KAP2164, DL 750, SDYD, Electoral Area C/Christina Lake be supported; and,

Further, that staff be directed to draft amendment bylaws for presentation to the RDKB Board of Directors for first and second reading and to schedule and hold a public hearing on the proposed bylaw amendments upon receipt of an updated subdivision plan from the applicant.

**ATTACHMENTS**

Site Location Map  
Subject Property Map  
Applicant Submission

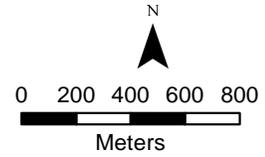


Regional District of  
Kootenay Boundary

Date: 20/03/2019

# Site Location Map

Lot 5, Plan KAP2164, DL 750, SDYD



1:24,000



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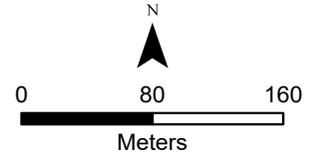


Regional District of  
Kootenay Boundary

Date: 2019-10-23

# Subject Property Map

Lot 5, Plan KAP2164, DL 750, SDYD



1:4,000



Document Path: P:\PD\EA\_C\C-750-04040.000 Hicks\2019-November-ReZone\2019-11-05\_Hicks\_OCP\_Zone\_SPM\2019-11-05\_Hicks\_OCP\_Zone\_SPM.aprx

# PROPOSED

SUBDIVISION PLAN OF LOT 5, DL 750, SDYD, PLAN 2164, EXCEPT PLANS B4557, B5691, B6221, 3426, 2412, AND 25939.

PURSUANT TO SECTION 67 L.T.A.

ROSS, SIZE 228

RD: 907-792-387

CHARGES: UNDER-SURFACE RIGHTS- A4150, K019408, L852880

PARAGRAPHS (2) AND (7) SEC 23(1) L.T.A. - OF A426728, 12/9/77

CIVIC ADDRESS: 1930 - SETTERLAND ROAD, CHRISTINA LAKE

CLIENT: DAVE BEATON / BARRY HICKS

DATE: JUNE 13, 2019

FIELD SURVEY DATE: MAY 17, 2019

VERSION # 1

### LEGEND

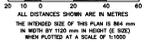
- DENOTES STANDARD HIGH POST FOUND
- ⊕ DENOTES TRANSFER HIGH PLAZED
- ⊙ DENOTES NON-STANDARD POST FOUND
- ⊗ DENOTES STANDARD CHIPPED POST FOUND
- ⊘ DENOTES UNMARKETED MEASURED POINT

NOTE: THIS PLAN SHOWS ONE (1) LINE WISE POINT WHICH ARE NOT SET ON THE TRUE CORNER

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES

THE UTM COORDINATES AND ESTIMATED HORIZONTAL POSITIONAL ACCURACY ARE DERIVED FROM GPS DATA, PRELIMINARY OBSERVATIONS USING NATURAL RESOURCES CANADA PPP SERVICES.

SCALE 1:1000



THE INTENDED SIZE OF THIS PLAN IS 846 mm IN WIDTH BY 1200 mm IN HEIGHT (8:10) WHEN PLOTTED AT A SCALE OF 1:1000

THIS SKETCH PLAN WAS PREPARED FOR INFORMATION PURPOSES ONLY

LOT DIMENSIONS SHOWN ARE DERIVED FROM CURRENT FIELD SURVEY BY BROOK PENSACOLA B.C.S. INC. AND ARE SUBJECT TO CHANGE UPON REGISTRATION OF A COMPLETE NEW LEGAL SURVEY.

UNMARKED POINTS ARE NOT TO BE USED TO DEFINE BOUNDARIES OR PROPERTY CORNERS.

DESCRIPTION	AREA
LOT 1	1.23 ha
LOT 2 PART SOUTH OF SETTERLAND ROAD DED.	254.9 m <sup>2</sup>
LOT 2 PART NORTH OF SETTERLAND ROAD DED.	5.84 ha
LOT 2 TOTAL AREA	0.871 ha
(PALM) ROAD DEDICATION	223.2 m <sup>2</sup>
(SETTERLAND) ROAD DEDICATION	765.2 m <sup>2</sup>
TOTAL ROAD DEDICATION	988.4 m <sup>2</sup>
RETURN TO CROWN (PARTS)	903.1 m <sup>2</sup>
RETURN TO CROWN (WHEEL)	598.8 m <sup>2</sup>
RETURN TO CROWN (SOUTH)	1038 m <sup>2</sup>
TOTAL RETURN TO CROWN	3,127 ha
REM LOT 5, DL 750, SDYD, PLAN 2164	14.7 ha

DATUM: NAD83(CRS) 2011.0  
UTM ZONE: 11  
UTM NORTHING: 5488874.78  
UTM EASTING: 492325.84  
ABSOLUTE ACCURACY: 0.01

DATUM: NAD83(CRS) 2011.0  
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ABSOLUTE ACCURACY: 0.04

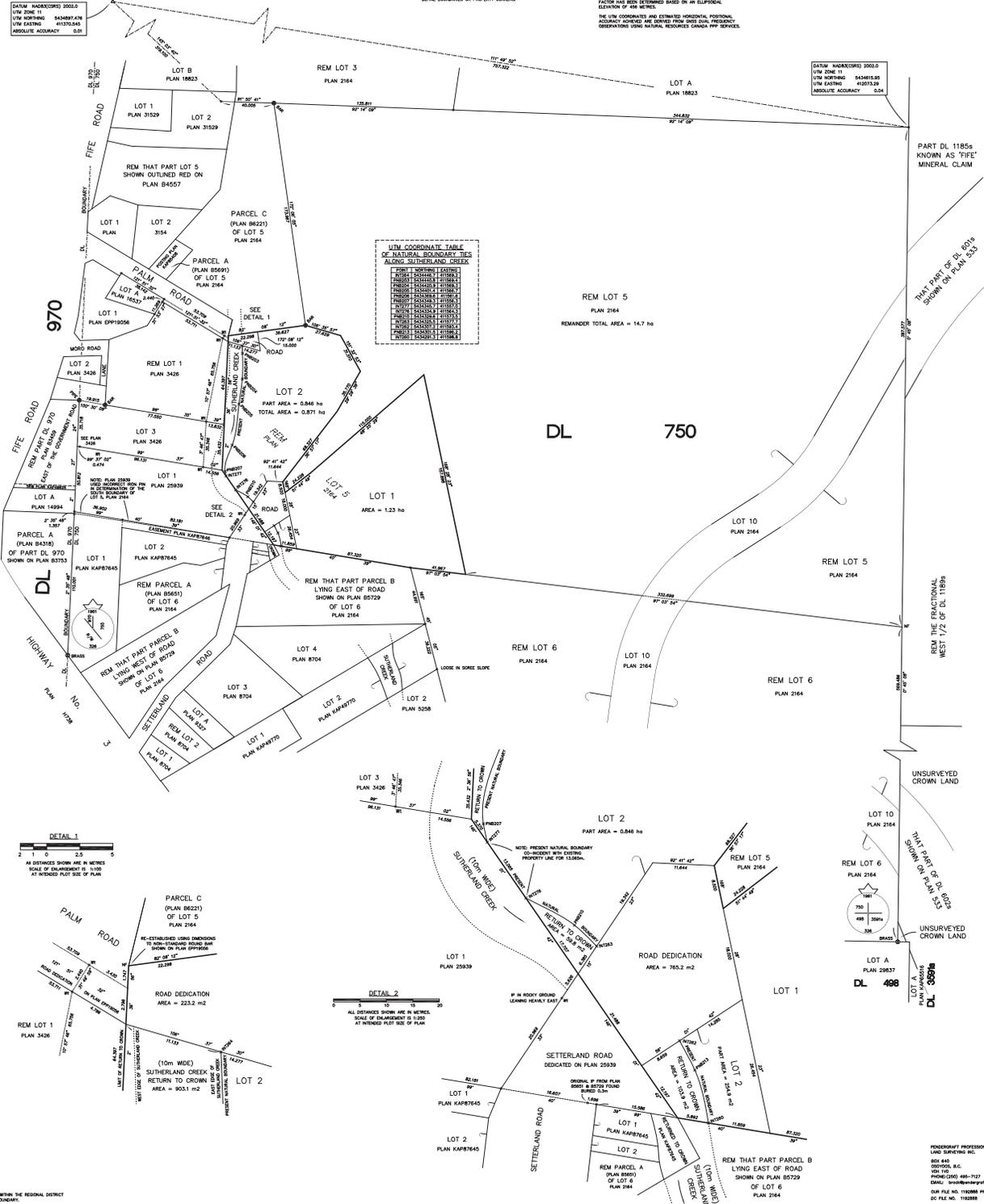
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DETAIL 1  
AS DISTANCES SHOWN ARE IN METRES  
SCALE OF ENLARGEMENT IS 1:100  
AT INTENDED PLOT SIZE OF PLAN

DETAIL 2  
AS DISTANCES SHOWN ARE IN METRES  
SCALE OF ENLARGEMENT IS 1:200  
AT INTENDED PLOT SIZE OF PLAN

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF KOOTENAI BOUNDARY.

PROFESSIONAL LAND SURVEYOR  
801 445 0200/015, B.C.  
VIA FAX: 800-465-7327  
PHONE: (250) 445-7327  
EMAIL: info@pmls.bc.ca  
CMA FILE NO. 110988-PROJ-010  
DC FILE NO. 110288



# DETAIL OF PROPOSED

SUBDIVISION PLAN OF LOT 5, DL 750, SDVD, PLAN 2164, EXCEPT PLANS B4557, B6691, B6221, 3426, 2412, AND 25939.

PURSUANT TO SECTION 67 L.T.A.

BOOK 382, PAGE 1008

REG. 007-792-387  
 CHANGES: UNDERSTANDING RIGHTS - A150A, K0340A, L0250A00  
 PARADISES (S) AND (Y) SEC 20(1) LTA - OF 04/29/2019 12/9/17

SCALE 1:400

ALL DISTANCES SHOWN ARE IN METERS  
 ALL DISTANCES SHOWN ARE IN METERS  
 N. MEAS. BY 400 mm IN HEIGHT (0.202)  
 WHEN PLOTTED AT A SCALE OF 1:400

THIS PLAN SHOWS HORIZONTAL, GRADE-LEVEL, DISTANCES  
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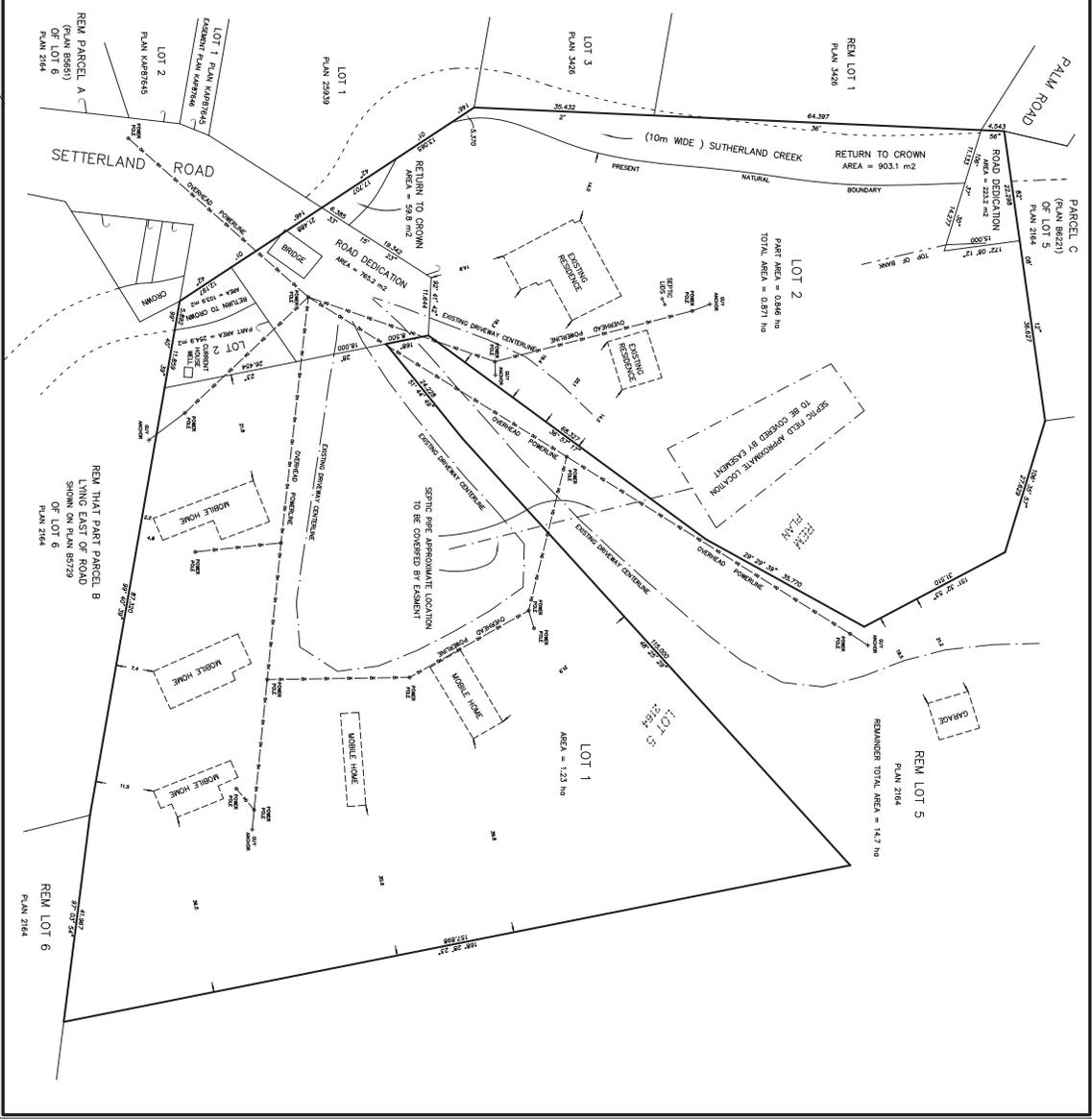
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NOTE: BUILDING OUTLINES SHOWN ARE TO THE CENTER LINES OF WALLS OR CURBWAYS

BOOK OF REFERENCE	AREA
LOT 1	1.23 ha
LOT 2	0.87 ha
LOT 3	0.87 ha
LOT 4	0.87 ha
LOT 5	1.23 ha
LOT 6	1.23 ha
LOT 7	1.23 ha
LOT 8	1.23 ha
LOT 9	1.23 ha
LOT 10	1.23 ha
LOT 11	1.23 ha
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LOT 30	1.23 ha
LOT 31	1.23 ha
LOT 32	1.23 ha
LOT 33	1.23 ha
LOT 34	1.23 ha </td



PROFESSIONAL PROFESSIONAL  
 LAND SURVEYING INC.  
 1000 W. 10TH ST. SUITE 100  
 DENVER, CO 80202  
 PHONE: (303) 462-1177  
 FAX: (303) 462-1178  
 EMAIL: info@psurveying.com  
 PLAN NO. 118000  
 DATE: MAY 17, 2019

THIS PLAN USES THE REGIONAL DISTRICT  
 OF KODIACK COUNTY.

Applicant Submission





S.C.W.D.



Sutherland Creek Waterworks District  
Box 466, Christina Lake, B.C. V0H 1E0  
Phone/Fax 250-447-6188  
Email: [scwd1974@gmail.com](mailto:scwd1974@gmail.com)

4 April 2019

Jennifer MacDonald  
Ministry of Transportation and Infrastructure  
West Kootenay District  
310 Ward St. 4<sup>th</sup> Floor  
Nelson, BC V1L 5S4

Ref: File # 2019-01162, subdivision application at 1930 Setterland Rd, Christina Lake, BC

Dear Jennifer MacDonald:

The Waterworks can supply enough water for this proposal, but our waterline would need to be extended under or over Sutherland Creek to reach the property. I have previously advised Mr. Beaton that the cost and environmental permits would fall on the applicant.

We have 2 local contractors approved for potable water connections here in Christina Lake and they would have to make the actual connection to our main line.

Please let me know if you need any additional information.

Thanks,

Ulrich Werner, Administrator  
Sutherland Creek Waterworks District  
Box 466 Christina Lake BC V0H 1E0  
phone/fax: 250-447-6188  
email: [scwd1974@gmail.com](mailto:scwd1974@gmail.com)

cc Hicks / Beaton



**Interior Health**  
**Health Protection**

**Sewerage System**  
**Letter of Certification**

Tax Assessment Roll #: 17-712-04040.000 Date: 25/9/2015  
(Day/Month/Year)

To: Interior Health Authority

Re: Sewerage system at: 1930A Setterland Road, Christina Lake VOH 1E3  
Street Address or General Location  
Lots, Plan KAP 2164, D.L. 750 S.D.Y.B. Ex. Pl. 2412 84557 3426 85671  
B6221, 25939, For Cedar Cove MHP Bays C/REF 70025.012 ET AL. 17712  
Legal Description

Planner: Thomas Smith P.Eng.

Installer: Richard Slasor Owner: Richard & Mary Slasor

The construction of the proposed sewerage system on the above described property was completed on 20/9/2015  
(Day/Month/Year)

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

*Cedar Cove MHP,  
MHP Roll #  
17-712-04040.000*

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.

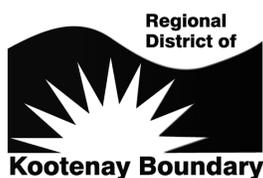
<p>AUTHORIZED PERSON'S SEAL</p>  <p><i>T. S. Smith</i></p>	<p>DATE LETTER OF CERTIFICATION ACCEPTED</p> 	<p>DATE LETTER OF CERTIFICATION RECEIVED BY NON HEALTH PROTECTION CLERK</p>
---	--	---

White: Health Protection  
820083 Dec 07

Canary: Owner

Pink: Building Authority

Blue: Authorized Person



## Electoral Area Services (EAS) Committee Staff Report

<b>RE:</b>	Development Variance Permit – Hoffman		
<b>Date:</b>	November 14, 2019	<b>File #:</b>	630-19V (D-500-03060.000)
<b>To:</b>	Chair Worley and members of the EAS Committee		
<b>From:</b>	Corey Scott, Planner		

### Issue Introduction

We have received an application for a development variance permit from Les Hoffman for the construction of a detached carport on a property in Electoral Area D/Rural Grand Forks (see attachments).

<b>Property Information</b>	
<b>Owner(s):</b>	Leslie Hoffman; Bonnie Hoffman
<b>Agent:</b>	NA
<b>Location:</b>	2410 Almond Gardens Road East
<b>Electoral Area:</b>	Electoral Area D/Rural Grand Forks
<b>Legal Description(s):</b>	Lot A, DL 500, SDYD, Plan KAP9246
<b>Area:</b>	0.75 ha (1.85 acr)
<b>Current Use(s):</b>	Single family dwelling
<b>Land Use Bylaws</b>	
<b>OCP Bylaw: 1555</b>	Agricultural Resource 1
<b>DP Area:</b>	NA
<b>Zoning Bylaw: 1299</b>	Agricultural Resource 1 (AGR 1)
<b>Other</b>	
<b>ALR:</b>	Entire Parcel
<b>Waterfront / Floodplain:</b>	NA
<b>Service Area:</b>	Grand Forks Irrigation District
<b>Planning Agreement Area:</b>	NA

### History / Background Information

The subject property is located in the western portion of Electoral Area D/Rural Grand Forks. The parcel is also located entirely within the Agricultural Land Reserve (ALR) and is subject to the regulations of the Agricultural Land Commission (ALC).

## Proposal

The applicant is proposing to construct an approximately 38 m<sup>2</sup> (410 ft<sup>2</sup>) detached carport partially within the required 7.5 m front parcel setback. The proposed siting is 6.7 m from the front property line along Almond Gardens Road East, resulting in a variance of 0.8 m.

## Implications

For Development Variance Permit applications, the RDKB considers whether the proposed variance will:

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

The applicant has submitted their rationale for why they require a variance (see attachments). To summarize, the proposed carport is far away from all property boundaries and is small enough that there are no negative impacts anticipated for neighbours and the adjacent roadway. Additionally, a significant alteration to the existing roof structure would be required in order to attach the carport to the home to meet the setbacks. As the house was built in 1954, minimizing the need for such structural alterations, where possible, is preferred.

The ALC limits uses that do not contribute to farming activity on parcels within the ALR. However, there are specific permitted residential uses in the ALR. The proposed detached carport would be considered "infrastructure necessary for residential use<sup>1</sup>" under Section 30(a) of the *Agricultural Land Reserve Use Regulation (BC Reg. 30/2019)*. As such, it is a permitted non-farm use in the ALR.

The proposal is consistent with all other zoning regulations as well as the policies for the Agricultural Resource 1 Land Use Designation contained within the Official Community Plan.

## Advisory Planning Commission (APC)

The application was presented to the Electoral Area D/Rural Grand Forks APC at their November 5, 2019 meeting. The APC provided the following comments in their discussion:

- "It is an allowable use under ALC regulations.
- The size and location proposed should not have an impact on the neighbours or the roadway.
- Would improve the property.
- Due to age and design of the house, the carport could not easily be placed adjoining it."

<sup>1</sup> "Information Bulletin 05 – Residences in the ALR", ALC. (2019). Link: [https://www.alc.gov.bc.ca/assets/alc/assets/legislation-and-regulation/information-bulletins/information\\_bulletin\\_5\\_residences\\_in\\_the\\_alr.pdf](https://www.alc.gov.bc.ca/assets/alc/assets/legislation-and-regulation/information-bulletins/information_bulletin_5_residences_in_the_alr.pdf)

The APC recommended support of the application.

### **Recommendation**

That the Development Variance Permit application submitted by Les Hoffman, to allow for a reduced front yard setback from 7.5 m to 6.7 m, a 0.8 m variance, to construct a detached carport on the property legally described as Lot A, DL 500, SDYD, Plan KAP9246, Electoral Area D/Rural Grand Forks, 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

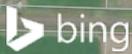
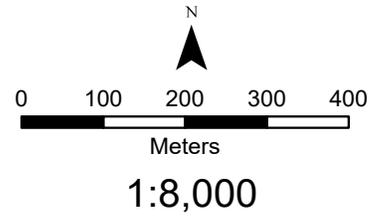


Regional District of  
Kootenay Boundary

Date: 17-Oct-2019

# Site Location Map

Lot A, Plan KAP9246,  
DL 500, SDYL



© 2019 Microsoft Corporation © 2019 DigitalGlobe © CNES (2019) Distribution Airbus DS

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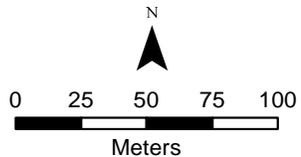


Regional District of  
Kootenay Boundary

Date: 2019-10-03

# Subject Property Map

Lot A, Plan KAP9246  
District Lot 500  
Similkameen Div of Yale Land District



1:2,500



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

WE WOULD LIKE TO BUILD A 24'X17" OPEN CARPORT  
BASED ON THE DESIGN OF THE HOUSE WE CAN NOT ATTACH  
THE CARPORT TO THE HOUSE. WE ARE ASKING FOR  
AN VARRANCE IN THE SET BACK OF 2' 1/4" TO COMPLETE  
THE BUILD. THERE IS NO OTHER WAY WE CAN  
COMPLETE THE BUILD WITH OUT THE VARRANCE.

AS YOU CAN SEE ON THE BUILDING SITEPLAN  
THAT IT WILL NOT CAUSE ANY NEGATIVE IMPACT ON  
NEIGHBOURING PROPERTIES OR ROADWAYS.

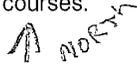
I DID TALK TO THE REGISTERED BUILDING INSPECTOR  
HERE IN GRAND FORKS AND HE AGREED THAT ATTACHING  
THE CARPORT TO THE HOUSE WAS NOT AN OPTION  
THE HOUSE WAS BUILT IN 1954 + AT THAT  
TIME VARRANCES WERE DIFFERENT THEN.

Thank you  
Les HOFFMAN

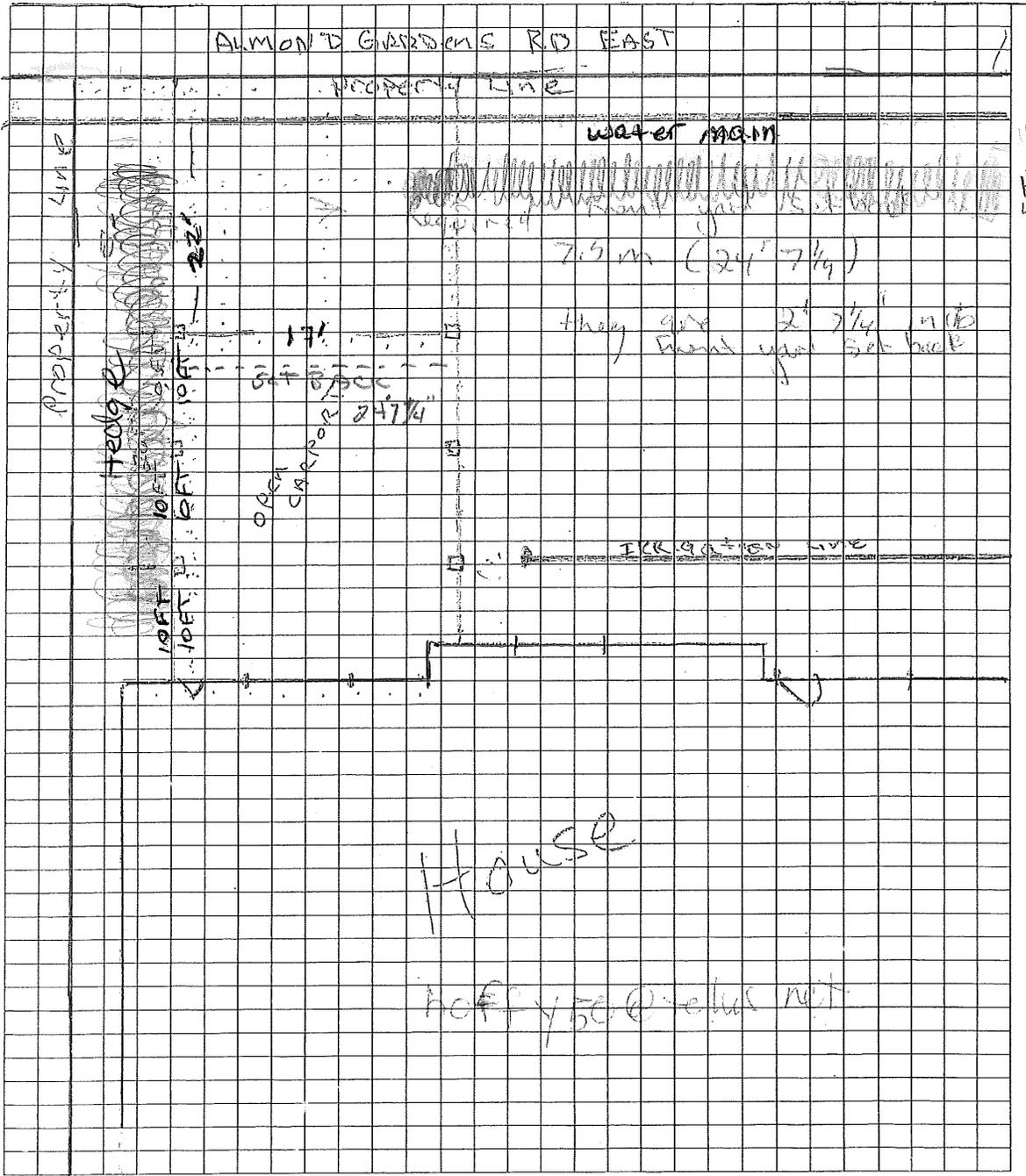
NET  
PER  
SAVING

BUILDING SITE PLAN

- 1. Draw proposed location of home or building on space provided below, and show distances to all PROPERTY LINES. Also, show north arrow.
- 2. Show location of street access and names of streets.
- 3. Show location and distances of any water courses.



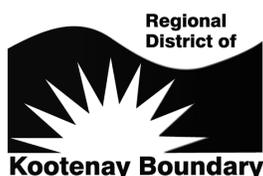
Hedge



Hedge  
4' wide

House

HOFFY 50 @ 2.5m net



## Electoral Area Services (EAS) Committee Staff Report

<b>RE:</b>	Ministry of Transportation and Infrastructure – Subdivision – Hanson		
<b>Date:</b>	November 14, 2019	<b>File #:</b>	B-28-TWP-10997.010
<b>To:</b>	Chair Worley and members of the EAS Committee		
<b>From:</b>	Corey Scott, Planner		

### Issue Introduction

We have received a referral from the Ministry of Transportation and Infrastructure (MOTI) regarding a subdivision application in Electoral Area B/Lower Columbia-Old Glory (see Attachments).

<b>Property Information</b>	
<b>Owner(s):</b>	Kathleen Hanson
<b>Location:</b>	100 Richie Road
<b>Electoral Area:</b>	Electoral Area B/Lower Columbia-Old Glory
<b>Legal Description(s):</b>	Lot A, Section 10, TWP 28, KD, Plan NEP12806
<b>Area:</b>	4.05 ha (10.0 acr)
<b>Current Use(s):</b>	Residential
<b>Land Use Bylaws</b>	
<b>OCP Bylaw 1470:</b>	Black Jack Rural Residential
<b>DP Area:</b>	NA
<b>Zoning Bylaw:</b>	Rural Residential 1
<b>Other</b>	
<b>ALR:</b>	NA
<b>Waterfront / Floodplain:</b>	Topping Creek
<b>Service Area:</b>	NA
<b>Planning Agreement Area:</b>	NA

### History / Background Information

The subject property is located on the corner of Richie Road and Highway 3B, across from Red Mountain Ski Resort. The southwestern portion of the parcel sits on a bench and the remainder is moderately to steeply sloped. Topping Creek bisects the northern half of the parcel. The location of the creek and steep topography makes a significant portion of the parcel undevelopable.

Page 1 of 3

P:\PD\EA\_'B'\B-28-TWP-10997.010 Hanson\2019-Nov-MOTI Subdivision\EAS\2019-11-14\_Hanson\_MOTI\_EAS.docx

The property owner submitted a subdivision application in 2004 with a different proposed layout that essentially split the lot into two equal 2.25 ha parcels. The subdivision was never approved by the Ministry of Transportation and Infrastructure. Conditions noted in the previous file include:

1. Proof of an adequate supply of potable water;
2. Suitable access to the proposed second lot; and,
3. Discussion with the City of Rossland about securing a pedestrian pathway and cross country trail to continue the Centennial Trail.

### **Proposal**

The applicant is requesting to subdivide the subject property into two lots. The existing lot, Lot A, would be approximately 2.05 ha and the proposed lot would be approximately 2.0 ha (see Attachments). The proposal would meet the minimum parcel size and all other relevant zoning bylaw requirements.

### **Implications**

Properties to both the north and south of the subject property have statutory rights-of-way over them that preserve trail access. Having a trail connection through the subject property would connect the Centennial Trail from Red Mountain to Blackjack.

It was noted in the comments to the Province from the previous application that the property is bisected by a trail known as "Old Gibbard's Road." The trail was thought to be previously designated as a road maintained by the Province; however, MOTI followed up confirming that their highways records did not show a road in their road register.

The City of Rossland has a right-of-way for their waterline that runs through the property (see Attachments). Utilizing this area for a pedestrian and cross country ski trail could be a way to connect the Centennial Trail. Such a connection is encouraged by the policies for Recreation Resources in the Area B Official Community Plan. The file was also referred to the City of Rossland for comment.

### **Advisory Planning Commission (APC)**

The application was presented to the Electoral Area B/Lower Columbia-Old Glory APC at their November 4, 2019 meeting. As part of their discussion, they wondered where the water line is located on the property. The location of this infrastructure is shown on the attached "Rossland Infrastructure Map".

The APC recommended support of the application, as the minimum parcel size requirements are being met.

### **Staff Comments**

Staff followed up with the City of Rossland and confirmed that they will be requesting the registration of a statutory right-of-way for public access to connect the Centennial Trail.

Page 2 of 3

P:\PD\EA\_'B'\B-28-TWP-10997.010 Hanson\2019-Nov-MOTI Subdivision\EAS\2019-11-14\_Hanson\_MOTI\_EAS.docx

The waterline right-of-way is registered over the entire property. Registration of a new right-of-way would give the opportunity to formally define the area necessary for the existing infrastructure. Based on the location of the waterline shown on the infrastructure map it appears that the trail connection could be made using the same route although it may need to shift along the northern portion of the parcel to connect to the right-of-way to the north.

### **Recommendation**

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as Lot A, Section 10, TWP 28, KD, Plan NEP12806, Electoral Area B/Lower Columbia-Old Glory, be received; and, Further, that the EAS Committee provide comment to the Ministry of Transportation and Infrastructure to recommend the registration of an approximate 6.0 m-wide statutory right-of-way through the lands to provide a trail connection to the Centennial Trail.

### **Attachments**

Site Location Map  
Subject Property Map  
Applicant Submission

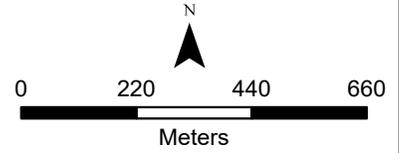


Regional District of  
Kootenay Boundary

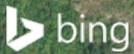
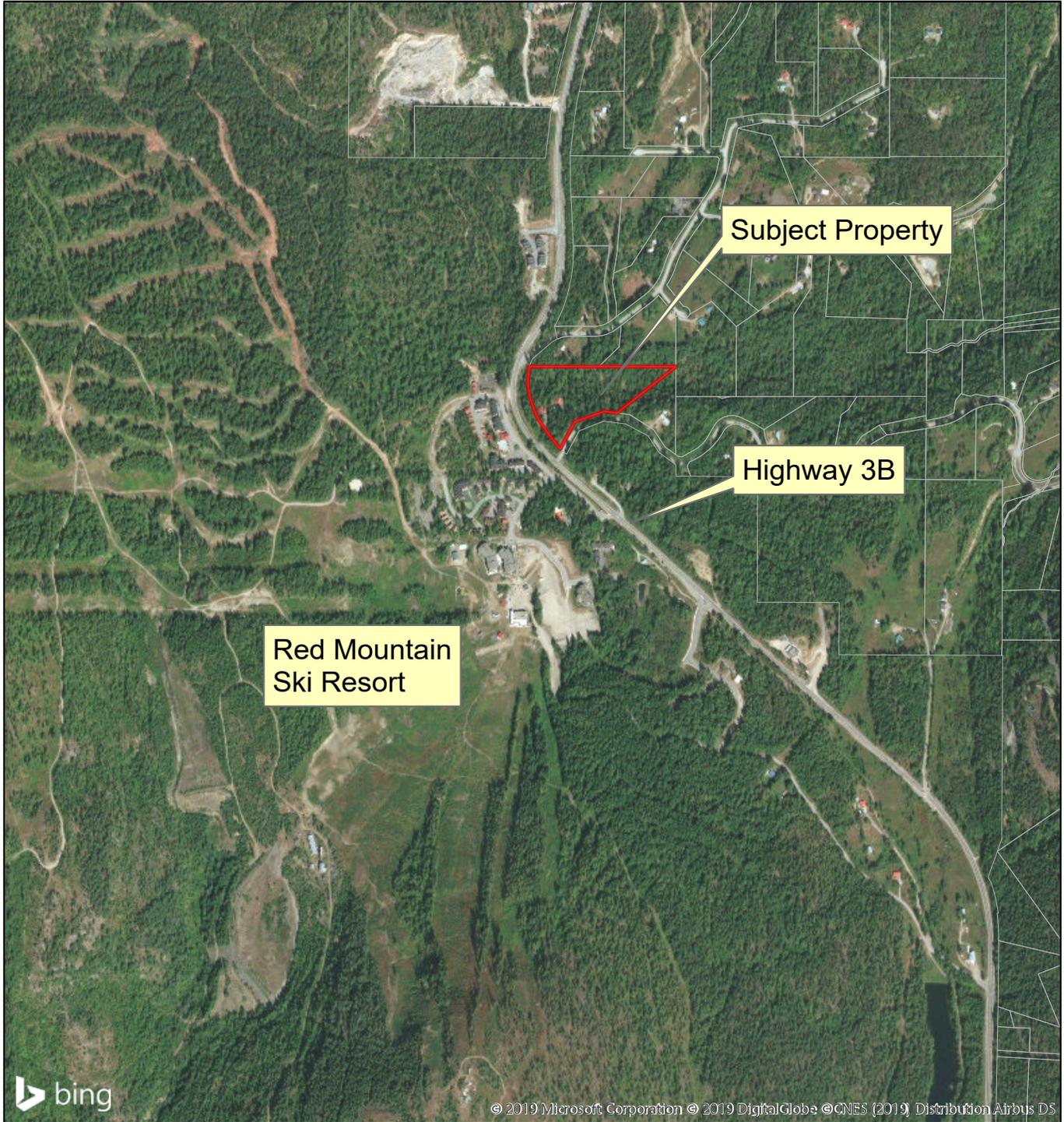
Date: 24-Oct-2019

# Site Location Map

Lot A, Section 10, TWP 28,  
KD, Plan NEP12806



1:12,500



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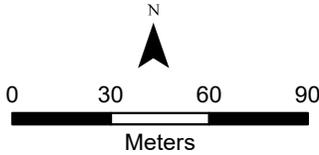


Regional District of Kootenay Boundary

Date: 24-Oct-2019

# Subject Property Map

Lot A, Section 10, TWP 28,  
KD, Plan NEP12806

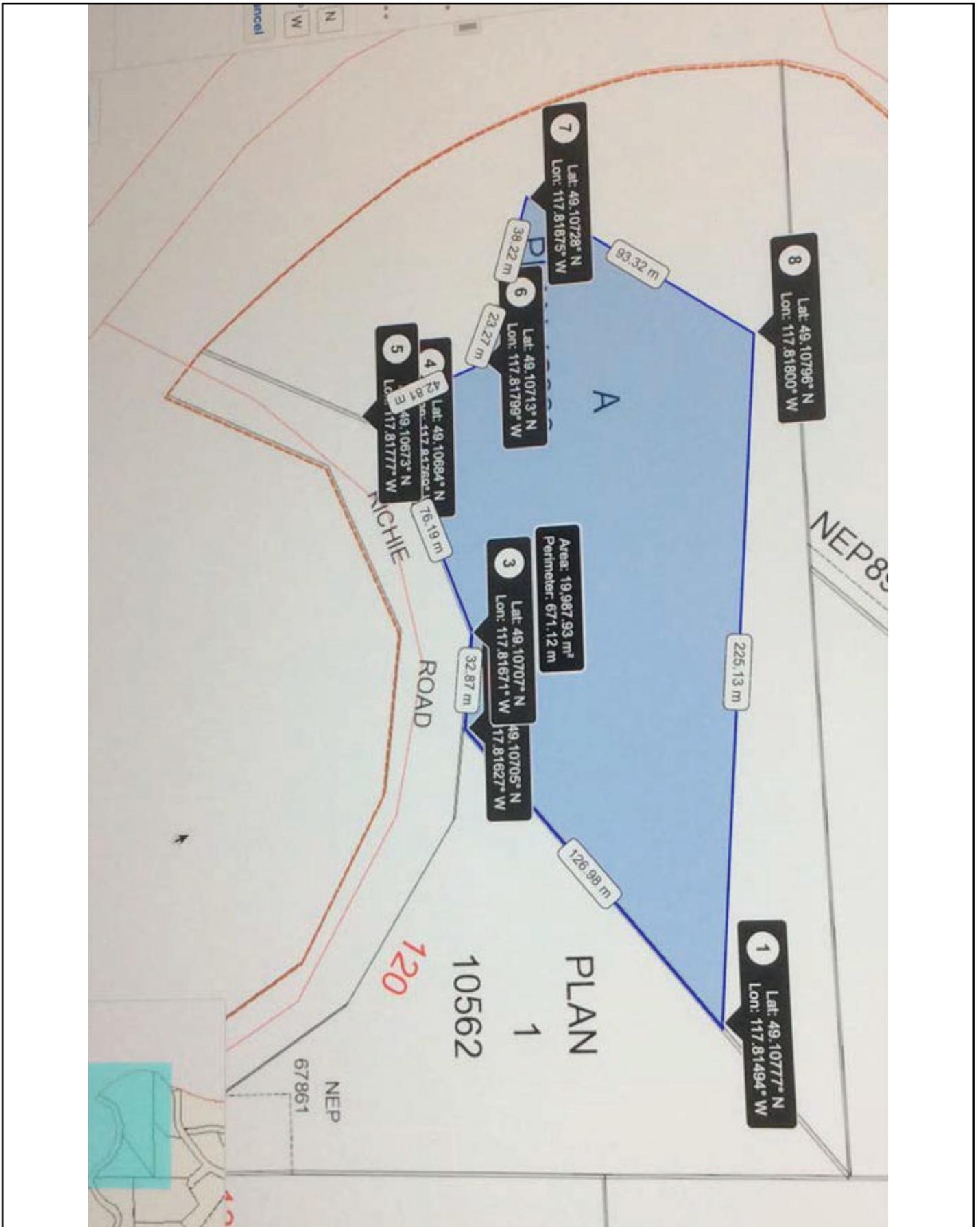


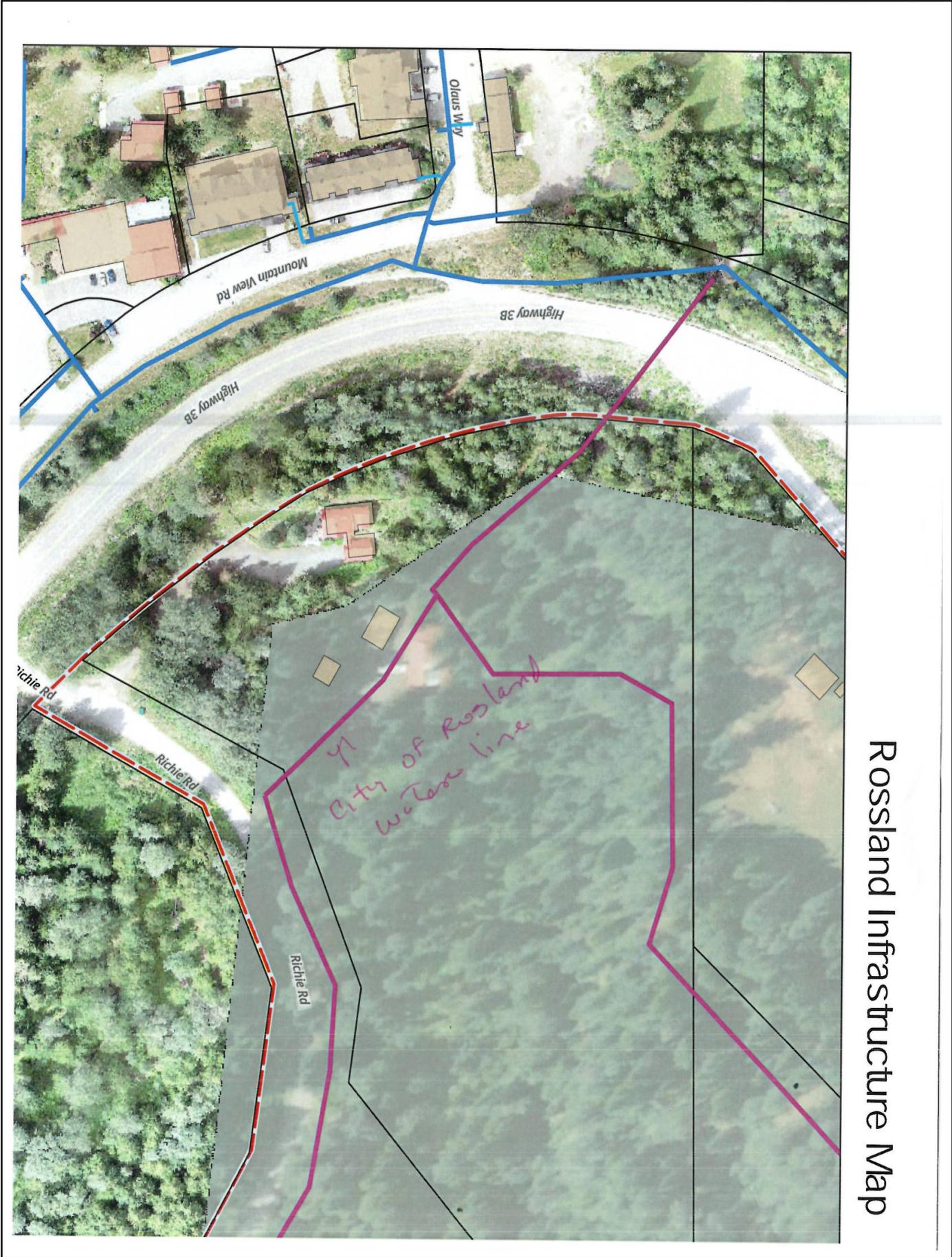
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Rosland Infrastructure Map

## Regional District of Kootenay Boundary

Director Ali Grieve, Electoral Area 'A'		Grants-In-Aid 2019
Balance Remaining from 2018		(201.00)
2019 Requisition		31,540.00
Less Board Fee 2019		(1,240.00)
<b>Total Funds Available</b>		<b>\$ 30,099.00</b>

RESOLUTION	DATE	RECIPIENT	DESCRIPTION	AMOUNT
20-19	31/Jan	Friends of the Beaver Valley Public Library	To assist with black out blinds	1,500.00
20-19	31/Jan	Okanagan Nation Alliance	To assist with "Fish in Schools" program	1,000.00
20-19	31/Jan	Village of Fruitvale	To assist with Jingle Down Main propane heaters	1,500.00
70-19	31/Jan	BV Recreation	Seniors Dinner and Dance	1,600.00
70-19	31/Jan	Montrose Recreation Commission	BC Family Day	500.00
70-19	31/Jan	Beaver Valley Cross Country Ski Club	Sno-cat expenses	2,000.00
115-19	21/Feb	Beaver Valley Blooming Society	To assist with flowering tubs around Fruitvale	2,500.00
115-19	21/Feb	JL Crowe Secondary School	To assist with the Scholarship Program	750.00
135-19	7/Mar	BV Golf & Country Club	To assist with Men's and Ladies' Golf Nights	1,152.00
149-19	7/Mar	Kootenay Region Branch of United Nations	To assist with honorarium for Kat Rovias	500.00
167-19	14/Mar	1st Beaver Valley Scout	To assist with trip to Pacific Jamboree	1,000.00
167-19	14/Mar	Beaver Valley May Days	To assist with May Days events	4,000.00
167-19	14/Mar	Kootenay Gateway Ltd.	To assist with Rossland Ski Bus service	100.00
189-19	4/Apr	Columbia Basin Environmental Education Network	To assist with Wild Voices learning program	500.00
189-19	4/Apr	Village of Montrose	To assist Montrose Recreation with pancake breakfast	600.00
212-19	24/Apr	BV Seniors Branch 44	To assist with the 60th Anniversary Party	500.00
217-19	24/Apr	Nelson & Fort Shepherd Railway - Village of Fruitvale	To assist with Community Train Rides	2,000.00
235-19	8/May	Beaver Valley Thrift Shop	To assist with Replacement Lighting	1,250.00
254-19	23/May	Beaver Valley Golf & Rec. Society	To assist with Tee Box Advertisting	210.00
254-19	23/May	Zone 6 BC 55+ Games	To assist with Seniors' Games	500.00
272-19	12/Jun	The FAIR Society	To assist the Trail FAIR Society	1,000.00
309-19	20/Jun	Beaver Valley Dynamic Aging Society	To assist with the Sips & Sparkles Fundraiser	2,000.00
373-19	29/Aug	Rally in the Beaver Valley 2019	to assist with Sanctuary for Kids	250.00
373-19	29/Aug	Rally in the Beaver Valley 2019	To assist with Wins Transition House	250.00
427-19	9/Oct	United Way of Trail & District	To assist the Beaver Valley Hamper Fund	1,000.00
427-19	9/Oct	Village of Fruitvale	To assist with Jingle Down Main	1,000.00
427-19	9/Oct	Village of Fruitvale	To assist with Remembrance Day	500.00
<b>Total</b>				<b>\$ 29,662.00</b>

<b>Balance Remaining</b>	<b>\$ 437.00</b>
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## Regional District of Kootenay Boundary

Electoral Area 'B' /Lower Columbia-Old Glory	Grants-In-Aid 2019
Balance Remaining from 2018	(2,868.46)
2019 Requisition	22,797.00
Less Board Fee 2019	(897.00)
<b>Total Funds Available</b>	<b>\$ 19,031.54</b>

RESOLUTION	DATE	RECIPIENT	DESCRIPTION	AMOUNT
20-19	31/Jan	Okanagan Nation Alliance	To assist with "Fish in Schools" program	1,000.00
20-19	31/Jan	Rossland Winter Carnival	To assist with costs of production	1,000.00
70-19	31/Jan	Trail Ambassador Committee	To assist with Trail Ambassador Program	750.00
115-19	21/Feb	JL Crowe Secondary School	To assist with the Scholarship Program	750.00
115-19	21/Feb	Zone 6 BC 55+ Games	To assist with participation in the 2019 Sr. Games	750.00
135-19	7/Mar	The Kidney Foundation of Canada, BC Branch	To assist with burdens on patients and their families	250.00
149-19	7/Mar	Kootenay Region Branch of United Nations	To assist with honorarium for Romilly Cavanaugh	500.00
189-19	24/Apr	Columbia Basin Environmental Education Network	To assist with Wild Voices learning program	500.00
212-19	24/Apr	Rossland Summit School	To assist with the RSS Bio Blitz	500.00
234-19	8/May	Rossland Council for Arts and Culture	To assist with Community Arts Plan	600.00
254-19	23/May	West Kootenay Smoke'n Steel Car Club	To assist with Audio System	2,343.79
272-19	12/Jun	Grand Forks ATV	To assist with Trails of the Paulson	5,000.00
335-19	18/Jul	Oasis Rec Society	To assist with Oasis Pickle Ball Court Grand Opening	1,276.34
309-19	20/Jun	Rossland Golden City Days	To assist with Festival Costs	1,000.00
	17/Jun	Woodstove Exchange Top-Ups	G. Jones & E. Cyron	500.00
373-19	29/Aug	Rally in the Beaver Valley 2019	To assist with Sanctuary for Kids	250.00
373-19	29/Aug	Rally in the Beaver Valley 2019	To assist with Wins Transition House	250.00
554-19	24/Oct	Wildsight	To assist Environmental Education Programs	800.00
<b>Total</b>				<b>\$ 18,020.13</b>

<b>Balance Remaining</b>	<b>\$ 1,011.41</b>
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## Regional District of Kootenay Boundary

Electoral Area 'C'/Christina Lake	Grants-In-Aid 2019
Balance Remaining from 2018	13,845.92
2019 Requisition	60,687.00
Less Board Fee 2019	(2,387.00)
<b>Total Funds Available</b>	<b>\$ 72,145.92</b>

RESOLUTION	DATE	RECIPIENT	DESCRIPTION	AMOUNT
20-19	19/Jan	Okanagan Nation Alliance	To assist with "Fish in Schools" program	1,000.00
70-19	31/Jan	Christina Lake Stewardship Society	To assist with billboard	2,058.00
70-19	31/Jan	Christina Lake Stewardship Society	To assist with replacing banners	1,286.35
115-19	21/Feb	Deer Ridge Water Association	To assist with the transition study	5,835.00
135-19	7/Mar	Boundary Metis Community Association	To assist with purchase of a banner	1,568.00
135-19	7/Mar	Little Lakers Learning Centre Society	To assist with day care expenses	3,500.00
135-19	7/Mar	Zone 6 BC+ Games	To assist with preparation for the 2019 games	300.00
167-19	14/Mar	Grand Forks Farmers Market	To assist with participation in BC coupon program	3,000.00
189-19	4/Apr	Christina Gateway Community Development Centre	To assist with Welcome Centre custom printed mat	2,070.32
189-19	4/Apr	Christina Lake Recreation Commission	To assist with Christina Lake Triathlon	1,000.00
212-19	4/Apr	Friends of the Bonanza Pass - Paul Beattie	To assist with information kiosk	3,000.00
234-19	8/May	Christina Lake Gateway Community Dev. Assoc	To assist with Annual Homecoming Summer Festival	15,000.00
235-19	8/May	Phoenix Foundation of the Boundary Communities	To assist with vital signs report.	1,000.00
309-19	20/Jun	Grand Forks Curling Club	To assist with Building Security Equipment	1,550.00
309-19	20/Jun	Christina Lake Boat Access Society	To assist with Annual Clean Up Day	400.00
272-19	12/Jun	Boundary Girls Fastpitch	To assist with Boundary Girls Fastpitch	400.00
272-19	12/Jun	Christina Lake Elementary School	To assist with Safety Swim Program	3,300.00
272-19	12/Jun	Christina Lake Ladies Golf Club	To support the Annual Ladies Open	500.00
272-19	12/Jun	Christina Lake Stewardship Society	To assist with Annual Plan Review	2,500.00
272-19	12/Jun	Christina Lake Stewardship Society	To assist with the 19th Annual Lake Cleanup Day	1,500.00
272-19	12/Jun	Christina Lake Stewardship Society	To assist with CL Northern Pike Challenge	750.00
272-19	12/Jun	Christina Lake Tourism Society	To support CL Adventure Tours & Corp. Retreats	2,300.00
273-19	12/Jun	Grand Forks ATV Club	To support Trails on the Paulson	5,000.00
373-19	29/Aug	Christina Gateway Community Development Centre	To assist with CL Pickleball Club Picklepalooza	2,725.00
373-19	29/Aug	Christina Lake Arts & Artisans Society	To assist with concerts, classes & workshops	1,000.00
373-19	29/Aug	Christina Lake Community Association	To assist with CL Community Hall Non-Profit Group Rentals	1,500.00
373-19	29/Aug	Christina Lake Tourism Society	To assist with Hiring Students	1,662.00
373-19	29/Aug	Cops for Kids (Care of Joan Hiram)	To assist with Lunch for RCMP Riders & "Cop" Cakes	1,000.00
373-19	29/Aug	Grand Forks Search & Rescue	To assist with Training	500.00
427-19	9/Oct	Christina Lake Health Care Auxiliary	To assist with Auction Fund Raiser	1,000.00
554-19	24/Oct	Christina Lake Firefighter Society	To assist with Annual Halloween Fireworks	2,000.00
<b>Total</b>				<b>70,204.67</b>
<b>Balance Remaining</b>				<b>\$ 1,941.25</b>

## Regional District of Kootenay Boundary

Electoral Area 'D'/Rural Grand Forks		Grants-In-Aid 2019
Balance Remaining from 2018		33,257.00
2019 Requisition		38,515.00
Less Board Fee 2019		(1,515.00)
<b>Total Funds Available</b>		<b>\$ 70,257.00</b>

RESOLUTION	DATE	RECIPIENT	DESCRIPTION	AMOUNT
20-19	19/Jan	Okanagan Nation Alliance	To assist with "Fish in Schools" program	1,000.00
20-19	19/Jan	Perley Elementary School (SD51 Boundary)	To assist with ReWild Project	5,000.00
167-19	14/Mar	Gallery 2	To assist with website updates	4,800.00
167-19	14/Mar	Grand Forks Farmers Market	To assist with Participation in BC Coupon Program	4,000.00
167-19	14/Mar	GF Junior Ultimate Team, Grand Forks Ultimate Club	To assist with entrance fees	525.00
167-19	14/Mar	Zone 6 55+ Games	To assist with preparation and participation	300.00
189-19	19/Apr	Grand Forks Border Bruins	To assist with dressing room renovations	2,500.00
212-19	24/Apr	Grand Forks Figure Skating Club	To assist with ice costs	1,000.00
272-19	12/Jun	Boundary Girls Fastpitch	To support Boundary Fastpitch	400.00
272-19	12/Jun	Citizens on Patrol	To support Grand Forks C.O.P	2,000.00
272-19	12/Jun	Phoenix Foundation of Boundary Communities	To support Phoenix Foundation	1,000.00
373-19	29/Aug	Grand Forks Senior Society Branch 68	To assist with 'Replace Inventory'	3,000.00
373-19	29/Aug	Grand Forks Curling Club	To assist with Building Security Equipment	1,550.00
373-19	29/Aug	Boundary Peace Initiative	To support Seed Funds	1,000.00
373-19	29/Aug	Kettle Valley Food Co-op	To assist with the Harvest Festival	500.00
403-19	19/Sep	Grand Forks Auxiliary to the Boundary Hospital	To assist with Kootenay Boundary Area Conference	1,500.00
427-19	9/Oct	Grand Forks & District Fall Fair	To assist with Attendance at BC Fairs	456.25
554-19	24/Oct	Boundary Invasive Species Society	To assist with Education & Monitoring	825.00
554-19	24/Oct	Grand Forks & District Fall Fair	To assist with Attendance at Grant Writing	456.25
554-19	24/Oct	Rotary Club of Grand Forks	To assist with Annual Halloween	2,000.00
<b>Total</b>				<b>\$ 33,812.50</b>

<b>Balance Remaining</b>	<b>\$ 36,444.50</b>
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## Regional District of Kootenay Boundary

Electoral Area 'E'/West Boundary	Grants-In-Aid 2019
Balance Remaining from 2018	46,412.96
2019 Requisition	86,814.00
Less Board Fee 2019	(3,414.00)
<b>Total Funds Available</b>	<b>\$ 129,812.96</b>

RESOLUTION #	DATE	RECIPIENT	DESCRIPTION	AMOUNT
20-19	19/Jan	Rock Creek Community Medical Society	To assist with rental of meeting room	280.00
70-19	31/Jan	West Boundary Community Services Cooperative Association	To assist with incorporation	2,966.57
70-19	31/Jan	Big White Mountain Community Development Association	To assist with laptop	500.00
70-19	31/Jan	Big White Mountain Community Development Association	To assist with Sage bookkeeping software	500.00
70-19	31/Jan	Big White Mountain Community Development Association	To assist with bookkeeper/financial planning	1,200.00
115-19	21/Feb	Boundary Metis Community Association	To assist with the snowshoeing program celebration dinner	800.00
115-19	21/Feb	West Boundary Community Services Cooperative Association	To assist with consulting and grant writing	3,000.00
115-19	21/Feb	West Boundary Community Services Cooperative Association	To assist with insurance at start-up	1,147.00
167-19	14/Mar	Gospel Chapel, Blessings Boutique & More	To assist with reimbursement of transportation costs	400.00
167-19	14/Mar	Discover Rock Creek	To assist with economic development/consultant fees	1,000.00
167-19	14/Mar	Discover Rock Creek	To assist with Canada Day celebrations	1,500.00
167-19	14/Mar	Trails to the Boundary	To assist with advertising and marketing Rail Trail	551.25
167-19	14/Mar	West Boundary Sustainable Foods and Resources Soc.	To assist with catering regional meat producer's meeting	350.00
234-19	8/May	Boundary Central Secondary School PAC	To assist with Student's Training First Aid	1,000.00
235-19	8/May	Greenwood Board of Trade	To assist with Founder's Day	1,500.00
254-19	23/May	Boundary Woodlot Association	To assist with Community Emerg. Prep Fair	1,691.21
254-19	23/May	Kettle Valley Golf Club	To assist with Maintenance of AED unit	672.00
254-19	23/May	West Boundary Community Services Cooperative Association	To assist with Co-Op Membership	119.00
254-19	23/May	West Boundary Community Services Cooperative Association	To assist with Land Lease Legal Fees	3,595.20
272-19	12/Jun	Discover Rock Creek	To assist with Rock Creek Market Insurance	926.00
309-19	20/Jun	Briderville Water Improvement District	To assist with Well Work	3,659.30
309-19	20/Jun	Greenwood & District Public Library Association	To assist with Summer Reading Club	300.00
309-19	20/Jun	Phoenix Foundation of the Boundary Communities	To assist with the Vital Signs Report	1,000.00
309-19	20/Jun	Big White Mountain Community Development Association	To assist with Summer Camp	6,500.00
309-19	20/Jun	Anaconda Water System (Feasibility Study Trsf)	To assist with water system	3,000.00
335-19	18/Jul	Midway Public Library	To assist with Residents Library Memberships	4,000.00
373-19	29/Aug	Big White Mountain Community Development Association	To assist with 'Meet Your Neighbours Event'	2,000.00
403-19	19/Sep	Big White Mountain Community Development Association	To assist with Opening for Early Learning Centre	5,000.00
403-19	19/Sep	Greenwood Municipal Swimming Pool	To assist with Transportation Reimbursement Partnership	1,725.00
403-19	19/Sep	Westbridge Recreation Society	To assist with Labour for Metal Roofing for Westbridge Hall Shed	1,050.00
427-19	9/Oct	Kettle River Museum	To assist with Local Motion Biking Event	560.00
427-19	9/Oct	Trails to the Boundary	To assist with Keeping it Rural Conference	3,537.33
427-19	9/Oct	West Boundary Senior Housing Society	To assist with the Parkview Manor Bus + Programs	4,000.00
554-19	24/Oct	Boundary Invasive Species Society	To assist with Education & Monitoring	825.00
554-19	24/Oct	Kettle River Lions Club	To assist with Celebration BBQ at Midway Satellite Fire Hall	511.73
554-19	24/Oct	Trails to the Boundary	To assist Two Attendees at Indigenous Tourism Conference	2,509.15
554-19	24/Oct	West Boundary Sustainable Foods and Resources Soc.	To assist Catering Kettle Valley Satellite Fire Hall Opening	426.64
<b>Total</b>				<b>\$ 64,302.38</b>
<b>Balance Remaining</b>				<b>\$ 65,510.58</b>

<b>Regional District of Kootenay Boundary</b> <b>Status Report - Gas Tax Agreement</b> <b>November 6, 2019</b>
--

**Revenue:**

Area A	\$ 1,207,895.43
Area B	\$ 897,753.97
Area C	\$ 880,248.57
Area D	\$ 2,024,489.54
Area E	\$ 1,338,695.55

TOTAL AVAILABLE FOR PROJECTS

**\$ 6,349,083.06****Expenditures:**

Area A	\$ 704,155.48
Area B	\$ 628,237.75
Area C	\$ 591,210.17
Area D	\$ 837,360.54
Area E	\$ 957,072.58

TOTAL SPENT OR COMMITTED

**\$ 3,718,036.52****TOTAL REMAINING****\$ 2,631,046.54**

**Regional District of Kootenay Boundary  
Status Report - Gas Tax Agreement  
November 6, 2019**

**A**

**ELECTORAL AREA 'A'**

	Description	Status	Allocation	
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**Revenue:**

Per Capital Allocation of Gas Tax Grant:

Allocation to Dec 31, 2007	Received	\$ 96,854.94
Allocation to Dec 31, 2008	Received	46,451.80
Allocation to Dec 31, 2009	Received	91,051.00
Allocation to Dec 31, 2010	Received	89,796.00
Allocation to Dec 31, 2011	Received	89,788.04
Allocation to Dec 31, 2012	Received	87,202.80
Allocation to Dec 31, 2013	Received	87,167.87
Allocation to Dec 31, 2014	Received	84,868.70
Allocation to Dec 31, 2015	Received	84,868.70
Allocation to Dec 31, 2016	Received	87,726.69
Allocation to Dec 31, 2017	Received	88,649.64
Allocation to Dec 31, 2018	Received	91,749.50
Allocation to Dec 31, 2019	Estimated	181,719.75

TOTAL AVAILABLE FOR PROJECTS

\$ 1,207,895.43

**Expenditures:**

Approved Projects:

2009	Columbia Gardens Water Upgrade	Completed	\$ 250,000.00
2011	South Columbia SAR Hall	Completed	2,665.60
281-13	BV Family Park - Solar Hot Water	Completed	16,684.00
451-13	Beaver Valley Arena - Lighting	Completed	69,000.00
26-14	LWMP Stage II Planning Process	Completed	805.88
17-15	Beaver Creek Park - Band Shell/Arbour	Funded	100,000.00
61-17	Fruitvale Elementary Playground -PAC LEAP Project	Completed	20,000.00
126-17	RDKB BVPART (Electrical Upgrade BV Family Park)	Funded	5,327.25
	RDKB BVPART (Electrical Upgrade BV Family Park)	Pending or Committed	4,672.75
153-17	Village of Fruitvale (Fruitvale RV Park)	Completed	70,000.00
		Pending or Committed	
73-18	Village of Fruitvale (Construction of Replica Train Static	Committed	150,000.00
166-19	Champion Lakes Golf & Country Club (New Metal Roof	Completed	15,000.00

TOTAL SPENT OR COMMITTED

\$ 704,155.48

TOTAL REMAINING

\$ 503,739.95

**Regional District of Kootenay Boundary  
Status Report - Gas Tax Agreement  
November 6, 2019**

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



	Description	Status	Allocation	
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**Revenue:**

Per Capital Allocation of Gas Tax Grant:			
Allocation to Dec 31, 2007	Received	\$	69,049.93
Allocation to Dec 31, 2008	Received		33,116.46
Allocation to Dec 31, 2009	Received		64,912.00
Allocation to Dec 31, 2010	Received		64,017.00
Allocation to Dec 31, 2011	Received		64,010.00
Allocation to Dec 31, 2012	Received		65,936.00
Allocation to Dec 31, 2013	Received		65,907.41
Allocation to Dec 31, 2014	Received		64,169.02
Allocation to Dec 31, 2015	Received		64,169.02
Allocation to Dec 31, 2016	Received		66,329.94
Allocation to Dec 31, 2017	Received		67,600.62
Allocation to Dec 31, 2018	Received		69,964.45
Allocation to Dec 31, 2019	Estimated		138,572.12
<b>TOTAL AVAILABLE FOR PROJECTS</b>			<b>\$ 897,753.97</b>

**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
251-15 Castlegar Nordic Ski Club (Paulson Cross Country Ski Trail Upgrade)	Completed		10,000.00
252-15 Black Jack Cross Country Ski Club Society (Snow Cat)	Completed		10,000.00
253-15 Rivervale Water & Streetlighting Utility (LED Streetlights)	Completed		14,417.00
254-15 Rivervale Oasis Sewer Utility (Flow Meters)	Completed		90,000.00
190-16 Rivervale Oasis Sewer Utility - RDKB (Wemco Booster Pumps)	Completed		-
221-16 Area 'B' Recreation - RDKB (Rivervale Shed)	Completed		8,632.00
152-17 Rossland Historical Museum and Archive Association (Rossland Museum Upgrades)	Completed		25,000.00
296-17 Visions for Small Schools Society (Broadband Installation)	Completed		13,381.80
111-18 Birchbank Golf Club (Upgrade Irrigation Satellite Controller)	Completed		50,000.00
102-19 Silver City Trap Club (Electrical System Upgrades)	Funded		15,664.71
165-19 Silver City Trap Club (Electrical System Upgrades)	Pending or Committed		5,221.57
165-19 Silver City Trap Club (Used Tractor)	Completed		20,330.00
<b>TOTAL SPENT OR COMMITTED</b>			<b>\$ 628,237.75</b>
<b>TOTAL REMAINING</b>			<b>\$ 269,516.22</b>

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

**Regional District of Kootenay Boundary  
Status Report - Gas Tax Agreement  
November 6, 2019**



**ELECTORAL AREA 'C' / CHRISTINA LAKE**

	Description	Status	Allocation	
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**Revenue:**

Per Capital Allocation of Gas Tax Grant:

Allocation to Dec 31, 2007	Received	\$	69,877.75
Allocation to Dec 31, 2008	Received		33,513.49
Allocation to Dec 31, 2009	Received		65,690.00
Allocation to Dec 31, 2010	Received		64,785.00
Allocation to Dec 31, 2011	Received		64,778.00
Allocation to Dec 31, 2012	Received		65,746.00
Allocation to Dec 31, 2013	Received		65,718.43
Allocation to Dec 31, 2014	Received		63,985.02
Allocation to Dec 31, 2015	Received		63,985.02
Allocation to Dec 31, 2016	Received		66,139.74
Allocation to Dec 31, 2017	Received		62,678.25
Allocation to Dec 31, 2018	Received		64,869.95
Allocation to Dec 31, 2019	Estimated		128,481.92

TOTAL AVAILABLE FOR PROJECTS

\$ 880,248.57

**Expenditures:**

Approved Projects:

11207	Christina Lake Community and Visitors Centre	Advanced	\$	50,000.00
2009	CLC&VC	Advanced		25,000.00
2010	CLC&VC	Advanced		25,000.00
2010	Living Machine	Advanced		80,000.00
2012	Kettle River Watershed Study	Funded		5,000.00
2013	Kettle River Watershed Project	Funded		9,959.86
2014	Kettle River Watershed Project	Funded		3,548.77
2015	Kettle River Watershed Project	Funded		1,371.07
2016	Kettle River Watershed Project	Funded		754.04
2017	Kettle River Watershed Project	Funded		2,068.54
2018	Kettle River Watershed Project	Funded		228.57
	Kettle River Watershed Study	Pending or Committed		69.15
417-13	Kettle River Watershed (Granby Wilderness Society)	Funded		2,000.00
2011	Solar Aquatic System Upgrades	Completed		7,325.97
418-13	Christina Lake Chamber of Commerce (Living Arts Centre Sedum/Moss Planting Medium)	Completed		20,697.00
106-14	Christina Gateway Community Development Association	Funded		20,000.00
264-14	Christina Lake Solar Aquatic System Upgrades	Completed		4,227.29
16-15	Christina Lake Nature Park - Riparian and Wetland Demonstration Site and Native Plant Nursery	Completed		42,763.11
18-15	CL Elementary Parent Advisory Council - Hulitan/Outdoor Classroom	Completed		36,880.00
256-15	Christina Lake Recreation Commission (Pickle Ball & Pump Bike Park)	Completed		65,235.18
360-15	Christina Lake Community Association (Design & Installation Make-Up Air System)	Completed		17,000.00
361-15	Christina Lake Boat Access Society (Redesign Texas Point Boat Launch Parking)	Completed		30,000.00

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

80-16	Christina Lake Community Association (Installation Make-Up Air System Shortfall)	Completed	6,263.75
269-16	RDKB C.L. Solar Aquatic System (Plant Rack)	Completed	7,384.83
271-16	RDKB (Boundary Agricultural & Food Project)	Funded	1,714.76
	RDKB (Boundary Agricultural & Food Project)	Pending or Committed	414.95
404-17	RDKB CL PARTS (New Washrooms @ Pickleball/Tennis Courts)	Completed	15,000.00
72-18	RDKB Kettle River Watershed Authority (Drought Management Plan) (\$11,303.33 is Approx Amount; Actual Allocation To Be Determined )	Funded	9,739.66
	RDKB Kettle River Watershed Authority (Drought Management Plan) (\$11,303.33 is Approx Amount; Actual Allocation To Be Determined )	Pending or Committed	1,563.67
231-19	RDKB CL PARTS (Pickle Ball Courts)	Funded	55,923.08
	RDKB CL PARTS (Pickle Ball Courts)	Pending or Committed	44,076.92
TOTAL SPENT OR COMMITTED			\$ 591,210.17
TOTAL REMAINING			\$ 289,038.40

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

**Regional District of Kootenay Boundary  
Status Report - Gas Tax Agreement  
November 6, 2019**



**ELECTORAL AREA 'D' / RURAL GRAND FORKS**

	Description	Status	Allocation	
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**Revenue:**

Per Capital Allocation of Gas Tax Grant:

Allocation to Dec 31, 2007	Received	\$	154,656.26
Allocation to Dec 31, 2008	Received		74,173.40
Allocation to Dec 31, 2009	Received		145,389.00
Allocation to Dec 31, 2010	Received		143,385.00
Allocation to Dec 31, 2011	Received		143,370.00
Allocation to Dec 31, 2012	Received		150,634.00
Allocation to Dec 31, 2013	Received		150,571.27
Allocation to Dec 31, 2014	Received		146,599.76
Allocation to Dec 31, 2015	Received		146,599.76
Allocation to Dec 31, 2016	Received		151,536.57
Allocation to Dec 31, 2017	Received		151,187.25
Allocation to Dec 31, 2018	Received		156,473.90
Allocation to Dec 31, 2019	Estimated		309,913.37

TOTAL AVAILABLE FOR PROJECTS

\$ 2,024,489.54

**Expenditures:**

Approved Projects:

8549	City of GF - Airshed Quality Study	Completed	\$	5,000.00
2010	Kettle River Water Study	Funded		25,000.00
2012-1	Kettle River Watershed Study	Funded		15,000.00
2012-2	Kettle River Watershed Study	Funded		10,000.00
2013	Kettle River Watershed Project	Funded		24,899.66
2014	Kettle River Watershed Study	Funded		41,490.99
2015	Kettle River Watershed Study	Funded		7,857.50
2016	Kettle River Watershed Study	Funded		4,237.38
2017	Kettle River Watershed Study	Funded		11,377.02
2018	Kettle River Watershed Study	Funded		1,257.14
	Kettle River Watershed Study	Pending or Committed		380.31
417-13	Kettle River Watershed (Granby Wilderness Society)	Funded		2,000.00
		Pending or Committed		
2010	Boundary Museum Society - Phase 1	Committed		13,000.00
2011	Boundary Museum Society - Phase 2	Completed		30,000.00
2012	Boundary Museum Society - Phase 2	Completed		8,715.00
2011	Phoenix Mnt Alpine Ski Society	Completed		63,677.00
2012	Phoenix Mnt Alpine Ski Society	Completed		1,323.00
2012	Phoenix Mnt Alpine Ski Society	Additional		12,600.00
2012	Grand Forks Curling Rink	Completed		11,481.00
27-14	Boundary Museum	Funded		77,168.50
178-15	Grand Forks Rotary Club (Spray Park)	Completed		25,000.00
426-15	Jack Goddard Memorial Arena (LED Lights)	Completed		40,000.00
7-16	RDKB (Hardy Mountain Doukhobor Village)	Completed		38,165.19
	Grand Forks Aquatic Center (LED Lights for Natatorium)	Completed		10,565.83
144-16	Natatorium)	Completed		10,565.83
180-16	Grand Forks BMX Society (Track Upgrade)	Completed		5,000.00
246-16	RDKB (Kettle River Heritage Trail)	Funded		100,000.00
268-16	Grand Forks Community Trails Society (New Surface Trans Canada Trail Westend Station)	Completed		24,648.45
271-16	RDKB (Boundary Agricultural & Food Project)	Funded		5,430.11
	RDKB (Boundary Agricultural & Food Project)	Pending or Committed		1,314.04

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

293-16	Grand Forks Aquatic Center (Underwater LED Light Replacement)	Completed	11,508.76
451-16	Phoenix Cross Country Ski Society (Trail Grooming Machine)	Completed	20,512.33
467-17	RDKB (Boundary Transit Capital Funding)	Completed	5,889.00
468-17	RDKB (Boundary Trails Master Plan)	Funded	16,478.14
	RDKB (Boundary Trails Master Plan)	Pending or Committed	3,521.86
72-18	RDKB Kettle River Watershed Authority (Drought Management Plan) (\$11,303.33 is Approx Amount; Actual Allocation To Be Determined )	Funded	9,739.66
	RDKB Kettle River Watershed Authority (Drought Management Plan) (\$11,303.33 is Approx Amount; Actual Allocation To Be Determined )	Pending or Committed	1,563.67
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	4,550.00
361-19	RDKB - Boundary Transit (2018 Leasing Transit Vehicles)	Completed	9,965.00
361-19	RDKB - Boundary Transit (2019 Leasing Transit Vehicles)	Completed	10,086.00
362-19	Boundary Area Disc Athletic Sports Society (Signage & Baskets)	Pending or Committed	12,508.00
	TOTAL SPENT OR COMMITTED		\$ 837,360.54
	TOTAL REMAINING		\$ 1,187,129.00

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

**Regional District of Kootenay Boundary  
Status Report - Gas Tax Agreement  
November 6, 2019**



**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	Received		104,558.52
Allocation to Dec 31, 2019	Estimated		207,089.40

TOTAL AVAILABLE FOR PROJECTS \$ 1,338,695.55

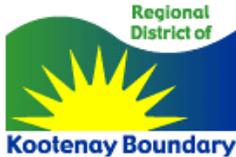
**Expenditures:**

Approved Projects:

283	Greenwood Solar Power Project	Completed	\$	3,990.00	
8548	Kettle Valley Golf Club	Completed		20,000.00	
8546	West Boundary Elementary School Nature Park	Completed		13,500.00	} 28,500.00
8546E	2010 WBES - Nature Park (expanded)	Completed		15,000.00	
2009/10	Kettle Wildlife Association (heat pump)	Completed		35,000.00	
2010	Rock Creek Medical Clinic (windows/doors)	Completed		18,347.56	
2010	Kettle Valley Golf Club (Pumps)	Completed		24,834.63	} 41,368.00
2011	Kettle Valley Golf Club (Pumps)	Completed		10,165.37	
2011	Kettle Valley Golf Club (Pumps)	Completed		6,368.00	
2010	Rock Creek Fairground Facility U/G	Completed		14,235.38	} 44,000.00
2011	Rock Creek Fairground Facility U/G	Completed		22,764.62	
2011	Rock Creek Fairground Facility U/G	Completed		7,000.00	
2010/11	Beaverdell Community Hall Upgrades	Completed		47,000.00	
2010	Kettle River Water Study	Funded		25,000.00	
2012-1	Kettle River Watershed Study	Funded		15,000.00	
2012-2	Kettle River Watershed Study	Funded		40,000.00	
2013	Kettle River Watershed Project	Funded		49,799.31	
2014	Kettle River Watershed Study	Funded		33,201.82	
2015	Kettle River Watershed Study	Funded		10,946.27	
2016	Kettle River Watershed Study	Funded		5,805.60	
2017	Kettle River Watershed Study	Funded		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	11,459.95
	RDKB (Boundary Agricultural & Food Project)	Pending or Committed	2,773.19
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	7,718.82
	Beaverdell Community Club & Recreation Commission (Bleachers Beaverdell Ball Park)	Pending or Committed	1,853.04
198-17	Westbridge Recreation Society (Replace Kitchen Westbridge Hall)	Completed	20,699.41
468-17	RDKB (Boundary Trails Master Plan)	Funded	16,478.13
	RDKB (Boundary Trails Master Plan)	Pending or Committed	3,521.87
72-18	RDKB Kettle River Watershed Authority (Drought Management Plan) (\$11,303.33 is Approx Amount; Actual Allocation To Be Determined )	Funded	9,739.66
	RDKB Kettle River Watershed Authority (Drought Management Plan) (\$11,303.33 is Approx Amount; Actual Allocation To Be Determined )	Pending or Committed	1,563.68
152-18	Westbridge Recreation Society (Door Upgrades/ LED Conversion/Curtains & Tracking System)	Completed	7,023.06
154-18	Bridesville Community Club (Hall Addition)	Completed	70,000.00
296-18	Rock Creek & Boundary Fair Association (Assembly Hall Upgrades)	Completed	20,000.00
297-18	Kettle River Museum (Bunkhouse Upgrades)	Completed	20,000.00
467-18	King of Kings New Testament Church (H/E Commercial Dishwasher)	Completed	6,608.51
566-18	Westbridge Recreation Society (Construction of New Building)	Funded	30,637.30
	Westbridge Recreation Society (Construction of New Building)	Pending or Committed	10,212.43
47-19	Kettle Valley Golf Club (Clubhouse Window Replacement)	Completed	7,945.95
271-19	West Boundary Community Services Co-Operative (Rock Creek Community Hub)	Completed	100,000.00
	TOTAL SPENT OR COMMITTED		\$ 957,072.58
	TOTAL REMAINING		\$ 381,622.97



# Electoral Area Administration

## 2020 Work Plan



### ELECTORAL AREA ADMINISTRATION

2020  
Mark Andison, CAO



# Electoral Area Administration

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## 2020 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

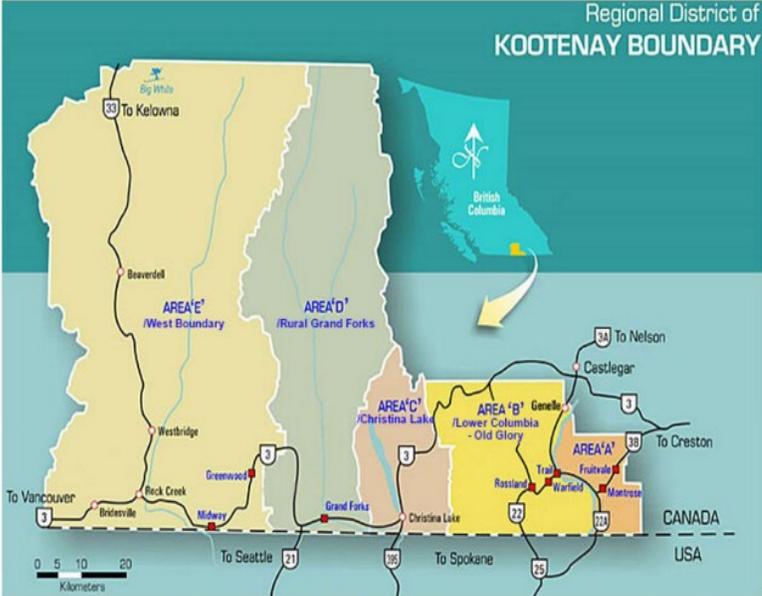
**Requisition Limit:**

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, Member Municipality Security Issuing 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.

**Human Resources:**

1. CAO
2. Manager of Corporate Administration/Corporate Officer
3. Corporate Communications Officer
4. Executive Assistant
5. Clerk/Secretary Receptionist (1.8 FTE)

**2019 Requisition/Budgeted Expenditures:**

\$263,447/\$599,606

**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.

**2020 Projects:**

**Project: 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. Following approval of the 2019 budget, staff began the recruitment process for a two-year term employee, with some challenges experienced in finding a suitable candidate.

**RDKB Strategic Priorities**

-  Exceptional Cost Effective and Efficient Services
-  Responding to Demographic / Economic / Social Change
-  Responding to Climate Change Impacts
-  Improve and Enhance Communication

*Project Relationship to Board Priorities:*

-  Establishing a dedicated Bylaw Enforcement Coordinator position and implementing the Bylaw Dispute Adjudication System will improve the cost effectiveness and efficiency of the RDKB’s regulatory role.

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 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-complying 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 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:

- 1) 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>

#### 2020 Work Plan Objectives Related to Bylaw Enforcement Coordinator Position

The objectives with respect to the Bylaw Enforcement Coordinator position in 2020 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. The Bylaw Enforcement Coordinator will take on the responsibilities that are currently being undertaken by Planning Department staff. The Bylaw Enforcement Coordinator will primarily be responsible for coordinating day-to-day bylaw enforcement activities currently undertaken by Planning Department staff; and
3. RDKB planning and administrative staff, with the assistance of the solicitors, will 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



Action Items:

<b>ELECTORAL AREA ADMINISTRATION</b>			
<b>Initiation Date</b>	<b>Action / Issue</b>	<b>Staff Resources</b>	<b>Comments</b>
May 2016	<u>Bylaw Enforcement:</u> Undertake a Bylaw Enforcement Notice / Dispute Adjudication System as a means of implementing bylaw enforcement for minor infractions. Further, that staff be directed to apply to the Lieutenant Governor in Council to enact a regulation to include the RDKB in Schedule 1 of the Bylaw Notice Enforcement Regulation. Further, that upon inclusion in the Regulation that staff draft a Bylaw Notice Enforcement Bylaw for the Board's consideration.	Administration Staff	The RDKB has applied for and been added to the Provincial regulation. Electoral area directors have directed that a temporary Bylaw Enforcement Coordinator position be included in the 2019 budget to complete the required bylaw and implement the enforcement program.



Regional District of  
Kootenay Boundary

# Planning and Development

2020 / 2021 Work Plan – Draft #2



005

Prepared by: Donna Dean, Manager of Planning and Development



## 2020 / 2021 Work Plan – Draft #2

**Service Name:** Planning and Development

**Service Number:** 005

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

**General Manager/Manager Responsible:**

James Chandler, General Manager of Operations

Donna Dean, Manager of Planning and Development

**Description of Service:**

The Planning and Development Department fulfills the following functions:

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

census data. GIS staff also provide support to other RDKB departments including: fire services, finance, administration, and recreation. GIS staff are also responsible to ensure current street address data is provided to the appropriate agency(s) that use the data for the 911 system.

- Bylaw Compliance and Enforcement – The Department responds to complaints regarding contravention of the Regional District’s land use bylaws. Bylaw compliance and enforcement often involves coordinated efforts with the Building Department and in some cases with the Administration Department and legal council. Bylaw compliance and enforcement continues to be a time consuming, sensitive and challenging task. Since 2005, when the Planning and Development Department took on a more active role in bylaw enforcement, the number of written complaints for enforceable infractions of RDKB Zoning Bylaws has averaged roughly 10 per year. A complete summary of enforcement activities in 2018 is presented in a separate report. Currently there are 30 active bylaw enforcement files that require short term follow up; and
- Administrative Support Services – Planning Department staff are involved in most RDKB property based transactions. Examples include: the applications for license of occupation and land purchases and transfer. GIS staff also regularly responds to inquiries from the Finance Department for assessment values for the Regional District’s various services; voter counts for referendums and elections; mapping for service areas, bylaws and staff reports; and mapping for emergency services (evacuation zone maps and maps of areas impacted by emergencies).
- Special projects are described in greater detail below.

**Establishing Authority:**

Letters Patent

**Requisition Limit:**

Not applicable

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$782,846/ \$857,942/ \$537,270 (to September 30, 2019)

**Regulatory or Administrative Bylaws:**

The Planning and Development Department administers a total of 24 regulatory and administrative bylaws on a regular basis:

- Electoral Area ‘A’ OCP Bylaw No. 1410
- Electoral Area ‘A’ Zoning Bylaw No. 1460
- Electoral Area ‘B’/Lower Columbia-Old Glory OCP Bylaw No. 1470
- Electoral Area ‘B’/Lower Columbia-Old Glory Zoning Bylaw No. 1540
- Electoral Area ‘C’/Christina Lake OCP Bylaw No. 1250
- Electoral Area ‘C’/Christina Lake Zoning Bylaw No. 1300
- Electoral Area ‘D’/Rural Grand Forks OCP Bylaw No. 1555
- Electoral Area ‘D’/Rural Grand Forks Zoning Bylaw No. 1675

Costs (2020 projected):

- Wages/benefits (±72%)
- Operating Contracts (±7%)
- Building (±7%)
- Board Fee (±5%)

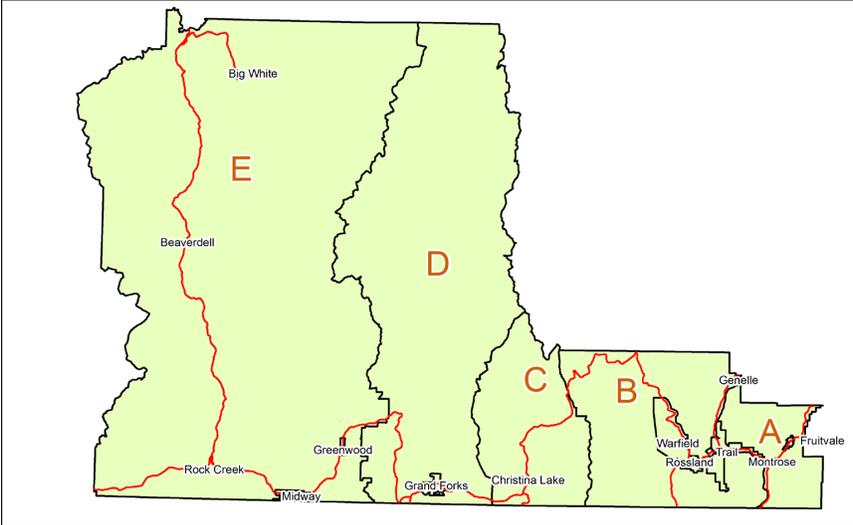
Other Revenue:

- Application Fees
- Street Address services
- Project Grants

- Big White Ski Resort OCP Bylaw No. 1125
- Big White Ski Resort Zoning Bylaw No. 1166
- Mt. Baldy Ski Resort OCP Bylaw No. 1335
- Mt. Baldy Ski Resort Zoning Bylaw No. 1340
- Jewel Lake Land Use Bylaw No. 855
- Bridesville Townsite Land Use Bylaw No. 1485
- Heritage Designation Bylaw No. 1236
- Advisory Planning Commission Bylaw No. 1535
- Board of Variance Bylaw No. 1145 and 1146
- Floodplain Bylaw No. 677
- Delegation Bylaw No. 1567
- Development Approvals Bylaw No. 1507
- Fees and Procedures Bylaw No. 1231
- Mobile Home Park Bylaw No. 97

**Service Area / Participants:**

- Entire Regional District.
- Planning: 5 Electoral Areas – 75% of budget
- Planning and Development: 5 Electoral Areas plus 8 member municipalities – 25% of budget
- The above budget break-down is according to Board Resolution #461-92.



**Service Levels**

- Department staff are available to the public through direct emails, general emails, phone calls and at the front counter five days a week through the work day. Enquiries are of varying complexity and depending on the information requested can involve a freedom of information request.
- Production of agendas for Advisory Planning Commissions, Electoral Area Services Committee and submissions to the Administration Department for Board Agendas
- Staff are also working on long range planning projects.

**Human Resources:**

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

**2020 Staffing**

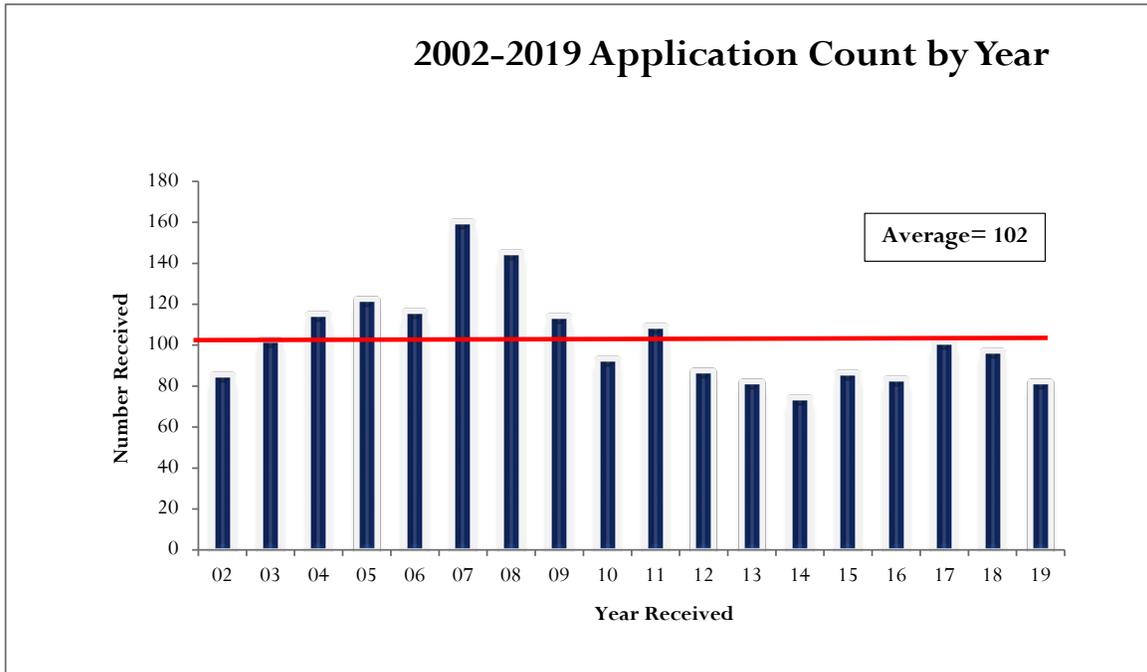
Position	Operational FTE	Operational Days	Project FTE	Project Days
Manager of P&D@90% (10% Boundary Watershed Service)	80%	150	20%	37
Senior Planner	20%	42	80%	166
Planner	80%	166	20%	42
Senior GIS Technician	50%	104	50%	104
GIS Technician	70%	146	30%	62
Senior Secretary	90%	187	10%	21
Clerk/Secretary/Receptionist	90%	187	10%	21

There were a number of staff changes in 2019:

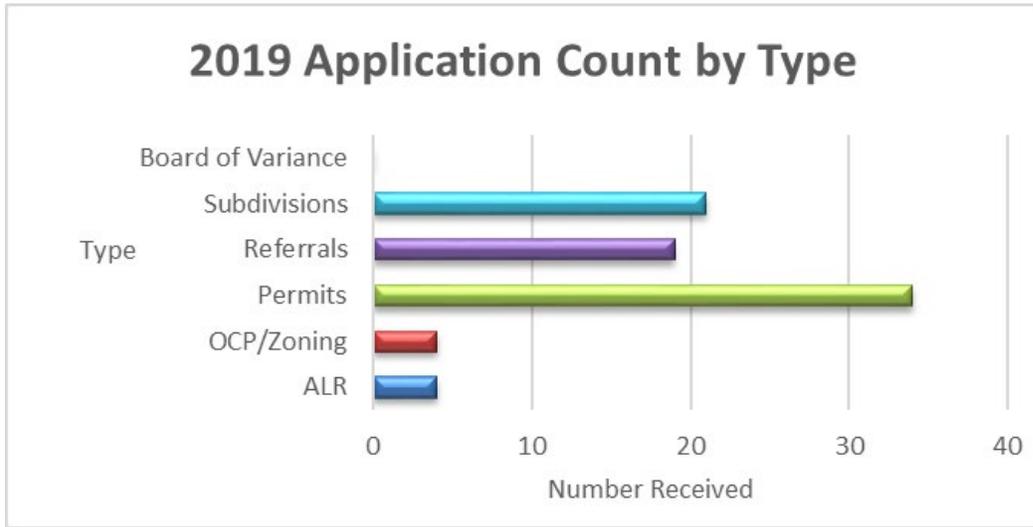
- Elizabeth Moore was promoted from Planner to Senior Planner when Ken Gobeil left us at the end of May 2019.
- Corey Scott, our new Planner, started in August 2019.
- Heather Potter, our new GIS Technician, started in April 2019.
- Katie Erickson, our GIS Coop student started in September and will be with us until early January.
- We also anticipate that recruitment of a Bylaw Enforcement Officer should be completed by year end.

**Summary of Current Operations to Date:**

There were have been a total of 82 applications and referrals to date in 2019, which is below the 18-year average of 102. This graph will be updated with the final year end numbers in December. Application processing time compared to targets will also be included at that time.



Most development applications processed in 2019 were for development permits and development variance permits, followed by subdivision referrals from the Ministry of Transportation and Infrastructure. Referrals from other agencies also make up a substantial part of the work-load.



Other work completed in 2019 included:

- Adoption of the new Electoral Area 'D'/Rural Grand Forks Zoning Bylaw.
- Background work regarding the Kootenay Robusters permit for use of the Lavalley road right of way for a movable boat house for their dragon boats – waiting for final approval from MOTI.
- Staff continues to be involved in the Boundary flood recovery mostly as it relates to the RDKB parcels that may be part of the buy-out.
- Participation in the Agricultural Climate Action Initiative.
- Issuance of an RFP for the Housing Needs Report.
- Migrated to the esri Enterprise license.
- The street address project, which matches address points to rooftop, is near completion.

The table below summarizes the projects that were identified in the 2019/2020 work plan and their status:

Project Name	Status
Creation of the Rural Bridesville Land Use Plan	Near completion.
Review of the Electoral Area 'C'/Christina Lake Official Community Plan	This project will continue in 2020.
Continuation of the Boundary Area Agriculture and Food Project	Concluded Year 3 of the Community Food Action Initiative. All reporting to Interior Health was completed. A total of \$25,699 in grants was distributed to six organizations in the Boundary area to aid with the implementation of the Plan.

Review of the Board of Variance Bylaw	The current bylaws and supporting information has been forwarded to our solicitor.
Production of Application Guidelines for Public and Updated Web Content	Final drafts are being reviewed by a plain language expert and all seven should be ready to use by year end.
Asset Management Project	There were few demands on planning staff time on this project in 2019 but it will remain on the project list since GIS staff are an integral part of asset management.
GIS review	This project is being held at this time since acquisition of the enterprise esri licence has significantly changed the capabilities of the GIS software. This item has not been included in the 2020 budget.
Wall map for the basement foyer	GIS staff is working on prototypes and the project should be completed by year end.

### 2020 Projects

In addition to the projects and board listed below, staff is available for emergent planning and development matters that arise throughout the year.

#### Legend – RDKB Board Strategic Priorities

-  Environmental Stewardship/Climate Preparedness
-  Exceptional Cost Effectiveness and Efficient Services
-  Responding to Demographic/Economic/Social Change
-  Improve and Enhance Communication

Strategic Priority	Project name	Estimated Days to complete	Internal /External	Budget (Est)	Risk/priority
	Bridesville Land Use Plan - Finalize	35	Internal		High
	Area C/Christina Lake OCP Review - ongoing	100	Internal		High
	Big White OCP Review - Initiate	40	Internal		Medium
	Bylaw Adjudication Process	15	Both		High

Strategic Priority	Project name	Estimated Days to complete	Internal /External	Budget (Est)	Risk/priority
	Fees and Procedures Bylaw Review with legal review	5	Both		Medium
	Big White OCP and Zoning regarding Retaining Walls; intensive residential development permit guidelines	5	Both		High
	Big White Master Plan review - referral anticipated in the new year	5	Internal		High
	Housing Needs Report - RDKB Wide	10	Both	150,000	High
	Housing Strategies - Collaboration with Rural Development Institute	15	Both	60,000	Medium
	Poverty Reduction Plan for the Boundary - UBCM Grant; February 28, 2020; funding dependent	15	Both	70,000	Medium

Strategic Priority	Project name	Estimated Days to complete	Internal /External	Budget (Est)	Risk/priority
	Agriculture and Food Security Plan - Lower Columbia; CFIA, December 9, 2019, IAF; funding dependent	20	Both	50,000	High
	Boundary Area Agriculture and Food Project - Review Action Items	5	Internal		Medium
	Climate Action Initiative-Weather Network, working group	7	Both	32,000	Medium
	Heritage Designation - Cascade Cemetary	5	Internal		Medium
	Genelle Community Boat Launch - secure a new site		Both		Low
	Land use study for RDKB property in Genelle; could be considered as part of the housing strategy		Both		Low

Strategic Priority	Project name	Estimated Days to complete	Internal /External	Budget (Est)	Risk/priority
   	Asset Management Project		Internal		Low
  	Advisory Planning Commission recognition policy		Internal		Low
<b>Total</b>		<b>282</b>			



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

2020 Work Plan 1st Draft



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

2020

Mark Daines, Manager of Facilities and Recreation



## REGIONAL PARKS AND TRAILS – AREA B/LOWER COLUMBIA-OLD GLORY 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:** \$270,000

**2019 Requisition / Budgeted Expenditures:**

The Requisition is \$232,023 and the Expenditures are \$325,701

**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
- Committee Volunteers
- RDKB Corporate Administration Dept.
- RDKB Finance Department
- RDKB Planning Department

**2019 Accomplishments:**

- Renovations of community hall at Oasis Community Park at a cost of \$68,000.
- Landscaping project in Rivervale Community Park at a cost of \$32,000.

**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**

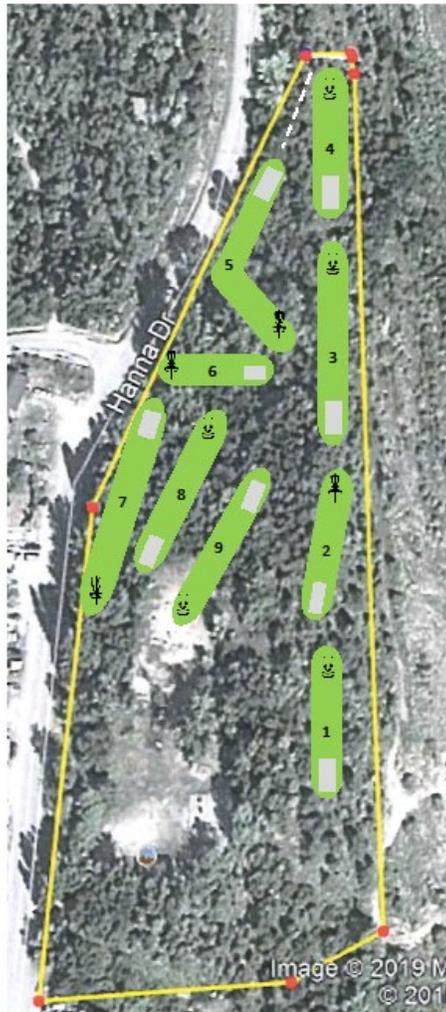
The RDKB is strongly committed to occupational health and safety and dedicates considerable staff and financial resources to fulfill our commitment. There is an active Joint Labour/Management OH&S Committee that meets and conducts inspections regularly. The OH&S Committee has participants from all departments. 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.

**2020 Projects:**

**Project:** 9 Hole Par 3 Disc Golf Course

**Project Description:** Installation of Disc Golf course at Oasis Community Park

OASIS PAR 3  
DISC GOLF COURSE  
Preliminary Concept  
August 15, 2019



HOLE	PAR	DISTANCE
1	3	171
2	3	177
3	3	180
4	3	144
5	3	180
6	3	135
7	3	207
8	3	171
9	3	171

1

**Project Timelines and Milestones: October 2019-June 2020**



**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 \$30,000.

**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".

How does the work on the proposed project or initiative advance one or more of the following strategic priorities of the Board:



Environmental Stewardship / Climate Preparedness

***The new Disc Golf Course will minimize the impact to the environment by removing dead and dangerous trees as opposed to live and healthy trees. There are two creeks that will run through the course which will be protected by walking bridges.***



Exceptional Cost Effective and Efficient Services

***This project ensures sustainability at little or no cost to maintain once it is built.***



Responding to Demographic / Economic / Social Change

***This project will appeal to all ages. It is not specific to one demographic group. There will be no public user fees to use the asset.***



Improve and Enhance Communication

N/A

**Project:** Community Hall Improvements

**Project Description:** Building Envelope Improvements at the Oasis Community Hall

These improvements include: painting of the exterior walls, doors and railings, soffits, fascia, drainage, ventilation, interior ceiling paint, repair of the well head.



**Project Timelines and Milestones:** October 2019-June 2020



**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 \$ 28,800.00

**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".

How does the work on the proposed project or initiative advance one or more of the following strategic priorities of the Board:	
	Environmental Stewardship / Climate Preparedness N/A
	Exceptional Cost Effective and Efficient Services  <i>By completing the building envelope improvements ensures that we are responsible and pro-active in funding our services and that plans are developed to address aging infrastructure in our services to ensure sustainable services.</i>
	Responding to Demographic / Economic / Social Change  <i>Meeting rooms and town halls that are affordable to public are essential to the needs of our communities.</i>
	Improve and Enhance Communication  <i>Making public meeting spaces available allows more people to engage in the conversation.</i>

**Project:** Landscaping Improvements

**Project Description:** Gazebo, Picnic Tables, Roofing at the Rivervale Park



**Project Timelines and Milestones:** October 2019-June 2020



**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 \$15,000.

**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".

How does the work on the proposed project or initiative advance one or more of the following strategic priorities of the Board:	
	Environmental Stewardship / Climate Preparedness N/A
	Exceptional Cost Effective and Efficient Services <i>By completing park improvements ensures that we are responsible and pro-active in funding our services and that plans are developed to address aging infrastructure in our services to ensure sustainable services.</i>
	Responding to Demographic / Economic / Social Change N/A
	Improve and Enhance Communication <i>Improving and creating outdoor recreation spaces enhances and encourages communication among residents and users of the facility.</i>

**Project:** Recreation Facility Addition

**Project Description:**

Design, tendering, and construction of a Pickleball/Basketball Court at the Genelle Community Hall.



**Project Timelines and Milestones: October 2019-August 2020**



**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 \$00,000.

**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".

How does the work on the proposed project or initiative advance one or more of the following strategic priorities of the Board:	
	Environmental Stewardship / Climate Preparedness N/A
	Exceptional Cost Effective and Efficient Services <i>By completing park improvements ensures that we are responsible and pro-active in funding our services and that plans are developed to address aging infrastructure in our services to ensure sustainable services.</i>
	Responding to Demographic / Economic / Social Change <i>Pickleball has become one of the fastest growing sports among adults from age 50-75. The sport is enjoying a resurgence due from the popularity of tennis in the 60's and 70's. The RDKB is responding to this demand by converting old tennis courts in to new Pickleball courts.</i>
	Improve and Enhance Communication <i>Improving and creating outdoor recreation spaces enhances and encourages communication among residents and users of the facility.</i>

**Project:** Asset Management Planning

**Project Description:**

Participation in the corporate-wide asset management planning process.

**Project Timelines and Milestones:** Throughout 2020.

**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 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".

**ACTION ITEMS**

<b>REGIONAL PARKS AND TRAILS – AREA B/LOWER COLUMBIA-OLD GLORY SERVICE</b>			
<b>Initiation Date</b>	<b>Action / Issue</b>	<b>Staff Resources</b>	<b>Comments</b>
May 2020	Oasis Community Park Disc Golf Course	Manager of Facilities	Project Construction begins
<b>Initiation Date</b>	<b>Action / Issue</b>	<b>Staff Resources</b>	<b>Comments</b>
May2020	Oasis Community Hall Improvements	Manager of Facilities	Project commences
<b>Initiation Date</b>	<b>Action / Issue</b>	<b>Staff Resources</b>	<b>Comments</b>
May 2020	Rivervale Park Improvements	Manager of Facilities	Project commences
<b>Initiation Date</b>	<b>Action / Issue</b>	<b>Staff Resources</b>	<b>Comments</b>
May 2020	Genelle Community Hall Pickleball Courts	Manager of Facilities	Project commences



**Regional District of  
Kootenay Boundary**

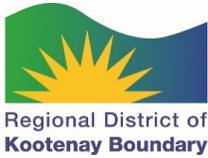
# Christina Lake Parks & Recreation Commission – Program Service

**2020 Work Plan - DRAFT**



**CHRISTINA LAKE TRIATHLON EVENT**

2020  
Paul Keys, Manager of Facilities & Recreation  
(Updated Nov 4 2019)



# Christina Lake Parks & Recreation Commission – Program Service

## 2020 Work Plan - DRAFT

**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  
Paul Keys, 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

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

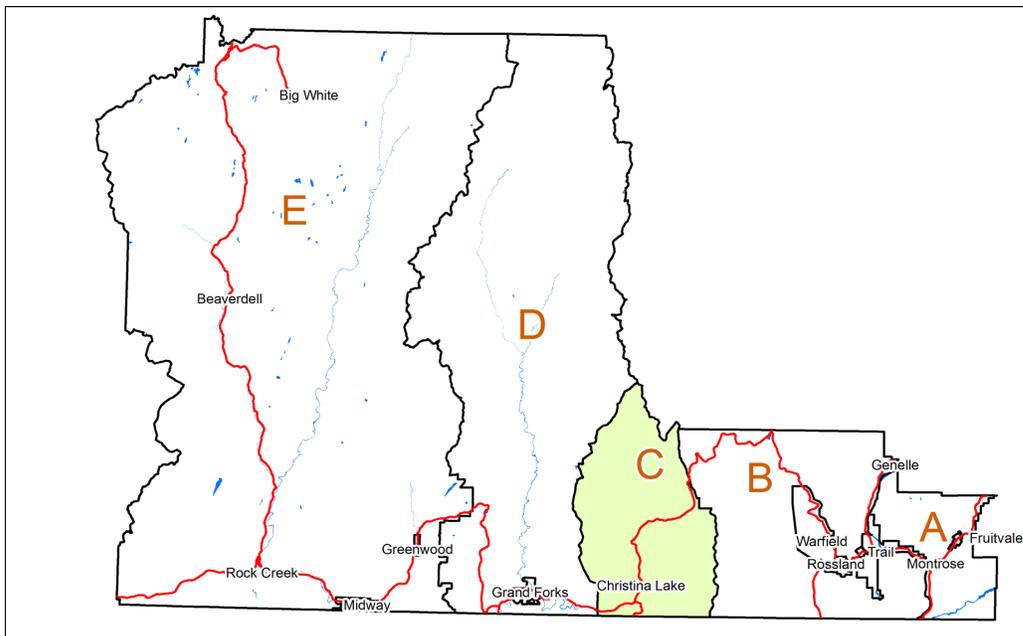
\$52,700 / \$77,898 / on budget TBD year end 2019

**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

**2019 Accomplishments:**

- Continue with the Stretching for Mobility & Morning Fitness programs
- Continue with the summer swim lessons at beach and school swim lessons (up to 75 participants)
- Successfully organized the 2019 Sand Sculpture Event.
- 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 remains open and under review***
- The Christina Lake Triathlon Event was successfully re-opened and completed in June 2019 with approximately 50 athletes competing.

**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.

Staff continue to connect and reach out to the Osoyos Indian Band in partnering to develop a high level plan for a route for the walking trail that may have the least impact.

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.

With the retirement of the Manager of Facilities and Recreation in October, a new manager was successfully hired to start in late 2019. Additional staff time will be required to support the new manager transition.



# Recreation Facilities Christina Lake

2020 Work Plan-DRAFT



**CHRISTINA LAKE PICKLE BALL COURTS**

2020

Paul Keys, Manager of Facilities & Recreation



## Recreation Facilities Christina Lake

### 2020 Work Plan-DRAFT

**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  
Paul Keys, 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

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

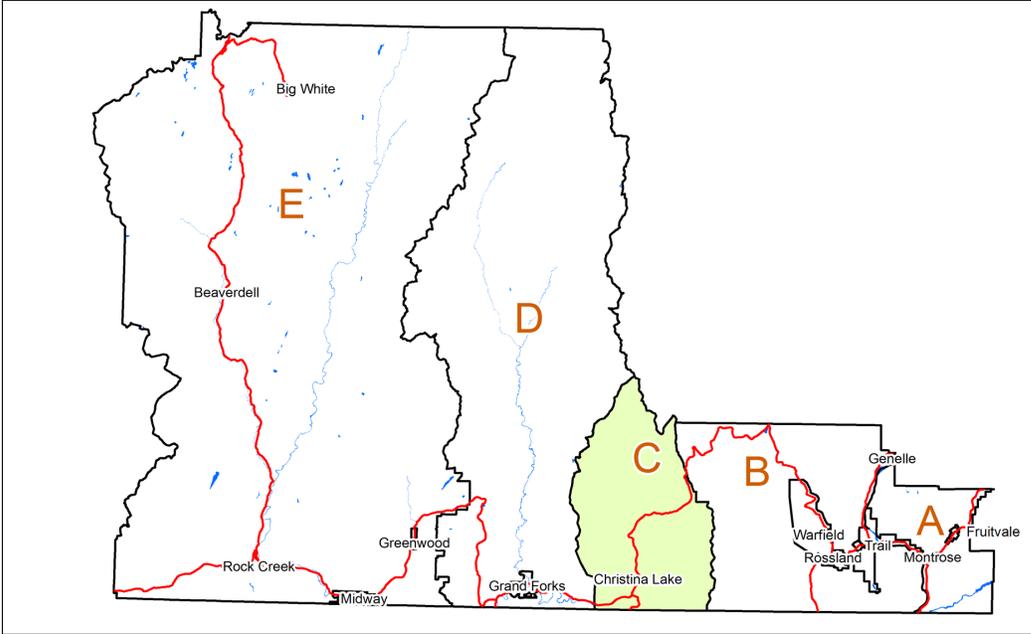
*\$40,000 / \$50,626 / planned on budget for year end 2019*

**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.

**2019 Accomplishments:**

Funds are allocated to the following 2019 community groups projects/programs:

- Christina Lake Community Association: (up to \$25,000)
  - *Expenses are reimbursed based on costs of projects completed in the year*
- Pickle Ball/Tennis Group – up to \$5,000
- Fitness park landscaping – up to \$1,000
- 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. Further development of the RDKB asset management will assist in better understanding future costs for building maintenance.

**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 2019.



- Pickleball Courts/Tennis Courts – Groups
  - 1) Court Improvements - ongoing
- Community Hall Grounds
  - 1) Equipment and Property Improvements



**Regional District of  
Kootenay Boundary**

# Christina Lake Regional Parks and Trails

2020 Work Plan DRAFT



**END OF JOHNSON ROAD**

2020

Paul Keys, Manager of Facilities & Recreation



Regional District of  
Kootenay Boundary

## Christina Lake Regional Parks and Trails

### 2020 Work Plan DRAFT

**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

Paul Keys, 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.

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

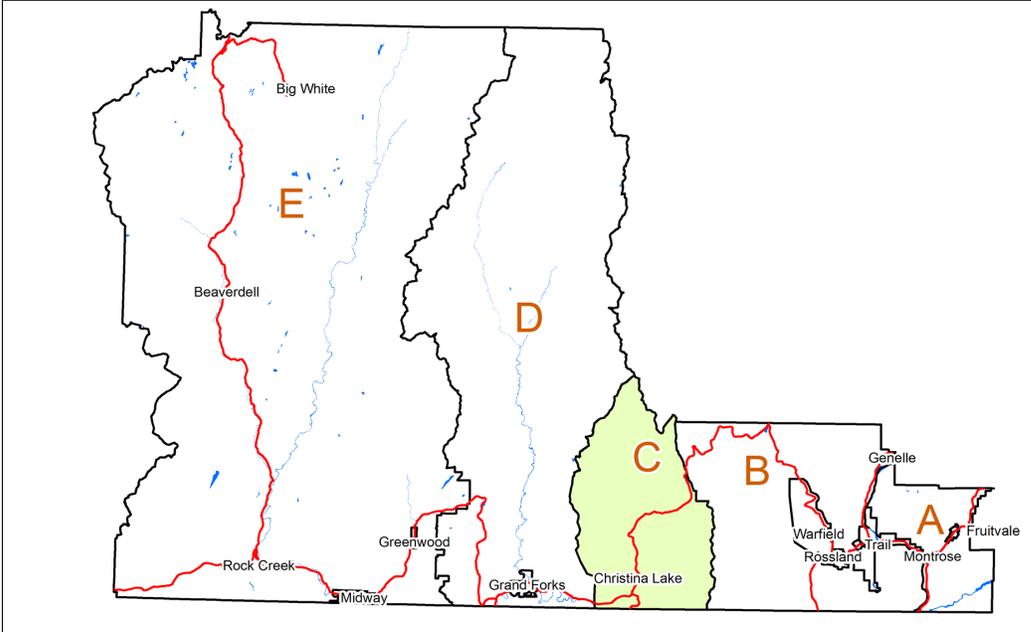
*\$297,078/ \$486,851/ \$410,000 forecast at Oct 2019.*

**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 2019 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)
- Park Security/RCMP Summer Constable (\$20,000)
- Christina Lake Solar Aquatic System (\$15,500)
- Trail Maintenance and Development (up to \$30,000)
- Invasive Plant Control (\$8,000)
- Dangerous Tree Removal (\$5,000)
- Walking Trail Development Kettle River Walk (\$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

**2019 Accomplishments:**

- Application is with BC Ministry for developing the Kettle River Walk Trail - Ongoing into 2019
- Pickleball Court Expansion - 3 new courts constructed to a total of 6 permanent courts
- Plans being develop for viewing deck with board walk for Nature Park – permitted and Licence of Occupation assessments in progress with the Province. Planning continues in design and development for future construction.
- 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
- Through the Gateway program – Designation as Pickleball Capital of Canada is granted!!
- Successful hire of new Manager of Recreation and Facilities to replace the former retired manager.

**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 – The cost for a study is maintained in the budget, however risks lie in that even with the study completed there are no guarantees that the project can be developed.

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 2020, 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 before October 30, of each year the projects will be prioritized.

The new manager of Facilities and Recreation will start in November 2019, there will be a transition period and time for them to ramp up as they learn the area and services. The GM Operations will also support the transition where necessary to ensure that any impacts to the service are limited.

## 2020 Projects

**Project:** Christina Creek Pedestrian Bridge (grant dependant)

**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 likely in 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 2020/2021.

**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 \$1,628,000

Grant Funding Application: Investing in Canada Infrastructure Program – Rural and Northern Communities (100% funding requested \$1,628,000)

In reserves we have approximately \$190,000 for contingencies.

**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, the next phase – Tennis Courts Overlay

**Project Description:** Develop 4 more pickle ball courts, overlaying the existing tennis courts beside the existing 6 courts. Once the project is complete we will have 10 pickle ball courts.

The tennis courts require maintenance of resurfacing and overlay. This will be completed with the lineage added for pickleball on the overlay.

The existing ‘mat’ surface will remain as required for tennis. The new surface below will take away the low spots and improve the tennis experience.

The surface can be removed as required for major pickeball events.

**Project Timelines and Milestones:** Spring/Summer - 2020

**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:** Walking Trail - Golf Course

**Project Description:** The Archeological Impact Assessment Study is required for the projects to be developed further. This remains an ongoing funding related to the development and planning for the walking trail around the golf course

**Project Timelines and Milestones:** Spring/Summer/fall - 2020

**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.  
Transfer \$50,000 from reserves 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:** 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 – 2020 – ongoing.

**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. The project continues in the planning and development phase.

**Project Timelines and Milestones:** Throughout 2020

**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, Environmental permitting and License of Occupation from the Province.

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

**Estimated Cost and Identified Financial Sources:** Planning costs are up to \$90,000. 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".

**Project:** Nature Park Road Maintenance

**Project Description:** Repaving and road maintenance.

**Project Timelines and Milestones:** Summer 2020

**Project Risk Factors:** Contractor availability and pricing.

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

**Estimated Cost and Identified Financial Sources:** Planning costs are up to \$75,000.

**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:** Pickleball improvement – rubber surfacing concrete apron

**Project Description:** Surfacing the newly poured concrete pad serving as the standing area between the new courts.

**Project Timelines and Milestones:** Summer 2020

**Project Risk Factors:** Contractor availability and pricing.

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

**Estimated Cost and Identified Financial Sources:** Planning costs are up to \$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”.



**Regional District of  
Kootenay Boundary**

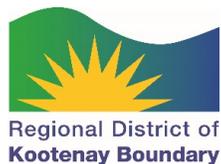
# Rural Grand Forks – Regional Parks & Trails

2020 Work Plan



**RDKB ENVIRONMENTAL SERVICES DEPARTMENT**

Goran Denkovski, Manager of Infrastructure and Sustainability



## Rural Grand Forks – Regional Parks & Trails

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### 2020 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 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

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

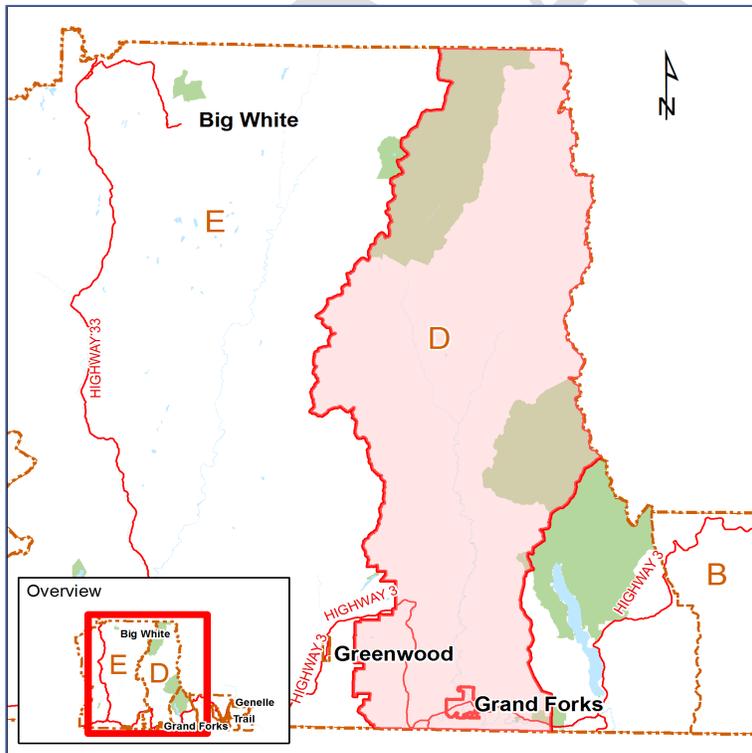
\$45,779/\$259,081/ tbd

**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)**. Overall operations of dam and project specific staff support is provided by the Environmental Services.

**2019 Accomplishments:**

2019 will see the continuation and completion of several projects. These include:

- Applied for Strategic Priorities Grant for rip rap reinforcement
- Complete spillway
- Review of all documentation for dam safety regulations.
- Update ERP with regional emergency response.
- Developed cost estimate for full scope of dam rehabilitation.
- 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.

**Outcome 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"**Outcome:** Project is 80% complete.

**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”.

DRAFT

**2020 Projects:**

**Project:** Rip Rap Reinforcement

**Project Description:**  
Update rip rap at toe of dam for reinforcement.

**Project Timelines and Milestones:**

	2020											
	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:** \$100,000 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 2020.

**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”.

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**Regional District of  
Kootenay Boundary**

# Christina Lake Fire Protection Service

2020 Work Plan - DRAFT





## Christina Lake Fire Protection Service

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### 2020 Work Plan - DRAFT

**Service Name:** Christina Lake Fire Protection Service

**Service Number:** 051

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

**General Manager/Manager Responsible:**

James Chandler, General Manager, Operations / DCAO & Chief Joe Geary

**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 is a composite fire department consisting of 1 career fire chief and 22 volunteers.

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, auto extrication, medical first responder services, 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 (Fore Protection) Bylaw No. 702, 1992 (converted Christina Lake Fire Protection Services to a local service)

**Requisition Limit:** \$1.8688/\$1,000 (\$1,037,855)

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$328,316/ \$353,033 / 386,982

**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
- Fire Captains (3)
- Safety Officer
- Lieutenants (3) – act as First Responder Instructors
- Firefighters (15)
- Auxiliary Firefighters (4)

**2019 Accomplishments**

January 2019 – New full time Chief, Joe Geary started in the role.

- Purchase of 9 new sets of turnout gear
- NFPA 1001 training to meet with the Provincial Playbook
- Auxiliary Firefighter program. 4 retired firefighters have returned to active duty in a support roll (pump operator, filling SCBA's, traffic control, and assisting with rehab stations.) The auxiliary members are a volunteer group and receive no remuneration for their services.



**Training overview and achievements**

In 2019, the members of the Christina Lake Fire Department continued to participate in training at the highest level. These dedicated individuals provided countless hours of their personal time towards training to be the best firefighters for the residents and visitors of Christina Lake. The total number of combined training hours for 2019 are 3182 hrs. This total not only represents Wednesday drill sessions, but also includes the extra courses that the fire service demands of today's firefighter. Christina Lake firefighters are fully engaged in the "Playbook" requirements and I am pleased to report that the department now has fourteen (14) Interior Firefighters and four (4) Exterior Level Firefighters.



### Training Courses

In 2019, members of the department attended several training courses. These courses include NFPA 1001 interior operations, officer development, rescue, and emergency management.

2019 Training Courses	
Course	TYPE / Subject
NFPA 1001 Interior Operations	Firefighting
Live Fire Training	Firefighting
NFPA 1407 Rapid Intervention Crew	Firefighting
Incident Command 100	Emergency Management
Introduction to Emergency Operations Centre	Emergency Management
Company Inspections	Fire Prevention
NFPA 1006 Rope Rescue Operations	Technical Rescue
NFPA 1006 Vehicle Technician I	Auto Extrication
Blue Card Incident Command	Fire Officer
First Responder Instructor Certification	Medical Aid

**Significant Issues and Trends:**



The main issue impacting the Christina Lake Fire Department, and most similar-sized, volunteer fire departments in B.C., is the competency and training standards dictated by the Provincial “Playbook”. The Christina Lake Fire Department, under its new leadership, is actively working toward ensuring that its membership is meeting the necessary standards for the designated level of service for the department (Interior Operations.)

With the appointment of the new full time Fire Chief training programs continue to support all members

**2020 Projects:**

**Project:** Asset Management Planning

**Project Description:**  
Participation in the corporate-wide asset management planning process.

**Project Timelines and Milestones:**  
Throughout 2020.

**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”.

**2020 Projects:**

**Project:** Fire Boat Acquisition and fit out



**Project Description:**

CLFR society has been fundraising over the past several months for the purchase of a 30' pontoon boat to be converted into a fire boat.

**Project Timelines and Milestones:**

Schedule not yet determined.

Will be based on ensuring standards can be met and budget support prior to commitment.

If approved – Operational service and benefits would be anticipated for the summer season of 2020.

**Project Risk Factors:**

Transport Canada to issue an exemption letter for small vessel commercial operators certification.

**Internal Resource Requirements:**

Fire Chief, GM Operations, GM Finance and various firefighters support.

**Estimated Cost and Identified Financial Sources:**

Purchase price for pontoon boat \$10,000.00

Estimated cost for training and conversion \$45,000.00

Fundraising total \$26,000.00

**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:** Replacement of Tender 361.

**Project Description:**

The Fire Department’s fleet is aging and Tender 361 has exceeded its useful life (22 yrs old). Best practice for fire apparatus is to utilize them for 20 year to meet with NFPA 1901 standard for fire apparatus.

**Project Timelines and Milestones:**

Specification and plans development early 2020.  
Order and procurement, Fall 2020.

**Project Risk Factors:**

Purchase price and cost escalation

**Internal Resource Requirements:**

Fire Chief, GM Operations and GM Finance

**Estimated Cost and Identified Financial Sources:**

Purchase price : \$285,000.00

**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”.





**Regional District of  
Kootenay Boundary**

# Beaverdell Fire Protection Service

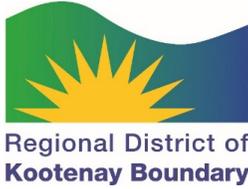
2020 Work Plan- DRAFT



**BEAVERDELL FIRE PROTECTION SERVICE**

2020

James Chandler, General Manager, Operations / Deputy CAO



# Beaverdell Fire Protection Service

## 2020 Work Plan- DRAFT

**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

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**  
\$60,209/ \$74,463/ Estimated \$65,000 year end

**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

**2019 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.

Big White Fire Department staff have regularly attended Beaverdell, up to once a week to help coordinate and provide training for all personnel.

**Significant Issues and Trends:**

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.)

In the coming 5 years a fleet management plan should be established as the department holds a number of vehicles that may not require replacement and the main rescue engine and tender will soon need to be replaced. The financing and decisions about investing in the right equipment will may need to be supported, with technical and expert input from other Fire Chief's in the Region.

## 2020 Projects:

**Project:** Asset Management Planning

**Project Description:**

Participation in the corporate-wide asset management planning process.

**Project Timelines and Milestones:**

Throughout 2020.

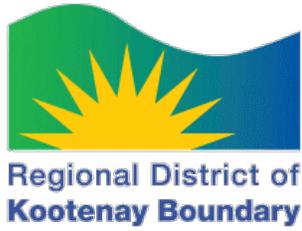
**Project Risk Factors:**

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

**Internal Resource Requirements:** Considering that the 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.

**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".



# Big White Fire Department

## 2020 Work Plan Draft



**RDKB BIG WHITE FIRE DEPARTMENT**

2020

Authored by: Fire Chief Chris Cormack

**Service Number: 054**



## Big White Fire Department

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### 2020 Work Plan Draft

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

**Service Number:** 054

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

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

**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.

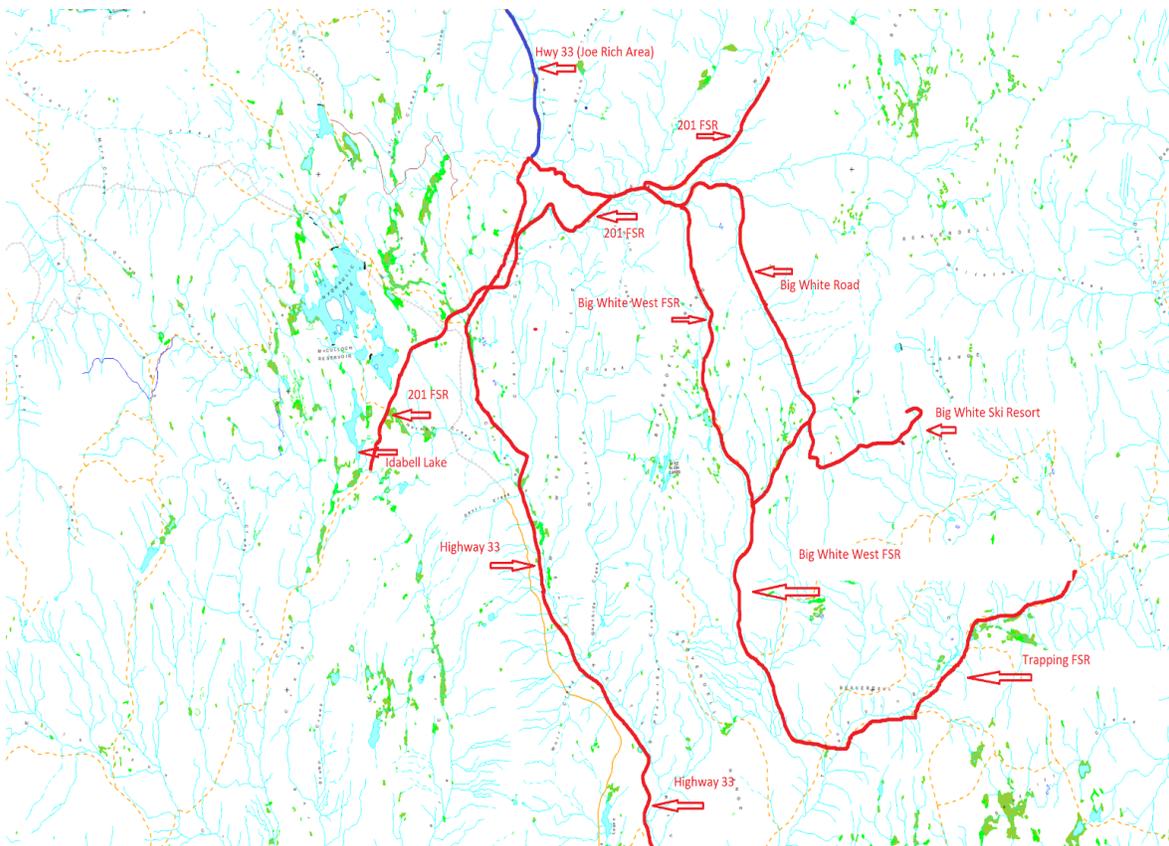
- Local Government Act
- Community Charter
- BC Fire Safety Act
- Workers' Compensation Act
- Emergency Health Services Act
- Emergency Program Act
- Motor Vehicle Act
- Societies Act
- Employment Standards Act
- Bill C-45 (Criminal Code sec. 217.1)
- Industry Canada regulations (communications)

**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:

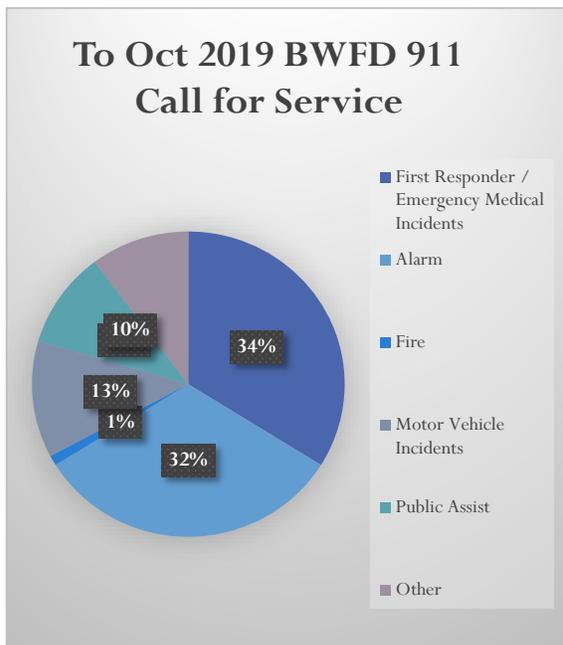


**Service Participants:** Area E Big White Ski Resort

**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 stress 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 Idabel 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



2019 - BIG WHITE FIRE DEPARTMENT 911 CALLS FOR SERVICE	Jan to Oct 2019
First Responder / Emergency Medical Incidents	63
Alarm	60
Fire	2
Motor Vehicle Incidents	23
Public Assist	19
Other	19
<b>Totals</b>	<b>186</b>

**Human Resources:**

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

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

Paid-On-Call: 29 firefighters

Work Experience Program: 7 firefighters

**2019 Requisition/Expenditures:** 2019 requisition \$1,130,330/Budgeted expenditures \$2,353,926

**2019 Significant Accomplishments:**

- \* Retirement of Fire Chief James Svendsen
- \* Hired new Fire Chief Chris Cormack
- \* Hired new Deputy Fire Chief - Operations & Training Josh Foster



- \* New Ladder Truck ordered and in production
- \* IT Upgrade and RDKB Branding
- \* Response of equipment and personnel to Eagle Bluff wildfire incident, Oliver BC.
- \* Phase two of the BWFD Training Facility completed
- \* \$510,000.00 Wildfire Mitigation Grant secured and work begun

**Significant Issues and Trends:**

Winter skier visits continue to increase over 30% yearly. Due to this increase there is growing concern regarding staff and visitor overcrowding. The Big White Ski Resort is currently building the final 3 of 4 new staff accommodations to help increase the availability of rental properties for their staff. 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 2019 the park expanded its operation by adding 5 new trails, and held one world class biking event and two provincial events. 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. The resort being 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.

Though 2019 was an anomaly, the trend of previous years shows an increase in EOC activations. These activations were often longer in duration and complexity creating 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. The average wait time for an ambulance to reach Big White is over 50 minutes.

Working with the RDKB communication and IT departments we are well under way in integrating the Big White Fire Department into the RDKB brand. New computers have been purchased, network systems have been upgraded, file-sharing, back-up systems, new business cards, letter head and the standardization of forms will soon be completed.

We are pleased to announce the appointment of Chris Cormack as Fire Chief and Josh Foster as Deputy Fire Chief of Operations and Training.

**BIG WHITE FIRE DEPARTMENT 911 CALLS FOR SERVICE**

INCIDENT TYPE	2014	2015	2016	2017	2018	Jan to Oct 2019
<b>First Responder / Emergency Medical Incidents</b>	90	96	119	123	108	63
<b>Alarm</b>	66	59	55	66	63	60
<b>Fire</b>	1	22	7	3	3	2
<b>Motor Vehicle Incidents</b>	38	22	50	42	37	23
<b>Public Assist</b>	13	9	10	11	28	19
<b>Other</b>	17	24	10	18	22	19
<b>Totals</b>	225	232	251	263	261	186

The Big White Ski Resort has been very successful with their marketing strategies resulting in a 30% increase in ski pass sales, with accommodations often reaching capacity. The Big White Fire Department call volumes continue to increase as noted in the chart above. There is also a growing demand for the training of resort staff and businesses regarding drug awareness and fire and life safety issues. Our members pride themselves on professionalism and community involvement.

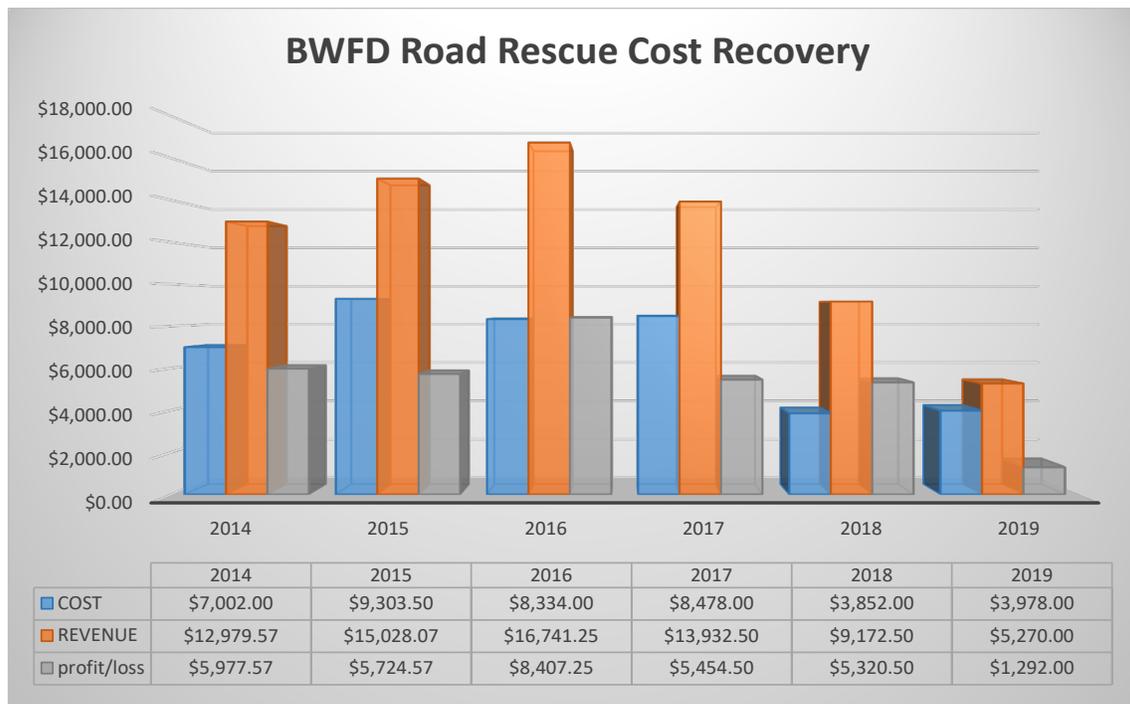
The department continues to provide First Responder medical services under British Columbia Emergency Health Services (BCEHS). In addition the Emergency Medical Responder (EMR) pilot project continues to be a huge success. Several lives have been saved due to the members’ ability to provide an advanced level of care to this recreational community.

The fire department continues to support Big White in the evolution of their summer hiking and biking programs as well as their many other events including world class competitions, wine festivals, vendors markets, concerts and more. Our #3 truck bay was used this summer as an infirmary, which provided our work experience firefighters with valuable hands on training while assisting the Big White Bike Patrol.

## Road Rescue and Mutual Aid

Road Rescue on Big White Road and highway 33 to Carmi will continue, as crews provide a valuable and life saving service to travellers requiring extrication and/or medical assistance.

Mutual Aid support to Beaverdell was called required on several occasions. Big White members responded and supported their crews by providing incident, crew and apparatus support.



**2020 Projects:****Project: Capital Acquisition**

**Project Description:** New Ladder Truck replacement for Engine 312

**Project Timelines and Milestones:**

Pre Construction Meeting October 2018

Build start spring 2019

Chassis completed October 2019

Aerial build currently in production

Final Inspection June 2020

**Project Risk Factors:** Heavy demands on aerial apparatus production could 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:** This project 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"

**Project: Building Envelope Upgrade and Truck Bay Extension**

**Project Description:** The building envelope on the front of the building will be upgraded to match the new addition to the building completed in 2017. Two of the truck bays will be extended to accommodate the increased demand for gear storage and the arrival of the new ladder truck.

**Project Timelines and Milestones:**

- Construction drawings 2019
- Building Permit & Request for Tender early 2020
- Construction to begin May 2020
- Completion of project July 2020

**Project Risk Factors:** Costs associated with the project, availability of qualified contractors to complete the work and weather delays.

**Internal Resource Requirements:** The project will be administered by the Big White Fire Department with direction and assistance from RDKB administrative staff and Chief Financial Officer.

**Estimated Cost and Identified Financial Sources:** Estimated cost of \$150,000 from the capital budget.

**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 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. In 2019 phase 2 was completed. 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 2020. 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.

### 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 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.



**Regional District of  
Kootenay Boundary**

# Grand Forks Rural Fire Protection Service

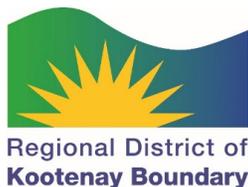
2020 Work Plan DRAFT



**GRAND FORKS RURAL FIRE PROTECTION SERVICE**

2020

James Chandler, General Manager Operations / Deputy CAO



## Grand Forks Rural Fire Protection Service

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### 2020 Work Plan DRAFT

**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:** \$468,750

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$457,052/ \$1,405,684 /Estimated at \$500,000

**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

**2019 Accomplishments:**

Firefighter and first responder training continued throughout 2019. The following training and education continues to be developed and supported for all firefighters:

- Firefighters continue with their NFPA 1001 certification
- The Grand Forks Fire Department has 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.

**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. The engine remains on schedule with cab and chassis payments made, the engine is scheduled for delivery in 2020.

**Significant Issues and Trends:**

The construction of the Carson Hall expansion was regrettably stalled in 2019 with only one bidder submitting interest and pricing nearly 40% over budget. This outcome was likely connected to the Grand Forks trend of contractor availability due to high demands of skill services and trades following the reconstruction due to the 2018 floods. The strategy will be to take the design forward to the market within the winter of 2019/20 and solicit new interest in a more stable marketplace.

Human Resources challenges faced the department with the departure of the previous serving Fire Chief in the summer of 2019. This has had a negative impact on resource, morale and department progress.

The hiring of a new Fire Chief is in progress and anticipated to be completed in December 2019. The department and the Chief will require a ramp up time through the start of 2020. 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, 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 over the coming 18 months. 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.

**2020 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:**

	2019/20							
	Dec	Jan	Feb	Mar	Apr	May	June	July
Review and issue tender								
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 now late 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.

**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 #3, the current pumper associated with the Carson Fire Hall, was in service in the 90’s. It is at the end of its useful life, based upon the Fire Underwriters Survey standards. There is a need to replace Engine #3 with the purchase of a new truck.

**Project Timelines and Milestones:**

The new engine proposal will be issued later in 2020 after the specification and performance requirements have been established.

Delivery will be anticipated for early 2022, if procurement is completed in the fall of 2020.

**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 2019 and will carry to 2020. 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 2020.

**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".



**Regional District of  
Kootenay Boundary**

# Kettle Valley Fire Protection Service

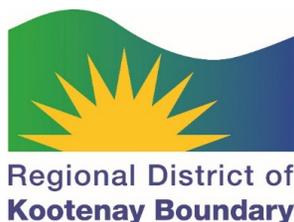
2020 Work Plan DRAFT



**KETTLE VALLEY FIRE PROTECTION SERVICE**

2020

James Chandler, General Manager, Operations / Deputy CAO



## Kettle Valley Fire Protection Service

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### 2020 Work Plan DRAFT

**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 neighbouring 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

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$150,808/ \$189,585 / the budget is estimated to be fully expensed year end 2019

**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

**2019 Accomplishments:**

Final Completion and Opening of the satellite Fire Hall.



The Midway Fire Rescue Department Fire Chief and Village of Midway completed the application to the Fire Underwriters Survey in the summer of 2019 and received the improved grading for the 'Dwelling Protection' rating in the fall 2019. This has provided an improved rating for many properties within the rural service area, noted to be within 8km of the Fire Hall, as prescribed by the FUS.

A well attended opening event was held on September 29<sup>th</sup>, 2019 to celebrate the total completion of the service and building. Parking, areas and building signage was completed prior to the 'opening event'.

*Note: Call type and statistics will be included year end 2019 from the Midway Fire Rescue Department.*

#### **Significant Issues and Trends:**

A significant issue facing the service will be the adoption of the Fire Safety Act for the Province of BC, which is anticipated over the coming 18 to 24 months. 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 E.

Recently, the Village of 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. This should be considered and planned into future commitments.

With the grading completed from the FUS, maintaining the levels in staff resources, skills, training, equipment and response times to the rural areas will be key to ensure the right standards are maintained. Availability of people are key and trends in the demands of training, commitments and demographic changes may be lead to challenges in maintaining the right number of staff, trained to the right standard.

**2020 Projects:**

**Project:** Asset Management Planning

**Project Description:**  
Participation in the corporate-wide asset management planning process.

**Project Timelines and Milestones:** Throughout 2020.

**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:** 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”.





**Regional District of  
Kootenay Boundary**

# East End Animal Control Service

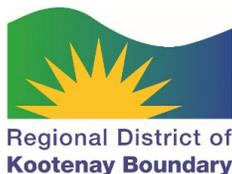
2020 Work Plan DRAFT



**EAST END ANIMAL CONTROL SERVICE**

2020

James Chandler, General Manager, Operations / Deputy CAO



## East End Animal Control Service

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### 2020 Work Plan DRAFT

**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

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$89,031/ \$95,327/ Expected in budget year end 2019

**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)

**2019 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 2019, The SPCA has settled in to their new 'home' building in Castlegar and continued the provision of services through 2019. 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.

The SPCA have developed additional staff resources in 2019 to support patrols and response to complaints.

*Note: Annual statistics of calls, response and bylaw complaints will be received at year end 2019 from the SPCA staff.*

**Significant Issues and Trends:**

With the completion of the BC SPCA relocation to Castlegar in September 2018, staff will continue to monitor and assess the performance of the service through 2019.

The current service contract took effect with the BC SPCA in 2016. The current contract has a 90 termination clause and is scheduled to terminate on December 31, 2020.

At this time there are no anticipated changes to the provision of the contract and bylaws in 2020.

With the contract expiring at the end of 2020, discussion should be held with EAS committee in the fall of 2020 to consider terms, conditions and options for renewal of the contract.



Regional District of  
Kootenay Boundary

# Mosquito Control - Christina Lake

## 2020 Work Plan



Mosquito Control - Christina Lake

2019

Janine Dougall, General Manager, Environmental Services



## Mosquito Control - Christina Lake

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### 2020 Work Plan

**Service Name:** Mosquito Control - Christina Lake

**Service Number:** 081

**Committee Having Jurisdiction:** Board of Directors

**General Manager/Manager Responsible:** Janine Dougall, General Manager of Environmental Services

**Description of Service:**

The Service is associated with the control nuisance mosquitos in Electoral Area 'C'. Activities completed are contracted out to a specialist contractor. Control methods include aerial and ground based applications of larvaecide to kill mosquitos in the larvae stage. Contract work also includes monitoring, mapping as well as public education and response to complaint calls.

**Establishing Authority:**

Bylaw 766 adopted November 25, 1993. Bylaw 766 was established *"for the purpose of funding a mosquito and pest control service"*.

**Requisition Limit:**

Maximum tax requisition included in Bylaw 766 is \$25,000 or \$0.20/1000 of Net Taxable assessed value of Land and Improvements taxable for Hospital Purposes within Electoral Area 'C', (pre-converted), whichever is greater. The maximum calculated tax requisition is \$134,744.

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

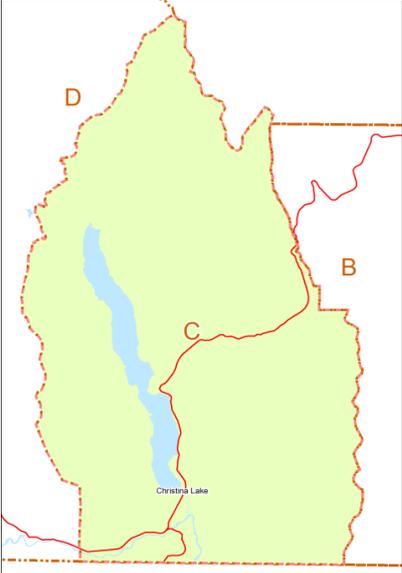
Requisition - \$19,022 / Budgeted Expenditures - \$24,691 / Estimated Actual Expenditures - \$18,341

**Regulatory or Administrative Bylaws:**

Not Applicable

**Service Area / Participants:**

Electoral Area C - Christina Lake



**Service Levels**

Control nuisance mosquitos at Christina Lake as resources, time and conditions permit.

**Human Resources:**

GM of Environmental Services (0.9% FTE), contracted control work (Morrow Bioscience Ltd.).

**2019 Accomplishments:**

The 2019 mosquito control season was initiated in early April primarily due to a regional warming trend that impacted contributing snow basins. Between April 6 and July 17, a total of 78 hectares were treated by ground and helicopter (aerial treatment). The one aerial treatment event during the season targeted the foreshore area of the Kettle River and seepage sites.

Weather patterns and river levels in 2019 thankfully did not mimic those of 2018. Due to this, all known mosquito sites received treatment in 2019.

A real-time monitoring and treatment data dashboard was provided by Morrow Bioscience Ltd. (MBL) to allow RDKB contract administration to view up to date treatment information on an as needed basis.

Public relations efforts included in-person communications with members of the public. Only one call was received to the Mosquito hotline. The call was classified as a complaint and was responded to within 24 hours by phone and also in person. No emails were received, however MBL continued with social media presence. MBL staff hosted an information booth at the Traveling Rainbow Market in Christina Lake on June 23.



GROUND TREATMENT SITE ALONG THE KETTLE RIVER NEAR CASCADE (APRIL 2019)  
PHOTO COURTESY OF MORROW BIOSCIENCE LTD.

The use of drone technology as a methodology for aerial application of larvaecide has still not received approval from the Pest Management Regulatory Agency. It is hoped that the approval will be coming in the near future.

**Significant Issues and Trends:**

Over the last 5 years extremely variable weather patterns have impacted the mosquito control programs significantly. For example the flooding in 2018 significantly changed water flow paths and sites that had not been previously identified as mosquito habitat were flooded and dormant eggs hatched. The changes in and more frequent occurrences of extreme weather patterns suggest that the flooding of mosquito habitats is becoming less predictable and this will result in greater challenges in conducting control work. Effective mapping and monitoring of mosquito flood habitat will assist in pre-season planning and help in mitigating the impacts of unpredictable weather patterns.

As of September 19, 2019 there has been one confirmed human case of West Nile Virus in BC. It is suspected that the individual was infected outside of the province. In addition, although no mosquito pools or birds have tested positive, five horses did test positive. It is believed that the horses were infected outside of the province. It is anticipated that monitoring and surveillance work by the Government of Canada will continue in future years.

**2020 Program:**

The 2020 mosquito control program will be dependent on the weather patterns. The budget has assumed a similar program and level of effort as that in 2018 and will incorporate the results from the procurement process (late 2019/early 2020) associated with the contracting of a specialist to implement the program.

**2020 Projects****Project: Renewal of Regional District of Kootenay Boundary Pest Management Plan**

Strategic Priority		Project name	Days to complete	Internal/External	Budget (Est)	Risk/priority	Status
			Pest Management Plan Renewal	20	Both	\$2,000	High

**Project Description:**

The RDKB Pest Management Plan will expire in May 2021. As such a project identified for 2020 will be initiating the process for the renewal of the Pest Management Plan. This renewal process will require stakeholder consultation including First Nations and is anticipated to be accomplished over a 1 year period. Funds have been allocated in the 2020/2021 Budgets to allow for the hiring of a consultant to assist RDKB Staff in the completion of the work.

**Relationship to Board Priorities:**

-  The renewal of the Pest Management Plan is essential to allow the mosquito control program to continue and as such the project can be related to the provision of “Exceptional Cost Effective and Efficient Services”.
-  As the occurrence of extreme weather events can significantly impact mosquito populations and program implementation the project is also related to “Responding to Climate Change Impacts”.
-  Due to the stakeholder consultation that will be conducted the project can also be considered to be contributing to the strategic priority of “Improve and Enhance Communication”.



Regional District of  
Kootenay Boundary

Noxious Weed Control Specified Area 'A' - Columbia Gardens

2020 Work Plan



Noxious Weed Control Specified Area 'A' - Columbia Gardens

2019

Janine Dougall, General Manager, Environmental Services



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

### 2020 Work Plan

**Service Name:** Noxious Weed Control Specified Area 'A' - Columbia Gardens

**Service Number:** 090

**Committee Having Jurisdiction:** Board of Directors

**General Manager/Manager Responsible:** Janine Dougall, General Manager of Environmental Services

**Description of Service:**

The service provides noxious weed control services to Area 'A' - Columbia Gardens. The program is coordinated by the Central Kootenay Invasive Species Society (CKISS).

The species of weeds controlled is extensive, however a few species detrimental to agriculture and ecology comprise the majority of the control activities. Targeted invasive species include hoary alyssum, spotted knapweed, sulphur cinquefoil, hawkweeds, thistles, hoary cress, oxeye daisy, and burdock.



*Hoary Alyssum*



*Spotted Knapweed*



*Oxeye Daisy*



*Sulphur Cinquefoil*



*Hoary Cress*

Weeds are controlled on private, public and industrial lands. The Central Kootenay Invasive Species Society also provides noxious control services on public and industrial lands, but this work is completed through direct contractual relationships between the province or industry with CKISS.

The monies collected through tax requisition for the service are utilized to provide noxious plant control on private properties as well as education and outreach programs. Education and outreach include activities such as generating media releases, face-to-face meetings with landowners and liaison with other noxious weed agencies/committees including the Invasive Plant Council of BC and the Boundary Invasive Species Society.

The main method of control is contracted herbicide spraying. Some manual control (hand pulling weeds) takes place in areas where spraying cannot be done, within 30 metres of a well for example. In some areas, bio-control agents (insects that kill targeted noxious species) have been utilized and success rates range from almost total eradication to little effect.

The program does not enforce noxious weed eradication requirements. Instead the focus has been on education and voluntary compliance.

**Establishing Authority:**

Authority to provide service is Bylaw 391 adopted September 30, 1982. Bylaw No. 1466, which converted Bylaw No. 391 to a service governed by a service establishment bylaw was adopted February 24, 2011. Bylaw No. 1466, establishes a service, to be known as "Electoral Area 'A' Noxious Weed Control" to provide noxious weed control services in Electoral Area 'A'.

**Requisition Limit:**

As outlined in Bylaw No. 1466 the maximum amount to be requisitioned annually shall be \$0.3167/\$1000 of net taxable value of land and improvements or \$30,000 (thirty thousand dollars) whichever is greater. The costs of the service shall be apportioned amongst the participants based on the participant's relative share of net taxable value of land and improvements. Maximum tax requisition is \$30,000.

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

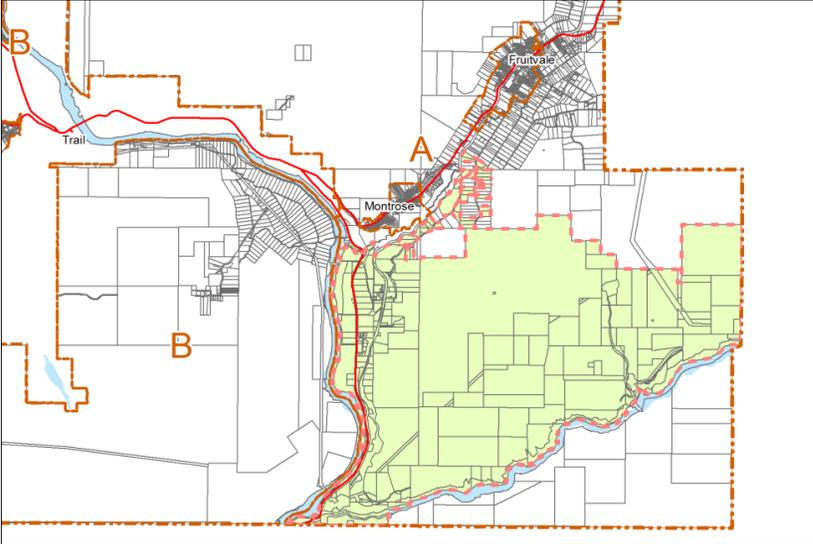
Requisition - \$22,515 / Budgeted Expenditures - \$26,019 / Estimated Actual Expenditures - \$25,859

**Regulatory or Administrative Bylaws:**

Not Applicable

**Service Area / Participants:**

Specified Area within Electoral Area 'A'



**Service Levels:**

Weed control as needed within resource and time limitations.

**Human Resources:**

GM of Environmental Services (0.7% FTE), contracted coordination and control services to Central Kootenay Invasive Species Society (CKISS).

**2019 Accomplishments:**

In 2019, CKISS coordinated the RDKB Area 'A' Noxious Weed Control program. During April, 100 landowners were contacted via Canada Post using a mailing list provided by the RDKB. From this, 33 interested landowners were signed up for invasive plant control services. Participation in the program was determined on a first come first serve basis. Inventory and treatment services were delivered to 25 properties between May and July by Kootenay Weed Control. Twelve species of regionally and provincially listed invasive plants were identified and treated during the course of 2019 program activities, comprising a net treatment area of over 47 hectares. Treatment monitoring of selected sites showed good efficacy and no compliance issues.

**Significant Issues and Trends:**

*Enforcement*

The Province of BC *Weed Control Act* is enabling legislation that provides Regional Districts with an option to assume legal powers to compel property owners to remove noxious weeds and allows the imposition of financial penalties for non-compliance. Enforcement has been discussed for many years and to date, no significant work has been carried out in this area, with the preference on voluntary

control and education. There will be continued calls from some for the RDKB to begin enforcement, however to accomplish this will require new bylaw development as well as the hiring of additional resources including bylaw enforcement capabilities.

**2020 Proposed Program**

The 2020 proposed activities are to provide services at similar levels to those in 2019. Over the last number of years there has been a transition from the RDKB acting as a flow through of monies for work conducted for provincial and industrial partners. Provincial agencies and industry are now directly contracting with CKISS. The 2020 budget has recognized the shift in financing.

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## Noxious Weed Control - Christina Lake Milfoil

### 2020 Work Plan



#### Noxious Weed Control - Christina Lake Milfoil

2019

Janine Dougall, General Manager, Environmental Services



## Noxious Weed Control - Christina Lake Milfoil

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### 2020 Work Plan

**Service Name:** Noxious Weed Control Area 'C' - Christina Lake Milfoil

**Service Number:** 091

**Committee Having Jurisdiction:** Board of Directors

**General Manager/Manager Responsible:** Janine Dougall, General Manager of Environmental Services

**Description of Service:**

Eurasian water milfoil (milfoil) is an invasive aquatic plant. Once established it outcompetes beneficial native plant species and negatively impacts the ability of native fish species to spawn in gravel beds.

The service provides milfoil control in Christina Lake which protects and enhances the valuable regional, provincial, national and international recreational amenity that Christina Lake provides.

Milfoil is removed from the bottom of Christina Lake in the littoral zone, generally considered the portion of the lake less than 4 metres in depth, which is the optimal growing zone for Eurasian water milfoil. Two crews of commercial divers remove the milfoil by pulling individual plants from the lake bottom, literally weeding the lake bottom fronting private and public property.

**Establishing Authority:**

Service is established by Bylaw 531 adopted May 30, 1987, amended by Bylaw 817 adopted July 28, 1994. The purpose of the service establishment bylaw is, *"to undertake and carry out or cause to be carried out and provide eurasian water milfoil control for the said specified area and to do all things necessary in connection therewith"*.

**Requisition Limit:**

Tax requisition not to exceed \$.50/1000 of net taxable assessed value of Land and Improvements, (pre-converted), as per Bylaw 817, current maximum requisition is \$336,881.

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

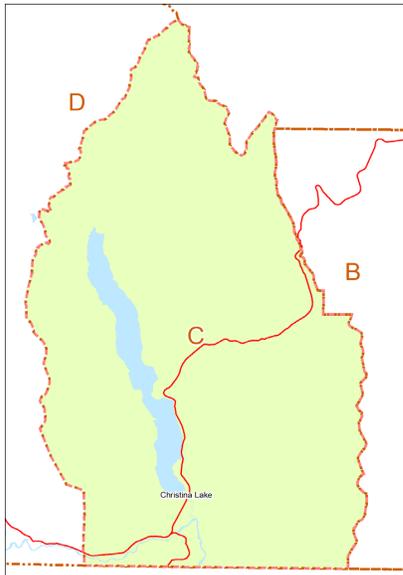
Requisition - \$293,375 / Budgeted Expenditures - \$309,234 / Estimated Actual Expenditures - \$307,480

**Regulatory or Administrative Bylaws:**

Not Applicable

**Service Area / Participants:**

Electoral Area 'C' - Christina Lake

**Service Levels**

Remove milfoil from Christina Lake as resources, time and conditions permit.

**Human Resources:**

GM Environmental Services (4.2% FTE), 1 Dive Supervisor, 1 Lead Hand, 5 Divers

**2019 Accomplishments:**

In advance of the 2019 work season commencing, the RDKB applied for and received a 5 year Provincial authorization to work in and around water bodies. This authorization is required for the milfoil program and normally is issued on an annual basis. In special cases, the Province will consider multi-year permits of up to five years. Acquiring a five year permit has streamlined regulatory compliance.

2019 diving operations started on May 6, with a minimum contracted time of 20 weeks. All 7 crew members were returning divers from the previous year, so less training was needed and weed removal activities could be initiated right away.

The full complement of divers worked straight through until Sept 7. After this date, the remaining crew of 5 worked through until Oct 10, giving a total of 23 weeks of milfoil removal.

The same weekly work plan was followed as in previous years', where weeds would be pulled for 4 days in the south end, 2 days working both east and west shorelines towards the north end, and a single "supercrew" day in the south. The "supercrew" day was typically spent at the resorts or other high density areas, where the full complement of 7 divers were utilized. This strategy made it possible to complete 2 full laps of the lake, plus a third pass in the southern "bulb" of the lake in Sept/Oct (from site 86 through 262). In addition, 3-4 days were spent in Christina Creek as well, with the first treatment on June 24, 2019.

The Dive Supervisor worked with Environmental Services Staff with GIS expertise to create a story map that provides information on the current dive season as well as historical data showing milfoil removal trends over time. It is anticipated that the story map will be made public through the Regional District website by the end of 2019 or early 2020.



Photos Courtesy of RDKB Dive Crew



**Significant Issues and Trends:**

Unfortunately, every year there are a few instances of unaware/uninformed/ignorant boaters on the lake that do not respect the dive flag/divers underwater, regardless of explicit explanations from the dive boat to maintain a distance while milfoil removal is conducted though a specific site. In these instances, the dive boat is piloted between the diver and boater, which gives time to instruct the diver to either surface for visibility, or stay deeper/swim under the dock and await the all-safe.



In 2019 issues were encountered with the breathing regulators that had been purchased in 2017. The units were sent out mid-season and repaired with an updated parts service kit at no charge. The units subsequently failed later in the season and were removed from service. Due to the critical nature of properly working breathing regulators a project identified for 2020 is to replace the units.

Currently the milfoil program is fully funded by taxpayer money only, even though two Provincial Parks are located on the Lake (Gladstone, Christina Lake). These Parks include a portion of the foreshore area where milfoil work is conducted, and as such funding should be contributed by BC Parks. Conversations have been initiated with BC Parks representatives regarding this issue and it is expected that this issue will continue to be addressed in 2020.

**2020 Proposed Program**

The program has an established strategy that is working well. It is believed that additional time spent conducting milfoil removal along Christina Creek would be beneficial. The challenge with working in the creek is that the operational window for treatment is smaller as the currents are too strong in the spring and delay crew access.

**2020 Projects**

Strategic Priority	Project name	Days to complete	Internal/External	Budget (Est)	Risk/priority	Status
 	Boat Motor Replacement	5	Both	\$40,000	High	
	Breathing Regulator Replacement	5	Both	\$6,000	High	

**Project Name: Boat Motor Replacement**

*Project Description:*

The two 75 HP boat motors which were purchased in 2010 and are nearing the end of their expected service life hours are scheduled to be replaced in 2020. It is planned to have the new engines installed and operational in time for the 2020 dive season.

*Relationship to Board Priorities:*

 The strategic priorities related to this project are “Environmental Stewardship/Climate Preparedness” and “Exceptional Cost Effective and Efficient Services”. Replacement of the nearing end of life boat motors with new and appropriately sized engines will allow the dive boat to gain efficiencies in performance as well as achieve potential fuel savings.



**Project Name: Breathing Regulator Replacement**

*Project Description:*

The breathing regulators were originally purchased in 2017. In 2019, performance issues with the regulators were encountered which will require the replacement of the units. Part of the project will be evaluating the best options in moving forward to ensure that the replacement regulators are of high quality and will meet the needs of the dive crew.

*Relationship to Board Priorities:*

 The strategic priority related to this project is “Exceptional Cost Effective and Efficient Services” as having faulty regulators that do not perform consistently impact the efficiency of the dive crew in performing milfoil removal.

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Regional District of  
Kootenay Boundary

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

## 2020 Work Plan



Noxious Weed Control - Areas 'D' and 'E'

2019

Janine Dougall, General Manager, Environmental Services



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

## 2020 Work Plan

**Service Name:** Noxious Weed Control - Area 'D' & 'E'

**Service Number:** 092

**Committee Having Jurisdiction:** Board of Directors

**General Manager/Manager Responsible:** Janine Dougall, General Manager of Environmental Services

**Description of Service:**

The service controls noxious weeds in Electoral Areas 'D' & 'E'. The species of weeds controlled is extensive, however a few species detrimental to agriculture and ecology comprise the majority of the control activities. Weeds are controlled on private, public and industrial lands. Targeted invasive species include common bugloss, common tansy, field scabious and leafy spurge.



*Common Bugloss*



*Common Tansy*



*Field Scabious*



*Leafy Spurge*

The monies collected through tax requisition for the service are utilized to provide invasive plant control on private properties as well as education and outreach programs. Control work completed on public and industrial land is paid for by the province and industry respectively and these costs are not included in the tax requisition for the service.

Taxpayer generated revenue is subsequently provided by the RDKB to the coordinating agency, Boundary Invasive Species Society. The following are the programs associated with the service:

- New Invaders Program – Provides treatment of up to 5 acres of priority invasive plants with herbicide at no charge to the landowner.
- Cost Share Program – Program for private landowners that will cover half the cost of herbicide treatment by an approved contractor up to 5 acres for treatment of widespread invasive plants. Program pays 50% of the costs up to a maximum of \$500.
- Equipment Loan-Out Program – Provides specialized spray equipment to landowners free of charge to encourage landowner treatment activities. The landowners provide the herbicide and operate the equipment. This service is delivered by a contractor based in Area 'D'.
- Education and outreach activities such as generating media releases, face-to-face meetings with landowners and liaison with other noxious weed agencies/committees including the Invasive Plant Council of BC and the Central Kootenay Invasive Species Society. The program also participates in the "Weeds Cross Borders" international weed control coordination program.

The main method of control is contracted herbicide spraying. Some manual control (hand pulling weeds) is done on private land for species with the regional goal of eradication or on properties where a coordinated management plan is in place for common bugloss. In some areas, bio-control agents (insects that kill targeted noxious species) have been utilized and success rates range from almost total eradication to little effect.

The program does not enforce noxious weed eradication requirements. Instead the focus has been on education and voluntary compliance.

**Establishing Authority:**

Authority to provide service is Bylaw 166 adopted October 28, 1976 and Supplementary Letters Patent dated April 13, 1978. The purpose of the bylaw is "*control of noxious weeds*" in the specified area.

**Requisition Limit:**

Tax requisition limit is \$0.129 per \$1000 on net taxable assessed value of assessments taxable for Hospital Purposes within Electoral Areas 'D' & 'E', (pre-converted), on Land and Improvements. Maximum tax requisition is \$206,235.

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

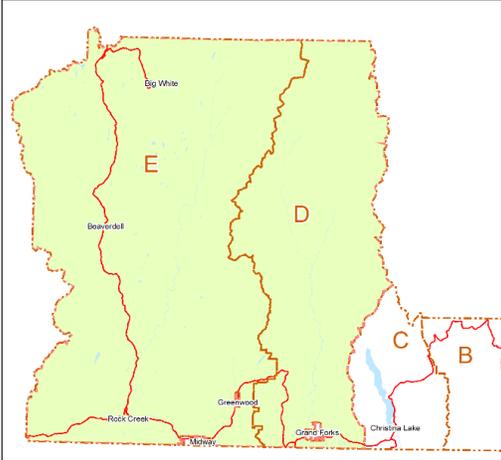
Requisition - \$78,070 / Budgeted Expenditures - \$251,302 / Estimated Actual Expenditures - \$235,634

**Regulatory or Administrative Bylaws:**

Not Applicable

**Service Area / Participants:**

Electoral Areas 'D'/Rural Grand Forks and 'E'/West Boundary



**Service Levels**

Weed control as needed within resource and time limitations.

**Human Resources:**

GM of Environmental Services (4.0% FTE) and contracted coordination through Boundary Invasive Species Society.

**2019 Accomplishments:**

In 2019 regular weed control activities were carried out, which included invasive plant control on private properties, coordination of work with adjacent jurisdictions, education, equipment loan-out program and a cost share program.

New invaders Program – approximately 61 separate sites were treated, totaling 58.35 ha. Work was completed on Hoary cress, Leafy spurge, Field Scabious, Scotch thistle, Nodding thistle and some common bugloss during the spring and summer. Fall work focused on common tansy in the Sidley area where conditions were good with fall green-up of the plants. Normally fall is a very good time to have work completed for creeping rooted perennials as treatment is more effective after the first frost (usually September). Unfortunately the program was not able to complete at least 10 days worth of treatment work on common bugloss due to the weather. Several herbicide trial plots were done this year to explore using 3 way mixes to gain more consistent and effective control of common bugloss.

Cost Share Program – approximately 32 different sites treated, totaling 25.4 ha. The number of sites treated in 2019 was a significant increase over previous years. Benefits of the cost share program are that the landowner takes some responsibility for treatment and limited financial resources are spread over as many properties as possible. It is anticipated based on the demand in 2019 that the cost share numbers will grow again in 2020.

Challenges encountered in 2019 included weather especially in August, September and October. In September alone there were over 20 days of rain which is highly unusual. In addition to the weather, there was a late start to invasive plant control activities on Crown Land due to the delayed renewal of the Provincial Pest Management Plan. Contract renewals with provincial partners was also delayed due to the inclusion of Prime Contractor wording in the agreements.

To address the delays to program, with approval of the two original hired contractors, a third contractor was hired. This however only partially allowed for additional treatment as the weather was a significant limiting factor in the fall months.

The education program attended 13 public events, interacting with over 500 people directly and handing out information to additional people. Twenty three articles were submitted to 6 different papers along with regular Facebook posts. Full details on the education program will be provided in the annual report.

### **Significant Issues and Trends:**

#### *Changes to Contract Language – Provincial and Industry Partners*

The Area 'D' and 'E' Noxious Weed Control Program acts as a central funding program, receiving funds from various departments of the provincial government and industry partners which is then used to hire contractors and carry out control work. The funds are received under formal agreements. In recent years, the agreements have shifted greater levels of liability/administrative burden to the RDKB, to the point where some agreements have been rejected. In 2019, additional language was included in some agreements pertaining to Prime Contractor responsibilities. In essence the inclusion of the Prime Contractor language increases the liability for the Regional District as well as administrative duties. Should the trend continue with greater levels of liability to the RDKB, the RDKB will need to consider restructuring the program.

#### *Herbicide Availability*

It continues to be a challenge for landowners to purchase the most effective herbicide for hoary alyssum control, Dyvel DSP, since the herbicide suppliers in the Okanagan are not stocking it. There are other herbicide options for landowners with more than 5 acres to spray but this issue has made it more difficult particularly for landowners with less than 5 acres to conduct treatment activities themselves. In some cases, the landowners decided to use the cost share program instead, which has impacts to contractor availability.

An option for dealing with this issue is to establish a herbicide rebate program where landowners purchase herbicide, apply it to regional priority species (with very strict criteria for how and where and only on non-cropped areas) and then they can apply for a rebate for a portion of the herbicide cost. When treating common bugloss or common tansy the preferred herbicide costs about \$1,100 for a 10 litre jug to treat 20 acres. Very few landowners are willing to pay more than \$500 for a jug of herbicide and many only have a few acres to treat, not 20 acres. By cost sharing on the herbicide, landowners may be more willing to do more on their properties themselves. The liability associated with this option would have to be investigated in more detail before commencing with a herbicide rebate program.

#### *Alternative Treatment Methodologies*

In some areas of the Boundary, the use of chemicals to control weeds is viewed unfavourably. Some tests were done using alternate control methods, specifically, using goats trained to eat invasive weeds. The tests have proven marginally successful for smaller, contained areas; the feasibility of using the method for larger is untested.

The mite for field bindweed control that was purchased and released in 2016 had established at the site in Area 'E' but not in Area 'D'. In 2019, evidence of the same insect was found at a location in Rock Creek and a very healthy population was found in rural Grand Forks on private land. These may have spread from a historical release that researchers thought did not establish. It is likely present in more locations in rural Grand Forks so extent surveys will be done in 2020 and the insects will be moved to new locations since many ground crop farmers and gardeners could benefit from suppression of field bindweed. Other insects are moved to new locations on private land each year at the request of the land owners.

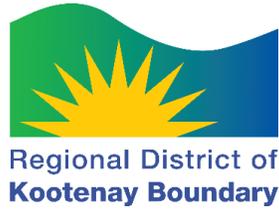
#### *Enforcement*

The Province of BC *Weed Control Act* is enabling legislation that provides Regional Districts with an option to assume legal powers to compel property owners to remove noxious weeds and allows the imposition of financial penalties for non-compliance. Enforcement has been discussed for many years and to date, no significant work has been carried out in this area, with the preference on voluntary control and education. There will be continued calls from some for the RDKB to begin enforcement, however to accomplish this will require new bylaw development as well as the hiring of additional resources including bylaw enforcement capabilities.

#### **2020 Proposed Program**

In 2020, similar service levels to those in 2019 are currently proposed. The RDKB website will be updated to ensure accurate and reliable information is presented.

A review and potential changes to the contractor hiring process will take place in 2020. A balance needs to be achieved that will provide hired contractors with sufficient levels of work but ensure that capacities are not over extended.



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

2020 / 2021 Work Plan



120

Prepared by: Donna Dean, Manager of Planning and Development



## 2020 / 2021 Work Plan

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

**Service Number:** 120

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

**General Manager/Manager Responsible:**

James Chandler, General Manager of Operations  
Donna Dean, Manager of Planning and Development

**Description of Service:**

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

**Establishing Authority:**

Letters Patent

**Requisition Limit:**

Not applicable

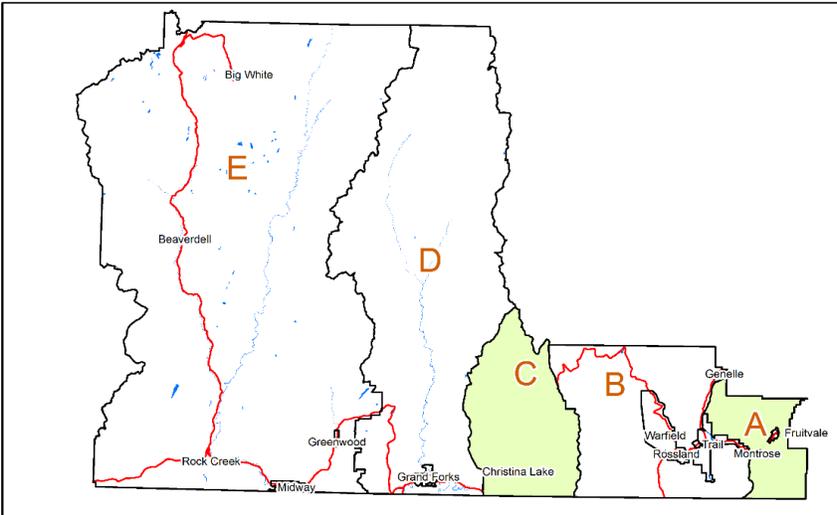
**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$6000/ \$6000 / \$6000

**Regulatory or Administrative Bylaws:**

Not applicable

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



**Service Levels**

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

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

**Human Resources:**

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

**2019 Accomplishments:**

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

**Significant Issues and Trends:**

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

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

During the 2018 spring freshet the value of having street addresses tied to the actual location of the structure on the property for both evacuation planning and execution was noted. We hired a GIS Coop student in September to carry out this work, which is nearly complete.



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

2020 / 2021 Work Plan



121

Prepared by: Donna Dean, Manager of Planning and Development



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

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## 2020 / 2021 Work Plan

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

**Service Number:** 121

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

**General Manager/Manager Responsible:**

James Chandler, General Manager of Operations  
 Donna Dean, Manager of Planning and Development

**Description of Service:**

Planning and Development Department staff are responsible for assigning and maintaining street addresses for Electoral D/Rural Grand Forks. While the member municipalities are responsible for maintaining house numbers within their boundaries, collaboration is required between the Regional District and member municipalities for addresses along roads that straddle municipal boundaries. The same applies for roads between the RDKB and adjacent regional districts.

**Establishing Authority:**

RDKB Bylaw No. 460 adopted in 1985

**Requisition Limit:**

\$9,300

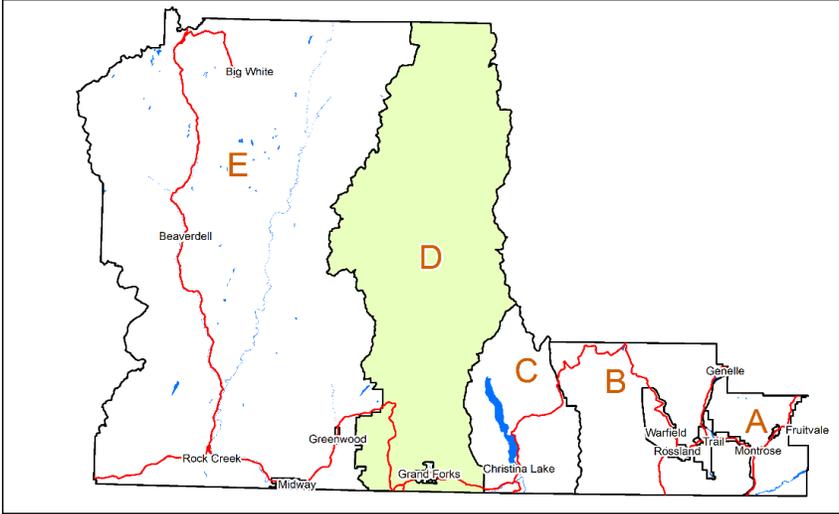
**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$3000/ \$3000 / \$3000

**Regulatory or Administrative Bylaws:**

Not applicable

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



**Service Levels**

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

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

**Human Resources:**

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

**2019 Accomplishments:**

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

**Significant Issues and Trends:**

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

During the 2018 spring freshet the value of having street addresses tied to the actual location of the structure on the property for both evacuation planning and execution was noted. We hired a GIS Coop student in September to carry out this work, which is nearly complete.



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

2020 / 2021 Work Plan



122

Prepared by: Donna Dean, Manager of Planning and Development



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

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## 2020 / 2021 Work Plan

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

**Service Number:** 122

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

**General Manager/Manager Responsible:**

James Chandler, General Manager of Operations  
 Donna Dean, Manager of Planning and Development

**Description of Service:**

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

**Establishing Authority:**

RDKB Bylaw No. 816 adopted in 1994

**Requisition Limit:**

\$10,000 per year

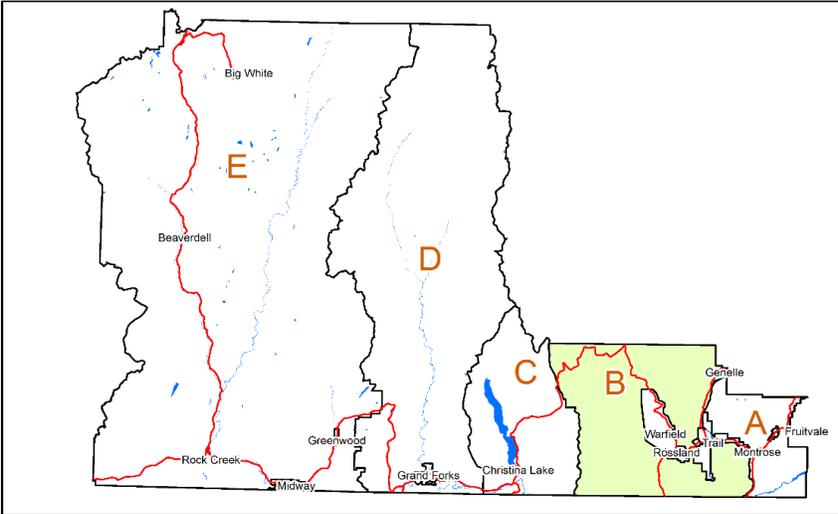
**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$3000/ \$3000 / \$3000

**Regulatory or Administrative Bylaws:**

Not applicable

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



**Service Levels**

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

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

**Human Resources:**

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

**2019 Accomplishments:**

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

**Significant Issues and Trends:**

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

During the 2018 spring freshet the value of having street addresses tied to the actual location of the structure on the property for both evacuation planning and execution was noted. We hired a GIS Coop student in September to carry out this work, which is nearly complete.



# House Numbering – Electoral Area 'E'/West Boundary

2020 / 2021 Work Plan



123

Prepared by: Donna Dean, Manager of Planning and Development



# House Numbering – Electoral Area ‘E’/West Boundary

## 2020 / 2021 Work Plan

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

**Service Number:** 123

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

**General Manager/Manager Responsible:**

James Chandler, General Manager of Operations  
Donna Dean, Manager of Planning and Development

**Description of Service:**

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

**Establishing Authority:**

RDKB Bylaw No. 1115 adopted in 2001

**Requisition Limit:**

\$15,000

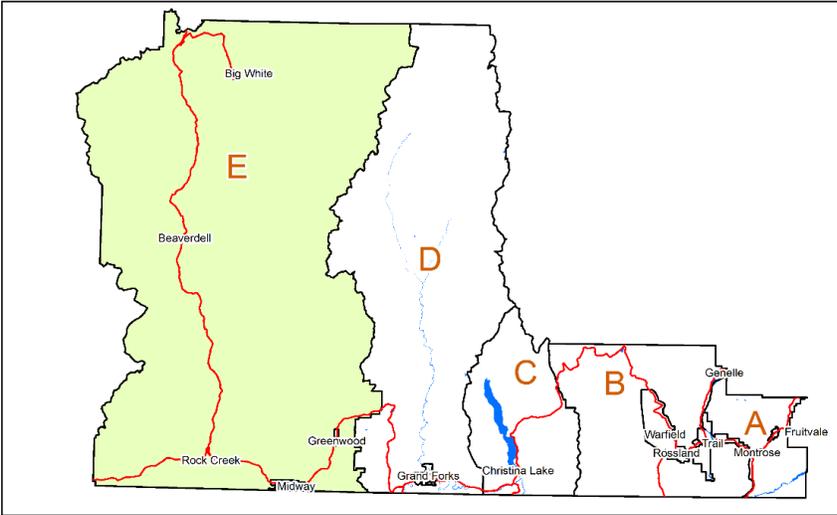
**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$3000/ \$3000 / \$3000

**Regulatory or Administrative Bylaws:**

Not applicable

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



**Service Levels**

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

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

**Human Resources:**

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

**2019 Accomplishments:**

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

**Significant Issues and Trends:**

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