



Electoral Area Services Committee

Thursday, May 14, 2020 - 11:00 am

Via Zoom Video Conference

A G E N D A

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

A) **May 14, 2020**

Recommendation: That the May 14, 2020 Electoral Area Services Agenda be adopted as presented.

3. MINUTES

A) **April 16, 2020**

[Electoral Area Services Committee - 16 Apr 2020 - Minutes - Pdf](#)

Recommendation: That the April 16, 2020 Electoral Area Services Minutes be adopted as presented.

4. DELEGATIONS
5. UNFINISHED BUSINESS
6. NEW BUSINESS

A) **Bylaw Enforcement Officer - Brandy Rafuse**

B) **Rowland Phillips and Marnie Jacobsen**

RE: Development Variance Permit

RDKB File: C-1021s-04517.000

[2020-05-14 Phillips-Jacobsen DVP EAS](#)

Recommendation: That the Development Variance Permit application submitted by Rod Bergum of Bergum Contracting Ltd., on behalf of Rowland Phillips and Marnie Jacobsen (Phillips), to reduce the front parcel boundary setback from 4.5m to 1.5m, a variance of 3.0m, and to increase the maximum height of an accessory building from 4.6m to 6.5m, a variance of 1.9m, for the construction of a detached garage on the parcel legally described as Lot 3, DL 1021s, SDYD, Plan KAP7440, Electoral Area C/Christina Lake, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support, conditional upon the issuance of a permit from the Ministry of Transportation and Infrastructure for the same variance.

C) **Village of Midway**

RE: OCP Bylaw Review

RDKB File: M-2

[2020-05-04 Midway OCP EAS](#)

Recommendation: That the referral of the Village of Midway's Draft Official Community Plan be received and FURTHER that the staff report including the comments from RDKB staff and the Electoral Area E/West Boundary Advisory Planning Commission be forwarded to the Village of Midway for their review.

D) **Commercial Water Bottling Facilities**

RE: Direction from the Education and Advocacy Committee - January 2020

E) **COVID 19**

RE: Challenges to non-profit organizations

(Director Gee discussion)

F) **Community Resiliency Initiative**

RE: Grant for Electoral Areas

<https://www2.gov.bc.ca/gov/content/safety/wildfire-status/prevention/funding-for-wildfire-prevention/crisp>

(Director Gee discussion)

G) **Development Variance Permit Applications**

RE: Notification Process

(Chair Grieve discussion)

- H) **Grant in Aid Report**
[2020 Grant In Aid Report](#)

Recommendation: That the Grant in Aid report be received.

- I) **Gas Tax Report**
[Gas Tax Agreement](#)

Recommendation: That the Gas Tax report be received.

- J) **Planning and Development (005) Work Plan Update**
[Staff Report and Work Plan 005 Planning and Development](#)

Recommendation: That the Electoral Area Services Committee receive the May 14, 2020 staff report titled 'Planning and Development Department 2020 Work Plan Update'.

- K) **Parks & Trails - Electoral Area 'B' (014) Work Plan Update**
[Staff Report and Work Plan 014 EA B Regional Parks/Trails](#)

Recommendation: That the Regional District of Kootenay Boundary Electoral Area Services Directors receive the May 6th staff report titled " 2020 Work Plan Update".

- L) **Regional Parks and Trails Service (045) Workplan Update**
[Staff Report and Work Plan 045 – Regional Parks and Trails Service](#)

Recommendation: That the Regional District of Kootenay Boundary Electoral Area Services Committee receive the 2020 Area 'D'/Rural Grand Forks – Regional Parks and Trails Service (045) Workplan Update Report.

- M) **Fire Protection - Christina Lake (051) Work Plan Update**
[Staff Report and Work Plan 051 - Christina Lake Fire Rescue](#)

Recommendation: That the Regional District of Kootenay Boundary Electoral Area Service Committee receive the April 30, 2020 staff report titled Christina Lake Fire rescue.

- N) **Fire Protection - Beaverdell (053) Work Plan Update**
[Staff Report and Work Plan 053 Beaverdell Fire Protection](#)

Recommendation: That the Regional District of Kootenay Boundary Electoral Area Service Committee receive the May 6, 2020 staff report titled 2020 Work Plan update – Beaverdell Fire Protection Service.

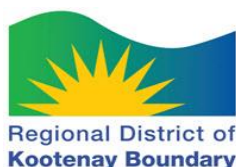
O) **Big White Fire - Specified Area (054) Work Plan Update**
[Staff Report and Work Plan 054 BWFD](#)

Recommendation: That the Regional District of Kootenay Boundary Electoral Area Services Committee receive the 6th May 2020 staff report titled "2020 Work Plan update – Big White Fire Department".

P) **Weed Control - Christina Lake Milfoil (091) Work Plan Update**
[Staff Report and Work Plan 091 Christina Lake Milfoil](#)

Recommendation: That the Electoral Area Services Committee receive the May 14, 2020 staff report titled "May 2020 Work Plan Update – Noxious Weed Control – Christina Lake Milfoil Service (091)"

7. [LATE \(EMERGENT\) ITEMS](#)
8. [DISCUSSION OF ITEMS FOR FUTURE AGENDAS](#)
9. [CLOSED \(IN CAMERA\) SESSION](#)
10. [ADJOURNMENT](#)



**Electoral Area Services Committee
Minutes**

Thursday, April 16, 2020
Held Via Zoom Online Video Conference

Directors Present

Director Ali Grieve
Director Grace McGregor
Director Roly Russell
Director Vicki Gee

Directors Absent

Director Linda Worley

Alternate Directors Present

Alternate Director Bill Edwards

Fringe Area Directors Present

Director Robert Cacchioni

Staff Present

Mark Andison, Chief Administrative Officer
Donna Dean, Manager of Planning and Development
Goran Denkovski, Manager of Infrastructure and Sustainability
Corey Scott, Planner
Maria Ciardullo, Recording Secretary

Members of the Public

Dan Sahlstrom
Darryl Hammond

CALL TO ORDER

Chair Grieve called the meeting to order at 3:30 p.m.

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

April 16, 2020

Items 6M, 6B and 6C were moved ahead on the agenda after the approval of the March 12, 2020 minutes.

Moved: Director McGregor

Seconded: Director Gee

That the April 16, 2020 Electoral Area Services Agenda be adopted as amended.

Carried.

MINUTES

March 12, 2020

Moved: Director McGregor

Seconded: Alternate Director Edwards

That the March 12, 2020 Electoral Area Services Minutes be adopted as presented.

Carried.

ITEMS MOVED AHEAD ON THE AGENDA

Union of BC Municipalities

RE: Federal Gas Tax Fund Compliance

Goran Denkovski, Manager of Infrastructure and Sustainability, reviewed the criteria for gas tax project signage and the addition of specific wording in the contract(s) with regard to signage.

Moved: Director McGregor

Seconded: Director Russell

That the memo dated March 10, 2020 from the Union of BC Municipalities regarding Federal Gas Tax Fund compliance be received.

Carried.

Darryl & Heather Hammond**RE: Development Variance Permit**

141 Brown Road, Electoral Area C/Christina Lake

RDKB File: C-969-04329.000

An explanation of the proposed development was given. It was noted that the Electoral Area C/Christina Lake APC suggested deferring consideration of this application until the owners have had an opportunity to make an application to the Province for a permit to replace the retaining wall.

Moved: Director McGregor

Seconded: Director Russell

That the Development Variance Permit application submitted by WSA Engineering (2012) Ltd., on behalf of Darryl and Heather Hammond, for the reconstruction of an existing deck and retaining wall on the property legally described as Lot 10, DL 969, SDYD, Plan 9357, Electoral Area C/Christina Lake, be deferred until a Provincial approval for the reconstruction of the retaining wall has been issued and the applicant has had an opportunity to present a modified variance request.

Carried.

Darryl & Heather Hammond**RE: Flood Plain Exemption**

141 Brown Road, Electoral Area C/Christina Lake

RDKB File: D-969-04329.000

Moved: Director McGregor

Seconded: Director Russell

That the application for a Site-Specific Exemption to the Floodplain Bylaw submitted by WSA Engineering (2012) Ltd., on behalf of Darryl and Heather Hammond, in order to reconstruct an existing deck and retaining wall within the required floodplain setback on the property legally described as Lot 10, DL 969, SDYD, Plan 9357, Electoral Area C/Christina Lake, be deferred until a Provincial approval for the reconstruction of the retaining wall has been issued.

Carried.

DELEGATIONS

There were no delegations in attendance.

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UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS**Waneta Expansion Power Corporation****RE: Development Permit**

Highway 22A, Electoral Area A

RDKB File: A-205A-00944.000

The temporary measures being put in place to manage the 2020 freshet were discussed.

Moved: Director McGregor

Seconded: Director Gee

That the staff report regarding the Development Permit application submitted by Columbia Power Corp., on behalf of Waneta Expansion Power Corp., outlining their interim flood mitigation works in the Industrial and Columbia Gardens Aquifer Development Permit Area, on the parcels legally described as Lot 6A and Lot 7A, DL 205A, KD Plan 800, Except part included in SRW Plan 15510 and EPP60444, Electoral Area A, be received.

Carried.

Ken & Elaine Kalesnikoff**RE: Development Variance Permit**

3273 East Lake Drive, Electoral Area C/Christina Lake

RDKB File: C-3063s-07052.000

Moved: Director McGregor

Seconded: Director Russell

That the Development Variance Permit application submitted by Peter Buchanan of North Architecture Studio Inc., on behalf of Ken and Elaine Kalesnikoff, to reduce the required minimum setback from the Natural Boundary of Christina Lake from 7.5m to 3.0m, a variance of 4.5m, for the construction of a new single family dwelling and deck on the parcel legally described as Lot 25, DL 3063s, SDYD, Plan KAP1919, Electoral Area C/Christina Lake, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Carried.

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Ken & Elaine Kalesnikoff**RE: Floodplain Exemption**

3273 East Lake Drive, Electoral Area C/Christina Lake

RDKB File: C-3063s-07052.000

Moved: Director McGregor Seconded: Alternate Director Edwards

That the application for a Site-Specific Exemption to the Floodplain Bylaw submitted by Peter Buchanan of North Architecture Studio Inc., on behalf of Ken and Elaine Kalesnikoff, in order to construct a new single family dwelling and deck within the required floodplain setback on the parcel legally described as Lot 25, DL 3063s, SDYD, Plan KAP1919 be presented to the Regional District of Kootenay Boundary Board of Directors for consideration with a recommendation of approval, subject to: adherence to all the recommendations included in the Flood Hazard Assessment report submitted by Deverney Engineering Services Ltd., dated March 5, 2020 and the owner registering a new standard floodplain covenant on title in favour of the Regional District of Kootenay Boundary.

Carried.

Ken & Elaine Kalesnikoff**RE: Development Permit****3273 East Lake Drive, Electoral Area C/Christina Lake**

RDKB File: C-3063s-07052.000

Moved: Director McGregor Seconded: Director Russell

That the staff report regarding the Development Permit application submitted by Peter Buchanan of North Architecture Studio Inc., on behalf of Ken and Elaine Kalesnikoff, to construct a new single family dwelling, in the Waterfront Environmentally Sensitive Development Permit Area on the parcel legally described as Lot 25, DL 3063s, SDYD, Plan KAP1919, Electoral Area C/Christina Lake, be received.

Carried.

Esso Gas Station**RE: Development Permit Amendment**

1590 McGregor Frontage Road, Electoral Area C/Christina Lake

RDKB File: C-498-02994-030

Moved: Director McGregor Seconded: Director Russell

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That the staff report regarding the Development Permit application submitted by Rod Bergum of Bergum Contracting Ltd., on behalf of 1040215 BC Ltd., to construct a 15.7m² (169ft.²) accessory building for washroom facilities, in the General Commercial Development Permit Area on the parcel legally described as Lot 1, DL 498, SDYD, Plan KAP52010, Electoral Area C/Christina Lake, be received.

Carried.

Inez Seymour

RE: MOTI Subdivision

575 & 701 Border Road, Electoral Area C/Christina Lake

RDKB File: C-312-02632-260

Moved: Director Russell

Seconded: Alternate Director Edwards

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcels legally described as Lot 32, DL 312, SDYD, Plan 29935 Except Plan KAP56175 and Lot 1, DLs 312 and 347, SDYD, Plan KAP56175, Electoral Area C/Christina Lake, be received.

Carried.

Michael Francis

RE: Development Variance Permit

3485 Davy Road, Electoral Area D/Rural Grand Forks

RDKB File: D-333-03860.055

Director Russell inquired about notification letters to adjacent property owners and it was confirmed that letters would be sent prior to the Board meeting.

Moved: Director Russell

Seconded: Director McGregor

That the Development Variance Permit application submitted by Michael Francis to allow for an increase in the maximum permitted height of an accessory building from 5.0m to 5.8m, a 0.8m variance, for the construction of a detached garage on the property legally described as Lot B, DL 333, SDYD, Plan KAP41743, 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.

Carried.

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Harland Venema

RE: MOTI Subdivision

5155 Legebokoff Road, Electoral Area D/Rural Grand Forks
RDKB File: D-365-03787.050

Moved: Director Russell

Seconded: Director McGregor

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as Lot 1, DL 365, SDYD, Plan KAP45565, Electoral Area D/Rural Grand Forks, be received.

Carried.

Robin Wellman and Scott Saura

RE: Development Permit

386 Feathertop Way, Big White
RDKB File: BW-4222-07500.825

Moved: Director Gee

Seconded: Director McGregor

That the staff report regarding the Development Permit application submitted by Robin Wellman & Scott Saura to construct a cabin in the Commercial and Multi-Family and Alpine Environmentally Sensitive Development Permit Areas on the parcel legally described as SL 45, DL4222, SDYD, Strata Plan KAS3134, Electoral Area E/West Boundary-Big White, be received.

Carried.

Tony and Tanya Molachyk

RE: Development Permit

331 Buck Road, Mt. Baldy
RDKB File: E-100s-01371.030

Moved: Director Gee

Seconded: Director Russell

That the staff report regarding the Development Permit application submitted by Antony Molachyk to construct a cabin, in the Alpine Residential and Commercial Development Permit Area on the parcel legally described as Lot 7, DL 100s, SDYD, Plan KAP 82817, Electoral Area E/West Boundary-Mount Baldy be received.

Carried.

Ministry of Agriculture

**RE: Bill 15 - Agricultural Land Commission Amendment Act, 2019
(Exclusions, Statutory Rights-of-way and Application Fee Process)**

Moved: Director Russell

Seconded: Director McGregor

Donna Dean reviewed 3 changes including: permissions for Statutory Rights of Way; ALR application fee process; and exclusion applications.

That the letter dated March 18, 2020 from the Ministry of Agriculture regarding Bill 15- Agricultural Land Commission Amendment Act, 2019 (Exclusions, Statutory Rights-of-way and Application Fee Process, be received.

Carried.

Grant in Aid Report

Moved: Director McGregor

Seconded: Alternate Director Bill Edwards

That the Grant in Aid report be received.

Carried.

Gas Tax Report

Vicki Gee stated in the Electoral Area E\West Boundary Gas Tax report, the amount in the section called "earmarked funding" can be deleted as this amount has now been approved and appears in the body of the report.

Moved: Alternate Director Edwards

Seconded: Director McGregor

That the Gas Tax report be received.

Carried.

LATE (EMERGENT) ITEMS

There were no late/emergent items.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

There was no discussion for future agendas.

CLOSED (IN CAMERA) SESSION

A Closed/In Camera meeting was not required.

ADJOURNMENT

There being no further business to discuss, Chair Grieve adjourned the meeting at 4:25 p.m.



Electoral Area Services (EAS) Committee Staff Report

RE:	Development Variance Permit – Phillips and Jacobsen		
Date:	May 14, 2020	File #:	C-1021s-04517.000
To:	Chair Grieve and members of the EAS Committee		
From:	Corey Scott, Planner		

Issue Introduction

We have received an application for a development variance permit from Rod Bergum of Bergum Contracting Ltd., on behalf of the owners of 1858 West Lake Drive, for the construction of a detached garage in Electoral Area C/Christina Lake (see attachments).

Property Information	
Owner(s):	Rowland Phillips; Marnie Jacobsen (Phillips)
Agent:	Bergum Contracting Ltd. c/o Rod Bergum
Location:	1858 West Lake Drive
Electoral Area:	Electoral Area C/Christina Lake
Legal Description(s):	Lot 3, DL 1021s, SDYD, Plan KAP7440
Area:	0.07ha (0.18ha)
Current Use(s):	Single family dwelling
Land Use Bylaws	
OCP Bylaw 1250:	Waterfront Residential
DP Area:	Waterfront Environmentally Sensitive
Zoning Bylaw 1300:	Waterfront Residential 2
Other	
ALR:	N/A
Waterfront / Floodplain:	Partial – Christina Lake
Service Area:	NA

History / Background Information

The subject property is located along West Lake Drive in Electoral Area C/Christina Lake. It has a "Waterfront Residential" Official Community Plan (OCP) land use designation and is zoned "Waterfront Residential 2". Christina Lake abuts the eastern property boundary. As such, it is within the floodplain as well as the Environmentally Sensitive Waterfront Development Permit Area.

The property is a 'hooked' parcel that is 700m² (0.07ha) in size. It is bisected by West Lake Drive, with approximately 250m² on the west side of the road and the remaining

450m² on the east side, adjacent to Christina Lake. There is currently one cabin on the property along with two sheds that are approximately 8.1m² and 11.0m² in size.

Proposal

The applicant is proposing to demolish the existing sheds situated between the cabin and West Lake Drive and replace them with a new 62m² detached garage (see attachments). For the construction of the detached garage, they are requesting to vary:

- the minimum front parcel boundary setback from 4.5m to 1.5m, a variance of 3.0m; and,
- the maximum height of an accessory building from 4.6m to 6.5m, a variance of 1.9m.

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.

To summarize the applicant's rationale for the variance:

- The shallow lot and steep topography along West Lake Drive limit the ability to meet the siting and height regulations of the Zoning Bylaw;
- It is common for homes along West Lake Drive to have detached garages that encroach within the front yard setback (see attachments for neighbouring examples); and,
- The garage will be an improvement over the two sheds that are on the property.

As the variance is within the required 4.5m setback area from a highway (road), the Ministry of Transportation and Infrastructure (MOTI) also require a structure permit in order for the development to proceed. The applicant has submitted their request to MOTI for consideration. Should the development variance permit be approved, it would be conditional upon approval of a structure permit for the same variance by MOTI.

The applicant also states that the height variance is required to establish a footing at the rear of the structure. The proposal works with the existing topography on the lot and the garage floor would be a suspended slab. The rear elevation shows a door at the base of the rear of the structure (see attachments). This area is intended to be an optional storage area and is not the reason for the application. The storage area would be approximately 30m².

Advisory Planning Commission (APC)

The application was considered by the Electoral Area C/Christina Lake APC at their April 7 and May 5, 2020 meetings. At the first meeting only the front setback variance was requested. At the second meeting both variances were considered.

The APC did not have any concerns and provided a recommendation of support for the application a setback and height variance.

Recommendation

That the Development Variance Permit application submitted by Rod Bergum of Bergum Contracting Ltd., on behalf of Rowland Phillips and Marnie Jacobsen (Phillips), to reduce the front parcel boundary setback from 4.5m to 1.5m, a variance of 3.0m, and to increase the maximum height of an accessory building from 4.6m to 6.5m, a variance of 1.9m, for the construction of a detached garage on the parcel legally described as Lot 3, DL 1021s, SDYD, Plan KAP7440, Electoral Area C/Christina Lake, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support, conditional upon the issuance of a permit from the Ministry of Transportation and Infrastructure for the same variance.

Attachments

Site Location Map
Subject Property Map
Applicant Submission



Date: 2020-03-24

Site Location Map

Lot 3,
Plan KAP7440, DL 1021S
SDYD



Month	Number of people
January	100
February	150
March	120
April	180
May	160
June	140
July	170
August	190
September	130
October	160
November	110
December	100

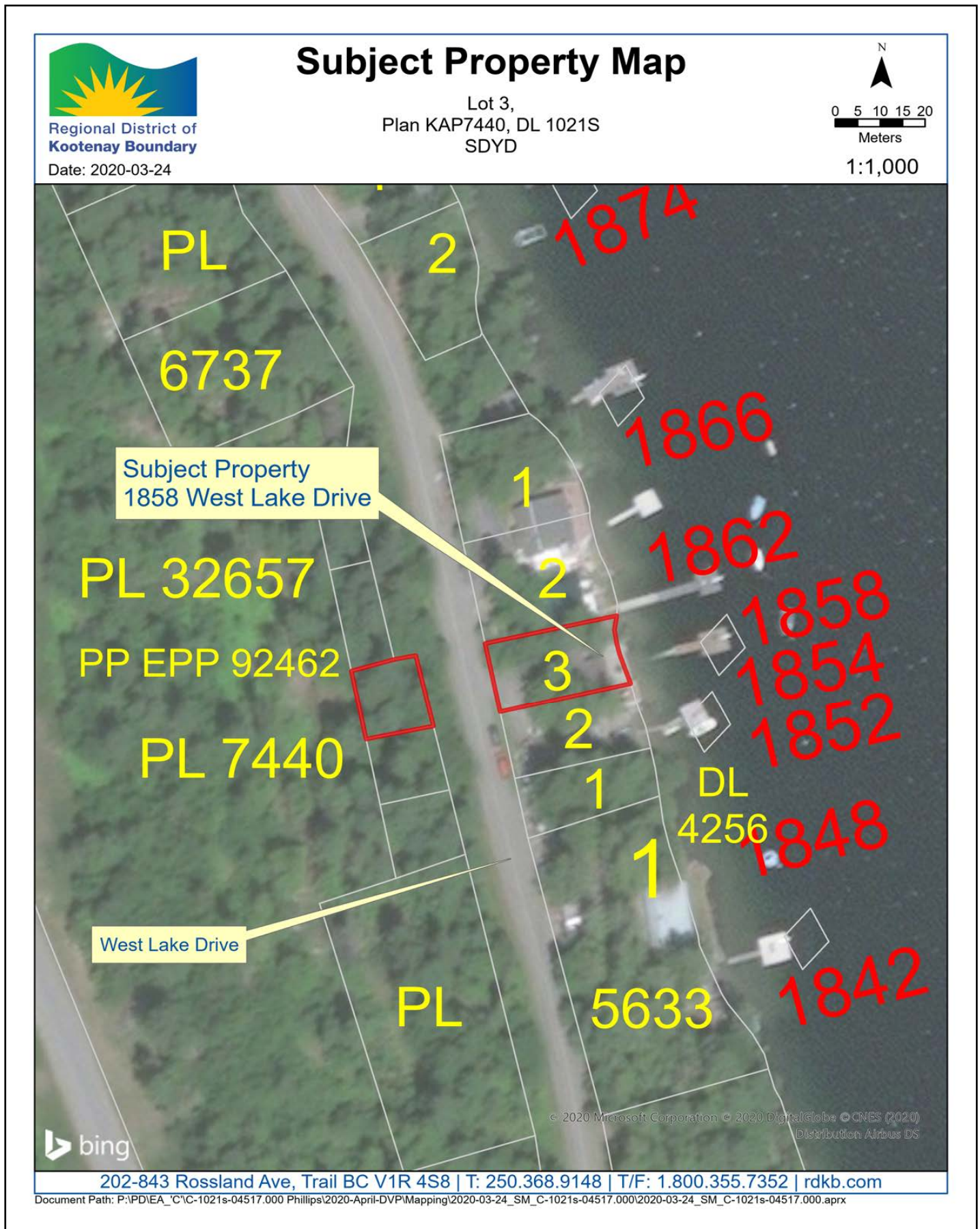
Meters

1:7,500



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

Document Path: P:\PD\EA 'C'\C-1021s-04517.000 Phillips\2020-April-DVP\Mapping\2020-03-24 SM C-1021s-04517.000\2020-03-24 SM C-1021s-04517.000.aprx



SITE PLAN SHOWING SELECT FEATURES ON LOT 3 DL 1021S SDYD PLAN 7440.

Scale 1:200



LEGEND

Dimensions derived from Plan 7440.
All dimensions are in metres.
Elevations are assumed.

x 101.2 Spot elevation



DL

WEST LAKE DRIVE

Edge of pavement

1021S

PLAN 32657

CHRISTINA LAKE

Natural boundary from Plan 7440

Shed

Mid well

Cabin

Deck

PLAN 7440
EXISTING BUILDINGS



Survey date: October 2, 2017.
Drawing date: October 4, 2017.

Photos

Subject: Photos

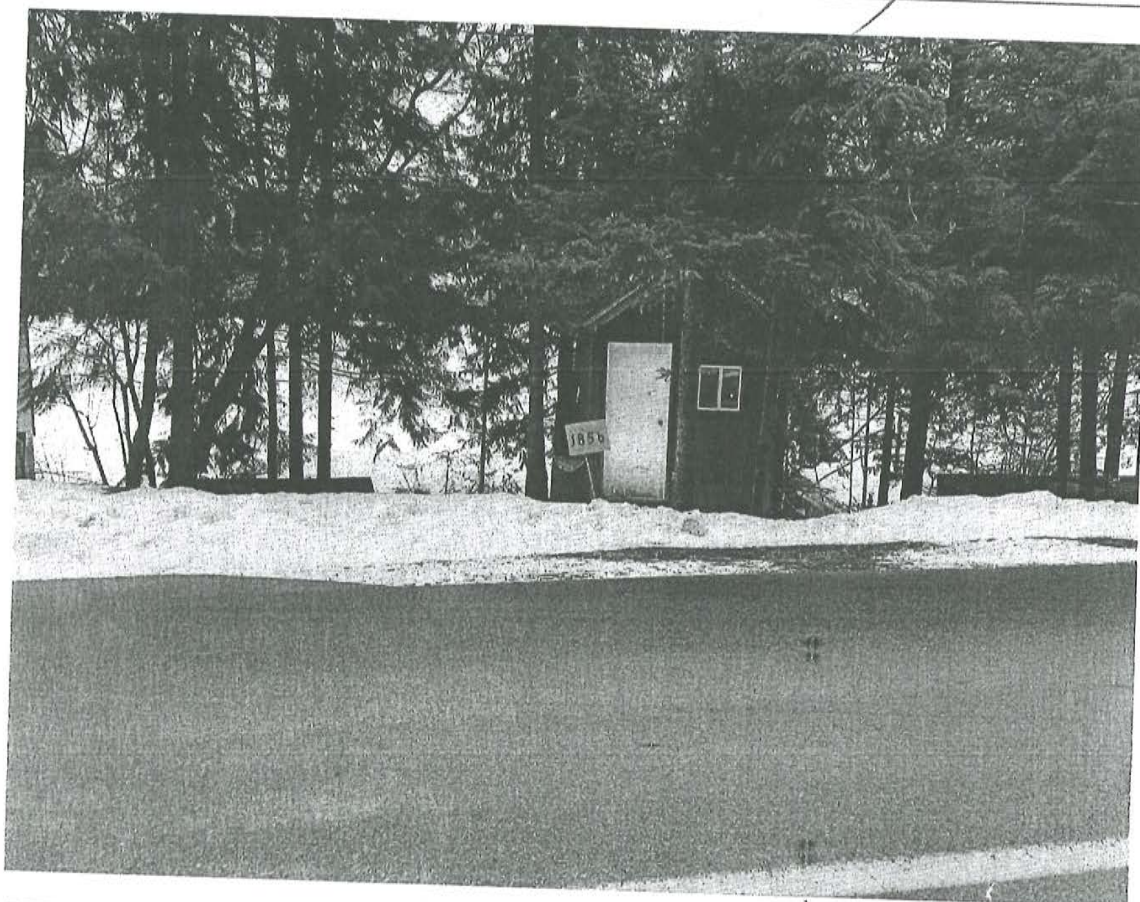
From: Rod Bergum <bergumc21@gmail.com>

Date: 2020-03-11, 12:10 p.m.

To: Rod Bergum <bergumc21@gmail.com>

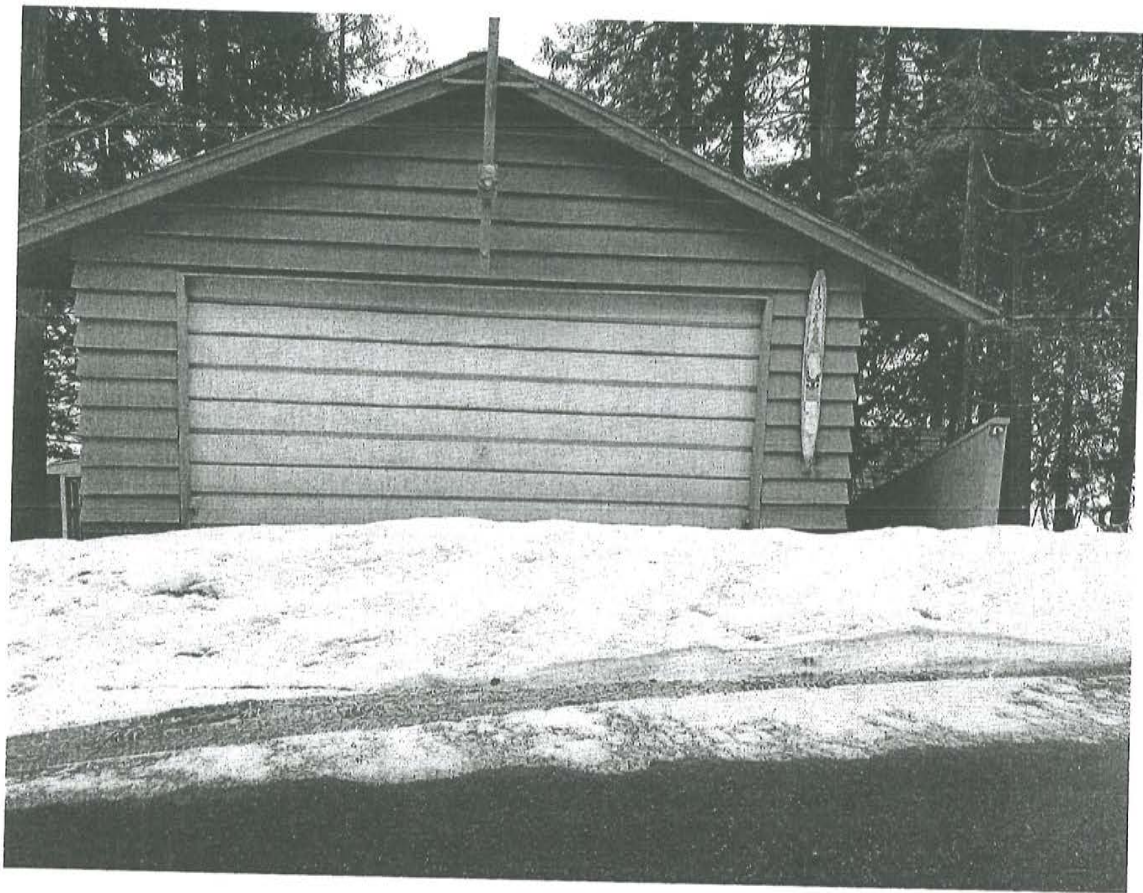
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SUBJECT PROPERTY



—IMG_4969.jpg—

Photos

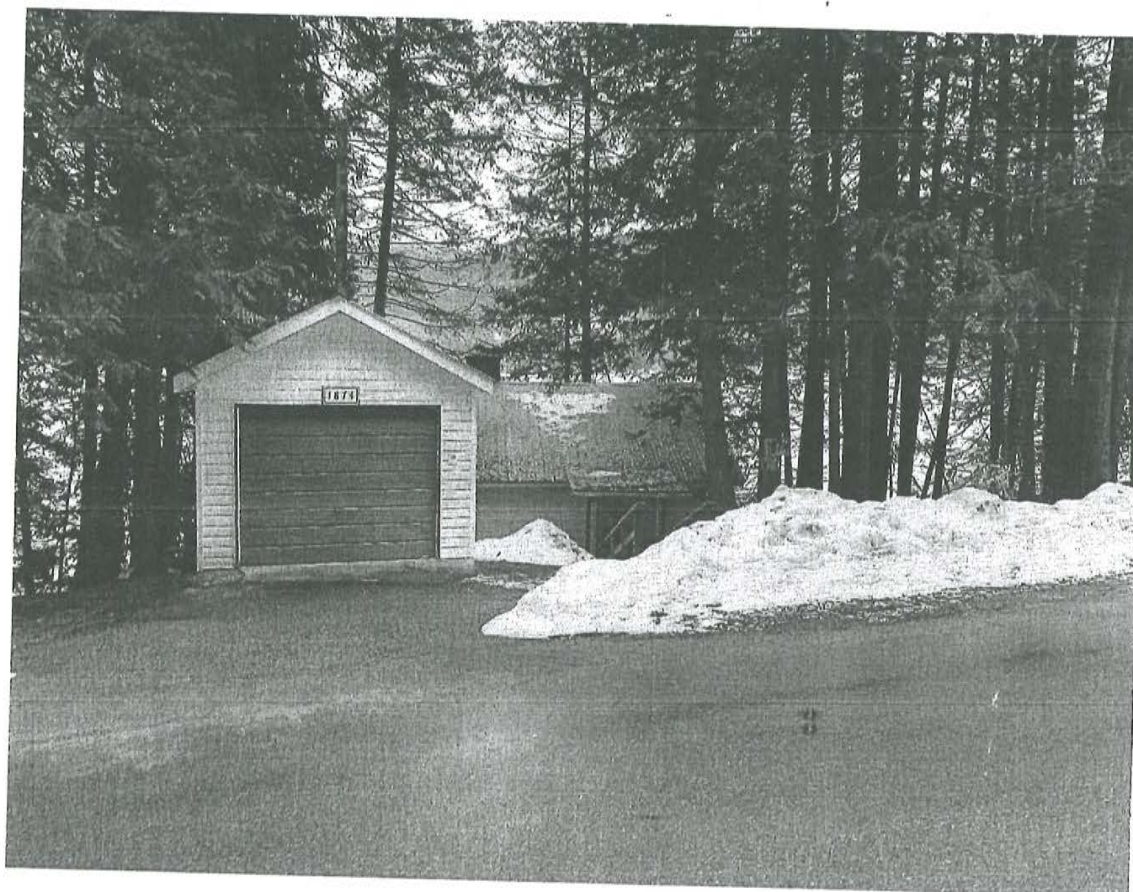


1888 - W. LAKE

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Attachments:	
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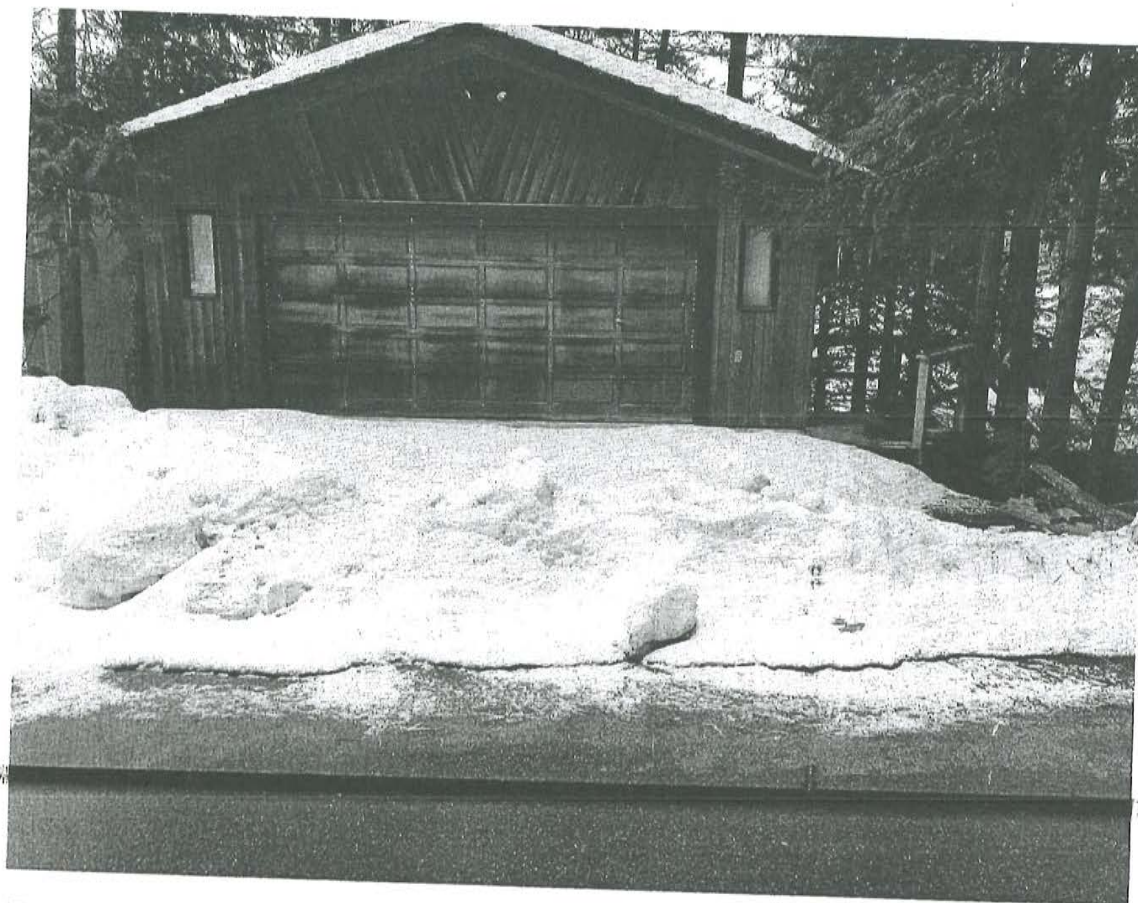
Photos



1874 W. LAKE

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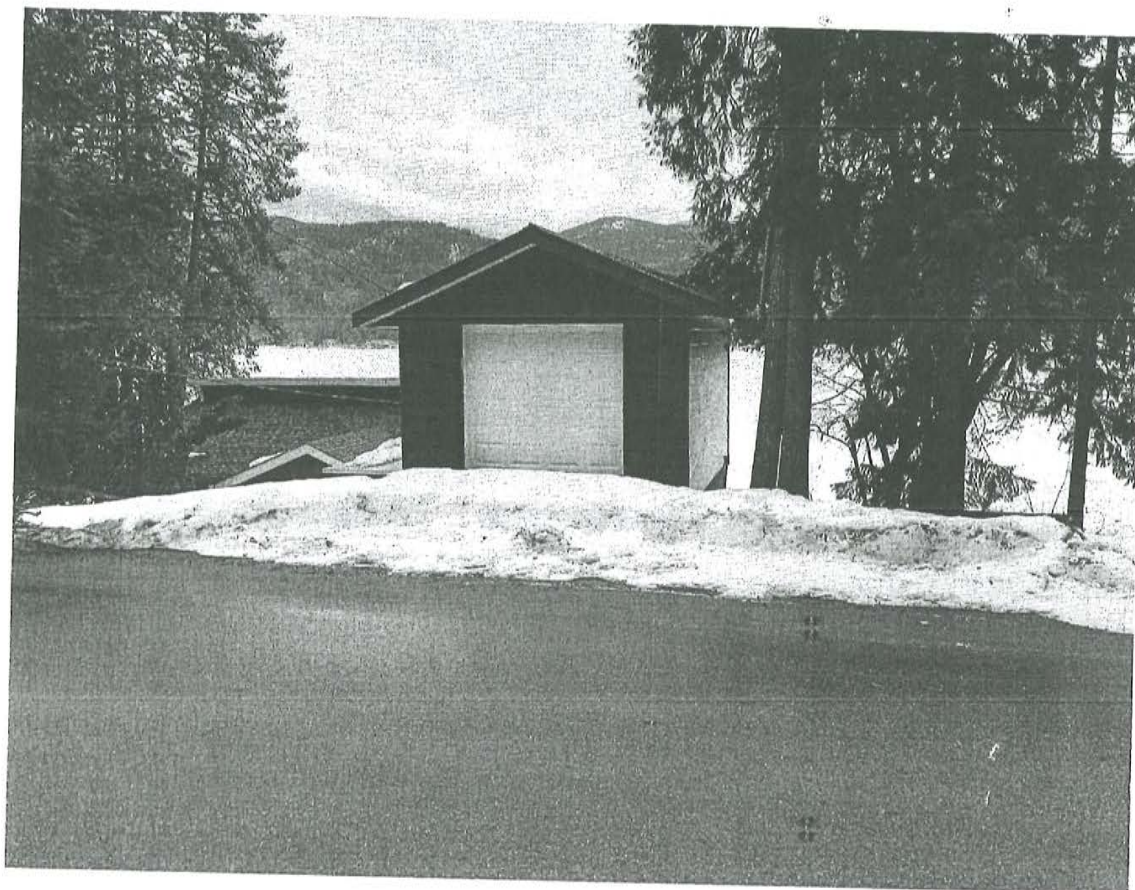
Photos



1896- W. LAKE.

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Photos



1862 - W. LAKE

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BERGUM CONTRACTING LTD

Mail To: P.O. Box 485

Christina Lake, BC V0H 1E0

Office: 24-Park Rd

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Christina Lake, BC

Cell: (250) 442-6761

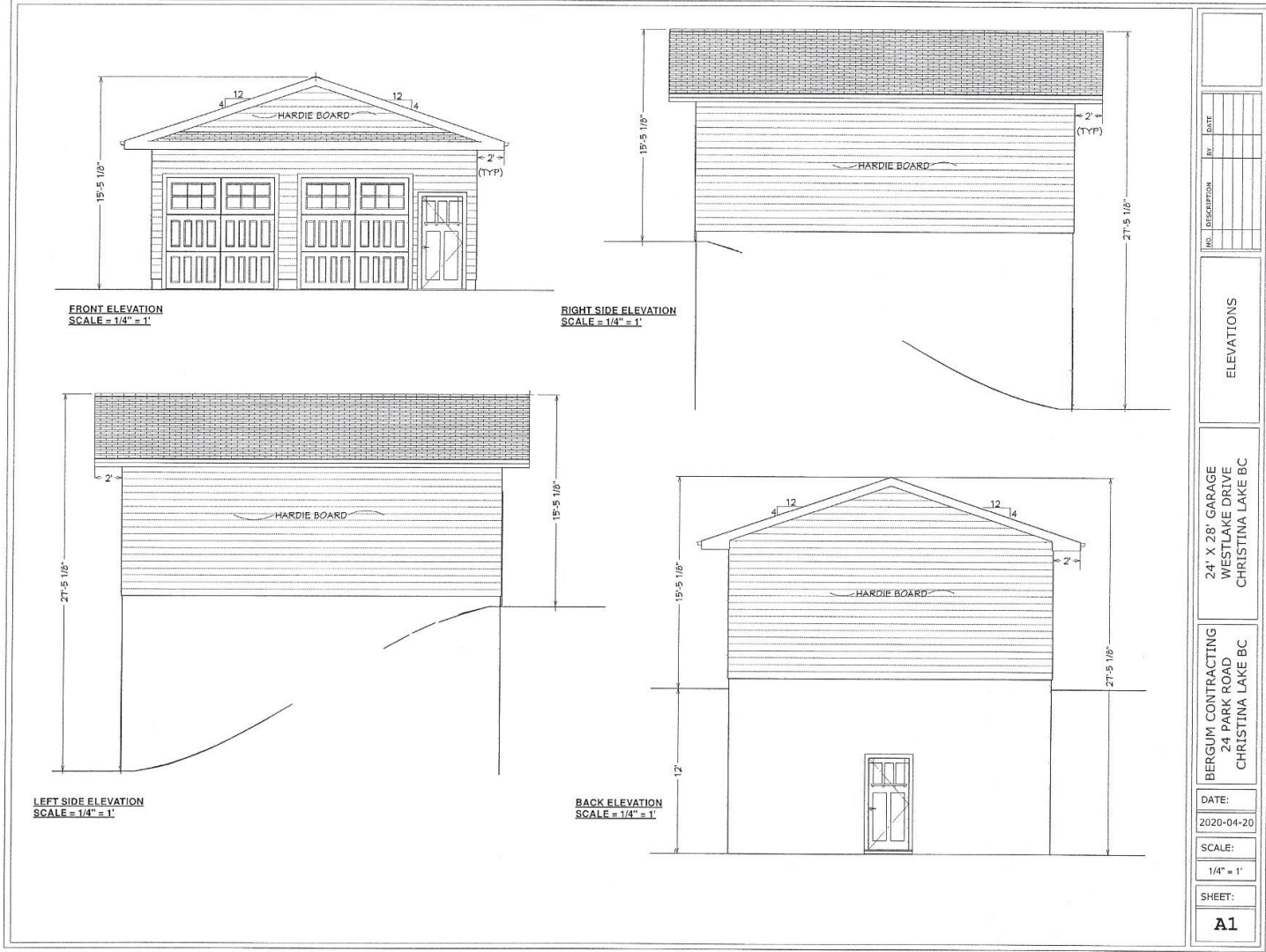
April 21, 2020

**Re: Phillips Rowland & Marnie
1858 West Lake Dr, Christina Lake, BC**

**Request for variance for height for accessory building.
From 4.5 meters to 6.5 meters**

Thank you,

Rod Bergum





Regional District of
Kootenay Boundary

Electoral Area Services (EAS) Committee Staff Report

RE:	Referral - the Village of Midway – new Official Community Plan		
Date:	May 14, 2020	File #:	M-2
To:	Chair Grieve and Members of the EAS Committee		
From:	Liz Moore, Senior Planner		

Issue Introduction

The Village of Midway invited the RDKB to comment on their proposed Official Community Plan (OCP) (see Attachments).

Background

The current OCP for the Village of Midway was adopted in 2007. OCP's are regularly updated to reflect the needs of communities as they change with time.

The Village of Midway is surrounded by a part of Electoral Area E/West Boundary that does not have land use planning. The lands adjacent to the municipality are primarily within the Agricultural Land Reserve (ALR) and there is some ALR land within the boundaries of the municipality.

Since the current OCP was adopted, a number of legislative changes have occurred that require the addition of new sections and the revision of section numbers in the Local Government Act (LGA). The LGA underwent a legislative review in 2015 and many of the section numbers relevant to land use planning have been changed. Some of the new required sections that are to be included in OCPs moving forward are targets for reductions in greenhouse gas emissions and anticipated housing needs.

Proposal

The Village of Midway proposed to replace the current *the Corporation of the Village of Midway – Official Community Plan, October 2007* with the draft *the Village of Midway – Official Community Plan – Draft of March 18, 2020* (see Attachments).

Implications

Land Use Planning

As the Village of Midway is surrounded by a part of Electoral Area E/West Boundary that does not have land use planning, we are unable to compare the proposed designations against our planning policies.

The ALR comprises an area with land use direction that crosses between RDKB and the municipality, though it is administered by the Agricultural Land Commission. ALR land within the bounds of the municipality has been designated primarily as Agricultural with a few smaller parcels being designated as Recreational and Institutional. The airstrip and surrounding lands, which are also in the ALR, are designated as Airstrip and Airport Development, respectively. The objectives and policies for agricultural lands outlined in the draft OCP are in line with the provisions of the Agricultural Land Commission Act and the Agricultural Land Reserve Use Regulation.

There are a number of policy areas that overlap with RDKB policies, services and efforts. These include the reduction of greenhouse gas emissions, waste management, and the assessment of housing needs. Greenhouse gas emission reduction and waste management are services provided by RDKB Environmental Services department. A copy of the draft OCP and mapping has been circulated to Environmental Services for review.

The draft OCP includes policies specific to collaborations with the RDKB, including for the provision of services and for the collaboration on strategies and plans. These include:

- Support for the RDKB's Boundary Area Food and Agriculture Plan (4.2.3 Agricultural Policies, Policy 9);
- Support for the RDKB waste management policies and programs (2.2.2 Natural Environment Policies, Policy 1) and solid waste management services (4.1.2 Municipal Services Policies, Policy 8);
- Section 3.1.2 Compatible and Energy Efficient Land Use, Policy 3 details how *"the Village of Midway will seek partnerships with Terasen Gas, Fortis, the Regional District of Kootenay Boundary, provincial and federal agencies, and others to foster achieving the energy objectives of the community"* ; and
- A recommendation that the Village continue to participate in the Regional District Economic Development Program to support new and existing businesses (section 3.3.2 Commercial Policies, Policy 7).

RDKB has undertaken a housing needs assessment on behalf of RDKB's community's and the eight municipalities within RDKB, including the Village of Midway. Further information will be available on housing needs in Midway with the completion of the Housing Needs Report in October 2020. Preliminary results will likely be available in July 2020.

Other notable changes to the OCP that are not specific to RDKB policy, but will have potential effects on the communities surrounding Midway include considerations for the expansion of commercial areas and inclusion of policies on the retail sale of cannabis. There is a proposed expansion of commercial areas with the creation of a new commercial designation running the length of Florence St. The stated intention of this change is to *"encourage the redevelopment for commercial and mixed commercial/residential land uses."* These properties would be able to be re-zoned commercial without requiring the amendment of the OCP. Likewise, a policy regarding cannabis retail in Midway proposes that these businesses *"may be considered on a case-by case basis in accordance with Council policy."*

Depending on how development is undertaken, the expansion of commercial designations will impact on the amount of housing and commercial space available, which may have ripple effects into surrounding communities.

Watershed Planning Considerations

The Watershed Planner has provided the Village of Midway with a reviewed copy of the draft OCP including comments and considerations. A summary of the main comments are included below:

- Encourage the protection and rehabilitation of riparian areas.
- Protection of the midway aquifer (#478): an unconfined aquifer supporting the municipal water system and domestic wells.
 - o A well protection plan was identified. The Watershed Planner would like to know if this is an aquifer protection plan?
- Using the terms Natural Assets or Green Infrastructure for sections referring to the use of natural environment in support of municipal and community works and integration of systems.
- Encourage the planting of drought tolerant vegetation. Ensure when encouraging the planting of vegetation, that care is taken to not plant invasive species and that the focus is on using native species.
- Agriculture: encourage the use of off-channel watering for livestock, the use of the Environmental Farm Plan Program, and the protection and restoration of riparian areas.
- Where appropriate, encourage the use of permeable paving materials instead of non-permeable materials (i.e. concrete) for hardened surfaces in ecologically sensitive areas (i.e. parks, floodplains, trails, etc.).

Solid Waste Service Considerations

The RDKB's Solid Waste Program Coordinator has reviewed the Draft Midway OCP and makes reference to the following sections:

- # 1 of 2.2.2 Natural Environment Policies – Support the RDKB waste management policies and program.
Comment: The Village of Midway is an active participant in the policy-making process of the Board of Directors of the RDKB.
- #11 of 2.4.1 Corporate Policies – *Implement a local organics recovery program.*
Comment: The RDBK does provide a curbside collection of organic material for Midway residents. This program diverts organic material that would otherwise have been in the curbside garbage collection program to a composting program.
The RDKB also provides drop off service for woody debris and yard & garden waste at the Rock Creek Transfer Station and the West Boundary Landfill near Greenwood.
The Village may wish to consider programs/policies targeting the collection of residential yard & garden waste as well as the organic materials (food scraps, Y & G waste) from commercial or institutional sources.
- #8 of 4.1.2 Municipal Services Policies – *Support the solid waste management services of trash collection and curbside recycling and green bin program of the RDKB.*
Comment: The RDKB provides curbside garbage and green bin services to Midway residents. The RDKB also notes that there is also a private Friday garbage curbside collection service.
- Additional comments and observations by the Solid Waste Program Coordinator include: Consider language regarding supporting bans on open burning and/or prohibiting the backyard burning of waste materials.
- Part 6.2 – Explanation of Designations.
Comment: There is no mention in the zoning designations of the words: recycling, waste facility, composting or anything related to solid waste.

Advisory Planning Commission

At their May 4, 2020 meeting, the Electoral Area E/West Boundary APC supported the draft Village of Midway OCP with the following comments:

- They consider a no discharge of firearms statement in the OCP; and
- Under section 2.2.4 number 4 they should prevent rather than mitigate environmental impacts.

Planning and Development Comments

The following comments from the Senior Energy Specialist were sent to planning staff after the APC agenda had been distributed:

- I like how the OCP energy targets are ambitious and quite specific.

Corporate energy target & Policies:

- RDKB has policies regarding Green Buildings, Fleet Vehicle Replacement, and Corporate Sustainability Initiatives, as well as corporate and community reduction plans that could be used to support some of the objectives.
- Existing City facilities & Buildings – FortisBC are releasing an energy assessment program which would allow Midway to get level 1 audit done at their facilities. It's due for release in summer and it has been confirmed to be on track. Information can be provided when this is released. Cost is unknown at this time, but last time it was \$200/\$300 per audit compared to \$3,000. This will really help with the long term plan.

Community energy target & Policies:

- Energy Step Code – this will be administered through RDKB's Building Inspection Department. Note province is mandating in building code:
 - Part 9 - Step 3 in 2022, Step 4 in 2027 and Step 5 in 2032.
 - Part 3 buildings – Step 2 in 2022, Step 3 in 2027 and Step 4 in 2032 (net zero).
 - Last year Midway had 3 new residential building permits issued (last 5 years ranged from 1 to 4).
- We're in FortisBC area (electricity and natural gas). The rebate program is through Fortis not BC Hydro.
 - According to the Census data, Midway has 294 private dwellings occupied by usual residents, with 105 households earning less than \$40k (36%). These households may be eligible for ECAP (income qualified) energy efficiency program.

- 56% of homes were built before 1980, so energy efficiency retrofit will help (though there are some challenges).
- Sustainability Checklist – RDKB has implemented this by providing it with building permits.
- Recommend target be aligned with Province – 40% by 2030. This includes transport as well.

Recommendation

That the referral of the Village of Midway's Draft Official Community Plan be received and FURTHER that the staff report including the comments from RDKB staff and the Electoral Area E/West Boundary Advisory Planning Commission be forwarded to the Village of Midway for their review.

Attachments

The Village of Midway – Official Community Plan – Draft of March 18, 2020

Village of Midway – Official Community Plan – Schedule __ Land Use Map

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OFFICIAL COMMUNITY PLAN



DRAFT of March 18, 2020

Referral Submission

The Corporation of the Village of Midway

BYLAW No. xxx

A Bylaw to Establish an Official Community Plan for the Village of Midway

WHEREAS an Official Community Plan may be enacted pursuant to the provisions of the Local Government Act and the Community Charter;

AND WHEREAS the Council of the Village of Midway has conducted a review of the Village of Midway Official Community Plan, Bylaw No. 380 which has resulted in a comprehensive rewrite of the Plan's objectives and policies and substantial changes to the maps associated therewith;

NOW THEREFORE the Council of the Village of Midway, in open and public meeting assembled, enacts as follows:

1. Citation

This Bylaw may be cited as "Midway Official Community Plan Bylaw No. xxx, 2020".

2. Repeal

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Midway Official Community Plan Bylaw No. 380, 2007 and all amendments thereto are hereby repealed.

3. Plan Schedules

The Community Plan text (Schedule A), Schedule B (the Land Use Map), Schedule C (the Development Permit Area Map), Schedule D (the Water Service Area Map), and Schedule E (the Sewer Service Area Map) attached hereto and forming part of this Bylaw, are hereby designated as the Midway Official Community Plan.

READ A FIRST time this xx day of xxx 2020.

READ A SECOND time this xx day of xxx 2020.

PUBLIC HEARING NOTICE ADVERTISED this xxth day of xxx 2020.

and also

this xxth day of xxx 2020.

PUBLIC HEARING HELD on this xxx day of xxxxx.

SECOND READING RESCINDED on this xxx day of xxxxx.

READ A SECOND time this xx day of xxxx 2020.

PUBLIC HEARING NOTICE ADVERTISED this xxx day of xxxx 2020.

and also

Referral Submission

this xxx day of xxxx 2020.

PUBLIC HEARING HELD on this xx day of xxx 2020

SECOND READING RESCINDED on this xx day of xxx 2020.

READ A SECOND time this xx day of xxx 2020.

PUBLIC HEARING NOTICE ADVERTISED this xx day of xxx 2020

and also

this xxx day of xxx 2020.

PUBLIC HEARING HELD on this xx^h day of xxx 2020

READ A THIRD time this xxx day of xxx 2020.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this xx day of xxx 2020.

Mayor

Chief Administrative Officer

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Schedule 'A'

Village of Midway

Official Community Plan

This Schedule 'A' is the Schedule 'A' to the Village of Midway Official Community Plan referred to in the Village of Midway Official Community Plan Designation Bylaw No. xxx, 2020.

I, Penny Feist, Administrator of the Village of Midway, hereby certify that this is a true and correct copy of Schedule 'A' to the Village of Midway Official Community Plan Designation Bylaw No. xxx, 2020.

Chief Administrative Officer

Dated this day of , 2020.

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Schedule A - Plan Text

PART 1 | INTRODUCTION & CONTEXT

1.1 Community Vision

Midway, unique because of its small-town atmosphere and its strong sense of pride, will aspire to be a complete community where:

- Citizens of all ages have a collective sense of belonging, and contribute to the quality of life in the community;
- The community celebrates a vibrant culture and heritage;
- The environment is nurtured for present and future generations;
- Planned development strengthens the character of the community; and
- Economic diversity contributes to the prosperity and well-being of the community.



*don't forget young families we have
-we want to keep them and draw more in
--Citizen*



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1.2 Purpose of the Plan

To guide the development of municipalities in British Columbia, the Province has authorized municipalities to adopt community plans under the Local Government Act and the Community Charter.

An Official Community Plan (OCP) is a general statement of the broad objectives and policies of the local government respecting the physical, environmental, economic and social development of the community. It sets out, in reasonably clear terms, the goals of the community and the policies which must be followed in order that these goals may be achieved. Once adopted, an OCP serves as a foundation for all policies, regulations and decisions pertaining to land use and development in the municipality.

The purpose of the Plan is to ensure that new development takes place in an orderly and economical way; that sufficient and appropriate lands are designated for all necessary purposes; that services are adequate to serve present and future development; that the social, health and economic needs of the residents are provided; and that the environmental qualities of the area are preserved and even enhanced.

In an aging-friendly community, policies, services, settings, and structures support and enable people to age actively by:

1. recognizing the wide range of capacities and resources among people of all ages;
2. anticipating and responding flexibly to age-related needs and preferences;
3. respecting decisions and lifestyle choices of all age groups;
4. protecting those who are most vulnerable;
5. promoting the inclusion in and contribution to all areas of the community life by all age groups; and
6. Ensuring accessibility for all with safe travel throughout the Village and convenient entrance to and movement within public facilities.

1.3 Enabling Legislation

The Official Community Plan has been prepared in accordance with the requirements of the Local Government Act, which states that the plan must include statements and map designations for the area covered by the plan. The relevant Division is cited below.

Division 4 — Official Community Plans

Content and process requirements

473 (1) An official community plan must include statements and map designations for the area covered by the plan respecting the following:

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- (a) the approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least 5 years;
 - (b) the approximate location, amount and type of present and proposed commercial, industrial, institutional, agricultural, recreational and public utility land uses;
 - (c) the approximate location and area of sand and gravel deposits that are suitable for future sand and gravel extraction;
 - (d) restrictions on the use of land that is subject to hazardous conditions or that is environmentally sensitive to development;
 - (e) the approximate location and phasing of any major road, sewer and water systems;
 - (f) the approximate location and type of present and proposed public facilities, including schools, parks and waste treatment and disposal sites;
 - (g) other matters that may, in respect of any plan, be required or authorized by the minister.
- (2) An official community plan must include housing policies of the local government respecting affordable housing, rental housing and special needs housing.
- (2.1) Unless a local government is exempted, or is in a class of local governments exempted, under section 585.11 *[application of this Division]*, the local government must consider the most recent housing needs report the local government received under section 585.31 *[when and how housing needs report must be received]*, and the housing information on which the report is based,
- (a) when developing an official community plan,
 - (b) when amending an official community plan in relation to statements and map designations under subsection (1) (a) of this section, or
 - (c) when amending an official community plan in relation to housing policies under subsection (2) of this section.
- (3) An official community plan must include targets for the reduction of greenhouse gas emissions in the area covered by the plan, and policies and actions of the local government proposed with respect to achieving those targets.
- (4) In developing an official community plan, the local government must consider any applicable guidelines under section 582 *[provincial policy guidelines]*.

Policy statements that may be included

474 (1) An official community plan may include the following:

- (a) policies of the local government relating to social needs, social well-being and social development;
- (b) a regional context statement, consistent with the rest of the plan, of how matters referred to in section 429 (2) (a) to (c) *[required content for regional growth strategy]*, and other matters dealt with in the plan, apply in a regional context;

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(c) policies of the local government respecting the maintenance and enhancement of farming on land in a farming area or in an area designated for agricultural use in the plan;

(d) policies of the local government relating to the preservation, protection, restoration and enhancement of the natural environment, its ecosystems and biological diversity.

(2) If a local government proposes to include a matter in an official community plan, the regulation of which is not within the jurisdiction of the local government, the plan may state only the broad objective of the local government with respect to that matter unless the minister has, under section 473 (1) (g), required or authorized the local government to state a policy with respect to that matter.

1.4 Interpretation

This Plan consists of a text (Schedule 'A'), a Land Use Map (Schedule 'B'), a Development Permit Area Map (Schedule 'C'), a Community Water System Map (Schedule 'D') and a Community Sewer System Map (Schedule 'E').

This Plan is not intended to be a precise instrument, and contains broad policies that apply to the Village over a long period of time.

Boundaries shown on the Land Use Map are approximate and shall be defined in detail in the implementing bylaws that will follow. Similarly, references in the text to uses, density and similar matters are to be considered flexible, provided the intent of the Plan is not altered.

The policies of this Plan are those of the Council of the Village of Midway.

1.5 Demographic Characteristics, Population Change, Income, and Shelter Costs

This section provides a brief overview of relevant Census population data from the recent 2016 census as well as pertinent highlights from the Interior Health Authority's Local Health Area (LHA) Profile for the Kettle Valley 2019 which contains useful information on population health. The overview also draws from BC Stats' PEOPLE population projections for the Kettle Valley LHA.

1.5.1 Current Population Characteristics¹

The Village's permanent resident population is 649 in 2016. This is a 3.7% decrease from the 2011 population of 674. Males number 315 or 48.5%; females 330, or 51.5%. A majority of 605, or 93%, live in private households. The census counts 321 occupied private dwellings.

¹ Unless stated otherwise, all population data is from the 2016 Census.

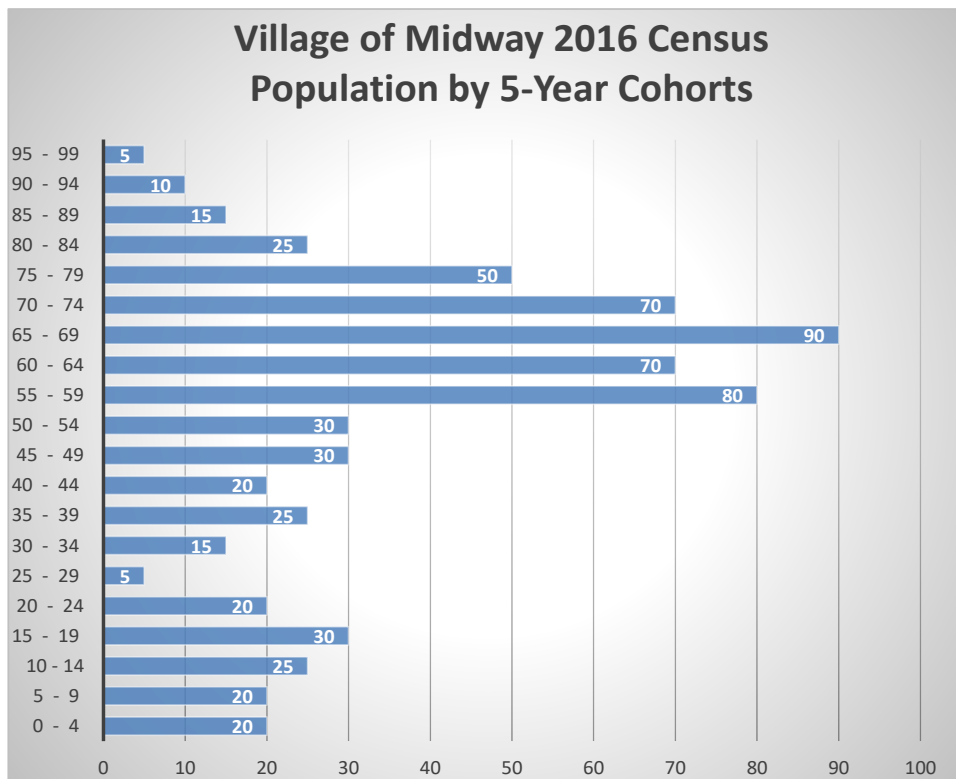
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1.5.2 Population by Broad Age Group

- 0-14 years (children): 10%
- 15 to 64 years (working age): 50%
- 65 years and over (primarily out of work-force): 40%

1.5.3 Population Distribution By 5-Year Cohorts

The population distribution is illustrated in a graphic on the following page. It is clear that one of the defining characteristics of the Village's population profile is a mature and aging population. The largest cohorts are those between 55 and 70 years.



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1.5.4 Median Age

The median age is 60.2 years. This compares to 51.6 years in the Kootenay Boundary Regional District and 43 in BC.

1.5.5 Population Change

Within the 5-year period between 2018-2023 the community is experiencing substantial increases in the older adult cohorts.

- All Ages - 3%
- Ages 65 and over +19%
- Ages 75 and over +67%
- Ages 85 and over +72 %

This population change projection is for the entire Kettle Valley Area and it represents a reasonable proxy for the anticipated change in the Village of Midway. This data is published in Interior Health's Local Health Area profile (2019) for the Kettle Valley. ²

Population projections prepared by the PEOPLE program of BC Stats provides both a closer and longer perspective population change. The smallest geographical unit available is the Local Health Area (LHA). Midway lies within the Kettle Valley LHA and its population of 649 represents 21% of the LHA population of 3,116. Use of this data provides us with a reasonable proxy of anticipated population change which is characterized by long term decline and an aging population.

Relevant highlights of the Kettle Valley LHA population change to 2041:

- Overall population decline of 24%
- Proportion of population 75+ changes from 10% to 39% of the population, an almost four-fold increase

Population growth projections for small populations are subject to variability due to factors such as changes in employment opportunities and migration of retiree populations.

The relatively wide range of support services, resources and amenities available in Midway suggests that it will continue to attract migration from outlying rural areas and from high-cost urban areas in BC and Alberta.

1.5.6 Population Change & Housing Need

Average household size in BC has been in decline for decades generally, and specifically in Midway between 2011 (2.2) and 2016 (2.1). The number of private households has increased from 305 in

² BC Ministry of Health, Health Sector Information, Analysis and Reporting Division. Local Health Area Profiles. February 2019.

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200 to 321 in 2016. Therefore, even with a declining or stable population, demand for dwelling units will increase. Average household size is projected to be 1.7 in 2030.

The Village is targeting an annual growth increase in population of 1% per year over the next 10 years.

- o Population target to 2030: 720
- o Number of dwelling units required: 423
- o Additional number of dwelling units required between 2020 and 2030: 100

The targeted population projection of 720 is subject to a considerable amount of potential variance, as population projections for small communities are particularly difficult to establish accurately, as changes in the circumstances of the community that might be considered minor in a larger municipality can result in significant changes in population estimates and growth trends in a municipality such as Midway (e.g. one new employer moves to town, one new subdivision is developed, or one existing employer leaves town).

The Village currently has vacant, subdivided and serviceable land sufficient to accommodate 54 additional dwellings.

Land to accommodate an additional 46 units is required to meet the housing need to 2030. The Land Use map identifies additional land as follows:

1. Reserve for residential development south of Seventh Street between Division and Beamish Streets. This area is designated Comprehensive Development and could accommodate 24 multi-unit attached units.
2. Maintain the existing area designated Mobile Home Subdivision south of the Kettle River. Estimated unit yield is 22.



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1.5.7 Household Income

The prevalence of low income in 2015 based on after-tax low-income measure LIM-AT (%) for those 65 years and over is 17.4%.

The median household income for Kettle Valley is \$40,526. This compares to \$69,979 for B.C.

1.5.8 Shelter Costs

Twenty six percent of households face unaffordable monthly shelter costs in the Kettle Valley. Unaffordability is based on shelter costs (including insurance, taxes, maintenance) exceeding 30% of gross household income.

1.6 Healthy Community

A healthy community is a place where healthy, social, economic, natural and the built environments give citizens the opportunity to live to their full potential and where people come together to make their community better for themselves, their family, their friends, their neighbours, and others.³

The update to this plan has been viewed through the lens of fostering a healthy community.

About 60% of what influences our health is related to factors in our physical and socio-economic environments, spheres in which this Plan has direct influence.⁴

Effective planning creates supportive environments that promote healthy lifestyles and social interactions that result in a positive population health impact. The path from plan policy to community health is illustrated in the following image.



Diagram created by Kady Hunter, MPH, Community Health Facilitator, Healthy Communities Team, Interior Health and adapted from Frank L., Kavage S. Litman T. (2006). Promoting Public Health through Smart Growth. Smart Growth BC: Vancouver, BC. Images from www.nounproject.com.

³ Canadian Institute of Planners, 2018, Policies on Healthy Communities Planning. Available at <http://cip-icu.ca/Files/Policy-2018/policy-healthy-eng-FINAL.aspx>. Visited on November 13, 2019.

⁴ Canadian Medical Association, Health equity and the social determinants of health, 2012.

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1.7 Review and Amendment of the Plan

Although an effort has been made to anticipate most situations which could arise in the foreseeable future, new information and changing circumstances must be monitored to ensure that this Plan remains current. The Plan should be reviewed on an annual basis and a comprehensive review should be undertaken at least every five years.

Amendments to this Plan must be made by bylaw and in accordance with the provisions of the *Local Government Act*.

Persons requesting revisions to the Plan shall submit an application to the Village Council, along with such supporting material as may be deemed by Council to be necessary.

1.7.1 Professional Review & Community Engagement in the 2019/20 Review of The Plan

A comprehensive review and robust community engagement process was undertaken between the summer of 2019 and winter of 2020.

The background review included the following components:

1. demographic characteristics and population change;
2. community health statistics;
3. gap analysis of the legal context and administrative limitations;
4. sustainability principles;
5. development of a common, non-hierarchical framework; and
6. consistency review of the OCP relative to:
 - a. Village of Midway Zoning Bylaw No. 464-2015;
 - b. Regional District of Kootenay Boundary (RDKB) Strategic Plan 2015-2018; and
 - c. the BC Climate Action Charter.

The review was supported by community engagement in the following formats:

1. a citizen's advisory committee met five times to review and provide insight and comments on the evolving plan;
2. a robust level of support provided by Interior Health throughout the process via the participation of Kady Hunter, Community Health Facilitator on the Healthy Communities Team;
3. a series of 'key informant' style interviews and focus groups with representatives of the Fire Department, Community Futures, Ministry of Transportation & Infrastructure, ISL Engineers (flood mapping and mitigation), Interior Health, West Boundary Community Forest, and the Agricultural Land Commission;
4. a presentation and dialogue with the Village Council on October 9, 2019; and
5. a community drop-in style open house held on October 30, 2019 to elicit feedback on a range of topics and questions of community interest, listed as follows:

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- population trends (hint: we are getting older)
- what is our community vision?
- what is the land use plan map all about?
- what type of housing do we need?
- where should we build a universally accessible public washroom and information kiosk?
- natural hazards: flooding and wildfire –and what we are doing about it
- how can we be a healthy community?
- should we allow Short Term Vacation Rentals?
- what should the Village do about climate change?
- where is the recent Village land purchase and what should we do with it?



Figure 1 Community Drop-in Open House

The making of the plan was also supported by concurrent work of the Aging-friendly Assessment and Action Plan, in the form of a mobility audit and development of a set of aging-friendly OCP policies, all of which are integrated into the update.

1.8 Sustainability Principles

The most widely accepted and succinct definition of sustainable development is the one created by the United Nations in 1987:

Sustainable development is the kind of development that meets the needs of the present without compromising the ability of future generations to meet their own needs.⁵

This definition is consistent with the view of sustainability viewed through the more specific lens of the three pillars: economic, social, and environmental. A popular way to visualize the three pillars is shown in the diagram below.



For our purpose of creating a community plan we can describe a sustainable approach in the following way:

Inherently, a sustainable community works to live in harmony with its natural environment, create a healthy economy and do so in a manner that supports and enriches all elements of society, with particular focus on various populations and their needs. Further, sustainability can be seen as an urban tapestry that weaves together the many elements of a community into a delicate balance, such as walkable streets, compact development, high-performance buildings and neighbourhood scale infrastructure, while linking people to the natural environment through well-defined trail systems connected to preserved open space.

⁵ United Nations, Brundtland Commission, 1987

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1.8.1 Environmentally Sustainable Guiding Principles

It is most important to recognize that we, the people, are also ‘the environment’, not separate. If we harm the environment, we harm ourselves. Our efforts may also serve to enhance and improve the natural environmental health.

1. Ecosystem Health

- We recognize that we need healthy ecosystems for our survival, health and well-being, and that species and ecosystems also have intrinsic value (in their own right). For example, recognizing that ecosystems perform many valuable services for us, like providing clean water for drinking, purifying the air, pollinating food crops, and providing places for recreation.

2. Integration of Systems

- We recognize that economic vitality, environmental health, social equity and human health are all inter-related and mutually dependent.
- We seek synergies rather than trade-offs, and strive for solutions with multiple benefits. For example, using green infrastructure like constructed wetlands and trees to manage stormwater, instead of just relying on hard infrastructure like pipes.

3. Wise Use of Resources

- We proactively manage our resources by seeking creative solutions and prioritizing actions that create holistic and long-term value for our community. For example, multiple and shared uses of public buildings.

4. The Long View

- We make decisions and act today with the long-term resilience of our community and ecosystems in mind, and prepare ourselves for changes to come.
- We recognize our responsibility for the well-being of future generations.
- We will actively plan and advocate on behalf of our watershed.
- We will plan for climate change adaptation and mitigation.

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1.8.2 Socially Sustainable Guiding Principles

Social sustainability is about people—individuals and the community working together to meet their needs, realize their potential, and prosper in a healthy environment. Principles for consideration include the following:

1. **Caring:** we are compassionate and sensitive to the needs of our community and each other.
2. **Inclusive:** we are welcoming, and embrace and promote accessibility for all.
3. **Safe:** we are free from fear, and secure from risk and harm in our community.
4. **Liveable:** we enjoy a high quality of life and a wide range of opportunities for meeting our needs and our potential.
5. **Just:** we treat each other fairly, demonstrate mutual respect, and ensure equal opportunity for all.
6. **Age-friendly:** we embrace and support people of all ages and during all life stages –from birth to death.
7. **Diversity:** we see our differences as a source of strength and opportunity.
8. **Culture:** we value the arts, the humanities, shared values and attitudes, and other products of human intellect and invention.
9. **Belonging:** we feel connected to and accepted by a community.
10. **Participation:** we engage actively as individuals, groups and organizations, fostering community.
11. **Adaptability:** we are flexible and resourceful in the face of change.



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1.8.3 Economically Sustainable Principles

1. **Smart:** we take an intelligent, practical approach to encouraging economic growth that contributes to a strong community.
2. **Prosperity for our community:** we create economic opportunity for business and citizens.
3. **Consistent and supportive:** our growth is consistent with and supportive of Midway's goals for quality of environment, community, and life.
4. **Support for local businesses:** all can contribute to a dynamic economy in which benefits are contributed by and shared with all.
5. **Employment for everyone who needs it:** we maintain and increase the diversity of the local economy, in order to be economically robust, to contribute to social diversity, and to maximize the range of employment opportunities available in a wide variety of sectors and a wide variety of occupations.



PART 2 | NATURAL ENVIRONMENT

2.1 Natural Hazards

2.1.1 Objective for Natural Hazards

Avoid areas which are prone to natural hazards when designating land for intensive uses such as residential, industrial and commercial.

2.1.2 Policies for Flooding Natural Hazards

1. Areas which, due to existing physical conditions or known natural hazards such as flooding, rockfall and erosion, are not useful for urban uses shall be left in a natural state.
2. Lands which are known to be subject to high water table or flooding shall not be used for residential, commercial, institutional or industrial use. New developments shall be constructed in accordance with the policies and the 200-year floodplain map of the Village of Midway's Floodplain Management Bylaw.
3. Flood mitigation for the area bound by the south side of the Kettle River, Central Avenue and the Mobile Home Subdivision designated area will be addressed in the current (years 2019-2020) ongoing Flood Mapping and Mitigation study being undertaken by registered professionals.
4. Unless a site-specific exemption to that bylaw has been granted by Council, where an application for a site-specific exemption is submitted by a property-owner, a report prepared by a qualified engineer or geoscientist will be required to be included with the application.

2.1.3 Policies for Wildfire Natural Hazards

1. Applicants shall demonstrate how they will address wildland/urban interface fire hazards during the rezoning and subdivision approval process.
2. Recognize that the Village of Midway Wildfire Protection Plan places the majority of developed portion of the Village within a moderate fire risk classification.
3. Support FireSmart practices including education, neighbourhood focused activity, and vegetation management.

Referral Submission

2.2 Natural Environment

2.2.1 Natural Environment Objective

Practice good environmental stewardship for all public lands and ensure that development occurs in a manner that is in harmony with the natural environment.

2.2.2 Natural Environment Policies

1. Support the RDKB waste management policies and program.
2. Promote and enforce water conservation for all users of the municipal water system through education and will explore a metered, block-rate fee system in the future.

*We need to address water conservation more seriously;
we don't need to water lawns 7 X a week.
--citizen*

3. Support the policies and actions of the Kettle River Watershed Management Plan and its implementing body of the RDKB, the Boundary Integrated Watershed Service.
4. Activities which would have a detrimental effect on the natural environment of the Village should be mitigated to the greatest extent possible.
5. Construction within the Village shall minimize adverse effects on the natural environment.
6. The Village opposes exploration and mining of uranium and other potentially hazardous minerals within the Watershed area of the Village.
7. The Village opposes the extraction of fresh water resources in gas, liquid or solid form from surface or groundwater for the purpose of commercial bottled water sales.
8. The Village opposes significant upstream diversion of water from the Kettle River, nor developments anywhere on the river that may negatively impact the municipality's water rights.
9. Recognize that Lewis' Woodpecker (red-listed) and Western Rattlesnake (blue-listed) species have been identified within District Lots 637 and 424.
10. Recognize that Lewis' Woodpecker (red-listed), Western Rattlesnake (blue-listed) and Gopher Snake (blue-listed) have been identified within District Lot 2227.

2.3 Climate Protection

2.3.1 Climate Change Adaptation Objective

In a hotter and drier future, the Village provides a comfortable and environmentally sustainable environment for its citizens.

2.3.2 Climate Change Adaptation Policies

1. Seek funding for water metering and a block rate structure to conserve water.
2. Initiate a street tree planting program to create a Village shade canopy.

2.3.3 Reducing Greenhouse Gas Emissions

BC's Climate Change Accountability Act replaces the 2007 Greenhouse Gas (GHG) Reduction Targets Act. It sets new legislated targets of a 40% reduction in carbon emissions from 2007 levels by 2030, and a 60% reduction from 2007 levels by 2040. The current target of an 80% reduction in emissions by 2050 remains in place. For comparison, the Paris Accord includes a 30% reduction on 2005 levels by 2030, which is a somewhat lower target.

The legislation is not prescriptive. Local governments may choose to set their own targets and are encouraged to establish secondary, community supported targets.

The Village is a signatory of the BC Climate Action Charter, which commits the Village to monitor and report on corporate (local government operations) and community emissions.

The Village prefers to direct GHG reduction efforts to local initiatives rather than to purchase carbon offsets.

To be consistent with legislative language, this plan uses the term '*corporate*' for Village operations the term '*community*' refers to residents and businesses.

2.4 Corporate GHG Reduction Objective

The Village is carbon neutral for corporate operations.

2.4.1 Corporate Policies

1. Monitor corporate and community-wide energy consumption and emissions.
2. In accordance with Village Council policy of the Climate Action Revenue Incentive Program (CARIP) reserve, fund corporate energy efficiency or Greenhouse Gas (GHG) initiatives. Funding examples of the policy include: (1) use by the Village of Midway for corporate energy efficiency or GHG reduction projects; (2) facilitate community

Referral Submission

engagement or awareness about climate change of GHG reductions; or (3) evaluation and implementation of energy and emissions reduction activities.

3. Reduce energy consumption and emissions for corporate operations, including facilities, vehicles, and infrastructure. Chosen actions will be developed into a long-term plan that will guide future actions for the Village.
4. New Village-owned buildings will be multi-use and meet high energy efficiency and green design standards such as LEED certification. Existing buildings will undergo energy assessments and retrofits as funding allows.
5. Formulate a strategy for its vehicle fleet, through joining a green fleet program such as Energy Environment Excellence (E3) Fleets Program, administered by the Fraser Basin Council, and aim to attain a green fleet rating.
6. Plant trees and other vegetation, in order to improve air quality, manage storm water runoff and offset carbon emissions.
7. Consider the impacts on climate change as an important factor in decision-making related to land use, site planning, building design, transportation and infrastructure.
8. Use Climate Action Reserve Incentive Fund (CARIP) funds for community projects of enduring value
9. Collaborate or partner with other organizations, government agencies, communities and other stakeholders, to achieve emissions reduction goals.
10. Commit to be 100% energy renewable by 2050 by participating with an organization such as the Community Energy Association (CEA).
11. Implement a local organics recovery program.

Corporate Target

1. Reduce corporate greenhouse gas emissions by 50% by 2030 and 100% by 2040.

Secondary Targets

1. By 2025 reduce greenhouse gas emissions by achieving the following:
 - a. vehicle fleet fossil fuel consumption by 20%;
 - b. facility fossil fuel consumption by 20%;
 - c. water supply operations energy consumption by 20%;
 - d. sanitary sewer operations energy consumption by 20%; and
 - e. energy consumption of resource recovery operations by 20%.
2. By 2030 reduce greenhouse gas emissions by achieving the following:
 - a. vehicle fleet fossil fuel consumption by 50%;
 - b. facility fossil fuel consumption by 50%; and
 - c. water supply operations energy consumption by 30%.

Referral Submission

2.4.2 Community GHG Emissions Reduction Objective

Community-wide greenhouse gas emissions are substantially reduced.

Community GHG Emissions Reduction Policies

1. Encourage and promote active transportation by adding and improving walkways, trails, sidewalks and cycling facilities.
2. Support commuter vans and internet-based ride sharing.
3. Participate in the province's Energy Step Program by adopting Step 1 for residential buildings (Part 9 of the BC Building Code)— (all new buildings in BC must meet a net-zero energy ready level of efficiency by 2032).
4. Seek funding and opportunities for partnerships to achieve reductions, foster public awareness and gain support for climate change mitigation strategies.
5. Use Village media to promote BC Hydro's Home Renovation Rebate Program to improve efficiency. Rebate based program covers insulation, ductless heat pumps, and draft proofing.,
6. Consider energy consumption, efficiency and emissions when reviewing applications for development, rezoning and subdivision. This may be done through the development of a sustainability checklist to evaluate the impacts of new development.
7. Encourage landowners to retain and plant trees and other vegetation, including the planting of rain gardens, in order to improve air quality, manage storm water runoff and offset carbon emissions.

Community-Wide Target

1. Reduce community-wide greenhouse gas emissions by 30% by 2030, and 80% by 2050, relative to 2007 levels.

Secondary Targets

1. By 2030 reduce greenhouse gas emissions by achieving the following:
 - a. Reduce average energy demand for buildings:
 - i. homes by 20%;
 - ii. commercial buildings by 30%; and
 - iii. institutional buildings by 30%.

PART 3 | BUILT ENVIRONMENT

3.1 Compatible and Energy Efficient Land Use

3.1.1 Compatible and Energy Efficient Land Use Objectives

1. Realize an orderly form of development in which land uses of various types are appropriately located and compatibly inter-related. This promotes the safety, convenience and health of residents and visitors as well as the efficiency of services and facilities.
2. Encourage energy conscious community planning and building design and support all efforts to promote energy conservation and the use of alternative energy sources which are environmentally friendly and sustainable.

3.1.2 Compatible and Energy Efficient Land Use Policies

1. Prevent land use conflicts with required landscaped buffers or screening between non-compatible uses.
2. Promote energy efficiency as a component of land use and development planning. The responsible location of land use, site planning, and building design can all contribute to a reduction in energy use. Energy efficiency principles and practices shall be followed in land use planning, site planning, and building design.
3. The Village of Midway will seek partnerships with Terasen Gas, Fortis, the Regional District of Kootenay Boundary, provincial and federal agencies, and others to foster achieving the energy objectives of the community.
4. Participate in appropriate programs and initiatives that address climate change impacts, and that help municipalities plan for local-scale impacts of climate change.
5. Areas which are not suitable for development or have high environmental preservation value are designated as Open Space on the Land Use Map.
6. Minimum parcel area requirements in areas designated as Open Space on the Land Use Map is 5 hectares in the implementing zoning bylaw.

3.1.3 Buildings Objective

All public buildings, including government and non-profit owned facilities, achieve universal accessibility standards.

3.1.4 Building Policies:

1. All new and renovated public buildings shall be built to universal accessibility standards.

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2. All existing public buildings will be renovated to satisfy the maximum degree of universal accessibility standards as funding permits.
3. The Village will work with private business in offering financial incentives using its Revitalization Tax Exemption Bylaw for retrofitting existing commercial structures to universal accessibility standards.
4. All Village-owned facilities will be upgraded to meet access requirements and universal washroom standards of the BC Building Code by 2025.

3.1.5 Connectivity: Transportation and Accessibility Objectives

1. To maintain and develop a transportation network that provides safe and efficient movement for pedestrians, mobility device, cyclists, automobiles, aircraft, and freight.
2. Both the Southern Trans-Provincial Highway No. 3 (Crowsnest Highway) and the local airstrip are important assets to Midway. In addition, an efficient local road network is important for the convenience and safety of local residents and visitors.

3.1.6 Transportation Policies

1. Adequate off-street parking is required for all commercial, institutional, religious, cultural, industrial, and residential development.
2. Adequate loading facilities are required for all commercial and industrial development.
3. Collaborate with the Ministry of Transportation and Infrastructure to ensure a safe and convenient route for truck traffic through the Village.
4. Pursue all avenues to upgrade the airstrip and related facilities, recognizing that it is a valuable asset to the community.
5. Discourage direct access to the highway from light industrial and highway commercial areas, in favour of common entrances.
6. Collaborate with the Ministry of Transportation & Infrastructure to accomplish the following safety improvements on Highway 3:
 - a. Pursue the development of a left turn lane to allow eastbound traffic on Highway 3 safe access to the museum site.
 - b. Move the existing 100 km/h speed limit sign for westbound traffic from its current location just west of the museum to a point westward and beyond the curve near Murray Street.
 - c. Seek a realignment of the Cleghorn Street intersection with Highway 3 to provide a 90-degree intersection to improve traffic safety and at that location (or nearby) advocate for a pedestrian crossing with a painted crosswalk, warning signs and lights.

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- d. Seek a pedestrian crossing with painted crosswalk, warning signs and lights at or near Florence Street
- 7. Ensure safe access for all ages and abilities is provided in the design and modification of all streets, sidewalks and pathways. Specific improvements to be considered, included but not limited to, are as follows.
 - a. Install signage and painted crosswalks with pedestrian crossing warning signs at these locations:
 - i. the crossing of Florence Street immediately south of Highway 3 between the Mile Zero Restaurant and The Spot, and
 - ii. at the crossing of Florence on the south side of Ninth Avenue.
 - b. Replace and rebuild sidewalk adjacent to Post Office to adequately support mobility device use—wider and level.
 - c. Replace concrete corner of the sidewalk at the northeast corner of Florence Street & Fifth Avenue with an accessible ramp embedded in the sidewalk.
 - d. Construct a fully separated and/ or raised concrete sidewalk or asphalt pathway along both sides of Florence Street between Highway 3 and Fifth Avenue.
 - e. Construct a separated asphalt pathway along the north side of between Florence Street and Jessalin Street.
 - f. Widen the paved shoulder along south side of Ninth Avenue between Florence Street and the entrance to McMynn's Foods.
- 8. Support the development of the area located along the highway directly facing Palmerston Avenue as a rest area / pull-out with access to the site via Cleghorn Street or Palmerston Avenue.

3.1.7 Local Identity and Community Appearance Objective

Realize a form of development which is visually attractive, and to realize the conservation, rehabilitation and development of structures and sites of high visual and architectural quality.

3.1.8 Community Appearance Policies

- 1. Encourage the proper care and maintenance of all properties and buildings as a means of upgrading the general appearance of the Village, and require that all properties are maintained in accordance with the municipality's unsightly premises bylaw.
- 2. Undertake a program for improvement of the Village's image, with landscaping being a major component of that program and the corridor between the international border crossing and Florence St. (Dominion St – Fifth Ave) being considered a priority. This may include participation in the "Communities in Bloom" program.

Referral Submission

3. Ensure that the municipal works yard is maintained in a neat condition, which will include weed control, and may erect a landscape screen around the site to reduce its visual impact.
4. Consider the acquisition of land for a rest area for highway travellers, and financial aid for this endeavour will be sought from the appropriate Provincial authorities.
5. Support rehabilitation and preservation of Heritage buildings and structures as valuable social and economic resources.
6. The CPR station buildings are considered to be valuable heritage structures, and the Village may operate these as a historical park, museum, hostel, and tourist information centre.
7. Improve local amenities for the benefit of residents and visitors, and also as a means of attracting new residents and businesses.

3.2 Housing

3.2.1 Housing Objective

Housing of a variety of types, tenure, and levels of affordability is available for all citizens.

3.2.2 Servicing Policy

New lots created for housing shall be fully serviced.

3.2.3 Residential Categories and Standards Policies

General Residential Policies

1. The Plan provides that a wide range of housing choices is available to Village residents of all ages and abilities.
2. Encourage development of a wide range of housing types including small homes on small lots, retiree housing, secondary suites, carriage houses, and garden suites.
3. Encourage diverse types of housing tenure including co-operatives and co-housing.
4. Home-based businesses are supported in single family residential areas, provided they do not adversely impact neighbouring properties.
5. Encourage the construction of additional rental accommodation in the Village.
6. Ensure a ten-year supply of residential land outside of the Agricultural Land Reserve to satisfy projected demand and offer sufficient choices of housing options. Population growth target of 720 residents by 2026 requires an additional 100 dwelling units. At an average gross density of 15 units per hectare this represents approximately 6.7 hectares.

Rural Residential Policies

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7. Areas with larger parcels which, because of various constraints to development, are not suitable at this time for Village Residential subdivision are designated as Rural Residential on the Land Use Map.
8. Areas zoned within the implementing bylaw for rural residential use shall be subject to a minimum parcel area requirement of 2000 m² if community sewer and/or water services are available to the parcel and 1 hectare if community sewer and/or water services are not available.

Village Residential Policies

9. Areas considered at this time to be suitable for single unit residential purposes are designated as Village Residential on the Land Use Map.
10. In areas designated as Village Residential on the Land Use Map, only one dwelling unit per parcel shall be permitted outright in the implementing bylaws.
11. Development of parcels of less than 2000 m² require full community sewer and water servicing; parcels greater than 2,000 m² but less than 1 (one) hectare (10,000 m²) require community water; parcels of 1 (one) hectare (10,000 m²) or greater in size where no community sewer or water services are available, may be developed upon approval from Council.
12. Notwithstanding Subsections 9 and 10 above, Council may consider designating land within the Village Residential designation for duplex use on a site-specific basis, by way of rezoning without amendment to this plan, subject to the following:
 - a. consideration of the uses prevailing on neighbouring properties;
 - b. the need for rental accommodation in the village;
 - c. the ability of the Village to adequately service the proposed development;
 - d. community sewer and water services being available to the subject property; and
 - e. any external effects which the proposed duplex may have.
13. Notwithstanding Subsection 12 above, upon receipt of a written request, Council may consider permitting, by way of rezoning, the subdivision of the parcel upon which a duplex is located into two lots subject to the following criteria:
 - a. the availability of, and demand for, rental housing units in the Village;
 - b. the new interior lot line must be coincidental with a vertical common party wall; and
 - c. the conformity of the existing building with the *B.C. Building Code*, this to be ascertained by the Building Inspector.

Multi-unit Residential Policies

14. Areas considered at this time to be suitable for multi-unit residential purposes are designated as Multiple Family Residential and Florence Street District on the Land Use Map.

Referral Submission

15. Multi-unit residential uses may be considered, by way of rezoning, throughout the Plan area, without amendment to this Plan subject to:
 - d. review of a traffic impact study to be prepared at the expense of the proponent;
 - e. review of the visual compatibility of the proposed use;
 - f. the availability of both community sewer and water services;
 - g. the compatibility of the proposal with surrounding land uses; and
 - h. the proposed form of tenure (i.e.: strata units or rental units) and the Village's need for rental accommodation.
16. Upon receipt of a written request, approval of a Form T conversion (into strata lots) for existing duplexes and multiple family dwellings pursuant to Section 242 of the *Strata Property Act*, may be considered in accordance with the following:
 - a. the availability of, and demand for, rental housing units in the Village; and
 - b. the conformity of the existing building with the *B.C. Building Code*, this to be ascertained by the Building Inspector.

Aging-in-Place and Senior's Housing Policies

17. Support 'aging-in-place' retrofits of homes with wheelchair ramps and accessible washrooms through reduced building permit fees and relaxed zoning bylaw setback requirements.
18. Support 'aging-in-place' accessory dwelling units in the form of secondary suites, coach house suite, and garden suites in appropriate locations in the community. Amend the Zoning Bylaw to permit these accessory uses and clarify appropriate zone districts, building locations, setbacks, and heights.
19. Encourage senior's housing development that may include, for example, independent living, assisted living, independent/supportive and residential care type facilities.

Referral Submission



Figure 2 Parkview Manor

Referral Submission

3.2.4 Mobile & Manufactured Homes Objective

Provide for mobile homes in two specially designated areas.

3.2.5 Mobile & Manufactured Homes Policies

1. Areas considered to be suitable for the exclusive use of mobile homes are designated as Mobile Home Park on the Land Use Map.
2. Areas zoned for mobile home park use in the implementing bylaw are subject to the provisions of Village of Midway Mobile Home Park Bylaw No. 52 as amended, or any successor thereto.
3. Areas considered to be suitable for the use of both conventional homes and mobile homes are designated as Mobile Home Subdivision on the Land Use Map.
4. Single and double-wide mobile or manufactured homes (certified under the CSA A277 - Z240 series and CSA A277 - modular series), constructed prior to June 1, 1989 shall not be permitted in areas not specifically designated for that use, or in new Village Residential subdivisions.
5. Areas suitable for single and double-wide mobile or manufactured homes and conventional single-detached dwellings are designated as Mobile Home Subdivision on the Land Use Map (Schedule 'B').
6. Areas zoned in the implementing bylaw for mobile home subdivision use are subject to a minimum parcel size of 400 m² for a mobile home and 500 m² for a single-detached dwelling if both community water and sewer services are available and 1 hectare if community sewer and/or water services are not available.

3.2.6 Affordable and Special Needs Housing Objective

The Village will facilitate and encourage building an adequate supply of affordable and special needs housing.

3.2.7 Affordable and Special Needs Housing Policies

1. Affordable housing can be provided by the private, non-profit, co-operative, and public sectors separately or through partnership models.
2. Affordable housing includes a variety of tenure models including ownership, rental, co-housing, and cooperative.
3. Encourage and support special needs housing, including homes specially designed or adapted for those with particular physical or social needs, such as those of the elderly or disabled, or with specialist staffing support to address mental health.
4. Encourage and support an expansion of Parkview Manor to accommodate all levels of housing including full time care units and complex care units as needed.

Referral Submission

5. Support special needs housing, which includes homes specially designed or adapted for those with particular physical or social needs, such as those of the elderly or disabled, or with specialist staffing support such as those with a mental health problem.
6. Recognize a requirement (and a potential obligation) of any community to accept a community care facility as defined in the Community Care and Assisted Living Act, which includes a facility serving any age group, including a seniors' assisted living facility.

3.2.8 Short Term Vacation Rental Policies

1. Support for short term rental of rooms for a duration of no more than 30 days in principal residence subject to business licenses.
2. Purpose-built short-term vacation rental facilities are considered a commercial use as defined and regulated by the Zoning Bylaw.
3. Bed and Breakfast facilities are supported in all residences in accordance with the Zoning Bylaw.

3.3 Commercial

3.3.1 Commercial Objective

Minimize the time-distance movement of population between areas of residence and business/shopping areas.

3.3.2 Commercial Policies

1. Areas considered at this time to be suitable for commercial purposes are either designated as Commercial or Highway Commercial on the Land Use Map.
2. For areas zoned for various commercial uses in the implementing bylaw, the minimum parcel area requirement is 230 m² if both community water and sewer services are available, 2000 m² if only community water **or** community sewer are available and 1 hectare where neither community water or sewer are available
3. Council may consider permitting Commercial development proposals on lands that are located in close proximity to areas designated for Commercial use under this Plan by way of rezoning, subject to consideration of the following criteria:
 - a. submission of a report prepared by the proponent demonstrating that the site for which rezoning is requested is the most suitable location for the proposed use;
 - b. consideration of the effects of the proposed commercial use on the neighbouring properties;
 - c. a review of the ability of the sewer and water systems to service the proposed development;
 - d. consideration of the effect of the proposed development and zoning on the traffic patterns in the area; and
 - e. consideration of the effect of the proposed rezoning on the areas already designated as commercial on the Land Use Map, and whether such rezoning would impair the viability of these existing commercial areas.
4. Commercial and institutional development shall remain concentrated where such activities are currently located in order to maintain a pedestrian-oriented, compact community.
5. Sufficient land should be designated to accommodate the expected growth in commercial activities. To enhance the commercial centre of Midway, lands along the Florence Street corridor between Ninth Avenue and Fifth Avenue is designated as the Florence Street District in order to encourage redevelopment for commercial and mixed commercial/residential land uses. This may be done by way of rezoning without amendment to this Plan.
6. An aggressive promotional strategy, aimed largely at highway travellers, should be adopted as a means of increasing the viability of local commercial enterprises.

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7. The Village should continue to participate in the Regional District Economic Development Program, subject to review on an annual basis, as a means of supporting new and existing businesses.
8. Notwithstanding Article 2 above, within commercially-designated areas, existing single-unit dwellings which were legally constructed shall be recognized in the implementing zoning bylaw as legal and conforming land uses.
9. Cannabis retail sales may be considered on a case-by case basis in accordance with Council policy.



3.4 Industrial

3.4.1 Industrial Objective

Support the industries which are currently within the Village and to encourage diversification of this industrial base wherever possible.

3.4.2 Industrial Policies

1. Areas suitable for industrial purposes are identified as Industrial on the Land Use Map. Heavy industrial uses such as wood and fibre mills are limited to areas with immediate access to Highway 3 and separated from residential areas. Light industrial uses such as manufacturing and assembly are appropriate in areas near Highway 3 and in close proximity to the settled area of the Village.
2. Council will continue to maintain a dialogue with the various government agencies with respect to resource issues that affect the economy of the community.
3. The highest priority in budget allocations is the enhancement of the long-term economic viability of the Village.
4. An available stock of land for light industrial use should be maintained in order to diversify the Village's economic base.



Figure 3 Vaagen Fiber Canada mill

PART 4 | COMMUNITY HEALTH & WELLNESS

The policy foundation for a community that fosters citizen health and wellness includes clean and safe water and sanitary sewer infrastructure, comprehensive roadway and mobility systems, productive agriculture, economic prosperity, and quality of life elements of social cohesion, recreational opportunities, strong institutions, and respect and preservation of local heritage

4.1 Municipal Services

4.1.1 Municipal Service Objective

Attain a form of development which ensures the safety of residents and visitors, and to which services can be provided economically.

4.1.2 Municipal Services Policies

1. Areas serviced by the Municipal Water and Sewer systems are identified on Schedules D and E. The location of sewer and water infrastructure is identified on these maps. In addition, properties which are serviceable or presently serviced are identified on the map. Permitted densities within the Village shall reflect the level of service available to each lot.
2. Potential extensions to the service areas, as indicated on Schedules D and E, which may be contemplated under different circumstances is reviewed by Council having regard for the following:
 - a. the need for development of additional lands in the particular land use category;
 - b. the maintenance and operational costs of the proposed service extension; and
 - c. such other factors as may be considered to be of relevance by Council.
3. Service extensions to areas not identified as possible service area expansions on Schedule D or E shall not be permitted without the prior amendment of this Plan.
4. Urban development should take place within the serviced portions of the Village, maximizing the efficiency of services (e.g. schools, recreational areas, sewer and water).
5. Proposed Village Residential subdivisions shall not be permitted unless Council believes it to be economical to service them with both municipal water and sewer. The cost of any such extensions and any required system upgrades shall be paid for by the developer.
6. Areas designated as Agricultural or Rural Residential on Schedule B - Land Use Map - shall not be provided with both municipal water and sewer services unless the Water and Sewer System maps (Schedules D and E) identify them as "possible future service area expansion." Any lands so identified shall not be used as a precedent in requests for the servicing of any other lands in the Agricultural or Rural Residential designations.

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7. Ground sewage disposal and private wells shall be located in conformity with requirements of the Ministry of Health.
8. Support the solid waste management services of trash collection and curbside recycling and green bin program of the RDKB.
9. Developers are required to provide services (roads, drainage, sewer, water and other such works) to a standard as required by the Village of Midway. Council may consider adopting a Development Cost Charge bylaw in order to address this issue.
10. Existing vacant rights-of-way may be sold to private interests if Council has determined that they will not be required for future road or utility development. When such areas are subdivided, consideration shall be given to maintaining pedestrian walkways.
11. Support the provision of effective, efficient and economical emergency services.
12. Support the development and maintenance of a comprehensive well protection plan with respect to the municipal water system.

4.2 Agriculture

4.2.1 Agricultural Land Reserve

A significant proportion of the lands within the boundaries of the Village are in the Agricultural Land Reserve, and some of these are being actively farmed. It is a goal of this Plan to support agricultural activities within the Agricultural designation in the Village, while recognizing that there are sometimes other competing uses for some ALR lands which are justifiable.

4.2.2 Agriculture Objectives

1. Reserve lands within the ALR for agricultural and related uses.
2. Minimize conflicts between farm and non-farm uses.
3. Support and promote the economic viability of the agriculture sector.

4.2.3 Agriculture Policies

1. Notwithstanding any other provisions of this bylaw, all lands within the Agricultural Land Reserve (ALR) are subject to the Agricultural Land Commission Act (ALCA), the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (the Regulation), and any Orders of the Agricultural Land Commission (ALC). The ALCA and Regulations generally prohibit or restrict non-farm use and subdivision of ALR lands, unless otherwise permitted or exempted.
2. Permit a full range of agricultural and complementary uses in the ALR and encourage value added activities that can improve farm viability.
3. Require generous setbacks and buffers when developing lands adjacent to the ALR to prevent conflicts and encroachment.
4. Recognize and protect the needs and activities of farm operations when considering adjacent and nearby land uses.
5. Plan for uses that are compatible with agriculture along the ALR boundary.
6. Preserve contiguous areas of agricultural land and avoid severance by transportation and utility corridors.
7. Encourage partnerships with the agriculture community, senior governments and private enterprise to promote the development of the agriculture sector.
8. A minimum parcel size of 10 ha. applies to land that is designated/zoned Agriculture (or other designation that permits agriculture) and is in an ALR designation under the Agricultural Land Commission Act (ALCA), unless the land is excluded from the ALR, the land is approved for subdivision within the ALR, under the ALCA, or subdivision is permitted or exempted from approval under the ALCA, Agricultural Land Reserve Use, Subdivision and Procedure Regulation, or Order of the Commission.

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9. Support the objectives and actions of the Boundary Area Food and Agriculture Plan of the Regional District of Kootenay Boundary (June 2018).
10. Recognize that farms qualify for protection under the Farm Practices Protection Act (FPPA), and the farmer does not contravene local government bylaws related to animal control, noise and nuisance if conducting a farm operation in accordance with normal farm practices.
11. Encourage infilling of residential development in the townsite area, in order to promote the efficient services and to minimize urban encroachment on agricultural land.
12. In the event that a need is identified for a non-agricultural land use for which no suitable non-ALR location is available, Council may support a location within the ALR where it can be established that the benefits to the community of the proposed use clearly outweigh agricultural considerations.
13. Encourage the Ministry of Agriculture and Lands to enforce the Code of Practice for Agricultural Environmental Management (AEM Code) on all ALR lands located within the Village.
14. Based upon the recommendations of the provincially funded Village of Midway Community Transition Study, it is the intent of Council to pursue a mixed residential, industrial and airport use development on a portion of the airport lands, requiring amendments to this plan. The support of the Agricultural Land Commission will be sought as part of this endeavour.

4.2.4 Agricultural Land Commission Actions (in process in consultation with ALC staff)

1. Exclusions requested of the Agricultural Land Commission:
 - a. Midway Manor
 - b. Midway Manor future expansion land (noteworthy because of overwhelming support from citizens who participated in the community open house)
 - c. Public health and safety facilities: Ambulance Station, Fire/Road Rescue Hall, and Municipal Office
 - d. Recreation facilities
 - i. James McMynn Park
 - ii. Curling rink, Ice Arena, Community Hall parking lot
 - e. Village owned land reserved for future park expansion and affordable housing
 - i. Block 4
 - ii. Block 11
 - iii. Block 12
 - iv. Block 13
 - f. Light industrial parcels

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- g. Highway commercial parcels
- h. Airport lands (hangars)
- i. Selected portion of airport lands for Cleghorn roadway realignment
- j. Selected portion of airport lands for airport related economic development land uses adjacent to Cleghorn and Hwy. 3
- k. Remainder airport lands
- l. Village cemetery
- m. Developed residential parcels / enclaves
 - i. Twelfth Ave. / Adams Street / Division
 - ii. Plan A 1343
 - iii. 3 lots at Beamish & Twelfth Ave.
- n. Mobile home park on 13th Avenue
- o. Midway museum
- p. All road rights of ways within urbanized area that lie within the ALR
- q. Existing blocks of residential and commercial development in centre of Village
 - i. Block 27
 - ii. Block 26
- r. Existing park caretaker residence

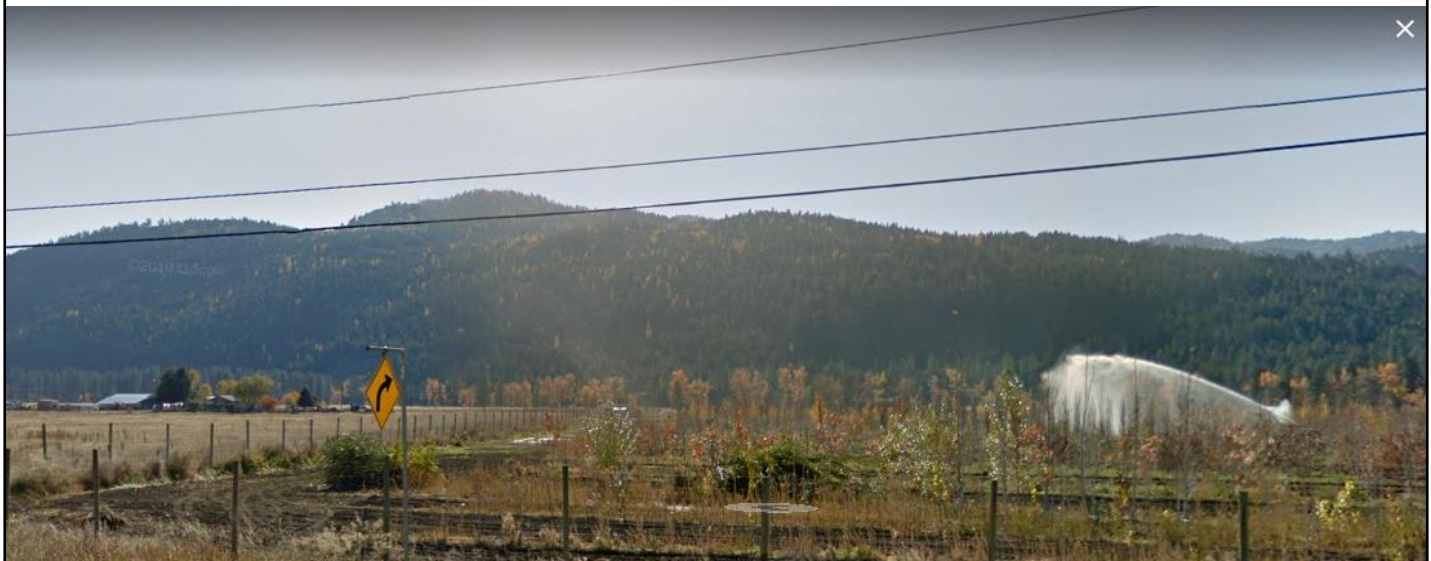


Figure 4 Tree nursery along Hwy. 3

4.3 Economic Prosperity

4.3.1 Economic Prosperity Objective

Support economic prosperity for all citizens.

4.3.2 Economic Prosperity Policies

1. Encourage and support home-based business by reviewing and possibly revising current Zoning Bylaw provisions.
2. Support a diversity of economic opportunities.
3. Support an increase in the number of jobs.
4. Encourage an increase in the number of permanent, higher paying jobs.
5. Encourage growth that improves overall quality of life.
6. Dividends earned for Midway's share of the West Boundary Community Forest shall be used in accordance with the CF Reserve Bylaw and for tangible projects that benefit the entire community.

4.4 Quality of Life

4.4.1 Social Well-being Objective

Social well-being is promoted for all ages through partnerships and information sharing with community service groups.

4.4.2 Cultural Development Objective

Continue to financially support art, music, and theatre through community grants

4.4.3 Recreational Land Uses and Outdoor Spaces Objective

Promote the use of land designated as "Recreational Land Use and Outdoor Spaces" on the Land Use Map (Schedule 'A') for park and recreational facility use and development for all ages.

- Need more washrooms, benches, tables on trails
--citizen

Referral Submission

4.4.4 Recreational Policies

1. Council promotes those areas of land designated as 'Recreational' on the Land Use Map (Schedule 'B') for park and recreational facility use and development.
2. Lands zoned for recreational and parks use in the implementing bylaw shall not be subject to a minimum parcel area requirement.
3. Considering the need for recreational land in the community, approval of proposed subdivisions meeting the requirements of Section 510 of the *Local Government Act* are subject to a dedication of 5% of the total lot area for parks and recreation purposes, or an amount of cash in lieu of land which is acceptable to Council. Any land dedicated as park must be conveyed in a physical condition satisfactory to the Village.
4. Support the recreational potential of the Kettle River, including camping and picnicking facilities.
5. Seek the cooperation of all Boundary area residents and local governments in upgrading and expanding recreational facilities which are located in Midway.
6. Support the continued use and improvements to the community's recreational facilities and the expansion of Riverfront Park.
7. Considering the recreational and economic benefits that they provide to the community; Council supports use of and improvements to:
 - a. the Trans Canada Trail / Kettle Valley Rail Trail;
 - b. the development of walking trails within the community; and
 - c. improvements to the museum.
8. Construct a fully accessible year-round public washroom in McMynn Park.
9. Create a Parks & Trails plan that addresses the layout of amenities for Village Parks, particularly for James G. McMynn Park.
10. The following specific aging-friendly design elements should be included for all public gathering places:
 - a. benches;
 - b. hard surface, non-slip walkways;
 - c. clear signage that uses high contrast and large fonts; and
 - d. non-glare lighting.
11. Construct wheelchair accessible benches in the following locations:
 - a. Florence Street near Fifth and Seventh Avenues; and
 - b. additional locations within McMynn Park, ideally linked with future pathway network.
12. Construct hard surface pathways in McMynn Park connecting entrances, the Parkview Manor, playground, benches, and the Community Hall.

Referral Submission

13. Seek funding and community participation in the design and construction of active recreation facilities for seniors
14. Promote and support the Village's community garden.

**4.4.5 Institutional Objective**

Ensure that a sufficient area of land within the Village is reserved for the necessary institutional purposes.

4.4.6 Institutional Policies

1. Areas considered at this time to be suitable for institutional purposes are identified as Institutional on the Land Use Map.
2. Support on-going improvements to the appearance and maintenance of the cemetery.
3. Dialogue with the School District regarding potential alternative uses of surplus school lands and buildings.
4. The Village of Midway will continue to incorporate energy efficient features into municipal facilities and use environmentally friendly building materials where feasible.

4.4.7 Heritage Objectives

1. Encourage the protection of archaeological sites.

Referral Submission

2. Preserve the architectural heritage.

4.4.8 Heritage Policies

1. Residents are encouraged to report the discovery of archaeological materials to the Archaeological Branch of the Provincial government. Residents are also encouraged to avoid the disturbance of native cultural sites.
2. Support the preservation of heritage buildings.



Figure 5 Kettle River Museum

PART 5 | DEVELOPMENT PERMIT AREAS

5.1 Development Permit Areas

Building construction within all Development Permit areas will be reviewed by Council having regard for the guidelines contained in this Section. Conditions and restrictions may be imposed on the proposed development accordingly. A Development Permit must be approved by the Council of the Village of Midway before a building permit can be obtained. All mandatory Development Permit Areas are identified on Schedule 'C' (Development Permit Area Map) attached to this Plan.

5.2 Highway Light Industrial / Commercial

5.2.1 Location

Area No. 1, as shown on Schedule C, is designated as a Mandatory Development Area pursuant to the *Local Government Act*.

5.2.2 Justification

Development Permit Area No. 1 is located in a highly visible portion of the Village, being situated along Southern Trans-Provincial Highway No. 3. In order to preserve the visual and aesthetic integrity of this "gateway" to the Village, the form and character of any buildings constructed in these areas should be subject to the following guidelines.

5.2.3 Guidelines

1. The exterior design and finish of buildings should be safe and attractive, and should reflect the heritage motif of historic buildings located in the community.
2. The area surrounding the building(s) shall be landscaped in order to enhance the visual integrity of the site; landscaping plans shall be reviewed by Council prior to approval.
3. Off-street parking and loading spaces located on lands fronting on Hwy. 3 should be screened by landscaping (trees or shrubbery) from Hwy. 3.
4. Off-street parking and loading spaces should be paved with an all-weather hard surface, and should be designed to promote safety and ease of traffic circulation on and in the vicinity of the site.
5. Signs should be designed and located in a fashion which is compatible with the site.
6. The site should be adequately lit with sufficient power to make the manoeuvring of vehicles and pedestrians in the parking area safe.

Referral Submission

7. Any on-site lighting shall not be disruptive to the adjacent parcels of land, including Highway 3.

5.2.4 Security / Guarantee

A Development Permit may be issued on the condition that the applicant has provided the Village of Midway with a security in the form of an Irrevocable Letter of Credit, or such other form as may be approved by Council, for a fixed period to guarantee that the conditions contained in the Development Permit are satisfied. The amount of the security shall be set by Council, and be based on the estimated cost of the landscaping/screening and parking/lighting as proposed.

Should a permittee fail to fulfil the obligations required by a Development Permit, the Village of Midway may undertake and complete the works required by the Development Permit at the cost of the permittee, and may apply the Security in payment of the cost of the work, with any excess to be refunded to the permittee.

Should there be no default as described above, the Security provided under this subsection shall be returned to the permittee together with any earned interest (if applicable).

PART 6 | LAND USE MAP

6.1 Interpretation

The Land Use Map (Schedule 'B') indicates general locations and distributions of major land use designations in the Village.

6.2 Explanation of Designations

1. **Village Residential** is for low to medium density in the form of single unit detached, duplex, and triplex dwellings.
2. **Mobile Home Subdivision** serves to accommodate single-wide mobile homes and conventional single-unit dwellings on individual lots.
3. **Mobile Home Park:** is for single and double-wide mobile homes on individual pads or spaces.
4. **Rural Residential** is for low density residential with single-unit dwellings.
5. **Multi-unit Residential** is for multiple-unit residential attached buildings containing four or more dwelling units.
6. **Commercial** is for retail and wholesale outlets, offices, services, hotels, motels, short term vacation rentals, restaurants and other such general commercial or highway commercial uses. Residential uses are permitted in conjunction with the above uses throughout the commercial area.
7. **Highway Commercial** is for commercial activities catering to the travelling public (e.g. service stations, motels). Agricultural uses are not an allowable interim use of such lands, as its operation would not jeopardize the ultimate highway commercial use. Limited light industrial uses (e.g. farm machinery service, mobile home service) may also be permitted.
8. **Florence Street District** is for a wide range of land uses in the Village core, including commercial, multi-unit residential, and comprehensive planned development.
9. **Comprehensive Development** provides beneficial opportunities for future affordable residential, recreational, and institutional development in a comprehensive and unified planned manner.
10. **Institutional** provides accommodation for senior citizens, medical, governmental, judicial, religious, educational as well as community buildings and cemeteries.
11. **Public Safety** provides land for critical public safety institutions such as the Fire/Road Rescue Hall, Ambulance Station, Village Office, and RCMP detachment.
12. **Heavy Industrial** is for manufacturing, storage, disposal and extraction industries. These uses are sufficiently segregated from residential development such that their manner of

Referral Submission

operation, and associated sounds and smells, should not adversely affect the quality of life in the Village.

13. **Light Industrial** is for industries (including light manufacturing, repair and storage) whose appearance and manner of operation are adequately screened from adjacent urban uses. Also, commercial activities catering to the travelling public (e.g. service stations, motels and restaurants) are permitted uses. Agriculture is an allowable interim use of such lands, as its operation would not jeopardize the ultimate light industrial use.
14. **Recreational** is for facilities and grounds for both active and passive recreation, including playgrounds, tennis courts, sports fields, schools, RV Park, school related facilities, ice rinks and promenades.
15. **Agricultural** is for farming and ranching. Intensive agricultural uses are permitted; their effects on other land uses will be managed with setbacks and lot coverages as per the Ministry of Agriculture publication "Guide for Bylaw Development in Farming Areas", encouraging the use of "normal farm practices" as per the *Farm Practices (Right to Farm) Act* and by encouraging the ministry of Environment to ensure that wastes are managed as per the *Code of Agricultural Practice for Waste Management in the Agricultural Waste Control Regulation of the Environmental Management Act*. Other, "interim", uses (e.g. gravel pits, sawmills, guest ranches, dog kennels, etc.) which would not jeopardize the ultimate use of the land for agriculture may be permitted, subject to the joint approval of Council and the B.C. Agricultural Land Commission where necessary. Subdivision of lots less than two acres and between Thirteenth Avenue and Highway 3A will be considered by Council only after an adequate, proven water supply is available. This designation may be expanded within implementing bylaws to include Rural residential uses on smaller parcels.
16. **Transportation corridor** is for uses associated with transportation.
17. **Major road/proposed major road** indicate roads that are, or will be used for long, medium and short distance trips, and will carry relatively high volumes of traffic, compared to local roads.
18. **Airstrip** is exclusively for a runway for airplanes
19. **Airport Development** is for airport-related structures such as hangars, service centres, aircraft fuel sales outlets.
20. **Open Space** identifies areas, which by reason of excessive slope, high elevation, type of surface or difficult access, are deemed unsuitable for development. Non-urban uses (e.g. grazing, recreation or rural subdivision) may be permitted in such areas.

Referral Submission

6.3 OCP Land Use Designations and Implementing Zone Districts

Table 1 OCP Plan Land Use Designations and Implementing Zone Districts		
Official Community Plan Designation	Zoning Bylaw	
	Districts that implement OCP Designation	Symbol
Multi-unit Residential	Multiple Family Residential	R-3
Village Residential	Residential 1	R-1
	Residential 2	R-2
	Multiple Family Residential 3	R-3
Mobile Home Subdivision	Manufactured Home Subdivision 4	R-4
Mobile Home Park	Manufactured Home Park Zone	MHP
Rural Residential	Rural Residential 1	RUR 1
Commercial	General Commercial 1	C-1
Highway Commercial	Highway Commercial 2	C-2
Recreational	Parks, Recreational and School (place schools under revised CF zone)	PR1
Florence Street District	General Commercial	C-1
	Multiple Family Residential	R-3
	Village Residential	R-2
	Comprehensive Development	CD
Institutional	Community Facilities (proposed change, include schools)	CF
Public Safety (new)	Public Safety (new zone)	To be determined
Light Industrial	Light Industrial 1	I-1
Heavy Industrial	Heavy Industrial 2	I-2
Comprehensive Development	Comprehensive Development (future)	CD
Agricultural	Agriculture Resource 2	AGR 2
Open Space	Open Space 3	OS 3
Airstrip	Airstrip 1	A-1
	Airstrip Development 2	A-2
All designations	All zones allow parks, playgrounds, utility uses, recycling transfer stations, accessory buildings	All zones

PART 7 | IMPLEMENTATION OF THE PLAN

The purpose of this section is to indicate the means available to implement the policies and achieve the objectives and goals contained in the Official Community Plan. Actions of the public and private sector development and all municipal bylaws in conformity with the Plan are deemed to implement it.

In accordance with the Local Government Act, an Advisory Planning Commission may be established by Council and one of its functions will be to periodically review the Plan and make recommendations regarding implementing bylaws, Corporate actions, and amendments to the Plan.

7.1 Interpretation

Once adopted, deviations from the policies advanced in the Plan or deviations from the Land Use Map (Schedule 'B') will require an Official Plan Amendment, including a public hearing.

In order to provide for flexibility in the interpretation of the Land Use Map, mapped land use boundaries may be considered approximate only, and minor variations may be permitted without an Official Plan Amendment, provided the general intent of the Plan is preserved.

7.2 Zoning and Subdivision Control

1. The existing zoning and subdivision bylaws for the Village of Midway shall be reviewed and may require redrafting in order to conform with the policies of this Plan. Subsequent applications for amendment to the implementing bylaws will similarly be reviewed in light of this Plan and shall only be approved if in conformity therewith.
2. The minimum parcel sizes referred to in this Plan apply only to subdivision proposals presented after this Plan is approved. In the implementing bylaws, existing undersized parcels are recognized and may be occupied or developed in accordance with the respective land use designation in which they are located and are in conformity with the regulations of the implementing bylaws.

7.3 Development Cost Charge Bylaw

In order to ensure that new subdivisions do not result in a tax burden for the Village, a development cost charge bylaw may be adopted in order to provide funds to pay the capital costs of various municipal works and services as outlined in Section 559 of the Local Government Act.

7.4 Minimum Maintenance Standards / Unsightly Premises Bylaw

Council intends to carry out measures, such as landscaping, to improve the appearance of Village owned structures, streets and other properties; however, such actions may be ineffective if private properties and structures are unsightly. To ensure that Council's attempts are not undermined,

Referral Submission

consideration should be given to establishing minimum maintenance standards. Sections 8(3) and 64 of the *Community Charter* empowers Council, by bylaw, to regulate nuisances, including the unsightly conditions of property.

7.5 Miscellaneous Bylaws

In order to ensure that development within the Village of Midway is consistent with the objectives of this Community Plan, Council may enact a bylaw or bylaws respecting: parking, works and services, drainage, signs and screening as provided for in the *Local Government Act*.

7.6 Capital Budget

The policies of the Official Plan will form a basis for Council to formulate and adopt a five-year capital budget. The highest priority in budget allocations shall be given to projects which will enhance the long-term economic viability of the Village.

7.7 Agricultural Land Commission

Property adjacent to the existing built-up area is almost exclusively within the Agricultural Land Reserve. Cooperation must be sought from the Agricultural Land Commission (the administrator of the reserve) that those lands which are necessary to ensure the Village's economic viability will be maintained.

7.8 Public Involvement

Successful implementation of the policies of the Plan will be dependent upon public participation and support. In recognition of this, Council shall endeavour to maximize public participation in civic affairs. Council shall hold an annual general meeting, in the "old town hall" tradition, with an open agenda where all residents are invited to raise issues, express views and voice complaints. In this manner, as the planning process continues and the Plan is implemented and updated, the views of the residents will be considered in determining the direction of development.

Director Ali Grieve, Electoral Area 'A'		Grants-In-Aid 2020		
Balance Remaining from 2019				437.00
2020 Requisition				47,163.00
Less Board Fee 2020				(1,651.00)
Total Funds Available				\$ 45,949.00

RESOLUTION	DATE	RECIPIENT	DESCRIPTION	AMOUNT
26-20	15/Jan	Okanagan Nation Alliance	Columbia Fish in Schools Program 757F	1,000.00
54-20	24/Jan	Beaver Valley May Days Society	Beaver Valley May Days Events	4,000.00
		Beaver Valley May Days Society	Return of Funds, event cancellation	(4,000.00)
54-20	24/Jan	BV Recreation	Seniors Dinner	1,600.00
54-20	24/Jan	LCCDTS/Sustainable Agriculture Committee	Trails Incredible Farmers Market	700.00
89-20	12/Feb	Beaver Valley Cross Country Ski Club	To assist with Routine Expenses	2,000.00
119-20	27/Feb	Beaver Valley Thrift Shop	To assist with Window Replacement	1,000.00
119-20	27/Feb	Kidney Walk, Kootenay West	To assist with Event Costs	100.00
119-20	27/Feb	Village of Fruitvale	To assist with Candy Cane Lane Event	1,500.00
119-20	27/Feb	Village of Fruitvale	Remembrance Day Programs & Refreshments	500.00
119-20	27/Feb	West Kootenay Rebels U14B Girls Fastball	To assist with Expenses	500.00
119-20	27/Feb	Zone 6 BC Seniors Games	Athlete Training & Participation	500.00
134-20	11/Mar	JL Crowe Senior Boys Basketball	Provincial Championship Transportation	500.00
163-20	31/Mar	Beaver Valley Blooming Society	Plantings, Supplies for Community Areas	2,000.00
163-20	31/Mar	Beaver Valley Dynamic Aging Society	To assist with Sips & Sparkle	2,000.00
163-20	31/Mar	JL Crowe Secondary School	RDKB Area A Director's Memorial Award	750.00
185-20	16/Apr	United Way of Trail & District	To assist with Local Food Banks	2,500.00
	30/Apr	Village of Fruitvale	To assist with Harvest Central Community Garden	1,500.00
Total				\$ 18,650.00
Balance Remaining				\$ 27,299.00

Electoral Area 'B' /Lower Columbia-Old Glory		Grants-In-Aid 2020
Balance Remaining from 2019		511.41
2020 Requisition		30,701.00
Less Board Fee 2020		(1,075.00)
Total Funds Available		\$ 30,137.41

RESOLUTION	DATE	RECIPIENT	DESCRIPTION	AMOUNT
26-20	15/Jan	Okanagan Nation Alliance	Columbia Fish in Schools Program 757F	1,500.00
54-20	24/Jan	LCCDTS/Sustainable Agriculture Committee	Trails Incredible Farmers Market	700.00
54-20	24/Jan	Rossland Society for Environmental Action	3D Portable Model of Cambridge Wetland/Violin Lake Area	1,000.00
119-20	27/Feb	Kidney Walk, Kootenay West	To assist with Event Costs	400.00
119-20	27/Feb	West Kootenay Rebels U14B Girls Fastball Team	TO assist with Expenses	500.00
119-20	27/Feb	Zone 6 BC Seniors Games	To assist with Athlete Training & Participation	750.00
134-20	11/Mar	JL Crowe Senior Boys Basketball	To assist with Provincial Championship Transportation	500.00
134-20	11/Mar	West Kootenay Smoke N Steel Auto Club	To assist with Event Expenses	800.00
163-20	31/Mar	JL Crowe Secondary School	To assist with RDKB Area A Directors Memorial Reward	750.00
163-20	31/Mar	U14B West Kootenay Rebels	To assist with Equipment & Uniforms	1,000.00
185-20	16/Apr	Kate's Kitchen-The Salvation Army Trail	To assist with Hampers & Daily Lunches	1,000.00
	16/Apr	United Way of Trail & District	To assist with Rossland & Trail Food Bank	1,500.00
Total				\$ 10,400.00
Balance Remaining				\$ 19,737.41

Electoral Area 'C'/Christina Lake		Grants-In-Aid 2020
Balance Remaining from 2019		1,941.25
2020 Requisition		72,822.00
Less Board Fee 2020		(2,549.00)
Total Funds Available		\$ 72,214.25

RESOLUTION	DATE	RECIPIENT	DESCRIPTION	AMOUNT
26-20	15/Jan	Okanagan Nation Alliance	Columbia Fish in Schools Program 757F	1,000.00
54-20	24/Jan	Christina Lake Community Association	Christina Lake Community Hall Rental Funding	1,500.00
54-20	24/Jan	Little Lakers Learning Centre Society	Day Care Expenses	3,500.00
86-20	12/Feb	Boundary 4-H Multi Club	To assist with Club Activities	500.00
119-20	27/Feb	Grand Forks ATV	To assist with Stewart & Gilpin Area Trail	10,000.00
134-20	11/Mar	Christina Lake Stewardship Society	To assist with Aquatic Invasive Species Billboard	2,436.00
185-20	16/Apr	Grand Forks Farmers Market	To assist with BC Farmers Market Nutrition Coupon Program	2,000.00
	30/Apr	Boundary Community Food Bank	To assist with Funds Towards Food Budget	2,000.00
	30/Apr	Christina Lake Arts & Artisans Society	To assist with Off Season Workshops & Classes Prep	2,000.00
Total				\$ 24,936.00
Balance Remaining				\$ 47,278.25

Electoral Area 'D'/Rural Grand Forks		Grants-In-Aid 2020
Balance Remaining from 2019		34,144.50
2020 Requisition		38,342.00
Less Board Fee 2020		(1,342.00)
Total Funds Available		\$ 71,144.50

RESOLUTION	DATE	RECIPIENT	DESCRIPTION	AMOUNT
26-20	15/Jan	City of Grand Forks	Family Day 2020 Event	2,000.00
26-20	15/Jan	Okanagan Nation Alliance	Columbia Fish in Schools Program 757F	1,000.00
54-20	24/Jan	Grand Forks Community Christmas Dinner	Groceries	1,000.00
54-20	24/Jan	Grand Forks Figure Skating Club	Year-End Expenses	1,000.00
54-20	24/Jan	Kettle Valley Food Coop	Commercial Refrigeration/Freezer Units	5,000.00
86-20	12/Feb	Boundary 4-H Multi Club	To assist with Club Activities	500.00
86-20	12/Feb	Grand Forks Art Gallery Society	To assist with Replacement Computer Workstations	5,000.00
119-20	27/Feb	Boundary Girls Fastpitch	To assist with ongoing costs	250.00
119-20	27/Feb	Zone 6 BC Seniors Games	To assist with Athlete Training & Participation	300.00
134-20	11/Mar	Grand Forks ATV	To Assist with Trails Reconstruction	5,000.00
185-20	16/Apr	Boundary Museum Society	To assist with Strategic Planning Project	5,000.00
185-20	16/Apr	Grand Forks Farmers Market	To assist with BC Farmers Market Nutrition Coupon Program	5,000.00
	30/Apr	Boundary Community Food Bank	To assist with Funds Towards Food Budget	2,000.00
Total				\$ 33,050.00
Balance Remaining				\$ 38,094.50

Electoral Area 'E'/West Boundary		Grants-In-Aid 2020	
Balance Remaining from 2019			52,580.63
2020 Requisition			86,425.00
Less Board Fee 2020			(3,025.00)
Total Funds Available			\$ 135,980.63

RESOLUTION #	DATE	RECIPIENT	DESCRIPTION	AMOUNT
26-20	15/Jan	Big White Mountain Community Development Association	Winter Wellness Program	1,850.00
26-20	15/Jan	Boundary Metis Community Association	Snowy Tribal Trails 2020 Celebration Feast	1,200.00
26-20	15/Jan	Greenwood Community Association	Christmas Day Dinner	300.00
26-20	15/Jan	Greenwood Public Library	Meeting Space Rental	200.00
26-20	15/Jan	Trails to the Boundary Society	General Administration	1,000.00
26-20	15/Jan	Trails to the Boundary Society	West Boundary Connect Website	2,295.74
26-20	15/Jan	West Boundary Community Services Co-operative Association	Start-Up Office Expenses	2,000.00
26-20	15/Jan	West Boundary Community Services Co-operative Association	Riverside Centre Start-Up Legal Costs	2,332.34
54-20	24/Jan	Rock Creek Community Medical Society	Canada Day Community BBQ	599.48
54-20	24/Jan	Rock Creek Community Medical Society	Meeting Room Rentals	200.00
86-20	12/Feb	Village of Midway	Spreader for Road Rescue Vehicle Extrication	5,000.00
134-20	11/Mar	West Boundary Community Services Co-Op Association	To assist with Start-up Legal Costs	537.60
134-20	11/Mar	West Boundary Community Services Co-Op Association	To assist with Destination BC Tourism Training	805.35
134-20	11/Mar	West Boundary Community Services Co-Op Association	To assist with Destination BC Visitor Centre Training	1,502.00
163-20	31/Mar	Boundary Woodlot Association	Emergency Preparedness Fair	1,037.04
163-20	31/Mar	Kettle River Lions Club	Food for Emergency Preparedness Fair	552.00
163-20	31/Mar	West Boundary Community Services Co-Op Association	Development of Riverside Centre Website	5,000.00
163-20	31/Mar	West Boundary Sustainable Foods & Resources Society	Catering for Emergency Preparedness Fair	284.00
185-20	16/Apr	Rock Creek Community Medical Society	To assist with Medical Centre Washer/Dryer	1,642.02
	30/Apr	Trails to the Boundary Society	To assist with Riverside Centre Office Furniture	2,500.00
	30/Apr	Trails to the Boundary Society	To assist with West Boundary Connect Website Costs	2,000.00
Total				\$ 32,837.57
Balance Remaining				\$ 103,143.06

<p align="center">Regional District of Kootenay Boundary Status Report - Gas Tax Agreement April 30, 2020</p>
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Revenue:

Area A	\$ 1,297,865.68
Area B	\$ 966,361.64
Area C	\$ 943,860.54
Area D	\$ 2,177,929.01
Area E	\$ 1,441,226.43

TOTAL AVAILABLE FOR PROJECTS

\$ 6,827,243.30**Expenditures:**

Area A	\$ 709,155.48
Area B	\$ 723,137.75
Area C	\$ 591,210.17
Area D	\$ 837,360.54
Area E	\$ 992,795.49

TOTAL SPENT OR COMMITTED

\$ 3,853,659.43**TOTAL REMAINING****\$ 2,973,583.87**

Earmarked Funding (All Areas)

\$ 105,000.00

TOTAL UNCOMMITTED REMAINING**\$ 2,868,583.87**

**Regional District of Kootenay Boundary
Status Report - Gas Tax Agreement
April 30, 2020**

**ELECTORAL AREA 'A'**

	Description	Status	Allocation	
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Revenue:

Per Capital Allocation of Gas Tax Grant:

Allocation 2007-2017	Received	\$	934,426.18
Allocation to Dec 31, 2018	Received		91,749.50
Allocation to Dec 31, 2019	Received		181,719.75
Allocation to Dec 31, 2020	Estimated		89,970.25

TOTAL AVAILABLE FOR PROJECTS

\$ 1,297,865.68**Expenditures:**

Approved Projects:

Completed Projects Approved Prior to 2015		\$	339,155.48
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	
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
		Pending or	
158-20	Beaver Valley Golf & Recreation Society (Lighting Upgr	Committed	5,000.00

TOTAL SPENT OR COMMITTED

\$ 709,155.48

TOTAL REMAINING

\$ 588,710.20

Earmarked Funding:

(Applications not yet received and/or Board approved)

Sept-19	Village of Fruitvale Middle School Re-development	Ltr of Support	\$	100,000.00
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TOTAL UNCOMMITTED REMAINING

\$ 488,710.20

Regional District of Kootenay Boundary
Status Report - Gas Tax Agreement
April 30, 2020

ELECTORAL AREA 'B' / LOWER COLUMBIA/OLD GLORY



	Description	Status	Allocation	
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Revenue:

Per Capital Allocation of Gas Tax Grant:				
	Allocation 2007-2017	Received	\$	689,217.40
	Allocation to Dec 31, 2018	Received		69,964.45
	Allocation to Dec 31, 2019	Received		138,572.12
	Allocation to Dec 31, 2020	Estimated		68,607.67
	TOTAL AVAILABLE FOR PROJECTS		\$	966,361.64

Expenditures:

Approved Projects:				
	Completed Projects Approved Prior to 2015		\$	365,590.67
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)	Completed		20,886.28
165-19	Silver City Trap Club (Used Tractor)	Completed		20,330.00
600-19	Casino Waterworks District (Water System Upgrades)	Pending or Committed		70,000.00
601-19	Silver City Trap Club (Develop Wheel Chair Access)	Funded		18,675.00
	Silver City Trap Club (Develop Wheel Chair Access)	Pending or Committed		6,225.00
	TOTAL SPENT OR COMMITTED		\$	723,137.75
	TOTAL REMAINING		\$	243,223.89

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

Regional District of Kootenay Boundary
Status Report - Gas Tax Agreement
April 30, 2020



ELECTORAL AREA 'C' / CHRISTINA LAKE

	Description	Status	Allocation	
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Revenue:

Per Capital Allocation of Gas Tax Grant:

Allocation 2007-2017	Received	\$	686,896.70
Allocation to Dec 31, 2018	Received		64,869.95
Allocation to Dec 31, 2019	Received		128,481.92
Allocation to Dec 31, 2020	Estimated		63,611.97

TOTAL AVAILABLE FOR PROJECTS	\$	943,860.54
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Expenditures:

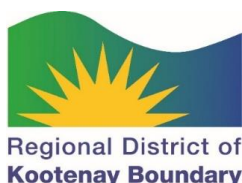
Approved Projects:

	Completed Projects Approved Prior to 2015	\$	32,250.26
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
106-14	Christina Gateway Community Development Association	Funded	20,000.00
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
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	2,108.74
	RDKB (Boundary Agricultural & Food Project)	Pending or Committed	20.97
404-17	RDKB CL PARTS (New Washrooms @ Pickleball/Tennis Courts)	Completed	15,000.00

Status Report - Gas Tax Agreement Electoral Area 'C' / Christina Lake		
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 78,488.18
	RDKB CL PARTS (Pickle Ball Courts)	Pending or Committed 21,511.82
TOTAL SPENT OR COMMITTED		\$ 591,210.17
TOTAL REMAINING		\$ 352,650.37

Status Report - Gas Tax Agreement Electoral Area 'D' / Grand Forks Rural		
	RDKB Kettle River Watershed Authority (Drought Management Plan) (\$11,303.33 is Approx Amount; Actual Allocation To Be Determined)	Pending or Committed1,563.67
112-18	Grand Forks Community Trails Society (North Fork Trans Canada Trail Surface Installation)	Funded37,500.00
	Grand Forks Community Trails Society (North Fork Trans Canada Trail Surface Installation)	Pending or Committed12,500.00
258-18	Boundary Museum Society (Black Hawk Livery Addition (40' x 60') Phase 1)	Completed60,000.00
298-18	RDKB Grand Forks Curling Rink (Facility Condition Assessment)	Funded4,450.00
	RDKB Grand Forks Curling Rink (Facility Condition Assessment)	Pending or Committed4,550.00
361-19	RDKB - Boundary Transit (2018 Leasing Transit Vehicles)	Completed9,965.00
361-19	RDKB - Boundary Transit (2019 Leasing Transit Vehicles)	Completed10,086.00
362-19	Boundary Area Disc Athletic Sports Society (Signage & Baskets)	Funded9,381.00
	Boundary Area Disc Athletic Sports Society (Signage & Baskets)	Pending or Committed3,127.00
TOTAL SPENT OR COMMITTED		\$ 837,360.54
TOTAL REMAINING		\$ 1,340,568.47

Status Report - Gas Tax Agreements Electoral Area 'E' / West Boundary			
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
423-19	Kettle Wildlife Association (Safety upgrades & Increased Capacity)	Funded	7,514.33
	Kettle Wildlife Association (Safety upgrades & Increased Capacity)	Pending or Committed	2,504.77
159-20	Westbridge Recreation Society (Construction of New Building Increase)	Pending or Committed	4,289.64
182-20	Rock Creek & Boundary Fair Association (Construction of multi-purpose structure)	Committed	21,414.17
TOTAL SPENT OR COMMITTED			\$ 992,795.49
TOTAL REMAINING			\$ 448,430.94
Earmarked Funding:			
62-19	Westbridge Recreation Society	Resolution of Support	\$ 5,000.00
TOTAL UNCOMMITTED REMAINING			\$ 443,430.94



STAFF REPORT

Date: May 14, 2020 **File** 2020 Work Plan and Budget (005)
To: Chair Grieve and members of the Electoral Area Services Committee
From: Donna Dean, Manager of Planning and Development
Re: Planning and Development Department 2020 Work Plan Update

Issue Introduction

The purpose of this report is to provide an update on the 2020 Planning and Development Department Work Plan (Service #005).

History/Background Factors

The Planning and Development Department's Work Plan was approved by Electoral Area Services Committee at the January 16, 2020 meeting and was subsequently approved by the Board of Directors (see attached 2020 Planning and Development Work Plan). This update is the first of two for the year; one in May and one in September. The first draft of the 2021 Work Plan will be presented in November.

Project Update

The table below includes the status of each of the projects that are listed in the approved work plan:

Project name	Budget (Est)/to date	May 2020 Status
Bridesville Land Use Plan - Finalize	NA	In progress, draft is being reviewed by our solicitor, challenges with in person public consultation, which is considered essential before the bylaw can be forwarded to the Board for consideration.
Area C/Christina Lake OCP Review - ongoing	NA	In progress; steering committee has migrated to meeting via zoom.
Big White Master Plan review - referral anticipated in the new year	NA	No update.
Big White OCP Review - Initiate upon completion of the Bridesville Plan	NA	No update.

Project name	Budget (Est)/to date	May 2020 Status
Bylaw Adjudication Process	\$15,000/\$8000	Draft bylaw has been provided by our solicitor.
Fees and Procedures Bylaw - Addition of liquor & cannabis to procedures	NA	No update.
Big White OCP and Zoning regarding Retaining Walls; intensive residential development permit guidelines; phased developments	NA	No update.
Housing Needs Report - RDKB Wide	\$147,000/\$66,000	In progress. A two month extension from UBCM the project funder was granted; consultant and steering committee working through alternative consultation methods. Preliminary results should be available in July with final reports in October.
Housing Strategies - Collaboration with Rural Development Institute	NA	In progress; staff participation on steering committee in a support role.
Climate Action Initiative- Weather Network, working group	\$32,000/\$25,500	In progress; consultant is near completion of project.
Poverty Reduction Plan for the Boundary - UBCM Grant; February 28, 2020; funding dependent	\$100,000	UBCM decisions on grants has been delayed due to COVID-19. Decision was scheduled for April 30 th .
Agriculture and Food Security Plan - Lower Columbia; funding dependent	\$50,000	Application(s) for funding have not been submitted. No update.
Heritage Designation - Cascade Cemetery; will be completed when time is available in 2020	NA	No update.
Asset Management Project; Level of involvement is unknown at this time	NA	No update.

The department's current operations and projects have both been impacted by COVID-19. Changes include: computer hardware and software updates; migration to zoom and teleconferences; completing and filing work from home agreements; and developing new work flows for processing applications and referrals.

Staff changes have taken place as a direct result of COVID-19, including the loss of Bart Fyffe to the Canadian Armed Forces for a five-month deployment. In order to cover his position as Senior Planning Technician, Heather Potter has taken on a temporary assignment as Senior Planning Technician and Katie Erickson, our GIS Intern, was moved

into the GIS Technician position. On September 1, they will all resume their previous positions.

Brandy Rafuse, our new bylaw enforcement officer started on March 2nd and shortly after moved her work station to her home office. We continue to keep ourselves up to date regarding the potential role that she could play in enforcing orders of the Public Health Officer. Brandy will be attending the EAS meeting to provide an a summary of her activities to date and to answer any questions from the committee.

At the time this report was prepared, we are on day 52 of most of staff working from home due to our physical distancing objectives. Planning staff remaining in the Trail administration building include me, and Sandra Surinak. Heather Potter works in the office two days per week; and Kristina Anderson continues to work out of the Grand Forks office.

Another indirect longer term impact of COVID-19 will be a low tolerance for staff working if they are experiencing any symptoms of a cold or flu. We can expect to see more time away from work as sick time as a result.

In addition to the above staff changes, Corey Scott, our Planner, has accepted a position with the Regional District of Central Kootenay in Nelson where he lives. His last day with us is May 21. Since our priority is to process our current applications and referrals, most of the project work will have to be put on hold until we find a new Planner.

Activation of the Emergency Operations Centre (EOC) for freshet in the Boundary has had an impact on operational aspects of the department for the last few weeks due to higher than average snow pack and potential concerns with high rainfall and warmer temperatures.

Approximately 40 applications and referrals have been processed to date, which is typical for this time of year. Approximately 10 new bylaw enforcement files have been started along with the ongoing enforcement activities. In addition, calls are regularly received regarding unenforceable complaints, mostly regarding unsightly premises and noise.

Implications

Staff strives to deliver 'business as usual' for current operations given our the challenges with working from home, staff changes and EOC activation. While not tracked, anecdotally it appears that call volumes have increased, perhaps because many people are at home and have more time to spend on property matters.

The budget for the department is not heavily dependent on revenue from application fees. The budget includes \$15,000 in revenue for applications, \$5800 of which has been received to date.

Advancement of Strategic Planning Goals

We will review and measure service performance and we will continue to focus on good management and governance.

Background Information Provided

2020 Planning and Development Department Work Plan (005)

Alternatives

1. That the Electoral Area Services Committee receive the 2020 Work Plan Update Report.
2. That the Electoral Area Services Committee not receive the 2020 Work Plan Update report.

Recommendation

That the Electoral Area Services Committee receive the May 14, 2020 staff report titled 'Planning and Development Department 2020 Work Plan Update'.



2020 / 2021 Work Plan – Final

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 2019 was not available at the time this work plan was prepared. Currently there are 36 active bylaw enforcement files that require short term follow up, up from 30 at this time last year; 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/ \$792,259 (estimated)

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

2020 projected costs:

- Wages/benefits (~60%)
- Operating Contracts (~18%)
- Building (~6%)
- Board Fee (~4%)

Other Revenue:

- Application Fees
- Street Address services
- Project Grants
- Rural Development Institute

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

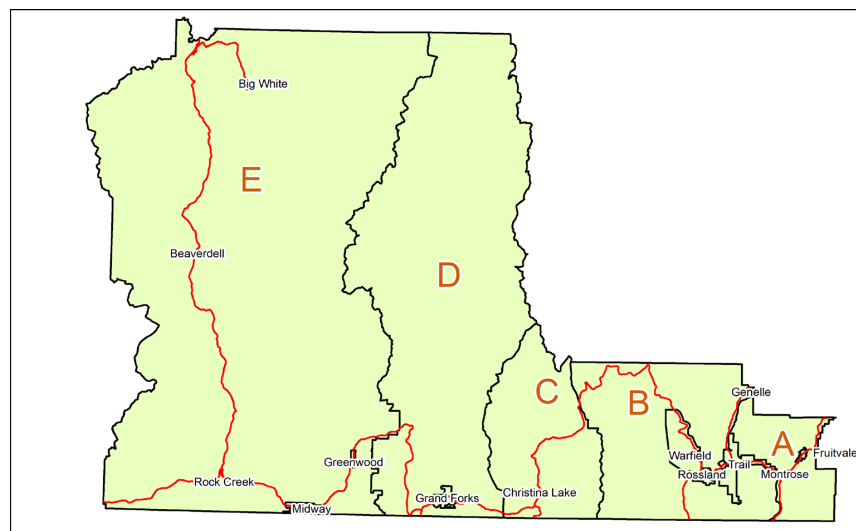
Service Area / Participants:

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 GIS Intern position (temporary until March 31, 2021)
- One full time and one part-time administrative support staff
- One bylaw enforcement officer (scheduled to start in March 2020)

The 2020 staffing table, presented below, summarizes the number of potential workdays for each position in the Planning and Development Department (005) service. The Watershed Planner's time is accounted for in the Boundary Integrated Watershed Service Work Plan (170). The table presents an assumed 260 potential workdays (52 weeks at 5 days per week). Subtracted from that are 12 statutory holidays, and an average of 40 days for vacation, sick, training and workshops for a total of 208 days. Work days have been further divided into operational days and project days. When averaged over all positions in the department, there are roughly twice as many operational days (888) as project related days (443).

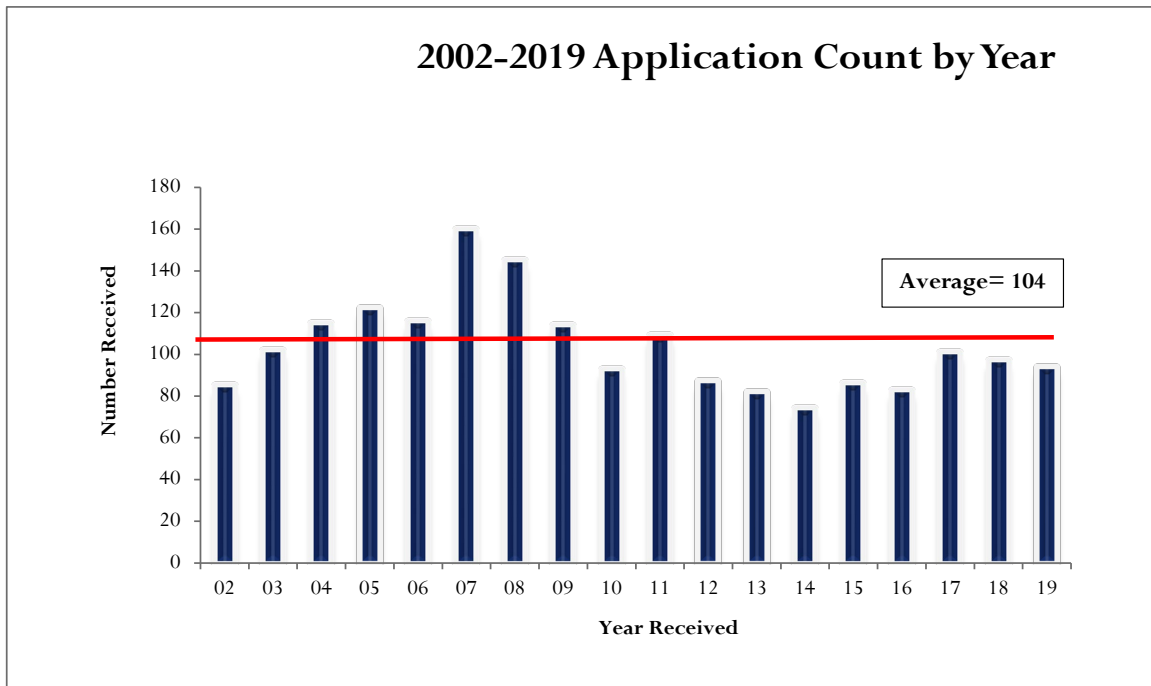
2020 Staffing

Position	Operational (full time equivalent)	Operational Days	Project (full time equivalent)	Project Days
Manager of P&D	80%	150	20%	37
Senior Planner	20%	42	80%	166
Planner	80%	166	20%	42
Senior Planning Technician	50%	104	50%	104
GIS Technician	70%	146	30%	62
GIS Intern	10%	21	90%	187
Senior Secretary	90%	187	10%	21
Clerk/Secretary/Receptionist	45%	94	5%	10
Bylaw Enforcement Officer	90%	155	10%	17
		888		443

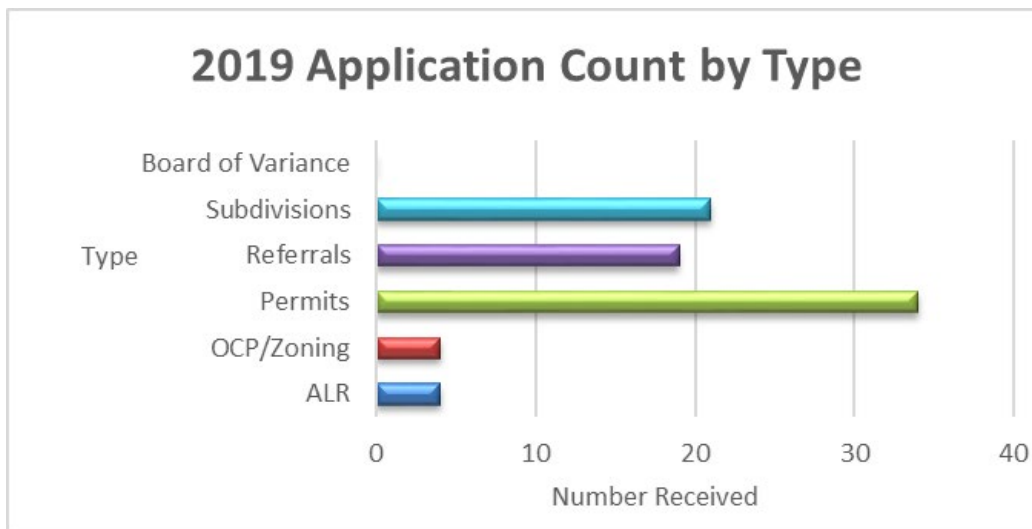
Time for the Bylaw Enforcement Officer adjusted to 10 of 12 months; time for Manager of P&D adjusted to 90% of time since remainder of time is dedicated to the Boundary Integrated Watershed Service.

Summary of 2019 Applications and Referrals:

There were a total of 94 applications and referrals in 2019, which is below the 18-year average of 104.



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.



Application processing targets are presented in the table below. The targets for OCP and/or rezoning, development permits and agricultural land reserve referrals are 19, 8 and 10 weeks, respectively.

Application Type	Number of Applications Completed in 2019	Number of Applications that met the Processing Time Target	Fastest Processing Time (weeks)	Slowest Processing Time (Weeks)
OCP and/or Rezoning	2	1	13	29
Development Permits	28	15	3	25
Agricultural Land Reserve	2	2	7	10

Trends

Recruitment of new staff and training had a significant impact on the department in 2019. Staff changes included:

- Elizabeth Moore was promoted from Planner to Senior Planner when Ken Gobeil changed employers at the end of May 2019.
- Corey Scott, our new Planner, started in August 2019.
- While not paid out of the Planning and Development budget, Kristina Anderson, Watershed Planner was recruited in the spring of 2019 and started in July 2019.
- Heather Potter, our new GIS Technician, started in April 2019.
- Katie Erickson, our GIS Intern started in September 2019.
- The Bylaw Enforcement Officer will start in March 2020.

Development of procedures and policies regarding bylaw enforcement and adjudication will take a significant amount of time in 2020. Another initiative is greater collaboration with the building department. The new federal regulations regarding cannabis production and sales has impacted staff time as well as changed to the *Agricultural Land Commission Act* and regulations. We are also planning to job description/classification reviews for the Senior Planning Technician, GIS Technician and Watershed Planner in 2020.

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	A final draft is near completion and the next step will be public consultation.
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 \$30,699 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. A draft should be available by mid month (January 2020)
Production of Application Guidelines for Public and Updated Web Content	Final drafts have been produced and will be ready to share soon.
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	A draft has been produced and will be sent to the printer this month (January 2020).

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. The permit was granted by the Ministry of Transportation and Infrastructure in December 2019.
- Staff continues to be involved in the Boundary flood recovery mostly as it relates to the RDKB parcels that are still on evacuation order.
- Participation in the Agricultural Climate Action Initiative.
- Issuance of a request for proposals for the Housing Needs Report and hiring a consultant to carry out the work.
- Migrated to the esri Enterprise license.
- The street address project, which matches address points to rooftop, is near completion.

2020 Projects

In addition to the projects listed below, staff is available for emergent planning and development matters that arise throughout the year. In general, the oldest land use bylaws are reviewed first. Appendix A lists the sequence of land use bylaw for review.

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

The GIS section has a number of initiatives underway including:

- Completion of the street address project and collaboration with member municipalities on street addressing
- Mapping for the revised Midway OCP and
- Transition to Parcel Map BC for our cadastral layer. This migrations and the associated clean up of the feature class data base will allow for greater capability to do analysis

The table of projects follows on the next page.

Strategic Priority	Project name	Estimated Days to complete	Internal /External	Budget (Est)	Risk/priority
Core Services - Long Range Planning (Senior Planner):					
	Bridesville Land Use Plan - Finalize	30	Internal	NA	High
	Area C/Christina Lake OCP Review - ongoing	100	Internal	NA	High
	Big White Master Plan review - referral anticipated in the new year	5	Internal	NA	High
	Big White OCP Review - Initiate upon completion of the Bridesville Plan	40	Internal	NA	High
Sub-total		175			
Operational Strategic Initiatives - In Progress:					
	Bylaw Adjudication Process	15	Both	15,000	High
	Fees and Procedures Bylaw - Addition of liquor & cannabis to procedures	5	Both	NA	High
	Big White OCP and Zoning regarding Retaining Walls; intensive residential development permit guidelines; phased developments	5		NA	High

	Housing Needs Report - RDKB Wide	10	Both	147,000	High
	Housing Strategies - Collaboration with Rural Development Institute	187	Both	TBD	High
	Climate Action Initiative-Weather Network, working group	7	Both	32,000	High
Sub-total		229			
Strategic Priority	Project name	Estimated Days to complete	Internal /External	Budget (Est)	Risk/priority
Operational Strategic Initiatives - To be Determined					
	Poverty Reduction Plan for the Boundary - UBCM Grant; February 28, 2020; funding dependent	15	Both	100,000	High
	Agriculture and Food Security Plan - Lower Columbia; funding dependent	20	Both	50,000	High
	Heritage Designation - Cascade Cemetery; will be completed when time is available in 2020	5	Internal	NA	Medium
	Asset Management Project; Level of involvement is unknown at this time	Unknown	Internal	NA	Medium
Sub-total		40			
Total		444			

Appendix A

Estimated Sequence of Land Use Bylaw Reviews (2 are reviewed concurrently)

Bylaw Description	Adopted	Status
Rural Bridesville Land Use Plan (expansion of Bridesville Townsite, Bylaw No. 1485) ⁱ	May 2012	In progress
Area C/Christina Lake OCP (#1250)	September 2004	In progress
Big White OCP (#1125) ⁱⁱ	June 2001	Follows Bridesville Plan
Area C/Christina Lake Zoning Bylaw (#1300)	June 2007	Follows Area C OCP
Big White Zoning Bylaw (#1166)	January 2002	Follows Big White OCP
Area A OCP (#1410)	February 2011	
Area B/Lower Columbia-Old Glory OCP (#1470)	January 2013	
Area A Zoning Bylaw (#1460)	February 2014	
Area B/Lower Columbia-Old Glory Zoning Bylaw (#1540)	July 2015	
Area D/Rural Grand Forks OCP (#1555)	October 2016	
Area D/Rural Grand Forks Zoning Bylaw (#1675)	September 2019	

ⁱ This project was initiated when the Big White OCP review was postponed until a study was conducted regarding the creation of a resort municipality.

ⁱⁱ This project will be initiated upon completion of the Community Needs Assessment, which should coincide with completion of the Rural Bridesville Land Use Plan

**STAFF REPORT****Date:** 08 May 2020**File**Staff Report - EA 'B'
2020 Work Plan
Update**To: Electoral Area Services 'B'****From:** Mark Daines - Manager of Facilities
and Recreation**Re:** Staff Report-EA 'B' 2020 Work Plan
Update**Issue Introduction**

The purpose of this report is to provide an update on the 2020 Regional Parks & Trails Service - EA 'B'/Lower Columbia/Old Glory.

History/Background Factors

The RDKB Service Work Plans are developed by RDKB Managers during the annual budgeting process and prior to the adoption of the Financial Plan at the end of March. Work Plans for Solid Waste, Protective Services (Emergency Preparedness) and Finance services and subsequent reporting are presented directly to the RDKB Board of Directors. Work Plans for the remaining RDKB services are submitted to the individual (Board) Committees.

Staff are required to provide updates on the Work plans in May, September, November and January.

2020 – May 2020 Work Plan Update Regional Parks & Trails Service - EA 'B'/Lower Columbia/Old Glory.

Service Name	Project	Budget	Status
Electoral Area B	Genelle Pickleball Courts	\$93,000	This project is now underway with excavation started on May 6th. This project received a grant from CBT for \$25,600.
Electoral Area B	Oasis Disc Golf	\$30,000	

Electoral Area B	Course		
	Oasis Community Hall Upgrades	\$26,208	This project is 75% completed. This project received a grant from CBT for \$9,130.00
Electoral Area B		\$10,500	This project is 90% completed. This project received a grant from CBT for \$6,420.00
Electoral Area B	Rivervale Park Upgrades	\$13,000	
	Oasis Playground Upgrade		This project has not yet started.
			This project has not yet started.

Implications**Implications**Operational Service Level Impacts – COVID-19.

Describe any impacts to operational plans due to the COVID-19 situation:

Remarkably there has been no impact on the progress of these projects moving forward.

Advancement of Strategic Planning Goals

We will review and measure service performance and we will continue to focus on good management and governance.

Background Information Provided

See attached Work Plan.

Alternatives

1. That the RDKB EAS Directors receive the 2020 Workplan Update Report.
2. That the RDKB EAS Directors not receive the 2020 Workplan Update report.

Recommendation(s)

That the Regional District of Kootenay Boundary Electoral Area Services Directors receive the May 6th staff report titled " 2020 Work Plan Update".



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

2020 Work Plan



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

2020

Mark Daines, Manager of Facilities and Recreation

Service Number 014

Final Draft December 14, 2020



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

Service Name: Regional Parks and Trails – Area B

Service Number: 014

Committee Having Jurisdiction: East End Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager of Operations/DCAO
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) Casino, Genelle, Oasis, Paterson, Rivervale, Blackjack.

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.

2020 Staffing

Area B Lower Columbia	Operational FTE	Operational Days	Project FTE	Project Days
Manager of Facilities and Recreation	0%	0	22%	50

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 2020, the Facilities and Recreation Department will commit up to 3 full-time equivalent staff to OH&S responsibilities.

2020 Projects:

Strategic Priority	Project name	Days to complete	Internal/External	Budget (Est)	Risk/priority	Column
🔴🔵	Pickleball Courts - Genelle Community Park	30	Both	\$93,000	Medium	
🔴🔵	Disc Golf Course - Oasis Community Park	30	Both	\$30,000	Medium	
🔴🔵🟡	Facility Upgrades - Oasis Community Hall	30	Both	\$26,208	Medium	
🔴🔵	Facility Upgrades - Rivervale Park	21	External	\$10,500	Medium	
🔴🔵🟡	Asset Management Planning	10	Internal	N/A	Low	
🔴🔵	Playground Upgrade - Oasis	20	External	\$13,000	Medium	

**STAFF REPORT**

Date: 14 May 2020 **File**

To: **Chair Worley and Electoral Area Services Committee**

From: Goran Denkovski, Manager of Infrastructure and Sustainability

Re: May 2020 Work Plan Update – Area 'D'/Rural Grand Forks – Regional Parks and Trails Service (045)

Issue Introduction

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding an update on the 2020 Area 'D'/Rural Grand Forks – Regional Parks and Trails Service (045) Workplan.

History/Background Factors

The RDKB Service Workplans are developed by RDKB Managers during the annual budgeting process and prior to the adoption of the Financial Plan at the end of March. Workplans for Solid Waste, Protective Services (Emergency Preparedness) and Finance services and subsequent reporting are presented directly to the RDKB Board of Directors. Workplans for the remaining RDKB services are submitted to the individual (Board) Committees.

Staff are required to provide updates on the Workplans in May, September, November and January.

2020 Area 'D'/Rural Grand Forks – Regional Parks and Trails Service (045)
Workplan – May 2020 Update

Service Name	Project	Budget	Status
045	Rip Rap Phase 2	\$120,000	The project is still set for completion in 2020 and Staff are anticipating grant funding

			opportunities.
045	Asset Management	\$0	This project is with Finance Department

Implications

Operational Service Level Impacts – COVID-19

Covid-19 and the requirements for physical (social) distancing will not have impacts on the 2020 045 Workplan. The spillway required additional monitoring due to first year of operation.

Advancement of Strategic Planning Goals

We will review and measure service performance and we will continue to focus on good management and governance.

Background Information Provided

1. 2020 Area 'D'/Rural Grand Forks – Regional Parks and Trails Service (045) Workplan

Alternatives

1. That the RDKB Electoral Area Services Committee receive the 2020 Workplan Update Report.
2. That the RDKB Electoral Area Services Committee not receive the 2020 Workplan Update report.

Recommendation(s)

That the RDKB Electoral Area Services Committee receive the 2020 Area 'D'/Rural Grand Forks – Regional Parks and Trails Service (045) Workplan Update Report.



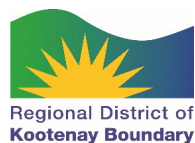
Rural Grand Forks – Regional Parks & Trails

2020 Work Plan



RDKB ENVIRONMENTAL SERVICES DEPARTMENT

Goran Denkovski, Manager of Infrastructure and Sustainability



Rural Grand Forks – Regional Parks & Trails

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:

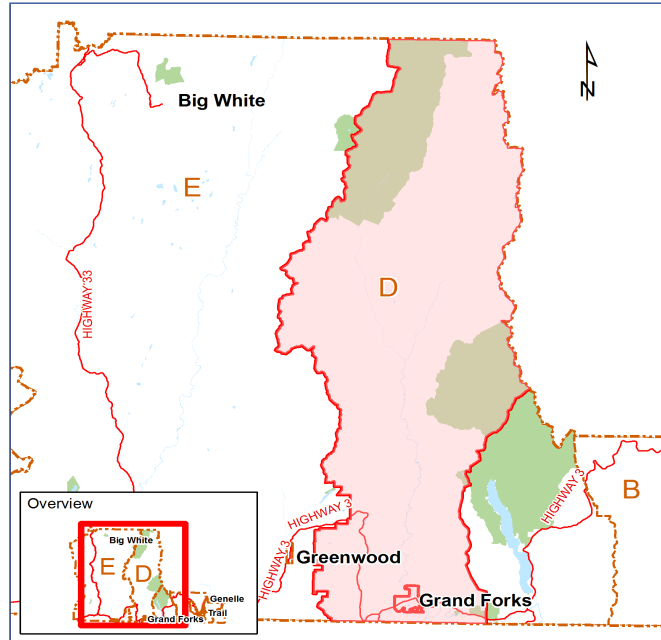
\$45,779/\$259,081/ tbd

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 Manager of Infrastructure and Sustainability.

2019 Accomplishments:

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

- 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 100% 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".

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: \$120,000 from combination of Reserve/Gas Tax or Strategic Priorities Fund

Relationship to Board Priorities:

"Exceptional Cost Effective and Efficient 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: 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:



This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”. 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”.

Strategic Priority	Project name	Days to Complete	Internal/External	Budget (Est)	Risk/Priority
	Rip Rap Phase 2	20	Both	\$120,000	High
	Asset Management	10	Both	\$0	High



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: April 30, 2020
To: Electoral Area Services Committee
From: Joe Geary – Fire Chief, Christina Lake Fire Rescue
Re: 2020 Work Plan update – Fire Protection Christina Lake #051

File

Issue Introduction

The purpose of this report is to provide an update on the 2020 Christina Lake Fire Rescue Workplan.

History/Background Factors

The RDKB Service Workplans are developed by RDKB Managers during the annual budgeting process and prior to the adoption of the Financial Plan at the end of March. Workplans for Solid Waste, Protective Services (Emergency Preparedness) and Finance services and subsequent reporting are presented directly to the RDKB Board of Directors. Workplans for the remaining RDKB services are submitted to the individual (Board) Committees.

Staff are required to provide updates on the Workplans in May, September, November and January.

2020 Christina Lake Fire rescue (051) Workplan – May 2020 Update

Service Name	Project	Budget	Status
Christina Lake Fire rescue	FireBoat 361	\$25,000.00 (\$15k approx. spent to date on fit out and pump purchase)	The Christina lake Firefighters Society had fundraised to purchase a 30' pontoon boat to be converted into a fireboat. The boat is currently being refitted and scheduled for launch for June 01, 2020.
	Replacement - Tender 361	\$285,000.00	Currently working on the RFP for the purchase of a new tender for 2020

*Page 1 of 2
 Staff Report-2020 Christina Lake Fire Rescue Workplan Update
 EAS Committee, May 14th 2020*

Implications

Operational Service Level Impacts – COVID-19.

Christina Lake Fire Rescue has taken extra measures to keep both our personnel and our community safe and healthy.

To protect ourselves from possible exposure to COVID – 19, we have closed the fire station to the public and limited the number of members that may attend a medical first response call. Protocols are in place for donning and doffing PPE, disinfecting equipment/Apparatus, and social distancing when responding to calls. CLFR has also cancelled in house training and has continued with training online using the 'zoom' meeting tools.

If the need arose and the Christina Lake Fire Rescue had a departmental shortage, we would initiate our mutual aid agreements and request auxiliary and qualified retired firefighters to assist.

Advancement of Strategic Planning Goals

We will review and measure service performance, and we will continue to focus on good management and governance.

Background Information Provided

1. 2020 Christina Lake Fire Rescue (051) Workplan

Alternatives

1. That the RDKB EAS committee receive the 2020 Workplan Update Report.
2. That the RDKB EAS committee not receive the 2020 Workplan Update report.

Recommendation(s)

That the Regional District of Kootenay Boundary Electoral Area Service Committee receive the April 30, 2020 staff report titled Christina Lake Fire rescue.



Regional District of
Kootenay Boundary

Christina Lake Fire Protection Service

2020 Work Plan





Christina Lake Fire Protection Service

2020 Work Plan

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 (Fire 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

Budget for Operations and Capital in 2020: \$25,000

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: 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**

STAFF REPORT

Date: May 6, 2020
To: Electoral Area Services Committee
From: James Chandler – General Manager
 Operations
Re: 2020 Work Plan update – Beaverdell Fire
 Protection Service

File

Issue Introduction

The purpose of this report is to provide an update on the 2020 Beaverdell Fire Protection Service Workplan.

History/Background Factors

The RDKB Service Workplans are developed by RDKB Managers during the annual budgeting process and prior to the adoption of the Financial Plan at the end of March. Workplans for Solid Waste, Protective Services (Emergency Preparedness) and Finance services and subsequent reporting are presented directly to the RDKB Board of Directors. Workplans for the remaining RDKB services are submitted to the individual (Board) Committees.

Staff are required to provide updates on the Workplans in May, September, November and January.

2020 Beaverdell Fire Protection Service (053) Workplan – May 2020 Update

Service Name	Project	Budget	Status
Beaverdell Fire Protection Service	Asset Management	Unallocated	A final building assessment is required to ensure that the Fire Hall is listed on the asset register for developing a complete inventory of all RDKB building assets. This requires an in-person building inspection and is to be scheduled once travel restriction are lifted from COVID-19.

Advancement of Strategic Planning Goals

We will review and measure service performance, and we will continue to focus on good management and governance.

Background Information Provided

1. 2020 Beaverdell Fire Protection Service (053) Workplan

Alternatives

1. That the RDKB EAS committee receive the 2020 Workplan Update Report.
2. That the RDKB EAS committee not receive the 2020 Workplan Update report.

Recommendation(s)

That the Regional District of Kootenay Boundary Electoral Area Service Committee receive the May 6, 2020 staff report titled 2020 Work Plan update – Beaverdell Fire Protection Service.



**Regional District of
Kootenay Boundary**

Beaverdell Fire Protection Service

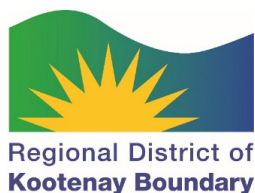
2020 Work Plan



BEAVERDELL FIRE PROTECTION SERVICE

2020

James Chandler, General Manager, Operations / Deputy CAO
(Final April 2020)



Beaverdell Fire Protection Service

2020 Work Plan

Service Name: Beaverdell Fire Protection Service

Service Number: 053

Committee Having Jurisdiction: Electoral Area Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager, Operations / DCAO
Chief Dan Jamieson

Description of Service:

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

Establishing Authority:

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

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

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

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

\$60,209/ \$74,463/ Estimated \$62,640

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".

**STAFF REPORT**

Date: 6th May 2020
To: Chair Grieve and Electoral Area Services Committee Directors
From: Fire Chief Chris Cormack
Re: 2020 Work Plan update – Big White Fire Department

File**Issue Introduction**

The purpose of this report is to provide an update on the 2020 RDKB Big White Fire Department Workplan.

History/Background Factors

The RDKB Service Workplans are developed by RDKB Managers during the annual budgeting process and prior to the adoption of the Financial Plan at the end of March. Workplans for Solid Waste, Protective Services (Emergency Preparedness) and Finance services and subsequent reporting are presented directly to the RDKB Board of Directors. Workplans for the remaining RDKB services are submitted to the individual (Board) Committees.

Staff are required to provide updates on the Workplans in May, September, November and January.

2020 "RDKB Big White Fire Department" (054) Workplan – May 2020 Update

Service Name	Project	Budget	Status
RDKB Big White Fire Department	New Ladder Truck	Budget - \$1,184,694 Funds spent to date \$733,570	Video inspection completed April 14 th . Next steps - Truck will be moved to Red Deer in May. Anticipate delivery to Big White early June 2020
	Building Envelope Upgrade and Truck Bay Extension	Budget - \$2000,000 Fund spent to date \$4,300	Preliminary design completed. Construction drawings should be complete early May. Next steps – acquire building permit, tender and award project, completion July 2020

Page 1 of 2

Staff Report-2020 "RDKB Big White Fire Department". Workplan Update

Regional District of Kootenay Boundary Electoral Area Services Committee May 14, 2020

Implications

Operational Service Level Impacts – COVID-19.

Normal operations of the Big White Fire Department continue.

Work Experience Program 18 members graduated the program three weeks early and left the mountain. Paid on call members and career staff continue to complete daily duties and respond to emergencies. Work Experience Program 19 members tentative start date is June 1, 2020.

Medical response protocols have been updated to meet BC Emergency Health Service requirements. Appropriate PPE has been acquired and is in good supply.

Inspections of properties and weekly training at the hall have been suspended. Members are currently training weekly by completing online courses and assignments. We plan to reinstate the inspections of properties by mid May.

Members continue to self-monitor for symptoms of COVID-19, practice social distancing and follow the recommendations of the Provincial Health Officer to maintain a safe workplace.

Spring cleaning and maintenance continues as planned.

Advancement of Strategic Planning Goals

We will review and measure service performance and we will continue to focus on good management and governance.

Background Information Provided

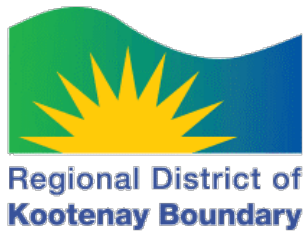
2020 "RDKB Big White Fire Department" (054) Workplan

Alternatives

1. That the RDKB Board of Directors receive the 2020 Workplan Update Report.
2. That the RDKB Board of Directors not receive the 2020 Workplan Update report.

Recommendation(s)

That the Regional District of Kootenay Boundary Electoral Area Services Committee receive the 6th May 2020 staff report titled "2020 Work Plan update – Big White Fire Department".



Big White Fire Department

2020 Work Plan



RDKB BIG WHITE FIRE DEPARTMENT

2020

Authored by: Fire Chief Chris Cormack

Service Number: 054



Big White Fire Department

2020 Work Plan

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.

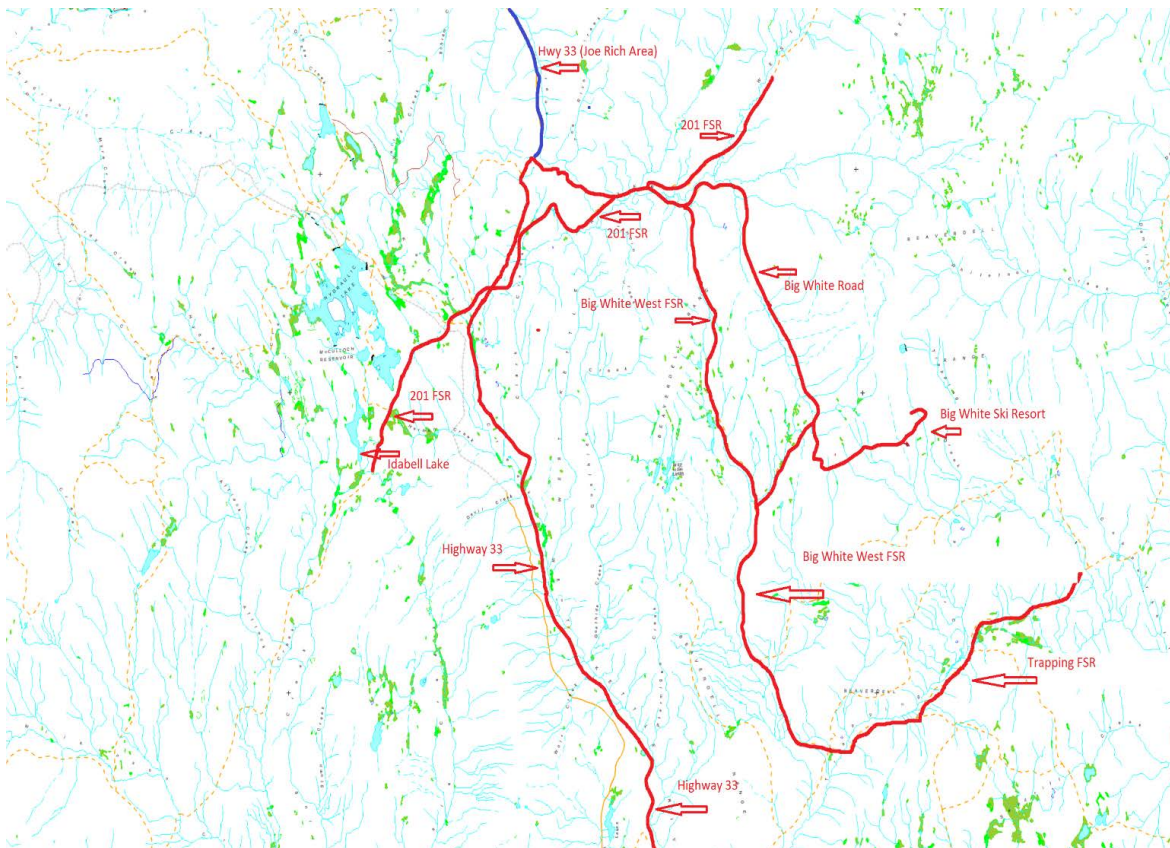
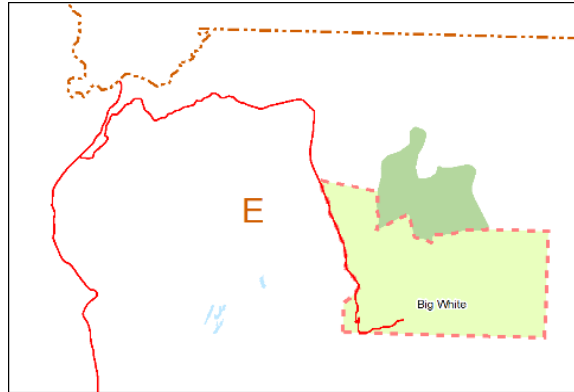
- Local Government Act
- Community Charter
- BC Fire Safety Act
- Workers' Compensation Act
- Emergency Health Services Act
- Emergency Program Act
- Motor Vehicle Act
- Societies Act
- Employment Standards Act
- Bill C-45 (Criminal Code sec. 217.1)
- Industry Canada regulations (communications)

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

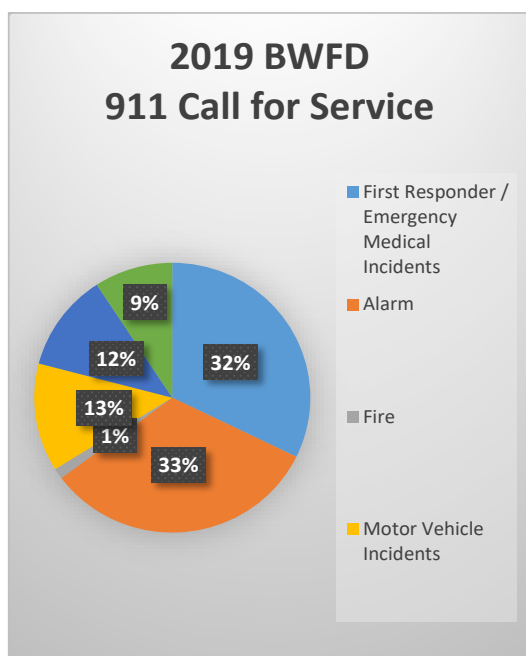
Service Area Map:



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 Dec 2019
First Responder / Emergency Medical Incidents	77
Alarm	78
Fire	3
Motor Vehicle Incidents	31
Public Assist	28
Other	22
Totals	239

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: 31 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, letterhead 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 Dec 2019
First Responder / Emergency Medical Incidents	90	96	119	123	108	77
Alarm	66	59	55	66	63	78
Fire	1	22	7	3	3	3
Motor Vehicle Incidents	38	22	50	42	37	31
Public Assist	13	9	10	11	28	28
Other	17	24	10	18	22	22
Totals	225	232	251	263	261	239

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.

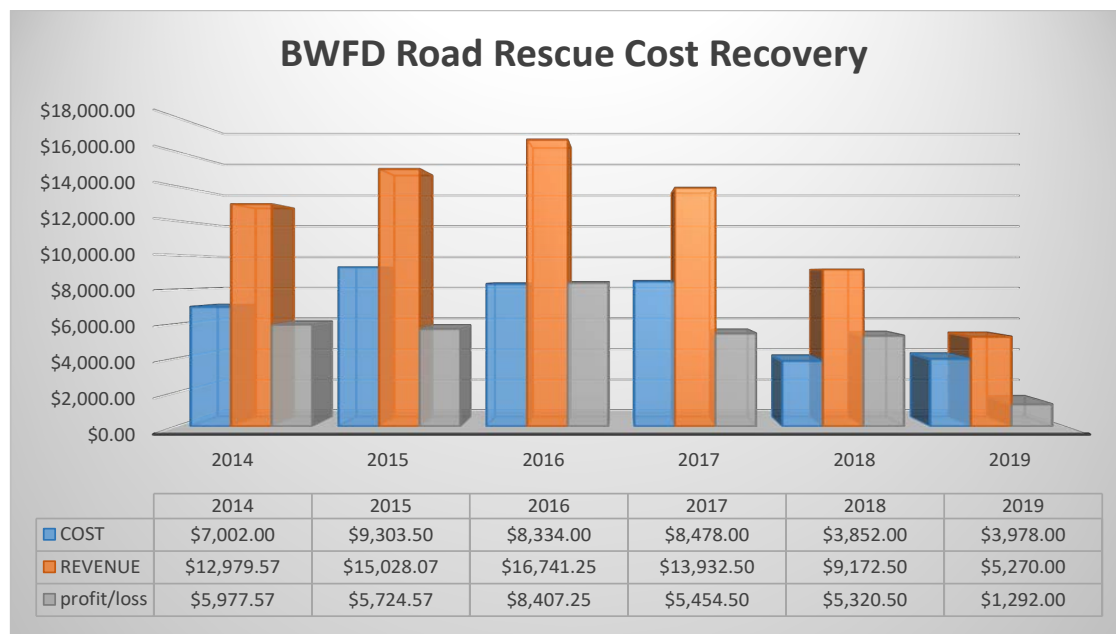
The department continues to provide First Responder medical services under British Columbia Emergency Health Services (BCEHS). In addition the Emergency Medical Responder (EMR) pilot project continues to be a huge success. Several lives have been saved due to the members' ability to provide an advanced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

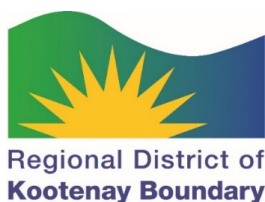
Future Projects:

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.

**STAFF REPORT**

Date: May 14, 2020
To: Chair Worley and Electoral Area Services Committee
From: Janine Dougall, General Manager of Environmental Services
Re: May 2020 Work Plan Update – Noxious Weed Control – Christina Lake Milfoil Service (091)

File ES – Milfoil

Issue Introduction

The purpose of this report is to provide an update on the 2020 Noxious Weed Control – Christina Lake Milfoil Service (091) Work Plan.

History/Background Factors

The RDKB Service Work Plans are developed by RDKB Managers during the annual budgeting process and prior to the adoption of the Financial Plan at the end of March. Work Plans for Solid Waste, Protective Services (Emergency Preparedness) and Finance services and subsequent reporting are presented directly to the RDKB Board of Directors. Work Plans for the remaining RDKB services are submitted to the individual (Board) Committees.

Staff are required to provide updates on the Work Plans in May, September, November and January.

2020 Noxious Weed Control – Christina Lake Milfoil Work Plan – May 2020 Update

Service Name	Project	Budget	Status
Noxious Weed Control - Christina Lake Milfoil – Service 091	Boat Motor Replacement	\$40,000 Cost \$5,000 Trade-In Value	Two new 150HP Mercury boat motors have been ordered and are awaiting shipment before installation. Estimated actual costs: \$40,921 \$6,000 Trade-In Value
Noxious Weed Control - Christina Lake Milfoil – Service 091	Breathing Regulator Replacement	\$6,000	New breathing regulators have been delivered for use by dive crew for the 2020 season. Actual costs: \$3,509.51 (including applicable taxes)

Page 1 of 2

Staff Report-2020 "Noxious Weed (Milfoil) Control Service (091)" Work Plan Update
 EAS Meeting May 14, 2020

Implications

Operational Service Level Impacts – COVID-19.

Covid-19 and the requirements for physical (social) distancing will have impacts on the 2020 milfoil dive program. Although measures are being taken to minimize the impacts.

- Rather than a dive crew of 7, the crew will be limited to 6 divers.
- Milfoil removal activities will continue 7 days per week, with the "supercrew" day, where all 6 divers will be active, occurring on the Wednesday of each week. Due to physical distancing requirements, there will be a maximum of 4 dive crew members allowed on the boat at one time. On the "supercrew" day, the divers not on the boat will access the milfoil control areas from shoreline or available docks.
- New protocols for sanitization of the dive boat and dive equipment will be implemented and required PPE has been secured. Changes to the dive program to meet any new or modified public health orders will be made as required during the dive season.
- From a budget perspective, there will be cost savings to staff wages, due to 1 less crew member. However there will be some additional costs associated with PPE materials.

Advancement of Strategic Planning Goals

We will review and measure service performance and we will continue to focus on good management and governance.

Background Information Provided

1. 2020 Noxious Weed Control – Christina Lake Milfoil (091) Work Plan

Alternatives

1. That the Electoral Area Services Committee receive the 2020 Work Plan Update Report.
2. That the Electoral Area Services Committee not receive the 2020 Work Plan Update Report.

Recommendation(s)

That the Electoral Area Services Committee receive the May 14, 2020 staff report titled "May 2020 Work Plan Update – Noxious Weed Control – Christina Lake Milfoil Service (091)".



Noxious Weed Control - Christina Lake Milfoil

2020 Work Plan



Noxious Weed Control - Christina Lake Milfoil

2020

Janine Dougall, General Manager, Environmental Services



Noxious Weed Control - Christina Lake Milfoil

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 - \$279,319

Reserve Balance Projections:

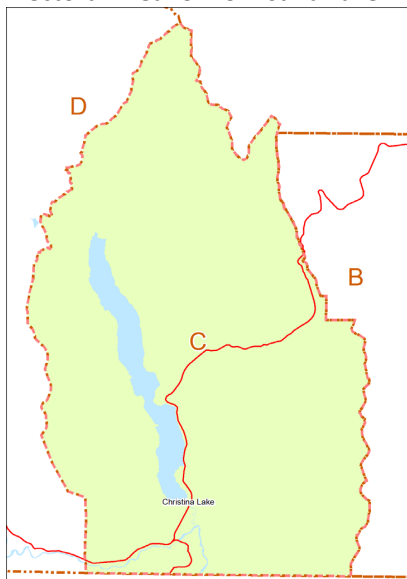
	2019	2020	2021	2022	2023	2024
Opening Balance	\$65,417	\$72,055	\$52,776	\$48,303	\$43,786	\$44,224
Closing Balance	\$72,055	\$52,776	\$48,303	\$43,786	\$44,224	\$44,666

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. The story map was made public in early December 2019 with notifications sent through the RDKB "Join the Conversation" as well as social media posts. A link will also be provided on the Regional District website.



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.