



## **Electoral Area Services Committee**

**Thursday, November 12, 2020 - 11:00 pm**

**The Regional District of Kootenay  
Boundary Board Room, Via Zoom Video  
Conference**

### **A G E N D A**

**1. CALL TO ORDER**

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

- A)** That the November 12, 2020 Electoral Area Services Agenda be adopted as presented.

**3. MINUTES**

- A)** That the October 15, 2020 Electoral Area Services Minutes be adopted as presented.

[Electoral Area Services Committee - 15 Oct 2020 - Minutes - Pdf](#)

**4. DELEGATIONS**

**5. UNFINISHED BUSINESS**

- A) Sheri Doyle and Joseph Gagnon**  
**RE: Development Variance Permit**  
7390 Porcupine Road  
RDKB File: BW-4109s-07405.000  
[2020-11-05 Doyle DVP EAS](#)

**Recommendation:** That the Development Variance Permit application submitted by Sheri Doyle, on behalf of Sheri Doyle and Joseph Gagnon, to vary Section 402.7 of the Big White Zoning Bylaw No. 1166, 2001 to reduce the minimum front lot line setback from 4.5 m to 0 (zero) m – a variance of 4.5 m, for the construction of an enclosed staircase on the property legally described as Lot 10, Plan KAP23322, District Lot 4109s, Similkameen Division of Yale Land District, Electoral Area 'E'/West

Boundary be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation to approve, subject to the following conditions:

1. That the staircase shall comply with the terms and conditions as outlined in Alpine Environmentally Sensitive Development Permit 649-20D;
2. That issuance of the Development Variance Permit be withheld until the property owner has provided clear evidence to the satisfaction of the Manager of Planning and Development that the development is in compliance the Ministry of Transportation and Infrastructure's Encroachment Permit for the subject property; and
3. That the staircase shall comply with any outstanding requirements of a Regional District of Kootenay Boundary Building Official, which may include changes to the built stairs to comply with B.C. Building Code or engineering reporting standards.

## **6. NEW BUSINESS**

### **A) Tracy and Brad Hanson**

#### **RE: Development Variance Permit**

270 Mayer Road, Electoral Area B\Lower Columbia-Old Glory

RDKB File: B-Twp 28-10998.290

[2020-11-05 Hanson DVP EAS](#)

**Recommendation:** That the Development Variance Permit application submitted by Bradley Hanson and Tracey Hanson, to vary Section 302.2(g) of the Area 'B' Zoning Bylaw No. 1540, 2015 to increase the maximum gross floor area of storage buildings, including garages, that may be located on a parcel that does not have a principal use or building provided they are only being used for non-commercial/industrial storage of goods or vehicles belonging to the owner from 60 m<sup>2</sup> to 92 m<sup>2</sup> – a variance of 32 m<sup>2</sup>, to build a workshop/storage space to store building materials in preparation for building a single family dwelling, for the property legally described as Lot 3, Township 28, Kootenay District, Plan EPP100686, Electoral Area 'B'/Lower Columbia-Old Glory, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation to approve.

### **B) Susie and Grant Stevens**

#### **RE: Development Permit**

3035 East Lake Drive, Electoral Area C

RDKB File: C-963-04311.000  
[2020-11-05 Stephens DP EAS](#)

**Recommendation:** That the staff report regarding the Development Permit application submitted by Dan Sahlstrom, WSA Engineering Ltd. On behalf of Grant Stevens and Susan Stevens to construct a single family dwelling with an onsite sewerage disposal system in the Environmentally Sensitive Waterfront Development Permit Area on the parcel legally described as Lot 1, District Lot 963, Similkameen Division Yale Land District Plan 6830, Christina Lake, Electoral Area 'C'/Christina Lake, be received.

**C) 1107439 BC Ltd., Ken Flett, Agent**

**RE: MOTI Subdivision**

8930 Highway 33, Electoral Area E/West Boundary

RDKB File: E-1909s-04955.000

[2020-11-05 Flett MOTI EAS](#)

**Recommendation:** That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed 27 lot conventional subdivision, for the parcels legally described as the District Lot 1909s, Similkameen Division of Yale Land District, located in Electoral Area 'E', be received;

And further that staff be directed to work with the applicant to determine suitable park land dedication.

**D) 002 Electoral Area Administration Work Plan**

[002 Electoral Area Administration - 2021 Draft Work Plan](#)

**Recommendation:** That the Electoral Area Services Committee receive the draft Electoral Area Services Administration (002) 2021 Work Plan. **FURTHER** that the Work Plan be referred to a future meeting.

**E) 005 Planning and Development Work Plan**

[005 Planning & Development 2021 Draft Work Plan](#)

**Recommendation:** That the Electoral Area Services Committee receive the draft Planning and Development (005) 2021 Work Plan. **FURTHER** that the Work Plan be referred to a future meeting.

**F) 120 House Numbering Area A and C Work Plan**

[120 House Numbering Areas A&C 2021 Draft Work Plan](#)

**Recommendation:** That the Electoral Area Services Committee receive the draft House Numbering for Areas A and C (120) 2021 Work Plan. **FURTHER** that the Work Plan be referred to a future meeting.

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

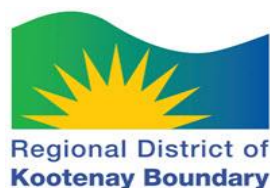
**Recommendation:** That the Grant in Aid report be received.

**H) Gas Tax Report**  
Please note that the Finance Department will be updating the formatting of this report. If there is any feedback on the report format or information presented within, please direct your comments to Carolyn Gillis.  
[Gas Tax Report](#)

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

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





**Electoral Area Services Committee  
Minutes**

Thursday, October 15, 2020, 11:00 a.m.  
Via Zoom Video Conference

**Directors Present:**

Ali Grieve, Chair  
Linda Worley  
Grace McGregor  
Director Vicki Gee

**Alternate Directors Present:**

Michael Tollis

**Staff Present:**

Mark Andison, Chief Administrative Officer  
Donna Dean, Manager of Planning and Development  
Maria Ciardullo, Recording Secretary

**Guests:** S. Doyle and J. Gagnon

**CALL TO ORDER**

Chair Grieve called the meeting to order at 11:00 a.m.

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

Item 6C was moved ahead on the agenda.

Moved / Seconded

That the October 15, 2020 Electoral Area Services Agenda be adopted as amended.

Carried.

*Electoral Area Services  
October 15, 2020  
Page 1 of 7*

## **MINUTES**

Moved / Seconded

That the September 10, 2020 Electoral Area Services Minutes be adopted as presented.

Carried.

## **DELEGATIONS**

There were no delegations in attendance.

## **UNFINISHED BUSINESS**

There was no unfinished business to discuss.

## **NEW BUSINESS**

### **Item moved ahead on the agenda:**

#### **Joseph Gagnon and Sheri Anne Doyle**

RE: Development Variance Permit  
7390 Porcupine Road  
RDKB File: BW-4109s-07405.000

Ms. Sherri Doyle and Mr. Joe Gagnon were in attendance and spoke to their application. They described the state of disrepair of the old stairs and explained that they had them replaced when they had the opportunity this fall.

Moved / Seconded

That the Development Variance Permit application submitted by Sheri Doyle, on behalf of Sheri Doyle and Joseph Gagnon, to vary Section 402.7 of the Big White Zoning Bylaw No. 1166, 2001 to reduce the minimum front lot line setback from 4.5 m to 0 (zero) m – a variance of 4.5 m, for the construction of a covered staircase on the property legally described as Lot 10 Plan KAP23322 District Lot 4109S Similkameen Division of Yale Land District, Big White, Electoral Area 'E'/West Boundary be deferred, until the applicant has had the opportunity to update their proposal, address the Building Permit stop work order, and provide additional information on the status of permitting from the MoTI.

Carried.

**Michael Combs and Erica Boyko**

RE: Development Variance Permit  
 7775 and 7777 McRae Road  
 RDKB File: C-4037s-07285.055

Moved / Seconded

That the Development Variance Permit application submitted by Brock Pendergraft of Pendergraft Professional Land Surveying Inc., on behalf of Erica Boyko and Michael Combs, to vary Section 302.1(i) of the Area 'C' Zoning Bylaw No. 1300, 2007 to increase the maximum gross floor area of storage buildings, including garages, that may be located on a parcel that does not have a principal use or building provided they are only being used for non-commercial/industrial storage of personal goods or vehicles from 60 m<sup>2</sup> to 250 m<sup>2</sup> – a variance of 190 m<sup>2</sup>, to facilitate the future subdivision on the properties legally described as Lot 2 District Lot 4037s Similkameen Division Yale District Plan KAP51313 and Lot 11 District Lot 4037s Similkameen Division Yale District Plan 31906, Electoral Area C/Christina Lake, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation to deny.

Carried.

**Lorne Garrett**

RE: Development Variance Permit  
 1586 Neimi Road, Christina Lake  
 RDKB File: C-317-00273.010

Mr. Garrett's intent to withdraw his application was discussed although it was not confirmed.

Moved / Seconded

That the Development Variance Permit application submitted by Lorne Garrett, to allow for a variance of Section 402.6 of Electoral Area 'C' Zoning Bylaw No. 1300 to reduce the minimum front parcel line setback from 4.5 m to 2.4 m – a variance of 2.1 m for the construction of a single family dwelling on the property legally described as Parcel E Block 14 Plan KAP50 District Lot 317 Similkameen Division of Yale Land, Electoral Area 'C'/Christina Lake, Christina Lake, be deferred until the applicant has had an opportunity to further assess their site plan and provided specific measurements of site setbacks, distance between buildings, and the parcel area of each building.

Carried.

*Electoral Area Services  
 October 15, 2020  
 Page 3 of 7*

**Ryan/Jessica Onyschuk and Jason/Julie MacKenzie**

RE: Development Permit  
216 Feather Way, Big White  
RDKB File: BW-4222-07499.008

Moved / Seconded

That the staff report regarding the Development Permit application submitted by Jason Mackenzie on behalf of Ryan Onyschuk, Jessica Onyschuk, Julie Mackenzie, and Jason Mackenzie, to construct a single family dwelling in the Alpine Environmentally Sensitive Landscape Reclamation Development Permit Area (DP2) on the parcel legally described as Strata Lot 5 Plan KAS3398 District Lot 4222 Similkameen Division of Yale Land District, Big White, Electoral Area 'E', be received.

Carried.

**Karen and Mathew Lewis**

RE: MOTI Subdivision  
RDKB File: E-2989s-07007.030

Moved / Seconded

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed four lot conventional subdivision, for the parcel legally described as the Lot 3 District List 2989s Similkameen Division Yale District Plan KAP91954, located in Electoral Area 'E', be received.

Carried.

**Cowboy Forestry Ltd.**

RE: MOTI Subdivision  
9190 Paradise Road, Electoral Area E/West Boundary  
RDKB File: E-1920s-04956.000

Moved / Seconded

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed four lot conventional subdivision, for the parcels legally described as the District Lot 1920s Similkameen Division of Yale Land District except Plan 28042, located in Electoral Area 'E', be received;

*Electoral Area Services  
October 15, 2020  
Page 4 of 7*

And Further, that park dedication in the form of land or cash be secured for Proposed Lot 2.

Carried.

**Bylaw Enforcement Update**

Donna Dean, Manager of Planning and Development, provided an update on the numbers and types of complaints received. There was discussion on possible provincial funding regarding any enforcement due to Covid-19. The Committee requested staff to track the number of noise complaints received and to explore the possibility of working with a not-for profit organization to arrange for removal of derelict vehicles for landowners who wish to participate.

Moved / Seconded

That the Staff Report regarding the October 15, 2020 Bylaw Enforcement Update be received.

Carried.

**Draft Notice Enforcement Bylaw**

The draft notice enforcement bylaw was presented along with a flow chart of the adjudication process. Also discussed was the importance of communications with the public prior to implementation. Committee members expressed an interest in having the system in place as soon as possible.

Moved / Seconded

That the Staff Report regarding the Draft Notice Enforcement Bylaw be received.

Carried.

**Ministry of Agriculture Intentions Paper  
RE: Rural Slaughter Modernization**

Moved / Seconded

That the Ministry of Agriculture Intentions Paper dated September 4, 2020 be received.

Carried.

### **Agricultural Land Commission Update**

Moved / Seconded

That the Agriculture Land Commission update dated October 5, 2020 be received.

Carried.

### **Grant in Aid Report**

Moved / Seconded

That the Grant in Aid report be received.

Carried.

### **Gas Tax Report**

Moved / Seconded

That the Gas Tax report be received.

Carried.

### **Grants in Aid**

Moved / Seconded

That this item be deferred to a future meeting.

Carried.

### **Gas Tax - Threat to 3rd party applicants**

This was brought up at a recent UBCM meeting and the value it has for Electoral Areas. Director McGregor is going to bring it forward at the next UBCM meeting.

**Statutory Exemptions (through BC Assessment) vs. Permissive Tax Exemption (RDKB)**

Director Gee would like clarification on the difference(s) between these 2 types of exemptions.

Moved / Seconded

That staff provide a report to differentiate between statutory exemption and permissive tax exemption.

Carried.

**LATE (EMERGENT) ITEMS**

There were no late items.

**DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

There was no discussion.

**CLOSED (IN CAMERA) SESSION**

A closed meeting was not required.

**ADJOURNMENT**

There being no further business to discuss, Chair Grieve adjourned the meeting at 12:33 p.m.



## Electoral Area Services (EAS) Committee Staff Report

<b>RE:</b>	Development Variance Permit Application – Doyle-Gagnon		
<b>Date:</b>	November 5, 2020	<b>File #:</b>	BW-4109s-07405.000
<b>To:</b>	Chair Grieve and members of the EAS Committee		
<b>From:</b>	Danielle Patterson, Planner		

### Issue Introduction

The Regional District of Kootenay Boundary (RDKB) has received a Development Variance Permit application to reduce the front lot line setback to allow for the construction of an enclosed staircase in Electoral Area 'E'/West Boundary at Big White (see Attachment 1 – Applicant Submission and Attachment 2 – Addendum to Applicant Submission).

Property Information	
<b>Owners:</b>	Sheri Doyle and Joseph Gagnon
<b>Agent:</b>	Sheri Doyle
<b>Location:</b>	7390 Porcupine Road
<b>Electoral Area:</b>	Electoral Area 'E'/West Boundary
<b>Legal Description:</b>	Lot 10 Plan KAP23322 District Lot 4109S Similkameen Division of Yale Land District
<b>Area:</b>	983.4 m <sup>2</sup> (0.2 ac)
<b>Current Use:</b>	Residential
Land Use Bylaws	
<b>OCP Bylaw: 1125</b>	Medium Density Residential
<b>DP Area(s):</b>	Commercial and Multi-Family DP1 and Alpine Environmentally Sensitive DP2
<b>Zoning Bylaw: 1166</b>	Chalet Residential 1 (R1)
Other	
<b>Waterfront / Floodplain:</b>	NA
<b>Service Area:</b>	NA
<b>Planning Agreement Area:</b>	NA

### History / Background Information

There is a single family dwelling on the subject property, located at Big White Ski Resort (see Attachments 3 and 4 – Site Location and Subject Property Maps). Single family dwellings are a permitted use in the Chalet Residential 1 Zone.



The proposal is exempt from the Commercial and Multiple Family Development Permit Area requirements as the proposal does not include building an addition to the existing dwelling. An Alpine Environmentally Sensitive Development Permit was approved for the subject property on June 8, 2020 for a staircase replacement. As reduced setbacks are not part of the Development Permit guidelines, the requested variance could not be considered as part of the June 2020 Development Permit.

### **EAS Committee**

At the October 15, 2020 EAS Committee meeting, the EAS Committee passed a motion to defer consideration of the Development Variance Permit, *"until the applicant has had the opportunity to update their proposal, address the Building Permit stop work order, and provide additional information on the status of permitting from the MoTI"*.

Since the time of the original Staff Report (See Attachment 5), the Planning Staff have confirmed with Building Inspection that the applicant has engaged with an engineer to meet Building Inspection requirements related to the enclosed staircase. In addition, the applicant has submitted an addendum to their application that confirms a permit is not required by MoTI for the reduced front yard setback for the staircase and confirmed they have modified their request for an enclosed staircase.

### **Proposal**

The applicant built an enclosed staircase prior to securing permits for the portion of the staircase built in the 4.5 m setback in order to replace an aging wood staircase that was in disrepair, in order to navigate the terrain of the subject property and prevent build up of snow on the staircase.

The applicant is seeking a Development Variance Permit to vary the minimum front lot line setback for a structure from 4.5 m to 0 (zero) m – a variance of 4.5 m. The staircase extends into the MoTI's Right-of-Way.

### **Implications**

The RDKB application requests a clear rationale as to whether a Development Variance Permit proposal may resolve a hardship, improve the development, or cause negative impacts to the neighbouring properties.

The applicant's rationale states the only access point to the subject property is by way of this staircase. In addition, the applicant states the slope of the property requires a reduced front lot line setback.

The proposal utilizes the footprint of the former staircase, which encroached into the front lot line setback and into the MoTI Right-of-Way. Some residences on the same road have covered and enclosed staircases protrude into the minimum front line setback outlined in the Zoning Bylaw.

The MoTI contacted the applicant requiring modifications to the portion of the staircase located in the MoTI Right-of-Way as it was not in compliance with the Encroachment Permit. The existing Encroachment Permit is for maintenance of an existing unenclosed

staircase. The MoTI communicated to the applicant that the newly built staircase protrudes farther into the MoTI Right-of-Way than was permitted. It also appears to be located within the road drainage swale, potentially blocking drainage and creating snow removal issues.

Staff received communications from the applicant and the MoTI showing that the applicant is working to address the above noted concerns. While the location and design of the portion of the staircase located on the MoTI Right-of-Way is not under the authority of the RDKB, if the MoTI requires the applicant to set the staircase back to the originally approved encroachment, it may require the removal of the foundation pour for the lowest section of the staircase. In such a circumstance, the applicant has stated this would require structural changes. This could affect the portion of the staircase located on the subject property and under consideration in the Development Variance Permit application. Staff have included a list of conditions in the recommendation in case this circumstance arises.

Due to the broad wording of Development Permit 649-20D and the content of the permit schedules, an approval of this proposal would not require amendments to Development Permit 649-20D.

### **Recommendation**

That the Development Variance Permit application submitted by Sheri Doyle, on behalf of Sheri Doyle and Joseph Gagnon, to vary Section 402.7 of the Big White Zoning Bylaw No. 1166, 2001 to reduce the minimum front lot line setback from 4.5 m to 0 (zero) m – a variance of 4.5 m, for the construction of an enclosed staircase on the property legally described as Lot 10, Plan KAP23322, District Lot 4109s, Similkameen Division of Yale Land District, Electoral Area 'E'/West Boundary be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation to approve, subject to the following conditions:

1. That the staircase shall comply with the terms and conditions as outlined in Alpine Environmentally Sensitive Development Permit 649-20D;
2. That issuance of the Development Variance Permit be withheld until the property owner has provided clear evidence to the satisfaction of the Manager of Planning and Development that the development is in compliance the Ministry of Transportation and Infrastructure's Encroachment Permit for the subject property; and
3. That the staircase shall comply with any outstanding requirements of a Regional District of Kootenay Boundary Building Official, which may include changes to the built stairs to comply with B.C. Building Code or engineering reporting standards.

### **Attachments**

1. Applicant Submission
2. Addendum to Applicant Submission
3. Site Location Map
4. Subject Property Map
5. October 15, 2020 EAS Committee Staff Report

September 10, 2020

**Development Variance Permit Application – Staircase Replace and Rebuild**

7390 Porcupine Road, Big White, V1P 1P3  
 Lot 10 Plan KAP23322 District Lot 4109S Land District 54  
 PID: 006-481-744

**Project Description**

The chalet at 7390 Porcupine was built in 1971. It is located on a slope with the only accessible entrance at the top of a steep staircase. Due to the slope, the stairs cross the property line onto the highway right of way (as do the covered staircases of adjacent properties).

The staircase is in disrepair. Several stairs and some railings are in poor condition and pose a safety risk. The project involves the rebuilding of a new wood staircase following the same “footprint” as the old. The new staircase will have a small roof over the stairs to prevent snow buildup and to improve safety (for ice buildup etc.). The roof will be like those above the staircases of adjacent properties. BAR Engineering was retained to draw up the construction plan – all work will be done to code and will enhance the appearance of the chalet.

The following permits have been requested and obtained:

1. Development Permit #649-20D (RDKB) – Approving landscape reclamation plan
2. Building Permit 20-0252BW (RDKB) – permitting the building of the covered staircase respecting a 4.5 meter setback from property line
3. Encroachment Permit #2020-03461 (Ministry of Transportation – attached) – permitting staircase within right-of-way of Porcupine Road. The Ministry confirmed by email that they do not consider a covered staircase to be a “building or structure” – consequently, it did not trigger the need for a Setback permit from the Ministry

We are requesting a variance of the front setback requirements – from 4.5 M to 0 M – to allow the covered staircase to extend to the property line.

The reasons for the request are as follows:

1. To enable the staircase to be completely covered from top to bottom – the steep slope does not allow for an alternative configuration and is the only way to access the chalet.
2. The covered stairs will be safer (less ice buildup) and relieve the hardship of shoveling over 35 stairs to the front door in an area that receives frequent heavy snowfall.
3. Neighboring properties have covered stairs that extend into the road right-of-way.
4. The construction will improve the curb appeal of the property as stairs will be new, solid and with a tasteful design.
5. There is no impact on our neighbors from this construction.
6. We have already received permission for the covered staircase from the Ministry of Transportation for the portion extending into the road right-of-way (and they do not object to the construction of the covered staircase within the setback, as they do not consider the covered stairs to be a “building or structure”).

**Front View of Chalet showing existing staircase. Same footprint will be used for new staircase  
(note covered staircase of neighbor)**



**Attachments**

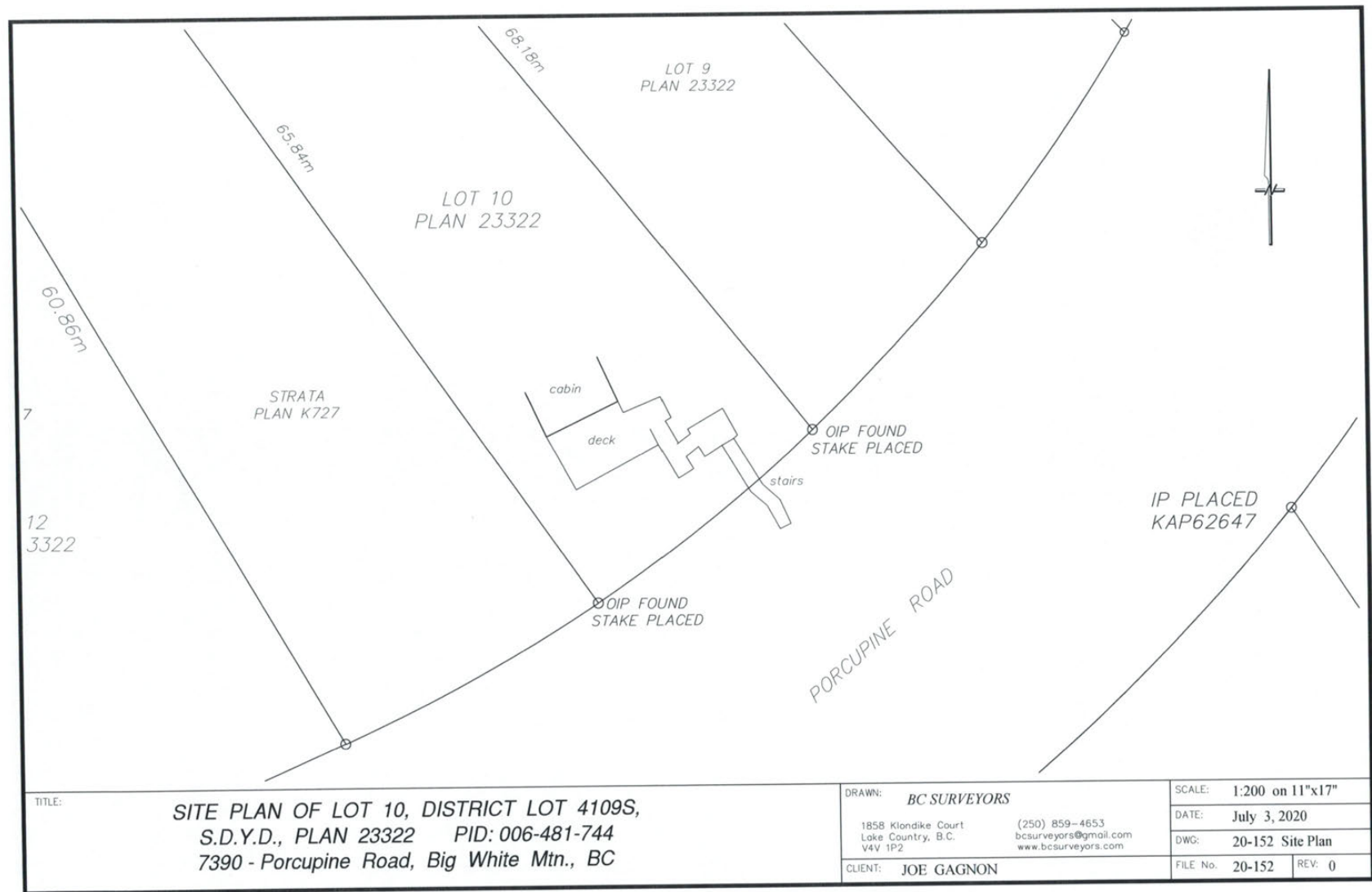
**[A] – Site Survey**

**[B] – BAR Engineering Structure Design**

**[C] – Design Indicating Setbacks/Property Line**

**[D]- Copy 2020 Tax Notice**

**[E] – Encroachment Permit – Ministry of Transportation and related emails**



[A] Site Survey







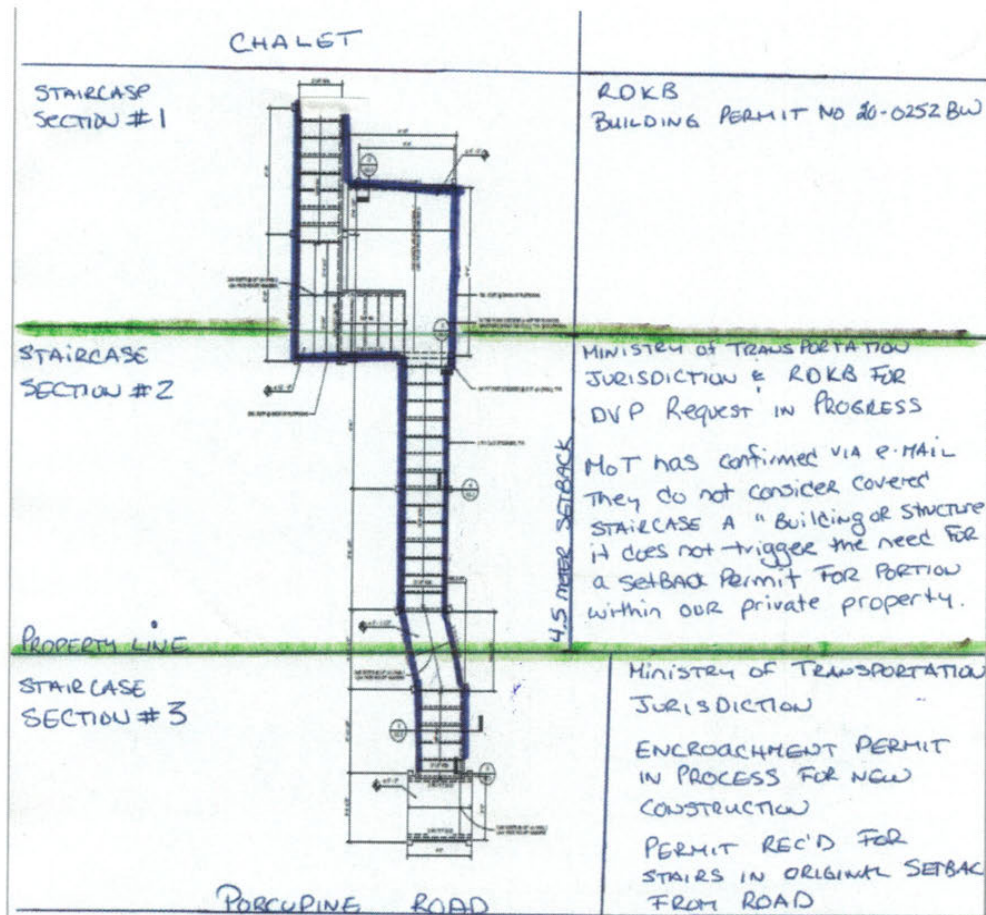
November 3rd, 2020

Response to the EAS Committee RE: Development Variance Permit RDKB File: BW-4109s-07405.000 – Joseph Gagnon & Sheri Anne Doyle

Thank you for the opportunity to provide a response to address concerns and provide additional information for the consideration of our request for a front setback variance. We appreciated the time allotted to us at the EAS Committee meeting on October 15<sup>th</sup>, 2020.

We have requested a variance of the front setback requirements, from 4.5 meters to 0 meters, to allow the covered staircase to extend to our property line, which is in the middle section of the staircase (Staircase Section #2 – outlined in green).

The diagram below depicts the design of the staircase with the outlined section in purple indicating where the stairs are roofed with plywood walls.





See below for images of the completed staircase:



First, we respectfully submit that the concerns raised by the Advisory Planning Commission generally do not relate to the section of the covered staircase that is the subject of the DVP request (Section #2 in diagram). As our property is on a slope, the only accessible entrance is at the top of a steep staircase. Due to the slope, the stairs cross our property line onto the highway right of way, as do the covered staircases of adjacent properties (there are 4 other covered staircases in direct vicinity). The staircase can be considered to have three distinct sections (refer to diagram above):

*Section #1:* From front door to beginning of setback: Building permit 20-0252BW (RDKB)

*Section #2:* Middle portion – represents the subject of our DVP application with RDKB for a variance of the front setback requirements to allow the covered staircase to extend to the property line. The Ministry of Transportation has confirmed that no setback permit is required from them (see Ministry of Transportation).

*Section #3:* Bottom portion from the property line to bottom of stairs. This area is under jurisdiction of the Ministry of Transportation as it falls within the right of way of Porcupine Road and beyond the property line. We are currently working with the Ministry of Transportation to address and resolve concerns regarding the bottom portion of the stairs.

#### **Ministry of Transportation**

The Ministry of Transportation has considered two requests from us for permits.

**Setback Permit – For portion of covered staircase within 4.5M setback from property line (Section #2) - the same area under application with RDKB for DVP.**

A request was made for a setback permit, however, in an email dated September 1<sup>st</sup>, 2020, Robyn Clifford, Development Officer with Ministry of Transportation, concluded that no setback permit was required from the Ministry for this section as the covered stairwell was not deemed a building or structure. A copy of the email exchange is included with this response.

On October 21<sup>st</sup>, 2020, I (Sheri Doyle) had a phone conversation with Robyn whereby she confirmed that no setback permit was required for this section from MoT and believed her email confirming this fact

would be sufficient evidence for RDKB to have confidence that the DVP area under consideration does not require a setback permit from MoT.

**Encroachment Permit - For portion of covered staircase beyond property line within highway right of way (Section #3).**

An application for an encroachment permit was made with MoT. The project was described in the application as follows: "Replace existing staircase with new covered stair similar to others on adjacent properties. Current staircase is in disrepair – want to cover due to snowfall. Due to steep slope accessing chalet, the staircase is within right of way and setback distance."

Status of permitting with MoT – Encroachment permit

We received an encroachment permit (no. 2020-03461) on September 1<sup>st</sup>, 2020. Our understanding of this permit was that we could proceed with the project as described in our application – to replace existing staircase with new covered staircase like those on adjacent properties.

We can confirm that the contractor did extend the staircase further than original footprint to facilitate climbing stairs. We did not see this as an issue as the stairs still begin on the slope and are located in a similar position as those of adjacent properties.

The starting point of the stairs has become a concern to the Ministry as they believe the staircase may protrude too far into the road, with associated risks related to snow removal, road maintenance operations, road drainage swale and public safety.

We are committed to working with the MoT to rectify the situation to their satisfaction. We have submitted a proposal to the MoT on October 27<sup>th</sup>, 2020 and we understand our proposal is currently under review.

The issues raised by the Advisory Planning commission brought forward to the EAS Committee largely relate to Section #3 of the staircase that is within the jurisdiction of MoT - that being said, we will address each of the concerns raised in the following paragraphs.

**Snow Runoff**

A concern was raised regarding the impact of the staircase on snow runoff. The stairs are raised off the ground to allow runoff underneath.



Front view of stairs



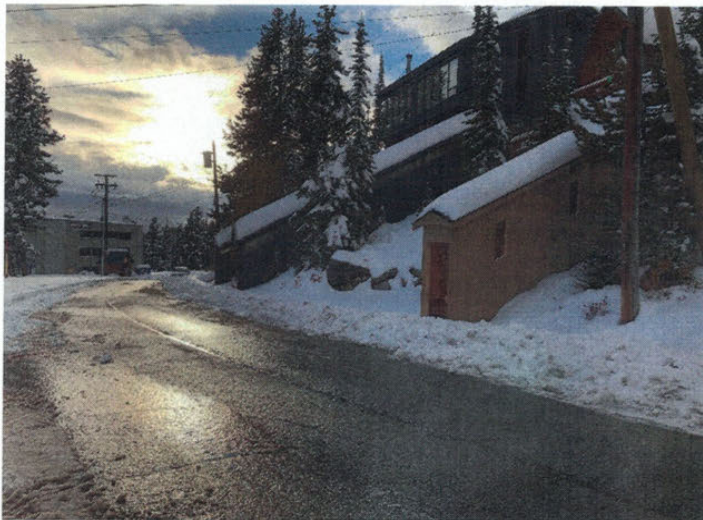
Back view of stairs



The Ministry of Transportation did raise a concern regarding the road drainage swale. As noted above, we are working at resolving the concerns raised by the MoT with respect to the bottom of the stairs (Section #3) which are within the jurisdiction of MoT and which are tied to the Encroachment Permit.

#### **Snow Removal**

The stairs start on the slope and do not appear impede snow removal. The following picture has been taken after a snowfall and show the path of snow removal in front of our staircase as well as the covered staircases of our two neighbors to the right.



However, as noted above with respect to the Ministry of Transportation encroachment permit, we are working with the MoT to resolve issues which may be caused due to the stairs protruding out further than the original stairs.

#### **Site Line of Road**

The issue of the site line of the road relates specifically to the bottom portion of the stairs. Mr. Robert Silva, Building & Plumbing Official, visited the property and he stated that he does not believe the development variance permit proposal will affect site lines based on the location of the parking on the subject property.

#### **Encroachment on neighboring property**

A question was raised as to whether the staircase may be encroaching on a neighbor's property. This is not the case, as confirmed by Robert Silva upon his visit to the property on October 7, 2020 where he stated the "newly built staircase **does not** encroach on the neighbor's property".

#### **Stairs are built past original foundation**

As noted above, this is correct, the stairs as built were brought down to land at the edge of the "flat" portion of the graveled roadside, tight to the slope. We understand that this is a concern for the Ministry of Transportation as it relates to the encroachment permit and we are working to resolve this issue to their satisfaction.

#### **Additional Comments**

Our intention was never to skirt the system, we have been in the permitting process for well over 6 months and have spent approximately \$40k on the staircase, with engineer drawings, permitting fees and construction costs. On the same small stretch of Porcupine Road where our chalet is located (a dead end that ends at a ski run), there are 4 other covered staircases substantially the same as ours (see photo above with two of them directly adjacent to ours). As others have been accepted, we did not anticipate the challenges we have recently faced.

We were naïve in several respects and regret the trouble caused by completing the stairs. Weather was rapidly changing, and we were losing the opportunity to finalize before the snow came. On a personal note, I (Sheri) had cancer surgery and am unable to shovel – I was hoping to use the property during my recovery and the covering of the stairs was important for me to access the chalet.

Purchasing this chalet was the realization of a dream for us – we are a skiing family and are so excited to be part of the community at Big White. Our goal for the staircase was for it to be solid, aesthetically pleasing and safe and we look forward to years of enjoyment.

We look forward to working with RDKB to finalize the permitting process.

Regards,

Sheri Anne Doyle & Joseph Gagnon

9/3/2020

Gmail - Encroachment Permit



Sheri Doyle &lt;sherianne.doyle@gmail.com&gt;

---

**Encroachment Permit**

5 messages

**Clifford, Robyn TRAN:EX**

Tue, Sep 1, 2020 at 1:50 PM

To: [REDACTED]

Our file: 2020-03461

Dear Sheri and Joe,

Attached is a copy of permit no. 2020-03461 for that portion of the stairwell encroaching within the right-of-way of Porcupine Road, with no originals to follow.

After further consideration of your application we can advise that, as the portion of the stairwell within your private property is not considered a 'building or structure', it does not trigger the need for a Setback permit and no further permissions are required from this Ministry.

Good luck with your construction.

Regards,

Robyn M. Clifford

Development Officer, Okanagan Shuswap District

Ministry of Transportation & Infrastructure

#300 – 1358 St. Paul Street

Kelowna BC, V1Y 2E1

Phone: 250-212-0673

"

---

**2 attachments** **202-03461 permit cover letter.pdf**

170K

**2020-03461 signed permit.pdf**

408K

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<https://mail.google.com/mail/u/0?ik=a77cd76c69&view=pt&search=all&permthid=thread-f%3A1676666158355221992&simpl=msg-f%3A16766661583...> 1/3



9/3/2020

Gmail - Encroachment Permit

Sheri Doyle [REDACTED]  
[REDACTED]

Tue, Sep 1, 2020 at 2:01 PM

On Tue, Sep 1, 2020 at 1:50 PM Clifford, Robyn TRAN:EX [REDACTED] wrote:

Hi Robyn- we would like to cover the stairwell within the setback so I understand a permit is required.

Please advise whether a covered stairwell is considered a "structure".

Thanks

Sheri

[Quoted text hidden]

---

Clifford, Robyn TRAN:EX [REDACTED]

To: Sheri Doyle [REDACTED]

Tue, Sep 1, 2020 at 2:09 PM

Hi Sheri,

The covered stairwell is not deemed a structure or building, so no permit required from the Ministry. You will of course require any necessary permits and approvals from the Regional District.

Regards,

Robyn

---

From: Sheri Doyle [REDACTED]

Sent: September 1, 2020 2:01 PM

To: Clifford, Robyn TRAN:EX [REDACTED]

Subject: Re: Encroachment Permit

**[EXTERNAL]** This email came from an external source. Only open attachments or links that you are expecting from a known sender.

[Quoted text hidden]

---

Sheri Doyle [REDACTED]

Tue, Sep 1, 2020 at 3:55 PM

To: [REDACTED]

[Quoted text hidden]

---

Sheri Doyle [REDACTED]

Tue, Sep 1, 2020 at 4:09 PM

[REDACTED]

<https://mail.google.com/mail/u/0?ik=a77cd76c69&view=pt&search=all&permthid=thread-f%3A1676666158355221992&simpl=msg-f%3A16766661583...> 2/3

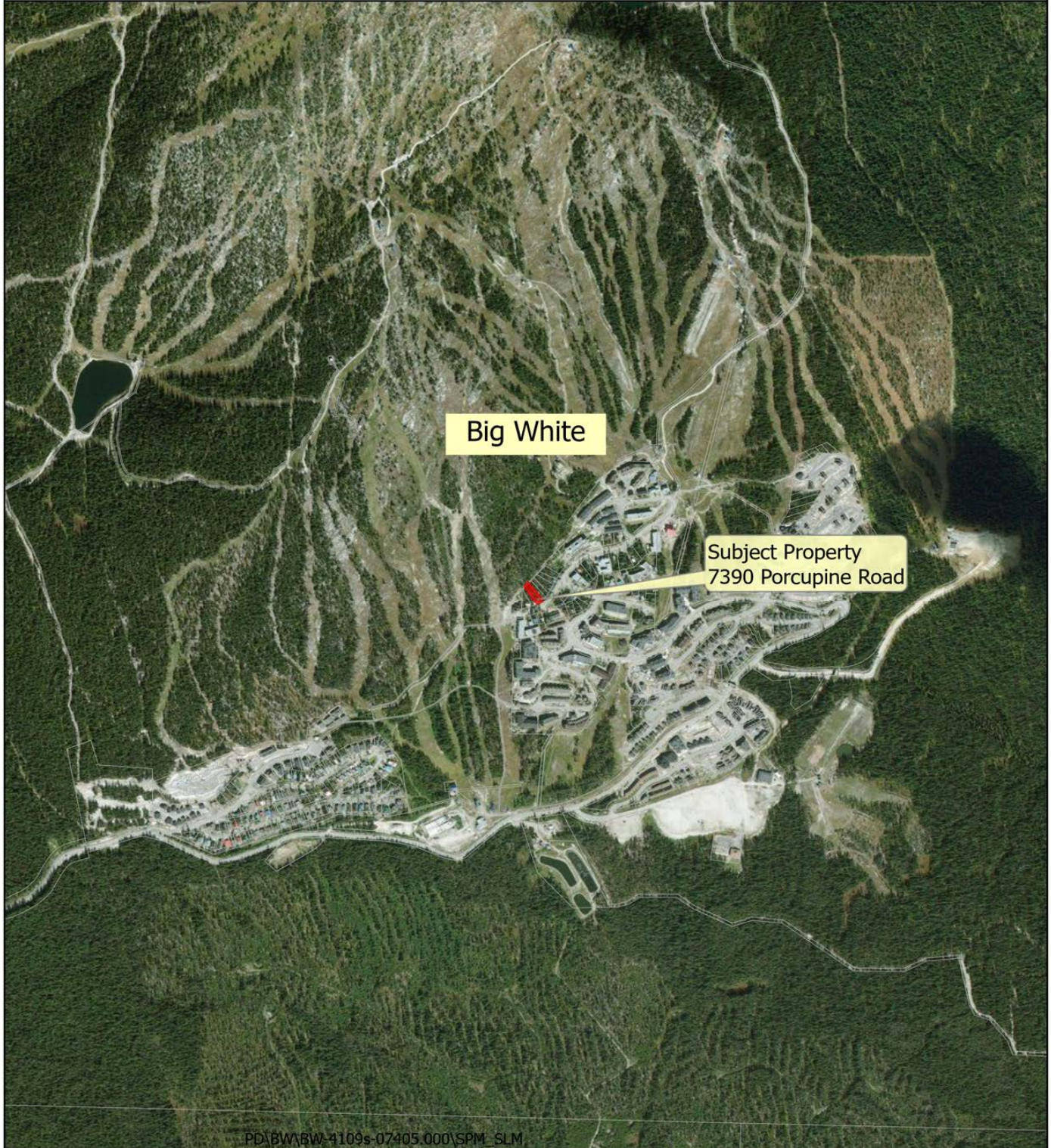
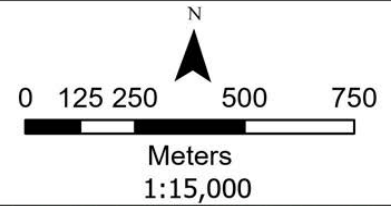




2020-05-14

## Site Location Map

Lot 10, Plan KAP23322,  
District Lot 4109S,  
Similkameen Div of Yale Land District



PD\BW\BW-4109s-07405.000\SPM\_SLM

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

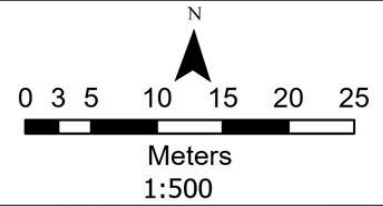




2020-05-19

# Subject Property Map

Lot 10, Plan KAP23322,  
District Lot 4109S,  
Similkameen Div of Yale Land District



PD\BW\BW-4109s-07405.000\SPM\_SLM

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## Electoral Area Services (EAS) Committee Staff Report

<b>RE:</b>	Development Variance Permit Application – Doyle-Gagnon		
<b>Date:</b>	October 15, 2020	<b>File #:</b>	BW-4109s-07405.000
<b>To:</b>	Chair Grieve and members of the EAS Committee		
<b>From:</b>	Danielle Patterson, Planner		

### Issue Introduction

The Regional District of Kootenay Boundary (RDKB) has received a development variance permit application to reduce the front lot line setback to allow for the construction of a covered staircase in Electoral Area 'E'/West Boundary at Big White (see attachments).

Property Information	
<b>Owner(s):</b>	Sheri Doyle and Joseph Gagnon
<b>Agent:</b>	Sheri Doyle
<b>Location:</b>	7390 Porcupine Road
<b>Electoral Area:</b>	Electoral Area 'E'/West Boundary
<b>Legal Description:</b>	Lot 10 Plan KAP23322 District Lot 4109S Similkameen Division of Yale Land District
<b>Area:</b>	983.4 m <sup>2</sup> (0.2 ac)
<b>Current Use:</b>	Residential
Land Use Bylaws	
<b>OCP Bylaw: 1125</b>	Medium Density Residential
<b>DP Area(s):</b>	Commercial and Multi-Family DP1 and Alpine Environmentally Sensitive DP2
<b>Zoning Bylaw: 1166</b>	Chalet Residential 1 (R1)
Other	
<b>Waterfront / Floodplain:</b>	NA
<b>Service Area:</b>	NA
<b>Planning Agreement Area:</b>	NA

### History / Background Information

The subject property has a single family dwelling and is located at Big White Ski Resort (see Site Location and Subject Property Maps). Single family dwellings are a permitted use in the Chalet Residential 1 Zone.

The proposal is exempt from the Commercial and Multiple Family Development Permit Area requirements as the proposal does not include building an addition to the existing dwelling. An Alpine Environmentally Sensitive Development Permit was approved for the subject property on June 8, 2020 for a staircase replacement (see Development Permit 649-20D in attachments). As reduced setbacks are not part of the Development Permit guidelines, the requested variance could not be considered as part of the June 2020 Development Permit.

### **Proposal**

The applicant proposed replacing an aging wood staircase that was in disrepair with a new covered staircase (see Applicant Submission). The proposal is to vary the minimum front lot line setback for a structure from 4.5 m to 0 (zero) m, in order to navigate the terrain of the subject property (see Applicant Submission). The proposal includes the staircase being constructed on the Ministry of Transportation and Infrastructure's (MoTI's) Highway Right-of-Way.

Since the time of the receipt of the Development Variance Permit application, staff have become aware that the applicant has replaced the staircase without a development variance permit. This is discussed in both the "Advisory Planning Commission (APC)" and "Implications" sections of this report.

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

The Electoral Area 'E'/Big White APC considered the application at their October 6, 2020 meeting. The APC recommends the application not be supported.

During their discussions the APC noted the following about the proposed DVP:

- When the applicant's initial Alpine Environmentally Sensitive Development Permit application was reviewed by the APC, the membership "were fine with it replacing the original stairs with covered stairs," but noted that the applicant has since built their staircase without receiving an approved Development Variance Permit and that the staircase has is built "past the original foundations and well into the highway right of way".
- Concerns were raised about the proposal's impact on run off in the ditch, snow removal, and the site line of the road. Furthermore, the APC membership had concerns the new staircase built by the applicant prior, without a Development Variance Permit, may be encroaching on a neighbouring property.

On October 7, 2020 Building/Plumbing Official R. Silva visited the subject property and was able to confirm that a new staircase had been built.

While the Building Inspection Department had issued a Building Permit for a new staircase on the subject property, the Building Permit was for a staircase that conformed to the 4.5 m front lot line setback requirements of the Zoning Bylaw. R. Silva confirmed that the

Page 2 of 4

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newly built staircase does not conform to the design or setbacks of the issued Building Permit. As a result of this, R. Silva is issuing a stop work order for the staircase.

R. Silva stated the newly built staircase does not encroach on the neighbour's property and does not believe the development variance permit proposal will effect site lines based on the location of the parking on the subject property.

On October 8, 2020, Bylaw Enforcement Officer B. Rafuse took photos of the subject property showing a newly built staircase (see Photos in Attachments).

### **Implications**

The RDKB application requests the inclusion of a clear statement as to whether a Development Variance Permit proposal may resolve a hardship, improve the development, or cause negative impacts to the neighbouring properties.

The applicant's rationale states the only access point to the subject property is by way of this staircase. In addition, the applicant states the slope of the property requires a reduced front lot line setback and an encroachment on the MoTI Right-of-Way.

The proposal, as presented by the applicant, utilizes the footprint of the former staircase, which encroached into the front lot line setback into the MoTI Right of Way. Some residences on the same road have covered staircases that fall short of the minimum front line setback outlined in the Zoning Bylaw.

Since that time the applicant has built the staircase which has added complexity in evaluating the implications of the proposal. It creates a situation where it is difficult to distinguish whether it is the proposed staircase or the staircase as built that should be evaluated in the consideration of the Development Variance Permit application.

This newly built and enclosed staircase does not match the open design presented in applicant's proposal. This effects the consideration of the proposal as any approved Development Variance Permit would be specific to the proposal. As such it would not apply in an open-ended manner to the design or siting of any staircase. Questions have also been brought forward by the APC related to effects of drainage and snow removal, which are both under the jurisdiction of the MoTI but may effect conditions on neighbouring properties.

While the applicant has a permit from the MoTI to allow the former staircase to encroach approximately 3 m into the Highway Right-of-Way, the wording of the MoTI permit does not include new staircases. Approval from the MoTI for a new staircase encroachment would be required prior any final approval by the RDKB of a Development Variance Permit.

More information from Building Inspection, the MoTI, and the applicants through an update to their Development Variance Permit application would have the potential of adding clarity to the applicant's proposal.

Due to the broad wording of Development Permit 649-20D and the content of the permit schedules, an approval of this proposal would not require amendments to Development

Page 3 of 4

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Permit 649-20D unless the newly built staircase is shown to not comply with the terms of Development Permit 649-20D.

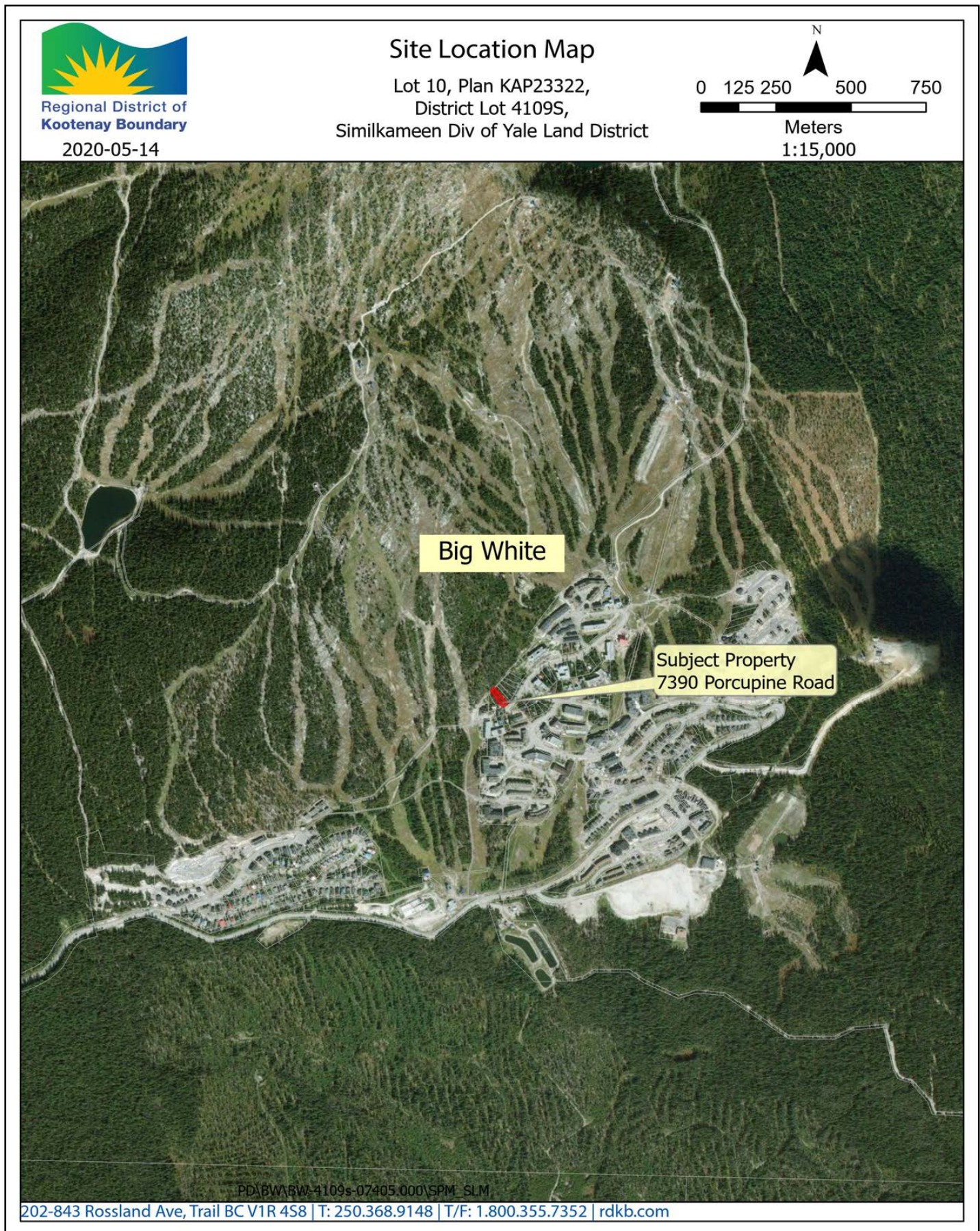
### **Recommendation**

That the Development Variance Permit application submitted by Sheri Doyle, on behalf of Sheri Doyle and Joseph Gagnon, to vary Section 402.7 of the Big White Zoning Bylaw No. 1166, 2001 to reduce the minimum front lot line setback from 4.5 m to 0 (zero) m – a variance of 4.5 m, for the construction of a covered staircase on the property legally described as Lot 10 Plan KAP23322 District Lot 4109S Similkameen Division of Yale Land District, Big White, Electoral Area 'E'/West Boundary be deferred, until the applicant has had the opportunity to update their proposal, address the Building Permit stop work order, and provide additional information on the status of permitting from the MoTI.

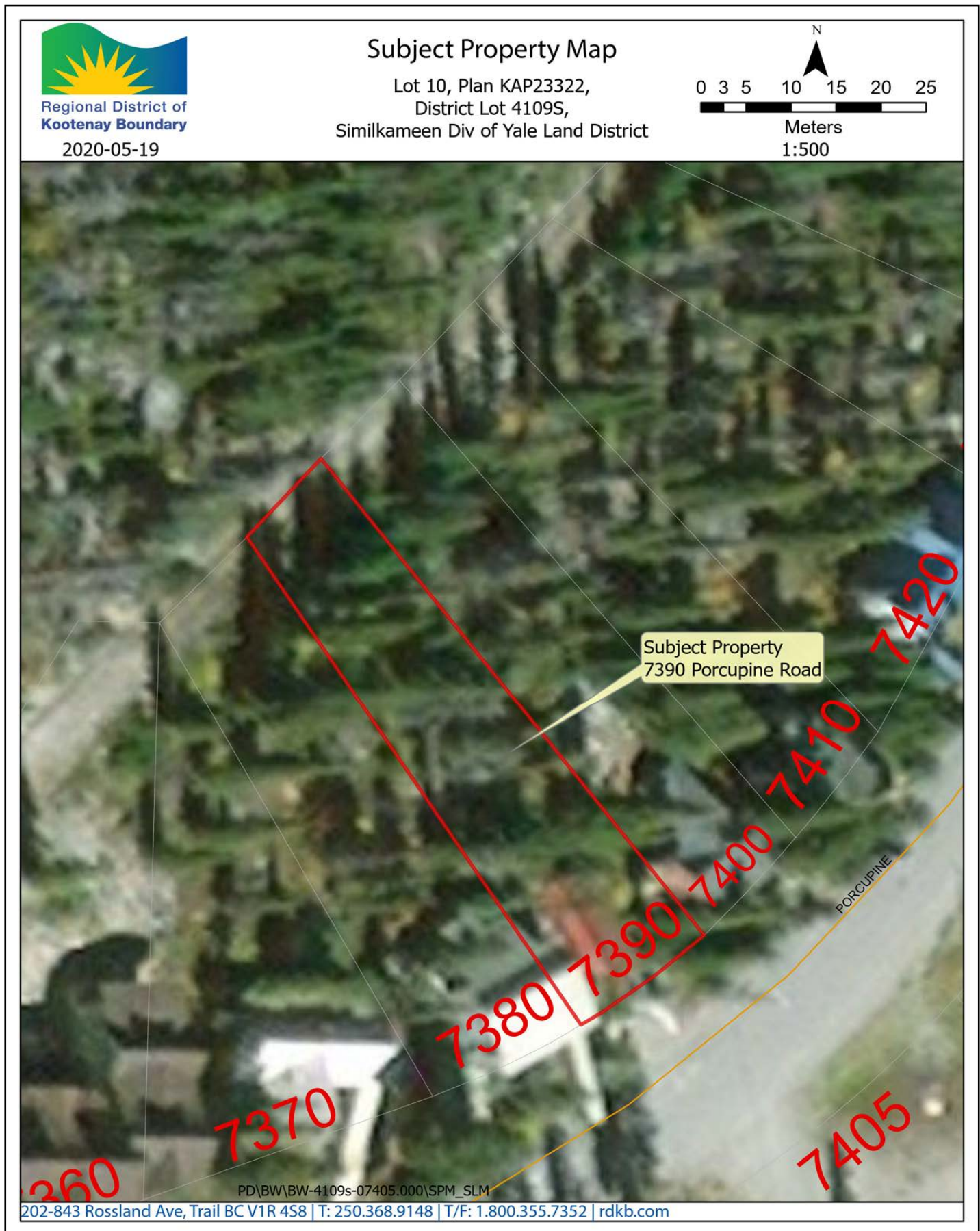
### **Attachments**

1. Site Location Map
2. Subject Property Map
3. Development Permit 649-20D
4. Applicant Submission
5. Site Photos from October 8, 2020











## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

202-843 Rossland Avenue  
Trail, BC V1R 4S8

Phone: 250-368-9148 1-800-355-7352

Permit No.: 649-20D  
 Date Issued: June 8, 2020  
 File No.: BW-4109s-07405.000  
 Address: 7390 Porcupine Road  
 Issued to: Joe Gagnon & Sheri Anne Doyle \*  
 \* (Owners as defined in the *Community Charter*, hereinafter referred to as the Permittee)

### DEVELOPMENT PERMIT

1. This Development Permit is issued subject to compliance with all of the bylaws of the Regional District of Kootenay Boundary (RDKB) applicable thereto, except as specifically varied by this permit.
2. No variances to any RDKB Bylaw may be construed to be granted as a result of the Development Permit approval process unless specifically identified in the text of this Permit.
3. This Permit applies to and only to those lands within the RDKB described below, and any and all buildings, structures and other development thereon: **Lot 10, Plan KAP23322, DL4109S, SDYD**; as shown outlined in red on the attached **Schedule 1**, forming part of this Permit, referred to hereafter as the "land".
4. If the works permitted by this Permit are not commenced within two years of the date of the issuance of this Permit, this Permit shall lapse.
5. This Permit shall not have the effect of varying the use or density of land as specified in the applicable Zoning Bylaw of the RDKB, nor a floodplain specification under Section 524(3) of the *Local Government Act*.
6. The Permittee has received approval from the RDKB to:  
**to replace an existing wooden staircase with a new covered staircase in substantial compliance with the plans identified as 'Schedule 2' attached hereto and forming a part of this Permit.**
7. As a condition of the approval granted in Section 6 above, the Permittee is required to:
  - a) Reclaim all disturbed areas using natural vegetation as soon as reasonably possible to ensure successful planting and retention;
  - b) Plant fire-resistant vegetation, avoid the application of wood chips and take appropriate measures to mitigate the threat of wildfire;
  - c) Ensure that grass and wildflower seed mixes do not include invasive plant species.

- d) Remove construction debris;
- e) Designate areas for snow clearing and storage to ensure vegetation is not destroyed by these activities.
- f) Comply with the Landscape Reclamation Plan submitted by the Permittee, attached to and forming a part of this permit as **Schedule 2**. Areas disturbed during construction activities must be replanted in substantial compliance to the Landscape Plan. The Landscaping must be satisfactory to the Building Inspector before a Certificate of Final Occupancy is issued.

If landscape reclamation cannot be fully implemented prior to issuance of a Certificate of Final Occupancy, the Regional District of Kootenay Boundary may require the deposit of a security from the Permittee, in an amount to be determined by the Regional District of Kootenay Boundary. Receipt of a security may allow a Certificate of Final Occupancy to be issued before the Landscape Reclamation Plan is implemented.

A security deposit shall be in the form of an automatically renewing Irrevocable Letter of Credit (ILOC). Any fees associated with the issuance and renewal of the ILOC are the responsibility of the Permittee.

As a condition of the posting of the security, should the Permittee fail to carry out the landscape reclamation works as herein above stated, according to terms and conditions of this permit within the time provided, the Regional District may use the security to complete the landscape reclamation works by servants, agents or contractors, and any surplus shall be paid over to the Permittee. If the security deposit is insufficient to cover the actual cost of completing the said works, then the Permittee shall pay such deficiency to the Regional District immediately upon receipt of the Regional District's bill for same.

The Permittee shall complete the landscape reclamation works required by this permit within twelve (12) months of the occupancy permit being issued for the building(s). Within this twelve (12) month period, the required landscape reclamation works must be installed by the Permittee, and inspected and approved by the Regional District.

If the landscape reclamation is not approved within this twelve (12) month period, the Regional District has the option of continuing to renew the security until the required landscape reclamation is completed or has the option of drawing the security and using the funds to complete the required landscape reclamation. In such a case, the Regional District or its agents have the irrevocable right to enter into the property to undertake the required landscape reclamation for which the security was submitted

- 8. The approval in **Section 6** in no way relieves the Permittee of the responsibility of adhering to all other legislation that may apply to the land.
- 9. The land remains within the Alpine Environmentally Sensitive DP2 AND Commercial & Multiple Family DP1 Development Permit Area of the **Big White Official Community Plan, Bylaw No. 1125, 2001**. Any additional work to buildings and/or the land not specifically authorized in this Permit may necessitate another development permit application.



10. The land shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached hereto which shall form a part hereof.
11. This Permit prevails over the provisions of the bylaw in the event of conflict.
12. This Permit is not a Building Permit.

**APPLICATION APPROVED** by a designated officer of the Regional District of Kootenay Boundary this 8<sup>th</sup> day of June, 2020.



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Designated Officer of the Regional District of  
Kootenay Boundary

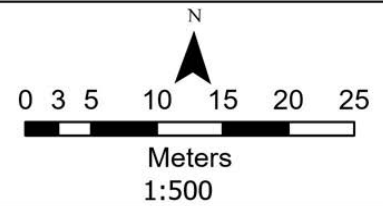
PERMIT ISSUED THIS 8<sup>th</sup> DAY OF June, 2020.



2020-05-19

# Subject Property Map

Lot 10, Plan KAP23322,  
District Lot 4109S,  
Similkameen Div of Yale Land District



PD\BW\BW-4109s-07405.000\SPM\_SLM

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May 12, 2020

**Landscape Reclamation Plan – Staircase Replace and Rebuild**

7390 Porcupine Road, Big White, V1P 1P3  
Lot 10 Plan KAP23322 District Lot 4109S Land District 54  
PID: 006-481-744

**Project Description**

The staircase leading to the entrance of the cottage at 7390 Porcupine Road is in disrepair. The current staircase has been in place for many years (20+). Several stairs and some railings are in poor condition and pose a safety risk.

The project involves the rebuilding of a new staircase in the same location as the old. The new staircase will follow the same “footprint” as the old and be made of wood. The new staircase will have a small roof over the stairs to prevent snow buildup and to improve the safety of the staircase (for ice buildup etc.). The roof will be similar to those above the staircases of adjacent properties. All existing trees/shrubs will be retained.

**Landscape Remediation Plan**

As there has been a staircase in place for over twenty years, there is minimal vegetation under the staircase due to lack of sunlight. The vegetation consists of native grass. The slope upon which the staircase is build is mainly rock with several fir trees and small shrubs on either side of the stairs.

We will protect the natural landscape during the construction of a new staircase in the following ways:

1. Staircase will be constructed using footprint of existing staircase
2. No trees or shrubs will be removed – several fir trees on either side of staircase provide slope erosion control.
3. Debris will be removed immediately (and not piled on existing vegetation)
4. Staircase will rest on footings – with soil disruption only needed at footing locations. This reduces erosion.
5. Reseeding any area where landscape may have been disturbed with Eco-Green Rapid Cover Reveg Mix for rapid erosion control.

**Time Sensitivity of Request**

Outdoor construction at Big White has a short window. We were planning on beginning construction in June/July 2020 and ask that this request be approved as soon as possible to provide the opportunity to schedule a contractor to complete the project (subject to approval of building permit – to be submitted shortly).



**Image #1 – Front View of Cottage showing existing staircase. Same footprint will be used for new staircase**



**Image #2 – Closer view of existing staircase depicting vegetation under stairs (minimal native grass among rock)**

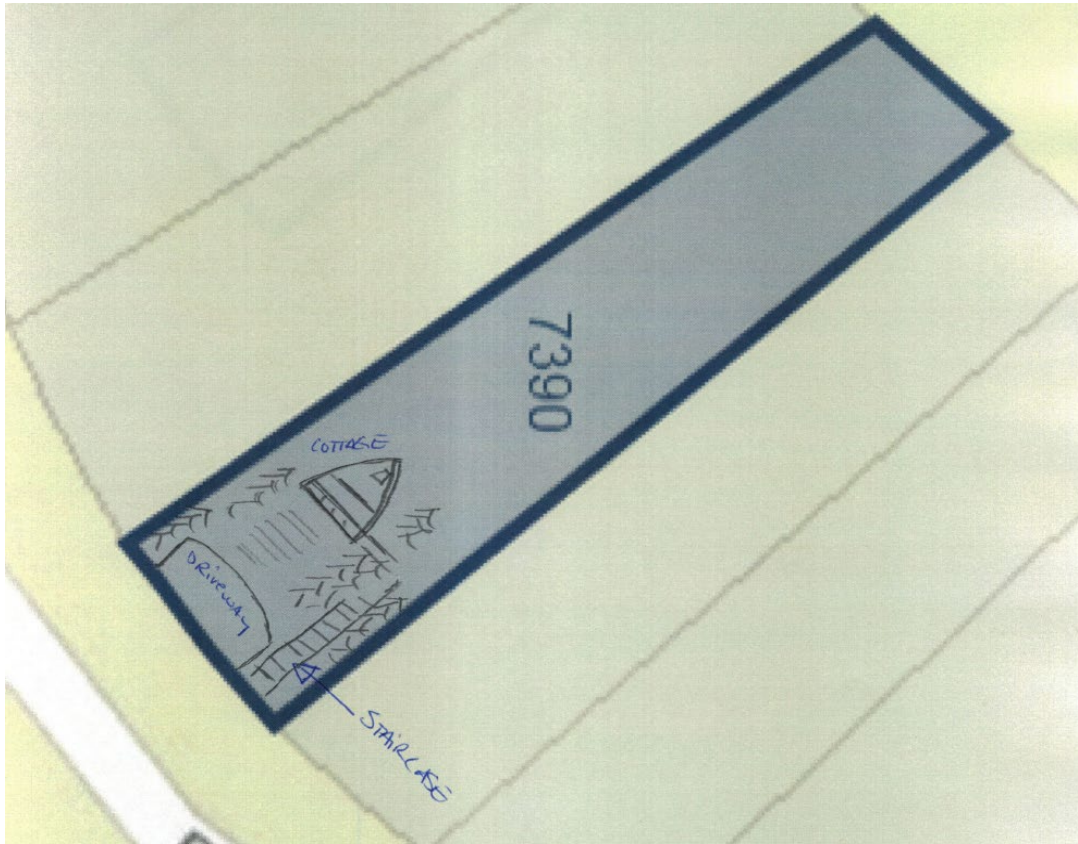




**Image #3 – View of staircase from cottage depicting fir trees surrounding staircase which will not be disturbed, and which provide erosion control on slope**



Image #6 – Image showing staircase placement on property (refer also to Image #1 for stair placement as new stairs will replace old)



September 10, 2020

### **Development Variance Permit Application – Staircase Replace and Rebuild**

7390 Porcupine Road, Big White, V1P 1P3  
 Lot 10 Plan KAP23322 District Lot 4109S Land District 54  
 PID: 006-481-744

### **Project Description**

The chalet at 7390 Porcupine was built in 1971. It is located on a slope with the only accessible entrance at the top of a steep staircase. Due to the slope, the stairs cross the property line onto the highway right of way (as do the covered staircases of adjacent properties).

The staircase is in disrepair. Several stairs and some railings are in poor condition and pose a safety risk. The project involves the rebuilding of a new wood staircase following the same “footprint” as the old. The new staircase will have a small roof over the stairs to prevent snow buildup and to improve safety (for ice buildup etc.). The roof will be like those above the staircases of adjacent properties. BAR Engineering was retained to draw up the construction plan – all work will be done to code and will enhance the appearance of the chalet.

The following permits have been requested and obtained:

1. Development Permit #649-20D (RDKB) – Approving landscape reclamation plan
2. Building Permit 20-0252BW (RDKB) – permitting the building of the covered staircase respecting a 4.5 meter setback from property line
3. Encroachment Permit #2020-03461 (Ministry of Transportation – attached) – permitting staircase within right-of-way of Porcupine Road. The Ministry confirmed by email that they do not consider a covered staircase to be a “building or structure” – consequently, it did not trigger the need for a Setback permit from the Ministry

We are requesting a variance of the front setback requirements – from 4.5 M to 0 M – to allow the covered staircase to extend to the property line.

The reasons for the request are as follows:

1. To enable the staircase to be completely covered from top to bottom – the steep slope does not allow for an alternative configuration and is the only way to access the chalet.
2. The covered stairs will be safer (less ice buildup) and relieve the hardship of shoveling over 35 stairs to the front door in an area that receives frequent heavy snowfall.
3. Neighboring properties have covered stairs that extend into the road right-of-way.
4. The construction will improve the curb appeal of the property as stairs will be new, solid and with a tasteful design.
5. There is no impact on our neighbors from this construction.
6. We have already received permission for the covered staircase from the Ministry of Transportation for the portion extending into the road right-of-way (and they do not object to the construction of the covered staircase within the setback, as they do not consider the covered stairs to be a “building or structure”).



**Front View of Chalet showing existing staircase. Same footprint will be used for new staircase  
(note covered staircase of neighbor)**



**Attachments**

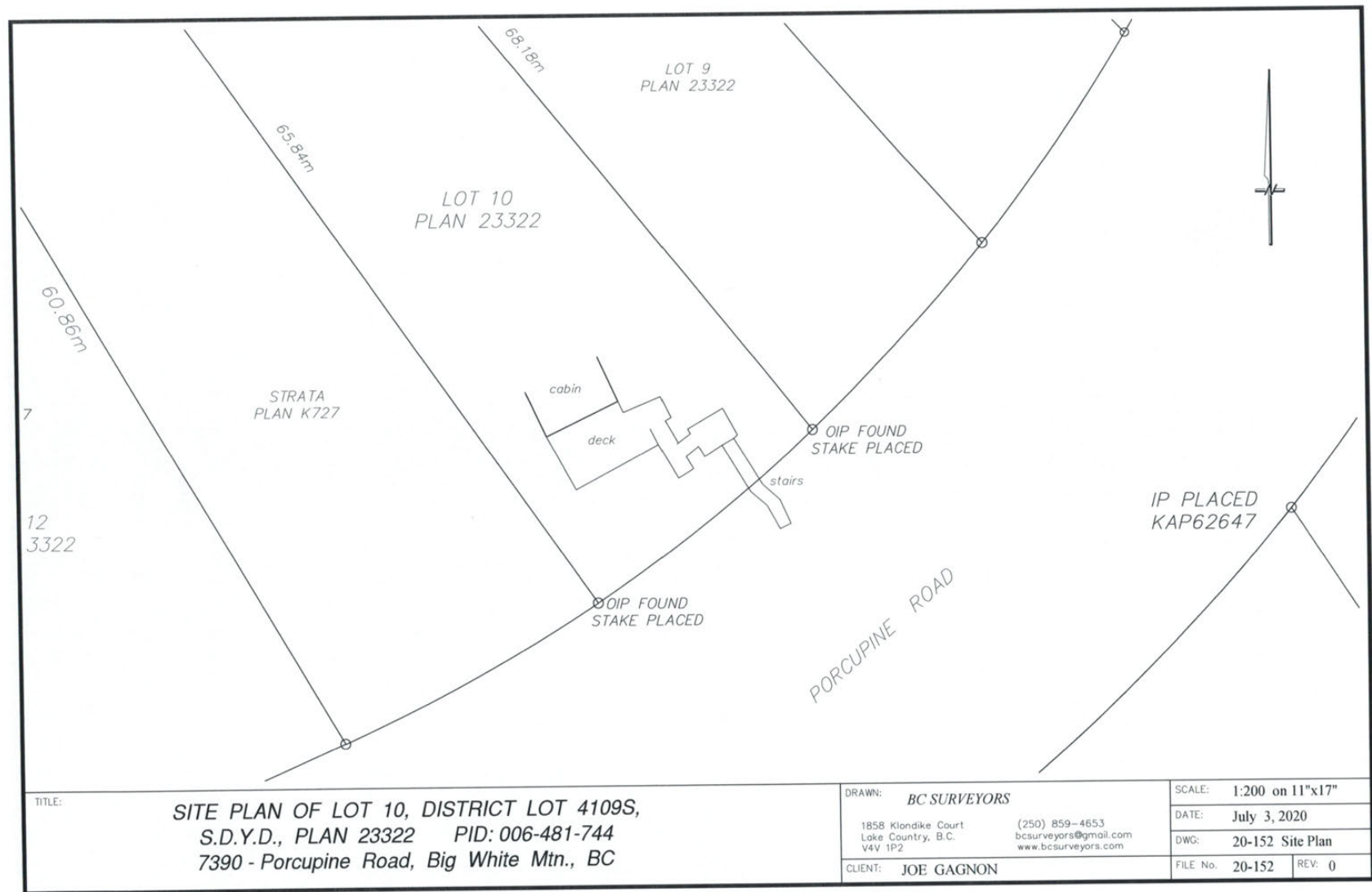
**[A] – Site Survey**

**[B] – BAR Engineering Structure Design**

**[C] – Design Indicating Setbacks/Property Line**

**[D]- Copy 2020 Tax Notice**

**[E] – Encroachment Permit – Ministry of Transportation and related emails**



[A] Site Survey

All material and nonexpendable stock items in the applicable Building Code, and all applicable local codes and ordinances.

2. The contractor shall submit all drawings immediately upon receipt and shall study all drawings and the conditions before construction. The drawings shall be submitted for approval of all trades. All drawings shall be sealed and an endorsement in compliance with drawings.

3. Unless otherwise shown, all three (3) lines for structural members shall be different, one indicated outside per section construction details.

4. Connections and welded connections shall be made as not specifically detailed or indicated and the contractor may construct as specified.

5. Work outside building (e.g. "tie-in" as given on the drawings, the contractor shall supply the steel of the tie-in of the same type.

6. Information, drawings and documents shall take precedence over graphic information. Do not make drawings. Reads only drawings on the plans with the S.O.R. for drawings shall prevail.

7. Structural drawings and specifications for all work shall be prepared in accordance with generally accepted engineering standards as published by the American Institute of Steel Building, Inc. The contractor shall determine on the date of award deviation from the plans which are specifically to be followed in any connection with any work to be done in connection with the project.

8. The contractor shall be responsible for determining bearing and fixing during construction.

9. Completion is responsible for determining bearing and fixing during construction.

10. Trade names and manufacturers (unless it is for quality assurance only, equivalent substitutes are permitted).

11. Project specifications shall not conflict with approval by the plans and specifications, for any of them in the contract program. The contractor shall be responsible for the design of the project, for all materials and workmanship, and for compliance with all applicable codes requirements, the applicable S.O.R. shall be sealed of the necessary for all modifications or changes.

12. The structural members have been designed to carry the equipment loads based on provided by the applicable Building Code and the applicable local codes and ordinances. The contractor shall be responsible for the design of the project, for all materials and workmanship, and for compliance with all applicable codes requirements, the applicable S.O.R. shall be sealed of the necessary for all modifications or changes.

13. Drawings and specifications shall be submitted for approval of all trades. All drawings shall be sealed and an endorsement in compliance with drawings.

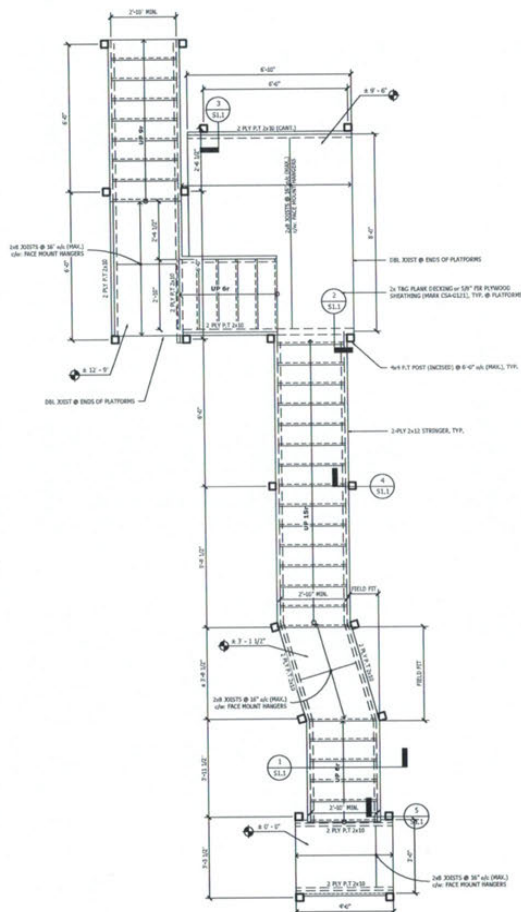
14. The contractor shall be responsible for determining bearing and fixing during construction.

15. Plans, materials and details shall be in accordance. All drawings shall take precedence over those issued drawings. Notations

[illegible][illegible]

① 3D VEIW

1. Structural Engineering performed by BPR Engineering Co. Ltd.
2. This design conforms to the British Columbia Building Code 2018.
3. Climatic Data for Big White, BC, was used for design:
  - a. Importance Category: Normal
  - b. Snowload,  $S_n$ : 10.0 kPa  $S_w$ : 0.4 kPa
  - c. Hourly wind pressure,  $q(15m) \geq 0.61$  kPa



2 STAIR FRAMING PLAN  
1/2" = 1'-0"



JOE GAGNON

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2020-01

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## RESIDENTIAL STAIR RENOVATION

7390 PORCUPINE RD  
BIG WHITE, B.C.

## STAIR FRAMING

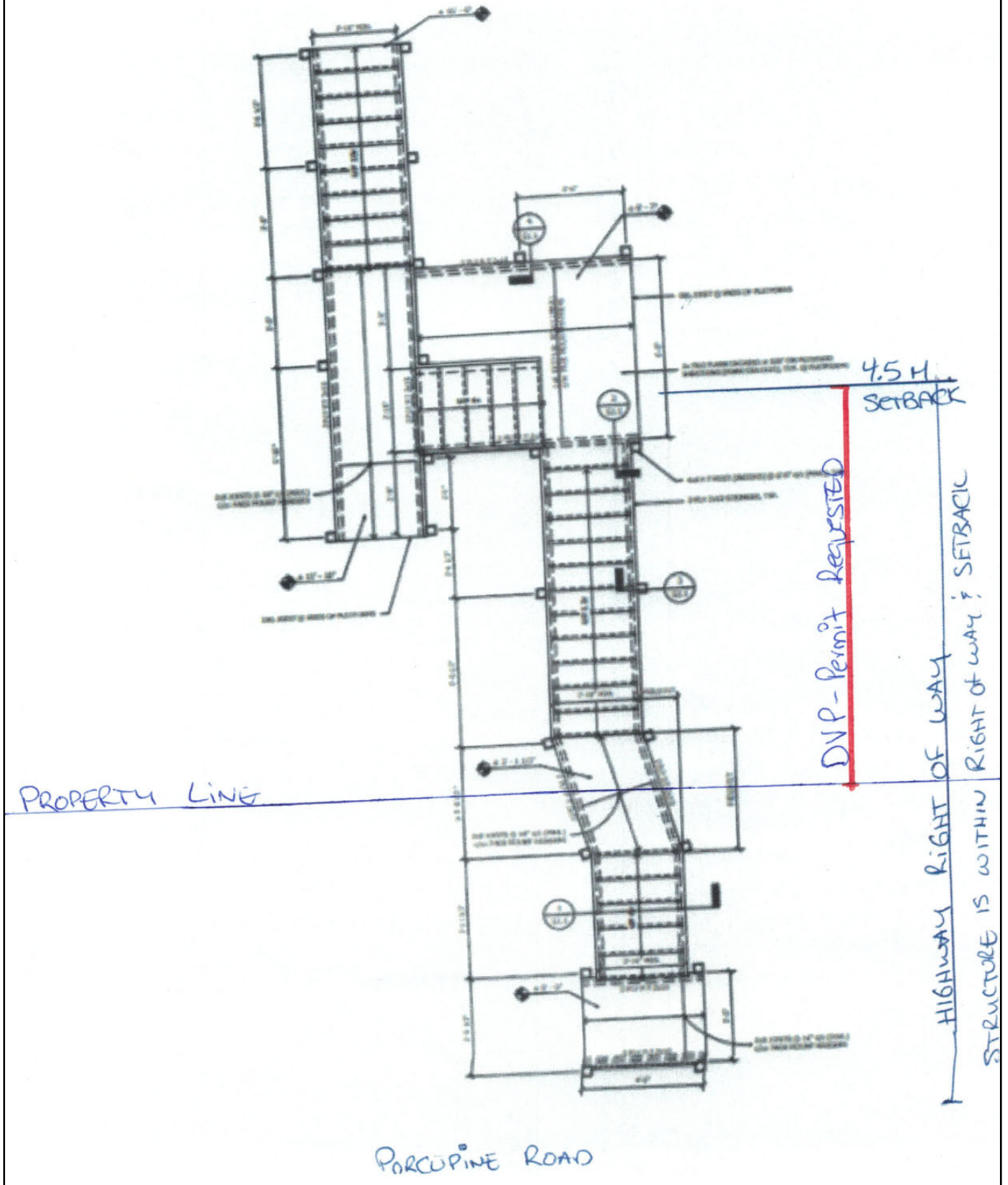
**REFERENCES**

20VR-413700  
OF 2000000000  
212

**\$1.0**

[B] BAR Engineering Structure Design

# [C] - Design INDICATING SETBACKS





**Development Variance Permit Application – Doyle-Gagnon  
Photos of New Staircases Constructed Prior to Board of Directors'  
Consideration of DVP Application**

**Photo #1: wide view of new staircase from Porcupine Road**



**Photo #2: close up of first landing attached to existing deck**



**Development Variance Permit Application – Doyle-Gagnon  
Photos New Staircases Constructed Prior to Board of Directors'  
Consideration of DVP Application Continued**

**Photo #3: close up of first new staircase**



**Photo #4: entrance of new staircase**







## Electoral Area Services (EAS) Committee Staff Report

<b>RE:</b>	Development Variance Permit – Hanson		
<b>Date:</b>	November 12, 2020	<b>File #:</b>	B-28-TWP-10998.290
<b>To:</b>	Chair Grieve and members of the EAS Committee		
<b>From:</b>	Danielle Patterson, Planner		

### Issue Introduction

The Regional District of Kootenay Boundary (RDKB) has received a Development Variance Permit application to increase the permitted size of an accessory building on a parcel without a principal building or use, located east of Rossland (see Attachment 1 - Site Location Map) at 270 Mayer Road (see Attachment 2 – Subject Property Map).

Property Information	
<b>Owners:</b>	Bradley Hanson and Tracey Hanson
<b>Location:</b>	270 Mayer Road
<b>Electoral Area:</b>	Electoral Area 'B'/Lower Columbia-Old Glory
<b>Legal Description:</b>	Lot 3 Township 28 Kootenay District Plan EPP100686
<b>Area:</b>	1.8 ha or 4.4 ac
<b>Current Use:</b>	Vacant
Land Use Bylaws	
<b>OCP Bylaw: 1470</b>	Black Jack Rural Residential
<b>DP Area:</b>	NA
<b>Zoning Bylaw: 1540</b>	Rural Residential 1 Zone
Other	
<b>Service Area:</b>	NA
<b>Planning Agreement Area:</b>	Rossland
<b>Other:</b>	Lower Topping Creek Watershed

### History / Background Information

The subject property was formed as part of a subdivision in July 2020 (see Site Property Map). The applicant recently purchased the vacant property in order to build a single detached dwelling as their residence.

## Proposal

The applicant plans to build a single detached dwelling on the subject property in spring 2021. The applicant has begun to source materials for the project and would like to construct a storage/home workshop to have a storage space for the building materials (see Attachment 3 – Applicant Submission). The proposed storage/workshop space has an area of 91.79 m<sup>2</sup>.

Section 302.2(g) of Zoning Bylaw 1540 limits the floor area of accessory buildings to 60 m<sup>2</sup> when there is no principal use or principal building on the same parcel. Due to this, the applicant is requesting a variance to Section 302.2(g) to vary the size of their accessory building from 60 m<sup>2</sup> to 92 m<sup>2</sup> – a variance of 32 m<sup>2</sup> (see footnote 1).

## Advisory Planning Commission (APC)

The Electoral Area 'B'/Lower Columbia-Old Glory APC considered the application at their November 2, 2020 meeting. The APC recommends the application be supported. The APC membership commented that the property is large enough for the proposed workshop/storage building.

## Implications

The RDKB application requests a clear statement as to whether a Development Variance Permit proposal may resolve a hardship, improve the development, or cause negative impacts to the neighbouring properties. Each Development Variance Permit is to be reviewed based on its own merit.

The applicant communicated two reasons for requesting the variance:

1. The accessory building will provide a dry storage place for building supplies; and
2. Once the applicant builds their home in 2021, the building will be used as a hobbyist workshop and will comply with zoning regulations.

When considering the proposed Development Variance Permit, staff note the following:

1. The request for a 32 m<sup>2</sup> variance to allow an accessory building of 92 m<sup>2</sup> is a 1.5 fold (153%) increase in the permitted area of an accessory building without a principal use or principal building in place. For context, the average single detached dwelling in British Columbia is 133 m<sup>2</sup> (1,430 ft<sup>2</sup>)<sup>2</sup>.
2. The proposed 92 m<sup>2</sup> workshop would cover 0.5% of the 1.8 ha parcel.
3. The proposal meets the definition of an accessory building or structure but not the definition of a storage shed. If the Development Permit is approved, the applicant will have to comply with all Zoning Bylaw and permit requirements, including

<sup>1</sup> The application lists 24 '7" x 40' and 25' x 45' as the building measurements. Staff confirmed via email on October 22, 2020 that the building is 24 '7" x 40' (91.79 m<sup>2</sup>).

<sup>2</sup> Government of Canada. *Statistics Canada: Canadian Housing Statistics Program*. Available from <https://www150.statcan.gc.ca/n1/daily-quotidien/190503/dq190503b-eng.htm>. Last updated May 3, 2019.

building and structure setbacks of 7.5 metres from all parcel lines rather than the reduced setbacks permitted for sheds.

4. Once a single family dwelling is built on the subject property, the workshop could be used for personal use or a home-based business. The Area 'B' OCP Bylaw does not include policy restrictions on home-based businesses. OCP Policy 19.6.2 lists accessory buildings and structures as permitted uses in the Black Jack Rural Residential designation.
5. While the owners have stated they plan to build a house in 2021, if the Development Variance Permit is approved, the owners of the subject property would not be obligated to build a single family dwelling. This could result in an accessory building staying on the subject property indefinitely as a legal-nonconformity.
6. Only a Temporary Use Permit could require the property owners to remove the workshop in the absence of a single family dwelling after a period of time. As the Electoral Area 'B' OCP does allow Temporary Use Permits for residential use, this option is not available to the applicant. In such situations, Development Variance Permits have been used in the past as a tool to allow an increase in area of accessory buildings.

### **Recommendation**

That the Development Variance Permit application submitted by Bradley Hanson and Tracey Hanson, to vary Section 302.2(g) of the Area 'B' Zoning Bylaw No. 1540, 2015 to increase the maximum gross floor area of storage buildings, including garages, that may be located on a parcel that does not have a principal use or building provided they are only being used for non-commercial/industrial storage of goods or vehicles belonging to the owner from 60 m<sup>2</sup> to 92 m<sup>2</sup> – a variance of 32 m<sup>2</sup>, to build a workshop/storage space to store building materials in preparation for building a single family dwelling, for the property legally described as Lot 3, Township 28, Kootenay District, Plan EPP100686, Electoral Area 'B'/Lower Columbia-Old Glory, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation to approve.

### **Attachments**

1. Site Location Map
2. Subject Property Map
3. Applicant Submission



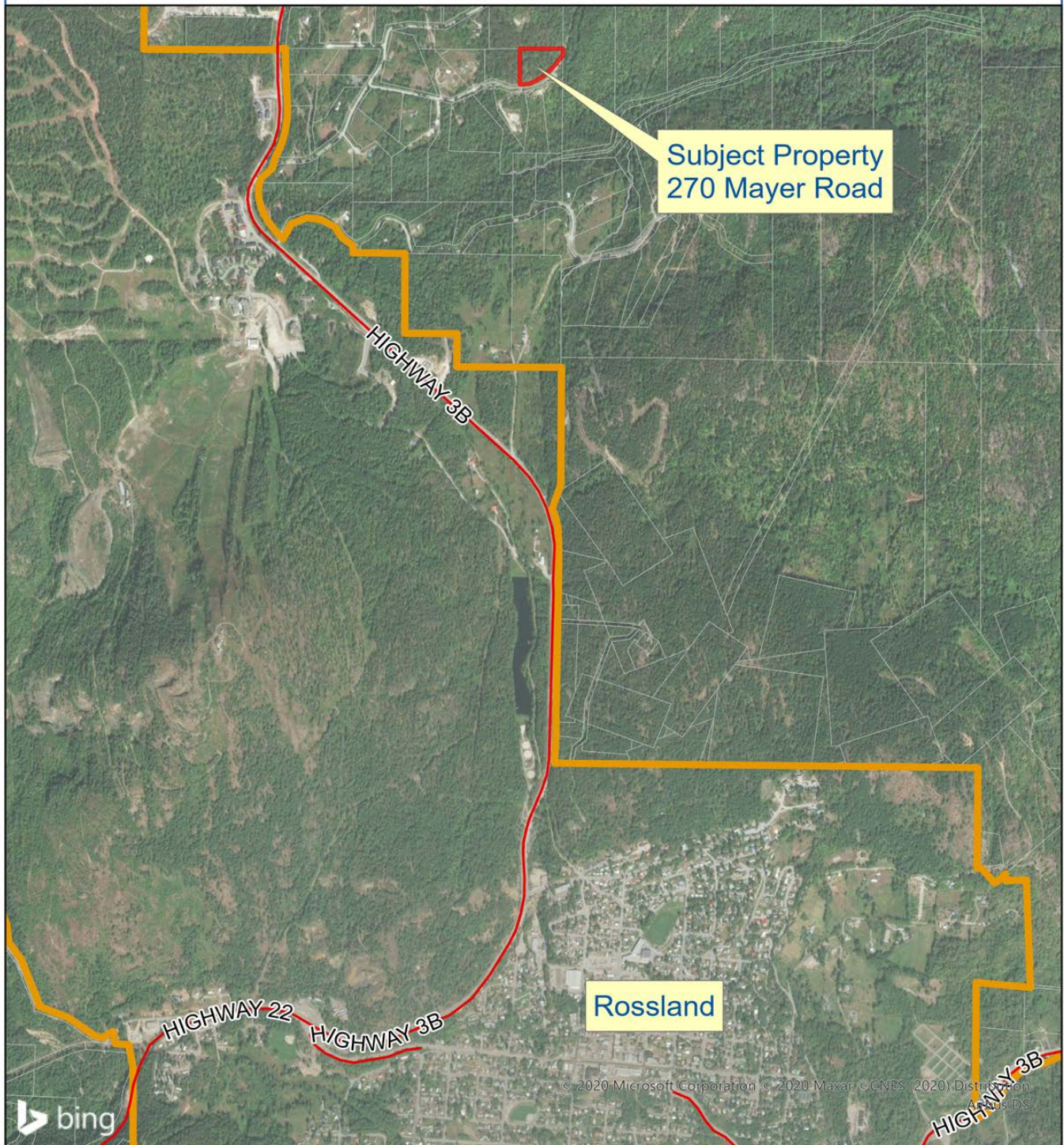
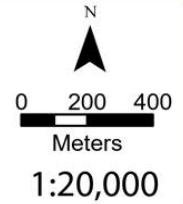


Regional District of  
Kootenay Boundary

Date: 2020-10-19

## Site Location Map

Lot 3,  
Plan EPP100686, Township 28,  
Kootenay Land District



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

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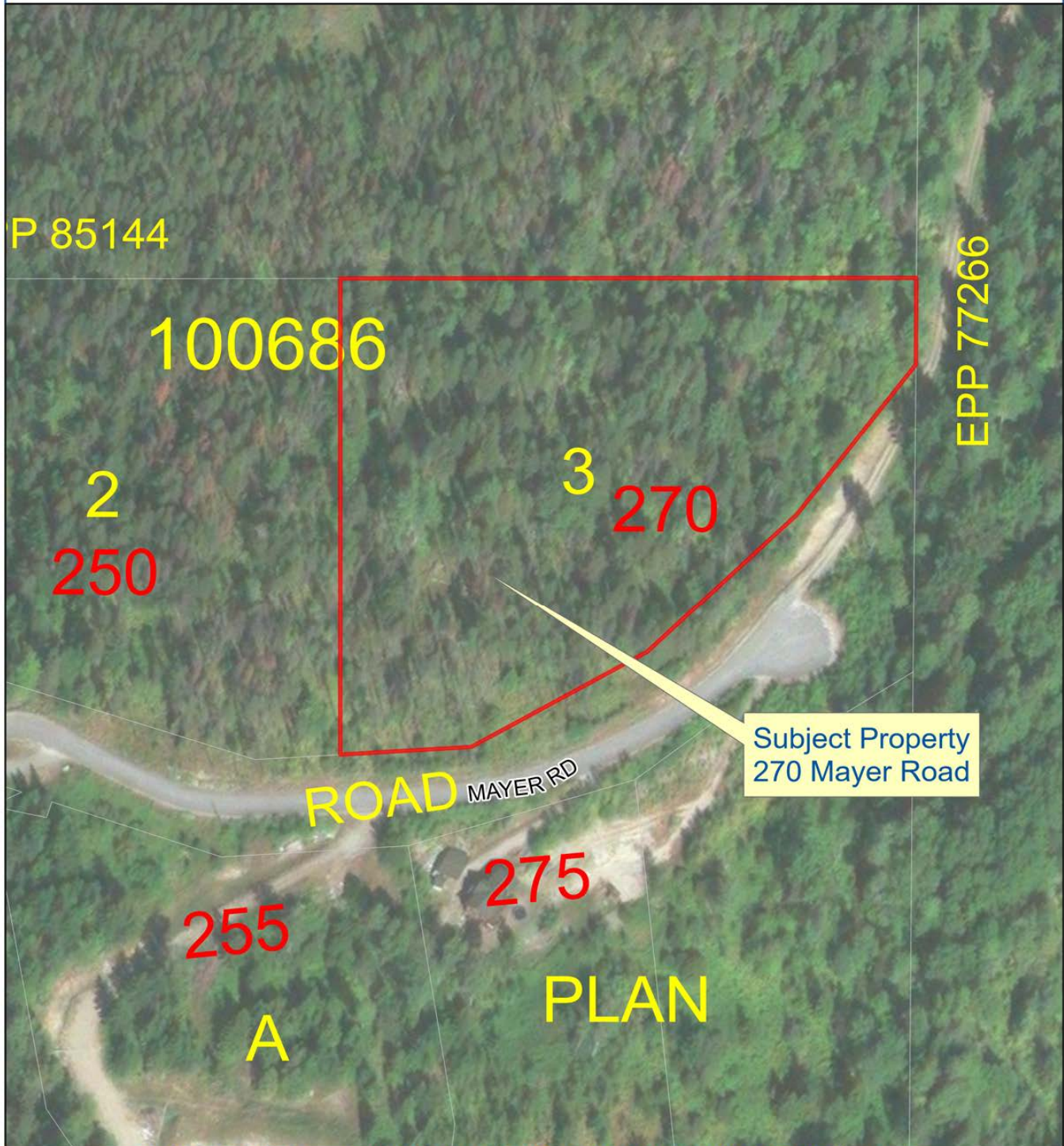
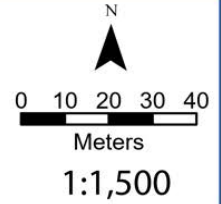


Regional District of  
Kootenay Boundary

Date: 2020-10-19

# Subject Property Map

Lot 3,  
Plan EPP100686, Township 28,  
Kootenay Land District



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

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

Steel Storage building Measuring 24'7" x 40'  
For purpose of storage for building Materials  
During Residence construction.

Permanent Concrete Slab to be constructed to facilitate  
building measuring 25' x 45' @ 4" thick Concrete slab.

Building will have electrical service.

When Residence is complete, building will become  
Storage/workshop (home hobbyist) space.

Statement Re: Request

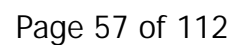
Resolves Storage issue for Residence development.

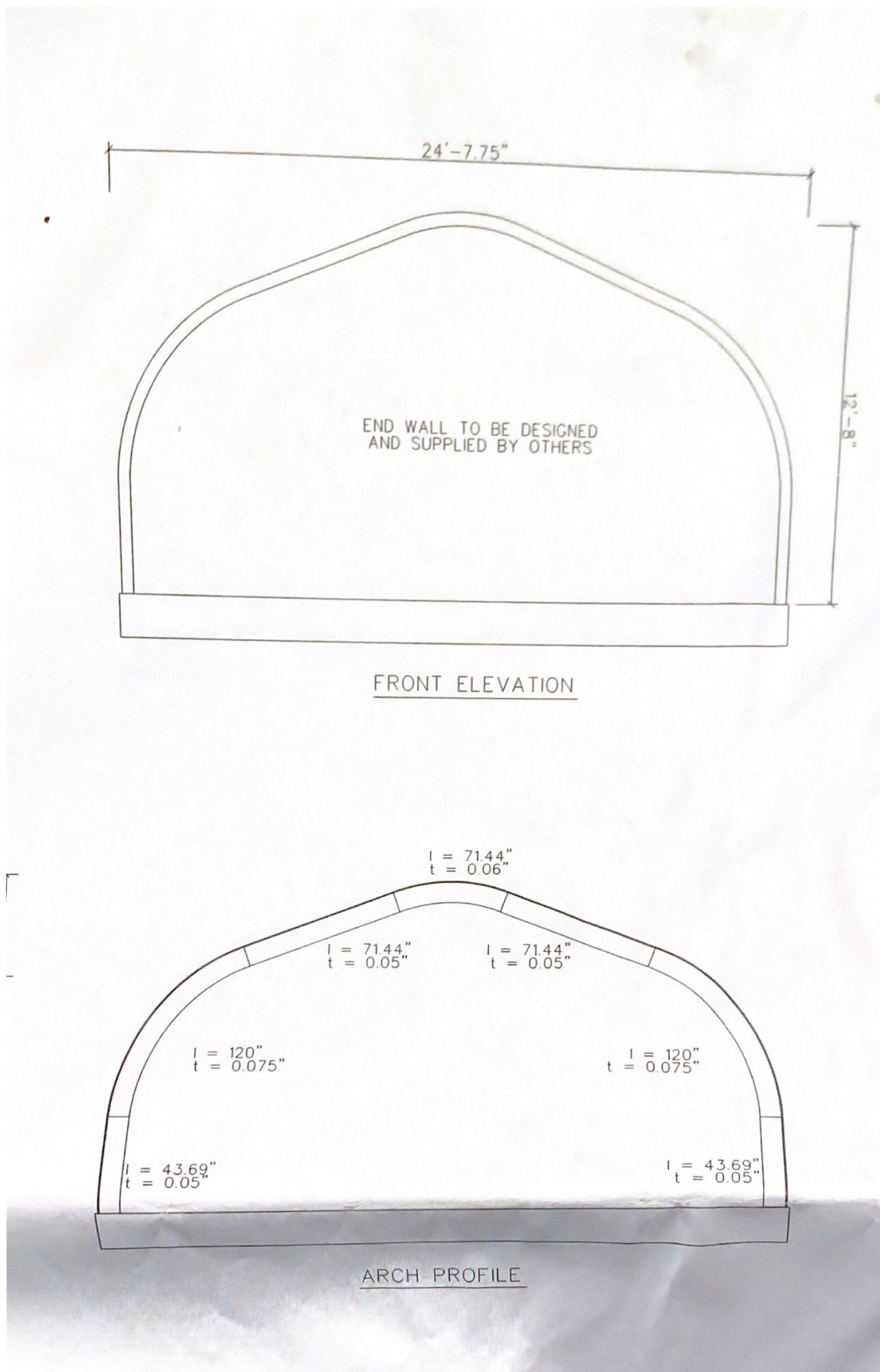
Will provide dry storage for Materials during building  
process.

Variance Required: Storage building @ 91.79 m<sup>2</sup>

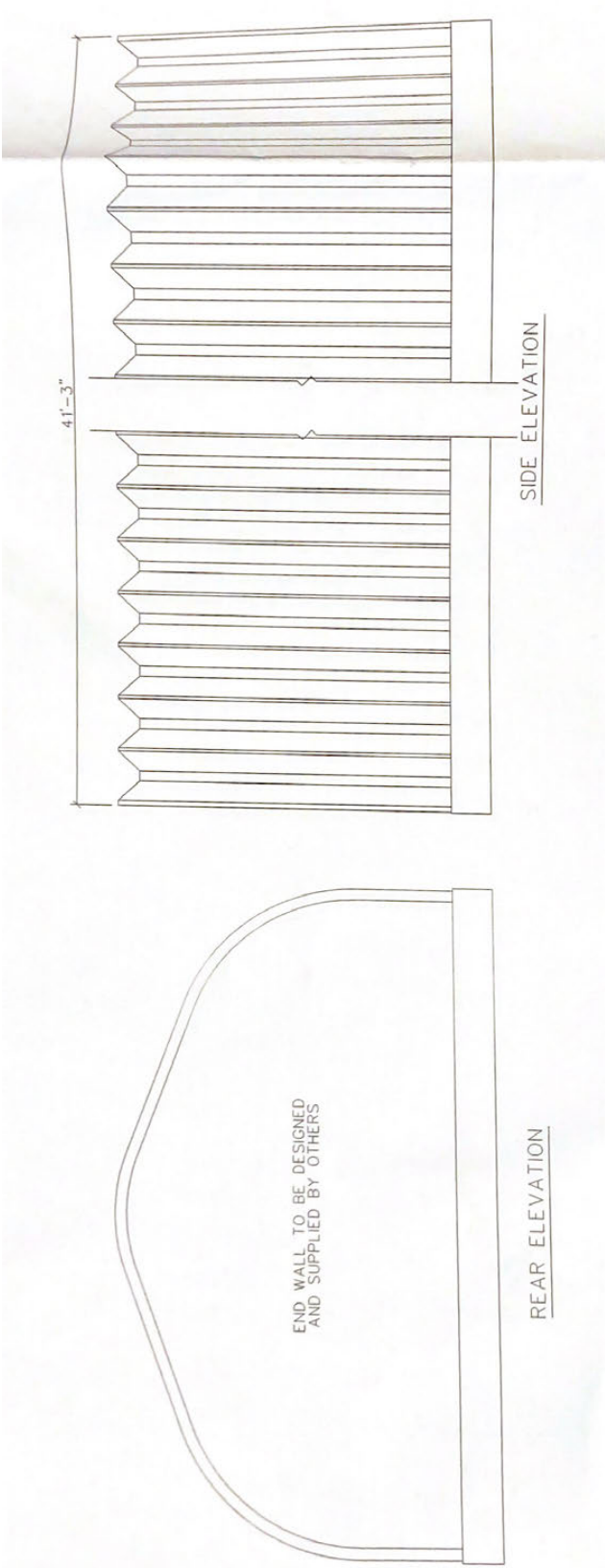
House construction to begin April 2021 - Complete  
Dec-2021













Regional District of  
Kootenay Boundary

## Electoral Area Services (EAS) Committee Staff Report

<b>RE:</b>	Development Permit – Stevens		
<b>Date:</b>	November 12, 2020	<b>File #:</b>	C-963-04311.000 (662-20D)
<b>To:</b>	Chair Grieve and members of the EAS Committee		
<b>From:</b>	Danielle Patterson, Planner		

### Issue Introduction

The Regional District of Kootenay Boundary (RDKB) has received a Development Permit application from WSA Engineering Ltd., on behalf of Grant Stevens and Susan Stevens for the construction of a single family dwelling and sewage disposal system in Electoral Area C/Christina Lake (see Attachment 1 – Site Location Map). The subject property is located along East Lake Drive with the rear yard abutting Christina Lake (see Attachment 2 - Subject Property Map).

Property Information	
<b>Owners:</b>	Grant Stevens and Susan Stevens
<b>Agent:</b>	Dan Sahlstrom, WSA Engineering Ltd.
<b>Location:</b>	3035 East Lake Drive
<b>Electoral Area:</b>	Electoral Area C/Christina Lake
<b>Legal Description:</b>	Lot 1, District Lot 963, SDYD, Plan 6830
<b>Area:</b>	0.24 ha (0.59 ac)
<b>Current Uses:</b>	Recreational / Cabins
Land Use Bylaws	
<b>OCP Bylaw 1250:</b>	Waterfront Residential
<b>Development Permit Area:</b>	Environmentally Sensitive Waterfront
<b>Zoning Bylaw 1300:</b>	Waterfront Residential 2
Other	
<b>Agricultural Land Reserve:</b>	NA
<b>Waterfront / Floodplain:</b>	Christina Lake
<b>Service Area:</b>	Sutherland Creek Waterworks District

### History / Background Information

The subject property is in both the floodplain as well as the Environmentally Sensitive Waterfront Development Permit Area of the Area C Official Community Plan (OCP) Bylaw. This Development Permit area is in place due to the importance of Christina Lake and its tributary systems for domestic water and its high recreational value.

There are two small cabins, a shed, and an older septic system located on the subject property.

## Proposal

The applicant is proposing to demolish two existing cabins and construct a larger single detached dwelling with an area of approximately 205 m<sup>2</sup> (2,208 ft<sup>2</sup>). While the plans for the single detached dwelling are at the conceptual stage, it may contain up to five bedrooms and is intended for seasonal use. The single detached dwelling is proposed to span across the site area where the two cabins are currently located.

The Floodplain Bylaw requires floodplain setbacks of at least 7.5 m from the natural boundary of Christina Lake and the applicants' site plan shows the proposed single detached dwelling meets that requirement. The existing shed shall remain in place.

Dan Sahlstrom, P. Eng. of WSA Engineering Ltd. provided a Sewerage Disposal Report for the proposed septic upgrades. The Sewerage Disposal Report states the soils are suitable for a septic system. The report also states there is sufficient supply of land for the property owners to install a septic system that would meet the Development Permit Area requirements and the RDKB's floodplain setback requirements.

The report assumes the existing septic system has reached the end of its design life. The report states there is ample land beyond the 30 m setback required for a Type 1 system but due to the environmental sensitivity of Christina Lake, a Type 2 system is recommended. The Type 2 system would have smaller footprint (32 m<sup>2</sup> compared to 64 m<sup>2</sup> for Type 1), would be built into the slope, and would be installed at a higher elevation on the subject property, between the existing shed and East Lake Drive. This would require the regrading of the slope to 25% to meet the Type 2 system slope requirements.

## Advisory Planning Commission (APC)

The Electoral Area C/Christina Lake APC considered the application at their November 3, 2020 meeting. The APC recommends the application for a Type 2 Sewerage Disposal System be supported.

The APC membership also noted the following in the APC minutes:

***"APC members felt that the environmental piece has been left out of the RDKB Reporting when discussing applications, (ie under History / Background Information) it states the "importance of Christina Lake and its tributary systems for domestic water and its high recreational value". APC members would like to see an environmental 'notation' highlighted as well per the current Christina Lake Official Community Plan."***

Staff requested clarification from the Recording Secretary on the minutes. As written, the Environmentally Sensitive Waterfront Development Permit Area section of the OCP references drinking water and recreational values of Christina Lake under the justification for the Development Permit Area and does not include environmental values. It is staff's understanding that the APC members are recommending that the environment be listed

in the justification section of the Environmentally Sensitive Waterfront Development Permit Area section the OCP as part of the OCP review. D. Patterson has forwarded this request along to E. Moore, Senior Planner.

### **Implications**

The Sewerage Disposal Report submitted with the application discusses the site characteristics, possible options for a sewage treatment system, and recommendations for the proposed design in accordance with the RDKB's Environmentally Sensitive Waterfront Development Permit Area guidelines.

Planning staff communicated with the applicant that the new detached dwelling must meet the Flood Bylaw requirement for a 448.2 m flood construction level for Christina Lake. Any approval of this Development Permit would be conditional on meeting that requirement or having an approved Site-specific exemption to Floodplain Bylaw.

### **Recommendation**

That the staff report regarding the Development Permit application submitted by Dan Sahlstrom, WSA Engineering Ltd. On behalf of Grant Stevens and Susan Stevens to construct a single family dwelling with an onsite sewerage disposal system in the Environmentally Sensitive Waterfront Development Permit Area on the parcel legally described as Lot 1, District Lot 963, Similkameen Division Yale Land District Plan 6830, Christina Lake, Electoral Area 'C'/Christina Lake, be received.

### **Attachments**

1. Site Location Map
2. Subject Property Map
3. Applicant Submission



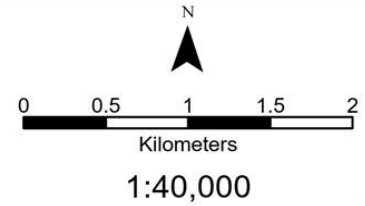


Regional District of  
**Kootenay Boundary**

Date: 2020-10-27

## Site Location Map

Lot 1,  
Plan KAP6830, District Lot 963,  
Similkameen Div of Yale Land District



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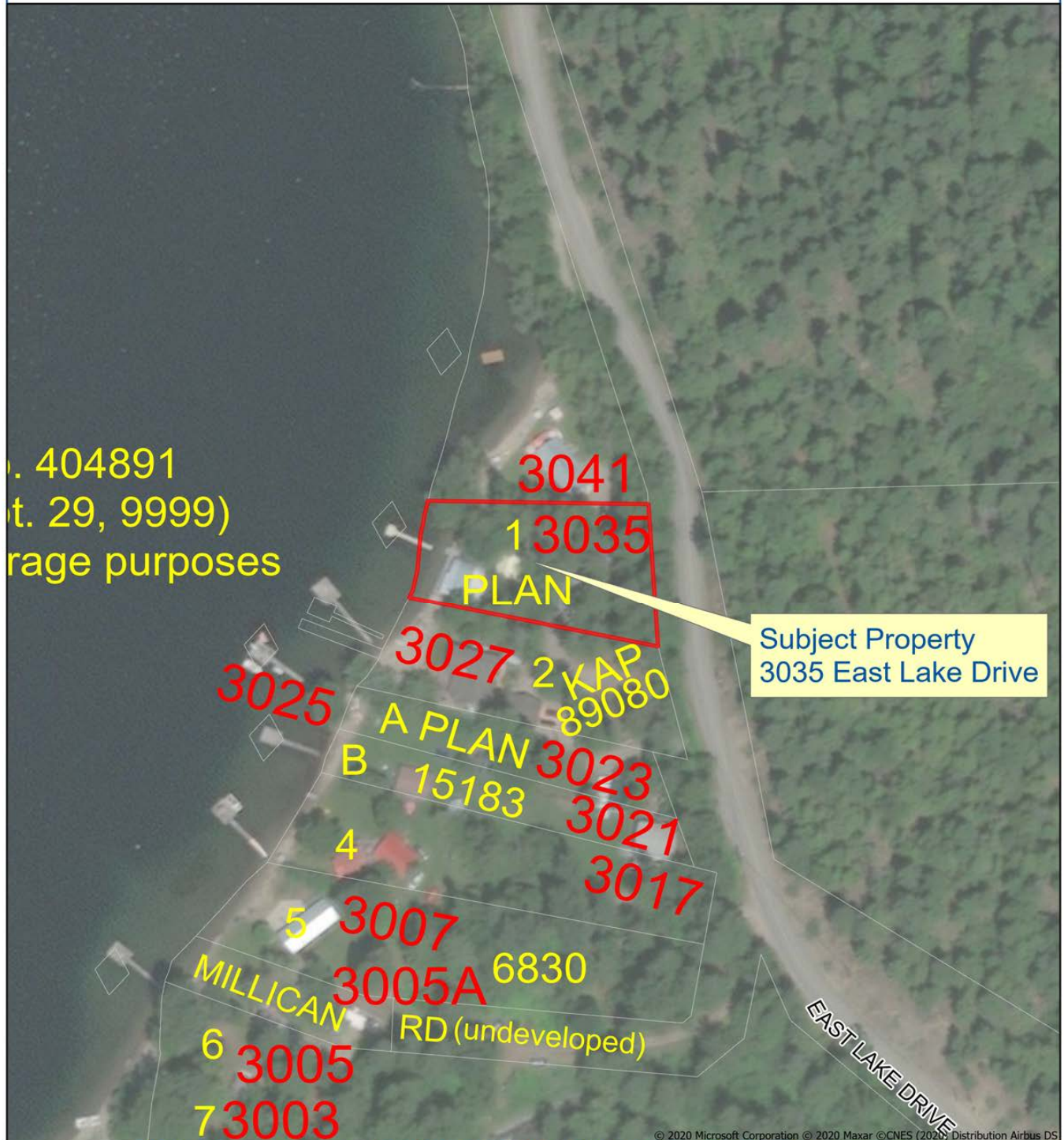
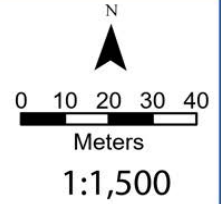


Regional District of  
Kootenay Boundary

Date: 2020-10-21

# Subject Property Map

Lot 1,  
Plan KAP6830, District Lot 963,  
Similkameen Div of Yale Land District



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**ENGINEERING (2012) LIMITED**

2248 Columbia Avenue Castlegar, BC V1N 2X1 e-mail: mail@wsaeng.ca Tel: 1-888-617-6927

October 14, 2020

File: C20253 – 028

Regional District of Kootenay Boundary  
 202-843 Rossland Ave  
 Trail, BC V1R 4S8

Attn: Donna Dean

***Re: Sewerage Disposal Report for Development Permit for the cabin of Grant and Susie Stevens  
 3035 East Lake Drive, Christina Lake, BC.***

***Section 1 – Introduction***


---

At the request of Grant Stevens, the owner of the above noted property on Christina Lake, a site assessment was conducted on September 22, 2020. Information was collected to determine if the soils are suitable for disposal of sewerage from a proposed residence without harm to the lakeshore and waters of Christina Lake. The site assessment and subsequent septic system pre-design were completed by WSA Engineering (2012) Ltd. (WSA), retained by Mr. Stevens to review and incorporate the assessment results in a professional report intended to accompany the Development Permit application. The Development Permit application is required due to the property's location in a designated Environmentally Sensitive Waterfront Development Permit Area. Dan Sahlstrom, P. Eng. of WSA has reviewed the soil logs and had been to the site to complete an independent field review. The review concluded that the soils are suitable, and that sufficient land area exists to allow the installation of a septic disposal system on the property in compliance with RDKB setback requirements.

***Section 2 – Site Description***


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The subject property (Lot 1, DL 963 SDYD, Plan KAP6830 at 3035 East Lake Drive) is located on the east side of Christina Lake along East Lake Drive. The lot is trapezoidal in shape, with approximate distances 30 metres north-south, along the lakeshore and 70 metres east-west, from lake to road. The total lot area is 0.591 acres.

The majority of the lot is level with average slopes below 2% with the inland end of the lot sloping up to the road. The toe of the slope is approximately 55m from the lake, with a slope averaging 50% in the location of the proposed treatment and infiltration field.

***Section 3 – Flows***


---

The proposed residence will have up to 5 bedrooms. Based on Table II-8 of the *Sewerage System Standard Practices Manual, Version 3 September, 2014* (SSPM) the sewerage daily design flow will be 1,900 litres per day.

The proposed use for the building will be seasonal residential with no unusual flow patterns or effluent qualities. Garburators and water softeners will not be used on this sewerage disposal system.

October 14, 2020  
 Stevens Septic – WSA Engineering (2012) Ltd. – Development Permit Report  
 Page 1 of 3

File: C20253 – 028

#### ***Section 4 – Field Investigation***

---

The existing septic system was not investigated based on the assumption that it had outlived its design life and was due for replacement and that its location would interfere with the site of the new structure. The investigation focused on a completely new disposal field.

Two observation holes were excavated at the toe of the sloped portion of the property below East Lake Drive which will contain the proposed disposal site and alternate.

The exposed soil profile in the observation hole showed a layer of topsoil to a depth of 25cm, a layer of silty loamy sand containing cobbles to 20 cm diameter to a depth of 49 cm and below that a layer of loamy sand to a depth of 150 cm, with rounded cobbles to 30 cm diameter. Permeameter readings taken near the observation hole yielded percolation rates of 18.2 and 42.8 millimetres per minute.

Based on Table II-23 of the SSPM the field saturated hydraulic conductivity (infiltration) rate is estimated at 1200 mm per day, with a field loading rate of 30 litres per square metre per day for Type 1 systems or 60 litres per square metre per day for Type 2 systems. The observation pit and permeameter logs are appended to this report.

#### ***Section 5 – Assessment of Alternatives***

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To dispose of the daily design flow an infiltration area of 63 m<sup>2</sup> is required for Type 1 treatment or 32 m<sup>2</sup> for Type 2.

In order to provide adequate dispersal, effluent treated to Type 1 specifications outlined in Section 2.4.1.1 of the SSPM will need to be pumped from a septic collection and treatment tank to the proposed secondary treatment and dispersal field location, which shall be located to comply with all setback requirements in the SSPM and RDKB bylaws. There is sufficient relatively level land beyond the required 30m setback from the lake to install a Type 1 disposal field; however, the land is some 1.5m below the 448.2 flood construction level. As such, the disposal field would have to be built up with a sand mound type installation.

A more practical installation would be to consider a Type 2 system with a smaller footprint built into the slope. Two options for reliable Type 2 systems include Eljen GSF and EnviroSeptic.

The lower portion of the 50% slope could be regraded to a slope of 25%, which is at the limit of the slope specification for Eljen GSF modules and near the upper limit for EnviroSeptic Type 2 treatment systems. The effluent would arrive at the infiltration area under pressure supplied by a pump chamber at the septic tank so pressure lateral delivery to the Eljen option via a header is simplified; EnviroSeptic modules are designed for gravity distribution so a momentum dissipator in a distribution box will be required.

The system's pump may be set for demand or timed dosing operation. The effluent will be detained in a pump chamber of sufficient capacity to hold approximately 150% of the daily design flow in case of electrical failure or equipment malfunction and released in a recommended 12 doses over a 24-hour period.



### **Section 6 – Recommendations and Justification**

WSA recommends a new Type 2 sewerage system.

The recommended method of effluent treatment and disposal is as follows: sewerage will flow by gravity from the proposed residence to a minimum 5,700-litre two-chambered septic tank (concrete or PE) with a filter at the outlet and then continue by gravity to a 2,270-litre PE or concrete chamber configured to provide 12 doses of 159 litres per day and containing a submersible pump of sufficient capacity and power for efficient transportation. The effluent will be pumped to a seepage trench with modules providing secondary treatment to Type 2 specification. The justification for a pressure system is threefold. It allows for dosing of the disposal field which results in more even and efficient field distribution and rest time, it allows the effluent to be transported uphill and away from the lake to provide sufficient setback separation and it also reduces the disposal field footprint to mitigate problems in lower-permeability soils.

There is sufficient land area beyond the 30m setback from the lake for a Type 1 system; however, given the environmental sensitivity due to the local aquatic habitat the Type 2 system is preferred as it provides a system that goes above and beyond minimum standards. Type 2 treatment and disposal system, given the design flows, soil conditions and setbacks will exceed the minimum requirements of the Province of British Columbia as outlined in the SSPM. Systems designed to the current version of the manual will provide efficient and effective protection to health and the environment.

The particulars of this sewerage system will be filed with Interior Health and a Letter of Certification will be submitted upon completion of installation and testing. Construction of the proposed system will follow the proposed design and the finished system will be inspected and signed off by an accredited wastewater professional.

### **Closure**

This report has been prepared for the exclusive use of Grant and Susie Stevens, their representatives and the RDKB and is in accordance with generally accepted engineering principles and practice. No other warranty, either expressed or implied, is made. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties.

We trust that the information provided above meets with your current requirements. If you have any questions, or require any further information, please contact the undersigned.

Respectfully submitted,



WSA ENGINEERING (2012) LTD.

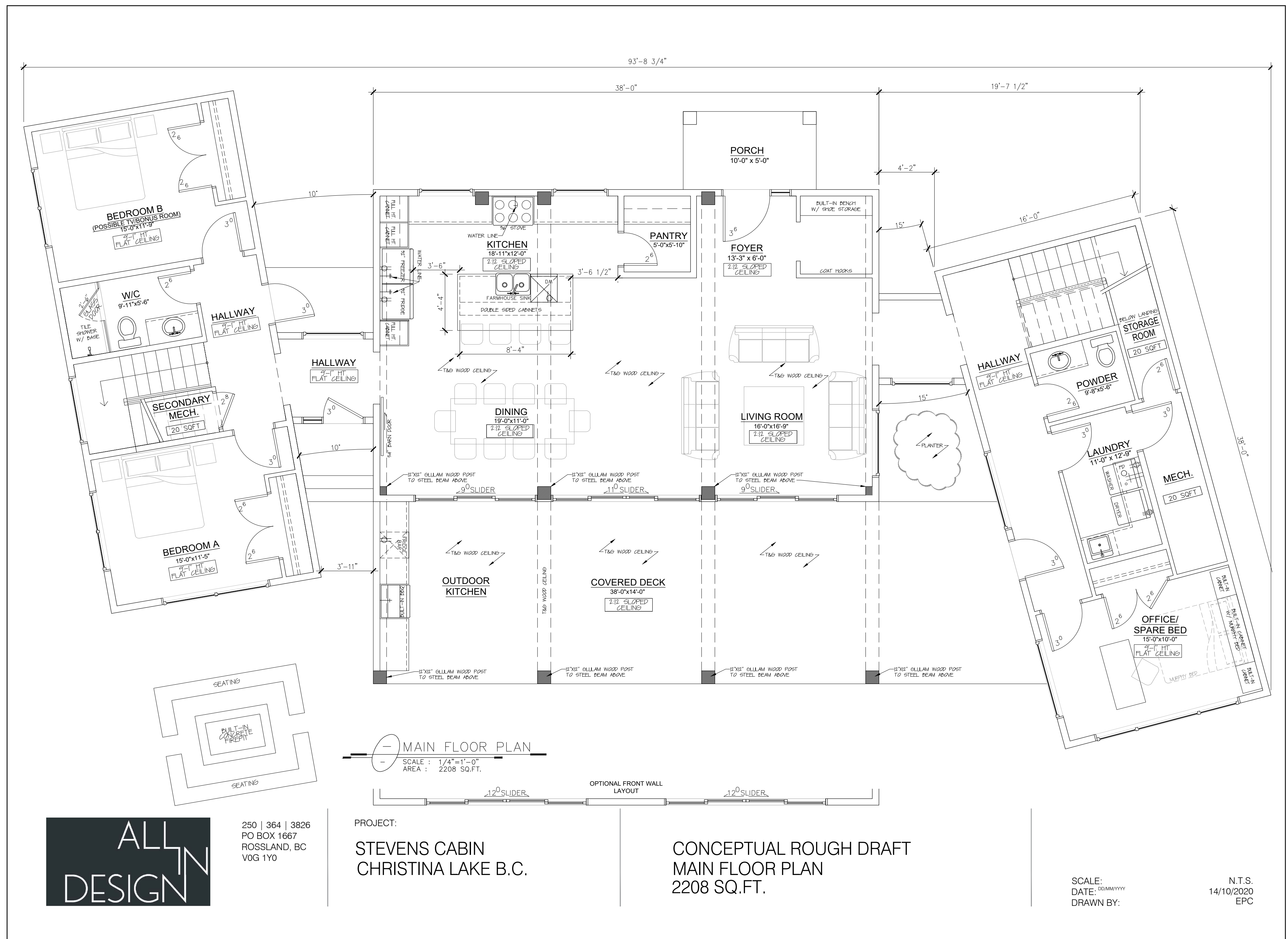
Dan Sahlstrom, P. Eng.

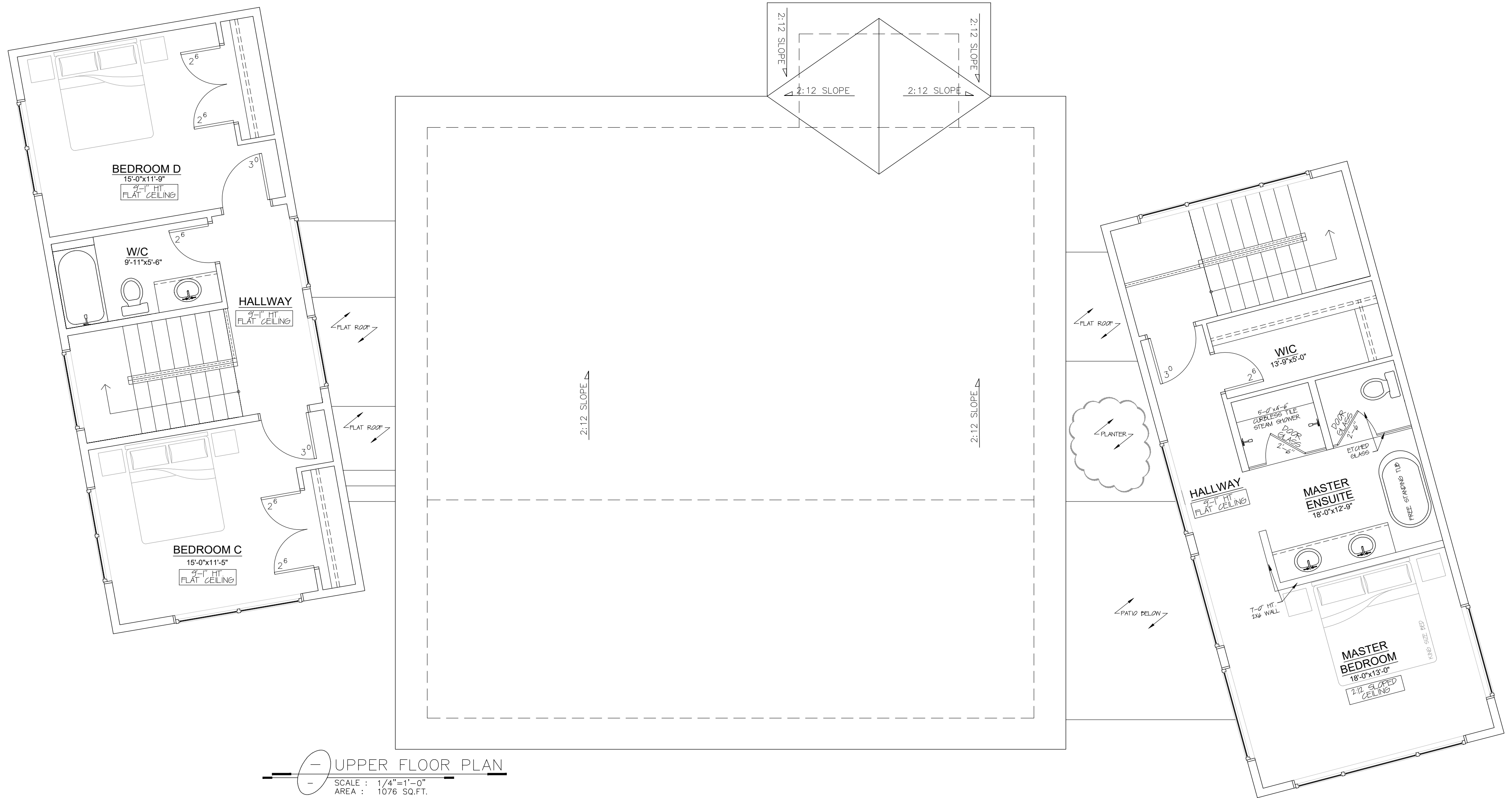
October 14, 2020

Stevens Septic – WSA Engineering (2012) Ltd. – Development Permit Report

Page 3 of 3

File: C20253 – 028





— UPPER FLOOR PLAN  
— SCALE : 1/4"=1'-0"  
— AREA : 1076 SQ.FT.



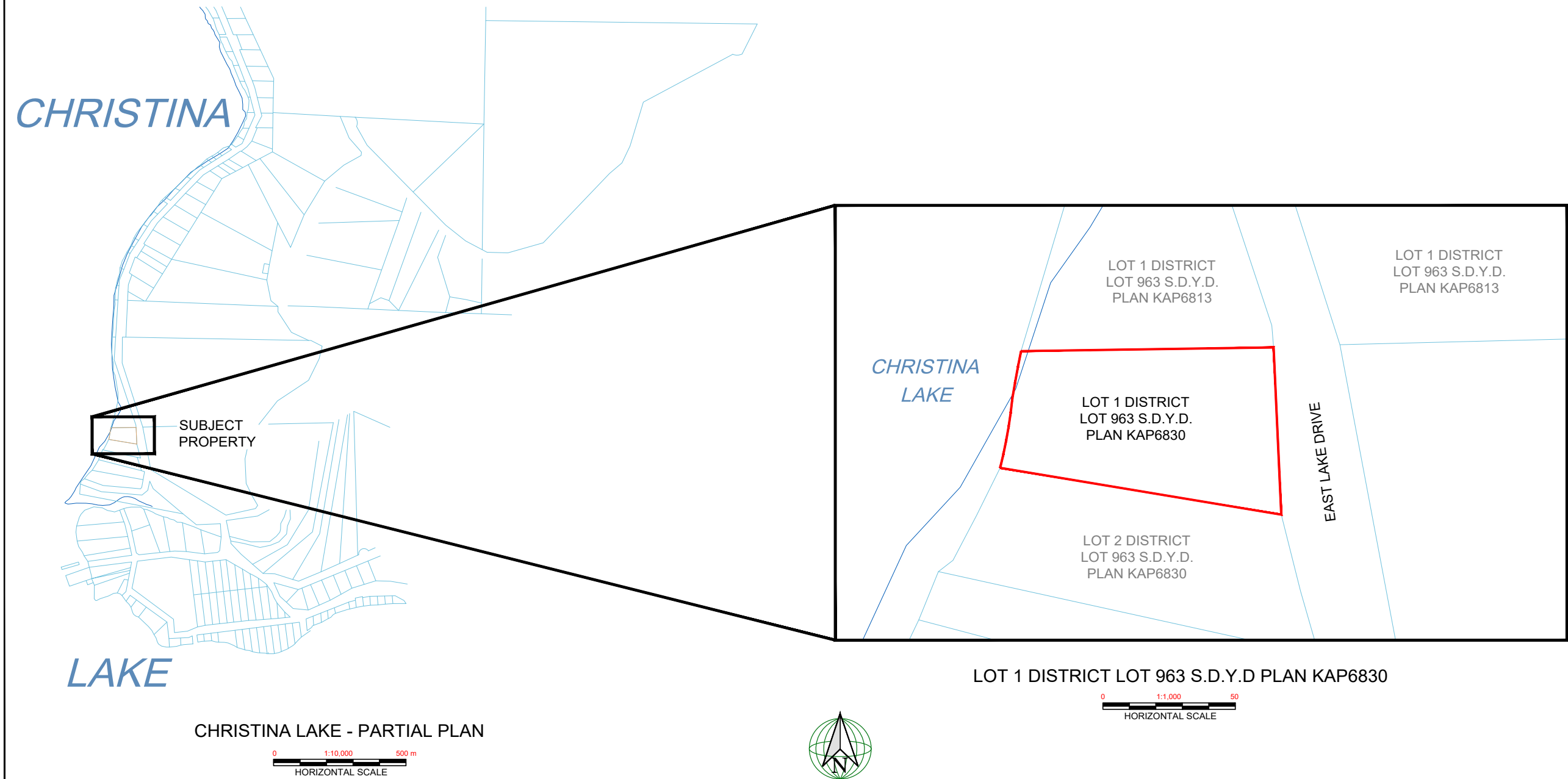
250 | 364 | 3826  
PO BOX 1667  
ROSSLAND, BC  
VOG 1Y0

PROJECT:  
STEVENS CABIN  
CHRISTINA LAKE B.C.

CONCEPTUAL ROUGH DRAFT  
UPPER FLOOR PLAN  
1076 SQ.FT.

SCALE:  
DATE: DD/MM/YYYY  
DRAWN BY:

N.T.S.  
14/10/2020  
EPC



No.	DD/MM/YYYY	BY	REPORT FIGURE	ISSUES	DS	ENG.
	14/10/2019	SC				



**ENGINEERING (2012) LTD.**

Civil and Structural Engineering

2248 Columbia Ave. Castlegar, B.C. V1N 2X1 Ph: 1-888-617-6927

DESIGN BY	DATE
SC	14/10/2020
DRAWN BY	DATE
SC	14/10/2020
CHECKED BY	DATE
DS	14/10/2020
APPROVED BY	DATE
DS	14/10/2020

**3035 E. LAKE DR. SEWERAGE DISPOSAL SYSTEM**

LOT 1 DISTRICT LOT 963 S.D.Y.D PLAN KAP6830



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**LOCATION PLAN**

HOR. SCALE	AS SHOWN	VERT. SCALE
PROJECT FILE No.	<b>C19253-022</b>	
FIGURE		



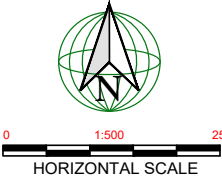
LEGEND

-  OBSERVATION HOLE LOCATION
-  PERMEAMETER READING LOCATION
- BACKGROUND INFORMATION SUPPLIED BY OTHERS. THE LOCATION OF ANY EXISTING UTILITIES HAS NOT BEEN CONFIRMED AND CANNOT BE GUARANTEED.

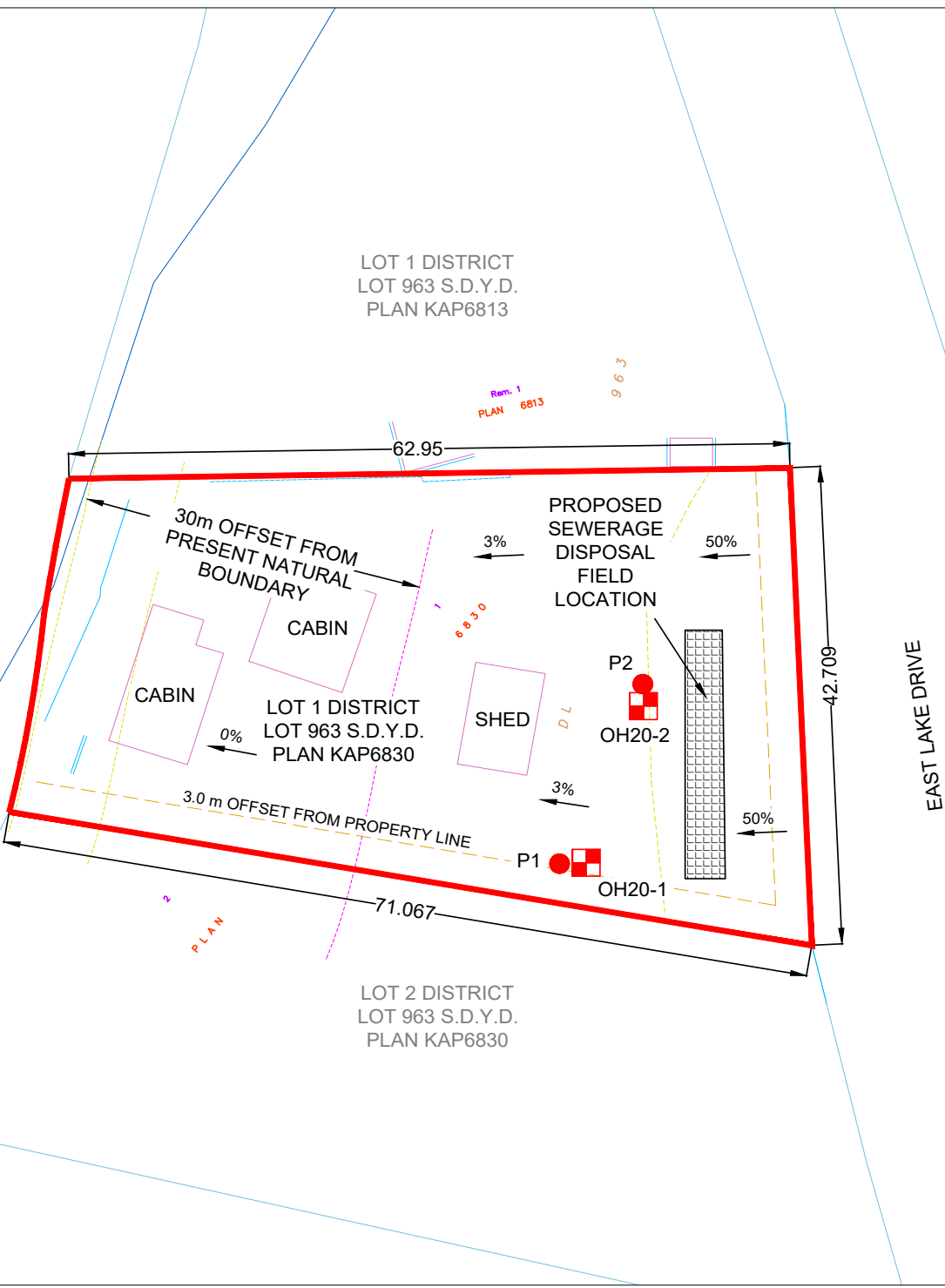
OBSERVATION HOLE DATA			
<b>OH20-1</b>			
EXCAVATED DEPTH	151 cm		
ROOTING DEPTH	84 cm		
ORGANIC LAYER DEPTH	15 cm		
RESTRICTING LAYER / SHWT DEPTH	N/A		
HORIZON #	DEPTH	TEXTURE	GRAVEL / COBBLE DIA.
1	47 cm	SILTY LOAMY SAND	200 mm
2	151 cm	LOAMY SAND	200 mm
<b>OH20-2</b>			
EXCAVATED DEPTH	146 cm		
ROOTING DEPTH	106 cm		
ORGANIC LAYER DEPTH	25 cm		
RESTRICTING LAYER / SHWT DEPTH	N/A		
HORIZON #	DEPTH	TEXTURE	GRAVEL / COBBLE DIA.
1	49 CM	SILTY LOAMY SAND	200 mm
2	146 CM	LOAMY SAND	300 mm

PERMEAMETER DATA			
IDENTIFIER	P1	IDENTIFIER	P2
BORE DEPTH	42 cm	BORE DEPTH	40 cm
HORIZON TEXTURE	LOAMY SAND	HORIZON TEXTURE	LOAMY SAND
mm PER MINUTE	43	mm PER MINUTE	18
Kfs	2991	Kfs	1270

PRELIMINARY SEWERAGE DISPOSAL FIELD CALCULATIONS	
ESTIMATED EFFLUENT DAILY FLOW	1900 LITRES
MINIMUM SEPTIC TANK SIZE	5700 LITRES (1253 IMP. GAL.)
HYDRAULIC LOADING RATE	30 LITRES / m <sup>2</sup> / DAY
INFILTRATION AREA REQUIRED	64 m <sup>2</sup>
LENGTH OF 0.9 m WIDTH SWIS TRENCH REQUIRED	71 m



CHRISTINA LAKE



	14/10/2019	SC	REPORT FIGURE	DS
No.	DD/MM/YYYY	BY	ISSUES	ENG.



ENGINEERING (2012) LTD.  
Civil and Structural Engineering  
2248 Columbia Ave. Castlegar, B.C. V1N 2X1 Ph: 1-888-617-6927

DESIGN BY	DATE
SC	14/10/2020
DRAWN BY	DATE
SC	14/10/2020
CHECKED BY	DATE
DS	14/10/2020
APPROVED BY	DATE
DS	14/10/2020

3035 E. LAKE DR. SEWERAGE DISPOSAL SYSTEM  
LOT 1 DISTRICT LOT 963 S.D.Y.D PLAN KAP6830

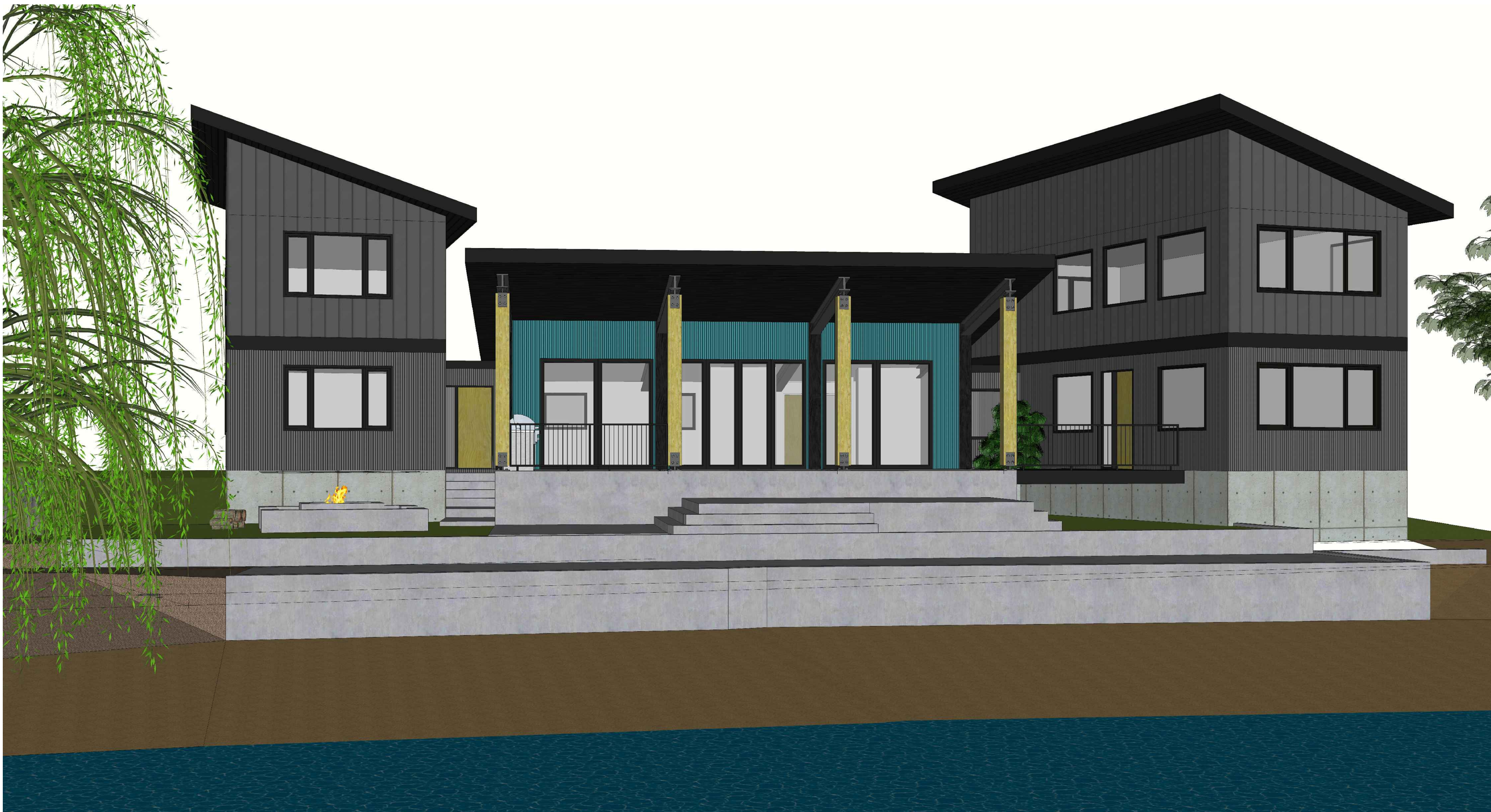
SITE PLAN

HOR. SCALE	1:500	VERT. SCALE	
PROJECT FILE No.	C19253-022	FIGURE	



N.T.S.  
14/10/2020  
EPC





250 | 364 | 3826  
PO BOX 1667  
ROSSLAND, BC  
V0G 1Y0

PROJECT:  
STEVENS CABIN  
CHRISTINA LAKE B.C.

CONCEPTUAL  
MASSING MODEL

SCALE:  
DATE: 00/00/0000  
DRAWN BY:

N.T.S.  
14/10/2020  
EPC





## Electoral Area Services (EAS) Committee Staff Report

<b>RE:</b>	Ministry of Transportation and Infrastructure – Subdivision – Flett		
<b>Date:</b>	November 5, 2020	<b>File #:</b>	E-1909s-04955.000
<b>To:</b>	Chair Grieve and members of the EAS Committee		
<b>From:</b>	Danielle Patterson, Planner		

### Issue Introduction

The Regional District of Kootenay Boundary (RDKB) received a referral from the Ministry of Transportation and Infrastructure (MoTI) regarding a subdivision application in Electoral Area E/West Boundary. The subject property is located along Highway 33, south-east of the Idabel Lake Road turnoff.

Property Information	
<b>Owner(s):</b>	1107439 B.C. Ltd., Inc. No. BC1107439
<b>Agent:</b>	Ken Flett
<b>Location:</b>	8930 Highway 33
<b>Electoral Area:</b>	Electoral Area 'E'/West Boundary
<b>Legal Description:</b>	District Lot 1909s, SDYD
<b>Area:</b>	61.5 ha (152 ac)
<b>Current Use(s):</b>	Vacant
Land Use Bylaws	
<b>OCP Bylaw No.:</b>	NA
<b>DP Area:</b>	NA
<b>Zoning Bylaw No.:</b>	NA
Other	
<b>ALR:</b>	NA
<b>Waterfront / Floodplain:</b>	Clark Creek and Kallis Creek
<b>Service Area:</b>	NA

### History / Background Information

The subject property is surrounded by the Agricultural Land Reserve (ALR) and Crown Land. In April 1985 both the RDKB's Planning and Development Committee and the Board of Directors recommended support for the subject property to be excluded from the ALR for subdivision and sales purposes. In September 1985 the Agricultural Land Commission (ALC) approved the exclusion request.

In the early 1980s the subject property had a cabin for trapping activities but based on the applicant's submission, the land is currently vacant.



## Proposal

The property owner has applied to the MoTI for a 27 lot subdivision comprised of 26 conventional lots and one (1) common lot that would function as a common access for six of the 26 conventional lots (see Attachment 1 - Applicant Submission). The lots vary in area from 0.44 ha (1.09 ac) to 3.9 ha (9.6 ac).

## Advisory Planning Commission (APC)

The Electoral Area E/West Boundary APC considered the application at their November 2, 2020 meeting. The APC recommends the referral not be supported. Reasons provided included:

- Minimum lot size is less than recommended by Interior Health;
- The access from several proposed lots and Highway 33 is on a dangerous curve;
- Need to protect wetland;
- Members of the APC have observed flooding from Clark and Kallis Creeks; and
- Lots would be located in the floodplain.

Members also noted that it appears driveway construction has begun on this site. The membership recommended the Watershed Planner review this application.

## Implications

While Electoral Area E/West Boundary does not have any land use bylaws, policy directions, or regulations for this area with regard to land use, Section 510 of the *Local Government Act* requires provision of park land or payment for park purposes when a) three or more lots are being created and b) the smallest of the lots have an area of 2 ha or less. As this proposal includes 27 lots, with fourteen under 2 ha in area, park dedication via payment or land provision to the RDKB is required. Since there is no Official Community Plan for the area, the owner has the option of providing either park land or cash in lieu.

The park dedication can be satisfied by either a) paying the RDKB or b) providing, without compensation, land that is acceptable to RDKB. The quantity or value of land cannot exceed five percent of the land being subdivided.

Best practice is for properties without community water or sewer services to be no less than one hectare in area. The proposal contains seven (7) lots smaller than one hectare (excluding the common access lot).

Both Clark Creek and Kallis Creek run through the subject property. Based on the RDKB's Geographic Information System (GIS), there also appears to be marshland on the subject property (see Attachment 2 - Potential Marshland). The RDKB's Floodplain Bylaw<sup>1</sup> requires a floodplain setback of 15 m from natural creek boundaries. If marshland is present on the subject property, a floodplain setback of 7.5 m from the natural marsh

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<sup>1</sup> **Floodplain setback** means the minimum distance from the Natural Boundary of a watercourse, lake, or other body of water to any landfill or structural support required to elevate a floor system or pad above the Flood Construction Level, in order to maintain a floodway and allow for potential land erosion.

boundary is required. A flood construction level of 1.5 m above the natural boundary of the creeks and if applicable, the marsh, is required for any construction. The applicant's plans for landfill and structural supports would need to comply with the RDKB Floodplain Bylaw or have an approved Floodplain Exemption Permit in place. The configuration and size of some of the proposed lots may make this difficult.

#### **Comments from K. Anderson, Watershed Planner**

Both Kallis Creek and Clark Creek are fish bearing systems, which assumes that the wetland also supports fish bearing streams. Care must be taken to ensure the protection of these systems, supporting the spawning, rearing and overwintering stages of the different aquatic organisms in this system. Construction and possible diverting of water as a result of this subdivision could have a devastating effect on the wetland. The movement of the water would need to be well managed to both maintain the overall ecosystem in the area as well as reduce the potential for flooding and erosion.

This area is identified within the territory of the American Badger (*Taxidea taxus*) range, a red listed species by the Ministry of Environment. Furthermore, the provincial government has documented moose sightings in the area, with many reported at the wetland identified on the property. Assessment and direction by a Qualified Environmental Professional (QEP) would reduce the impacts watercourses and wildlife.

#### **Recommendation**

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed 27 lot conventional subdivision, for the parcels legally described as the District Lot 1909s, Similkameen Division of Yale Land District, located in Electoral Area 'E', be received;

And further that staff be directed to work with the applicant to determine suitable park land dedication.

#### **Attachments**

1. Applicant Submission
2. Potential Marshland at 8930 Highway 33

BRITISH  
COLUMBIAMinistry of Transportation  
and Infrastructure**PRELIMINARY  
SUBDIVISION APPLICATION**

**Submit this application to the Ministry of Transportation and Infrastructure District Office in your area.**

**A. PROPOSAL**

*This is an application for preliminary layout review for all properties involved*

Applicant File Number		Ministry File Number	
Subdivision Type	<input checked="" type="checkbox"/> Conventional (fee simple) Subdivision <input type="checkbox"/> Bare Land Strata		No. of Lots Including remainder <b>27</b>
	<input type="checkbox"/> Other (Specify)		
Full Legal Description(s) per State of Title Certificate(s)	DL 19095 SDYD PID # 007-789-564		
Full Civic Address	8930 HWY 33		
Property Location	40 Kilometres <input type="checkbox"/> North <input checked="" type="checkbox"/> South <input checked="" type="checkbox"/> East <input type="checkbox"/> West from <u>Kelowna</u> Local Gov't <u>R.D.K.B.</u>		Property Zoning <u>Un Zoned</u>
	Access Road <u>Hwy 33</u>		
	Existing Land Use <u>BARE-UNUSED</u>		Intended Land Use <u>Subdivision</u>
Surrounding Land Use	North <u>UNUSED</u>	South <u>UNUSED</u>	East <u>UNUSED</u>
	West <u>OLD unused Gravel P.T.</u>		
Proposed Sewage Disposal	<input checked="" type="checkbox"/> Septic Tank <input type="checkbox"/> Community System <input type="checkbox"/> Other (specify)		
Proposed Water Supply	<input checked="" type="checkbox"/> Well <input type="checkbox"/> Community System (name of existing system)		
	<input type="checkbox"/> Water Licenses (License #) <input type="checkbox"/> Other (specify)		

**B. APPLICATION INFORMATION** Incomplete applications will not be accepted

## Required items include:

- ☐ Subdivision application form.
- ☐ The Preliminary Subdivision Application fee. Please make cheques payable to the Minister of Finance. (see page 2)
- ☐ An authorization letter from the owner(s) if someone else is applying on the owner's behalf. (Permission to Act as an Agent H1275)
- ☐ A copy of BC Assessment Authority Property Assessment Notice showing property tax classification.
- ☐ All new lots MAY require a sewage report—please contact your local Transportation office for clarification.
- ☐ One copy of the current State of Title Certificate so that property encumbrances can be checked.
- ☐ Copies of any covenants, easements, rights-of-way or other charges registered against the title. These are available through the Land Title Office.
- ☐ A copy of Contaminated Sites Profile form or Contaminated Sites declaration statement, duly completed and signed.
- ☐ Original copy and a .PDF file of a scaleable sketch plan of proposed layout with metric dimensions.

Properly engineered drawings will be required for final approval. The sketch must contain:

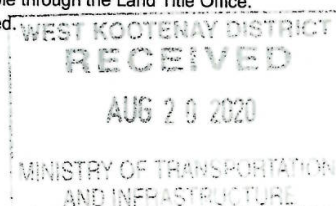
- ☐ the date it was drawn
- ☐ the scale
- ☐ north arrow
- ☐ legal description of the property being subdivided, and its adjacent properties
- ☐ outline of the subdivision in heavy black line
- ☐ all proposed lots, remainders, parks, rights-of-way, easements and roads showing metric dimensions and areas
- ☐ any existing property lines or roads proposed to be removed, closed or relocated
- ☐ all steep banks or slopes exceeding 2 m high and all slopes of 25% or greater, within or adjacent to the proposal area
- ☐ location of existing buildings and structures, wells and sewage disposal fields on the property, as well as adjacent properties within 30 m of property boundaries
- ☐ location of any onsite water sources to be developed (wells, surface)
- ☐ approximate location of all existing and proposed utility services
- ☐ existing access roads and other roads and trails on the property (state names of roads)
- ☐ location of all water courses (seasonal or otherwise) and water bodies

## Include these items as well, where applicable

- ☐ A copy of the Provincial Agricultural Land Commission application (if located within ALR). While a developer can apply for subdivision approval before he or she receives permission to proceed from the Agricultural Land Commission or the local government if it has been delegated the authority, the Provincial Approving Officer can only give approval if the property has cleared the Land Commission process in the meantime.
- ☐ One copy of any test required by the Regional Health Authority.
- ☐ A Development Permit and plan where applicable.

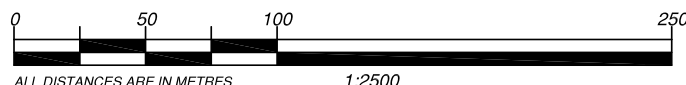
H0164 (2020/01)

1



PROPOSAL #7  
SEPTEMBER 17th, 2020  
SUB FILE# 2020-04416

SKETCH PLAN OF PROPOSED  
SUBDIVISION ON DL 1909s SDYD



THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm IN WIDTH BY 864mm IN HEIGHT (D SIZE) WHEN PLOTTED AT A SCALE OF 1:2500.

LEGEND

- ...STANDARD IRON POST FOUND
- ...STANDARD CAPPED POST FOUND
- NF...DENOTES NOTHING FOUND

NOTE:  
DIMENSIONS SHOWN ARE RELATIVE TO A FIELD SURVEY PERFORMED ON JULY 25TH, 2020. DIMENSIONS SHOWN MAY VARY WHEN FURTHER SURVEY EVIDENCE IS FOUND. AREAS SHOWN MAY VARY SLIGHTLY WHEN FURTHER EVIDENCE IS FOUND.

NOTE:  
BOUNDARIES OF PARCELS ADJACENT TO CENTRE LINE OF CREEK WILL BE ADJUSTED TO THE PRESENT NATURAL BOUNDARY OF THE CREEK UPON FINAL SUBMISSION OF SUBDIVISION PLAN. AREAS AND DIMENSIONS WILL CHANGE.

NOTE:  
SEE SECTION 12 OF THE LAND ACT REGULATIONS FOR MORE INFORMATION ON ACCESS BY COMMON LOT

UNSURVEYED  
CROWN LAND

DL 1910s

UNSURVEYED  
CROWN LAND

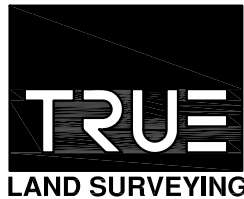
DL 1198s

HIGHWAY 33

HIGHWAY 33

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED  
ON THE 25 DAY OF JULY, 2020  
MATHEW JACCORD, BCLS (1016)

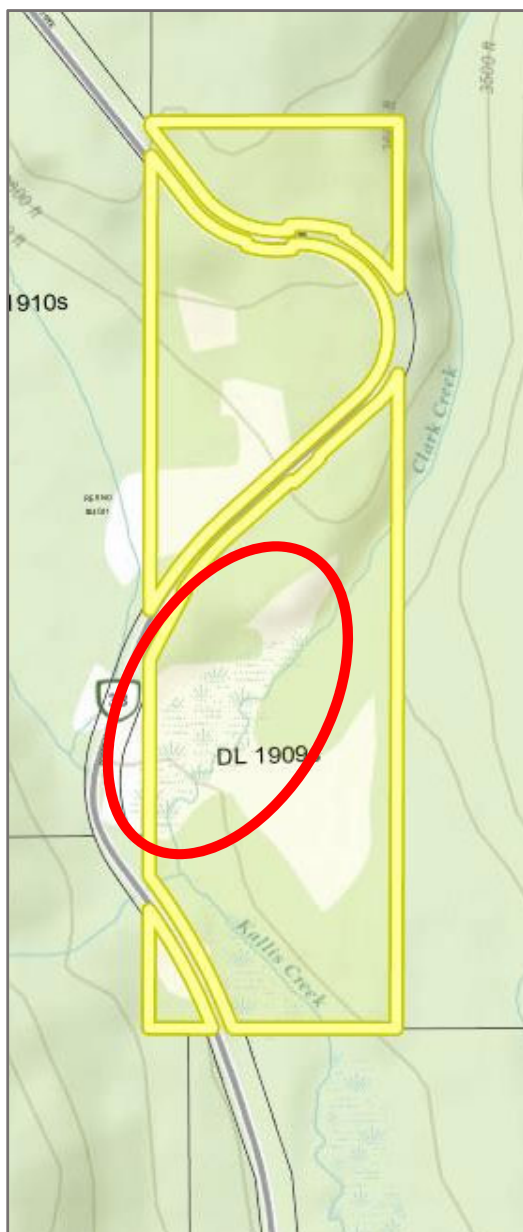
TRUE LAND SURVEYING ACCEPTS NO RESPONSIBILITY FOR AND HEREBY DISCLAIMS ALL  
OBLIGATIONS AND LIABILITIES FOR DAMAGES INCLUDING, BUT NOT LIMITED TO, DIRECT, INDIRECT,  
SPECIAL AND CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH ANY DIRECT  
OR INDIRECT USE OR RELIANCE UPON THE PLAN BEYOND ITS INTENDED USE.



201 - 2079 Falcon Road ■ Kamloops BC ■ V2C 4J2  
tel 250.828.0881 ■ fax 250.828.0717  
info-kam@TRUE.bc.ca  
DRAWN BY: MJJ  
DWG FILE: 1619-061-HS  
JOB NO: 1619-061  
FB: P:



**Potential Marshland Located on 8930 Highway 33**

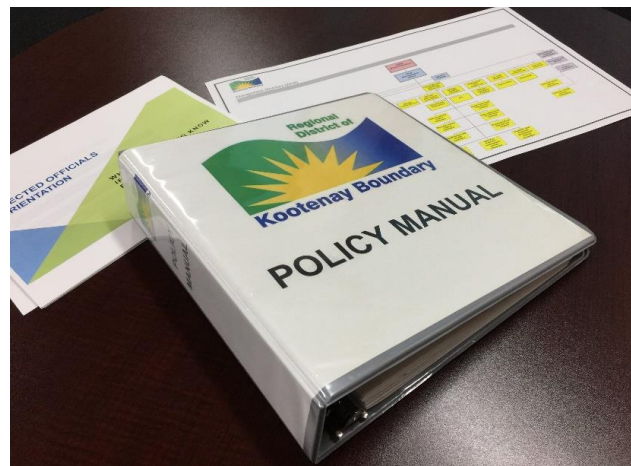


Property Boundary shown in yellow.  
Potential Marshland framed in red.



# Electoral Area Administration

**2021 Work Plan – Draft #1 Presented to EAS Committee November 12, 2020**



## **ELECTORAL AREA ADMINISTRATION**

2021  
Mark Andison, CAO



## Electoral Area Administration

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**2021 Work Plan – Draft #1 Presented to EAS Committee November 12, 2020**

**Service Name:** Electoral Area Administration

**Service Number:** 002

**Committee having jurisdiction:**

Electoral Area Services

**General Manager/Manager Responsible:**

Mark Andison, CAO / Theresa Lenardon, Manager of Corporate Administration

**Description of Service:**

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

**Establishing Authority:**

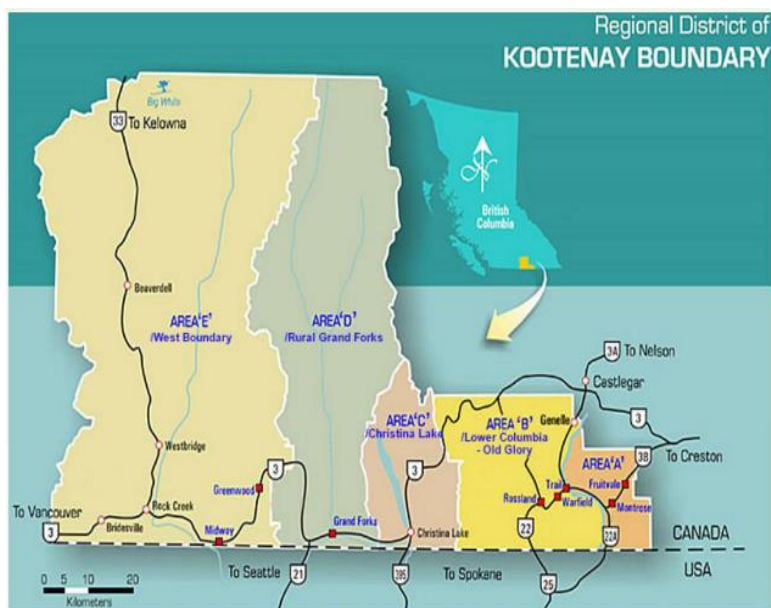
*Local Government Act* Sections 233, 234, 236, 263  
 RDKB Officer Establishment Bylaw No. 1050, 1999

**Requisition Limit:**

Not applicable.

**Regulatory/Administrative Bylaws:**

- *Local Government Act*
- *Community Charter*
- RDKB Procedure Bylaw No. 1720, 2020
- *Freedom of Information and Protection of Privacy Act*
- RDKB Elections and Referendum Conduct Bylaw No. 1608

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

All electoral areas.



**Service Levels:**

1. Bylaws: Elections and Referendums Conduct Bylaw; Loan Authorization Bylaws; Member Municipality Security Issuing Bylaws; Conversion Bylaws (from Supplementary Letters Patent to Establishment); Taxation Exemption Bylaws; Service Establishment; and Service Establishment Amendment Bylaws.
2. Arrangement and management of Electoral Area Directors travel and registration for attendance at conferences, conventions, meetings etc. (e.g. Electoral Area Directors Forum, AKBLG, LGLA, UBCM, FCM).
3. Chief Elections Officer for General Local Government Elections, Bi-Elections, Alternative Approval Process and Referenda.

**Human Resources:**

1. CAO
2. Manager of Corporate Administration/Corporate Officer
3. Corporate Communications Officer
4. Executive Assistant
5. Clerk/Secretary Receptionist (1.8 FTE)
6. Bylaw Enforcement Officer (reports to the Manager of Planning and Development)

**2020 Requisition/Budgeted Expenditures/Actual Expenditures:**

\$272,982/\$663,921/Q3 \$364,311

**Significant Issues and Trends:**

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


**2020 Project Update: Engagement of a Bylaw Enforcement Officer**

- Successful recruitment of a Bylaw Enforcement Officer, who started March 2, 2020
- Draft Bylaw Notice Enforcement Bylaw presented to the EAS Committee at their October 2020 meeting.
- Update to the bylaw complaint files 'inherited' by the new position as well as new complaint files were presented to the EAS Committee at their October 2020 meeting
- Tracking of complaints including non-enforceable noise and other nuisances
- Working with the Building Department regarding how to support enforcement activities to achieve compliance on Building Bylaw contraventions before they go before the Board of Directors

**2021 Projects:****Project: Continuation of Bylaw Enforcement Implementation**

- Main task is to give the Bylaw Enforcement Officer the tools required to do her job including safety measures such as radio communication; and a mobile office set up in one of the fleet vehicles
- Presentation of the Bylaw Notice Enforcement Bylaw to the Board of Directors for consideration
- Presentation of a draft revised Bylaw Enforcement Policy to the Policy and Personnel Committee for consideration. The draft revised policy will reflect the new bylaw adjudication process
- Training of regional district screening officers
- Identification of an adjudicator
- Creation of a collections system for tickets
- Once the new bylaw has been adopted, along with revised policies and procedures, consideration can be given to additional nuisance bylaws as requested by electoral area directors.

**Relationship to Board Priorities:**

	<p>Cost Effective and Efficient Services – Having a dedicated bylaw enforcement resource within the organization will provide an opportunity for the RDKB to develop a Bylaw Notice Dispute Adjudication Process which offers a streamlined and more cost-effective approach to bylaw enforcement than court-directed approaches (i.e. seeking court injunctions)</p>
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# Planning and Development

2021 Work Plan – Draft #1 to Electoral Area Services  
November 2020



005

Prepared by: Donna Dean, Manager of Planning and Development



## 2021 Work Plan – Draft #1 to Electoral Area Services November 2020

**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.

- 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

**2020 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$770,093/ \$1,131,485/ \$732,892 (to end of third quarter)

**Regulatory or Administrative Bylaws:**

The Planning and Development Department administers 24 regulatory and administrative bylaws:

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

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

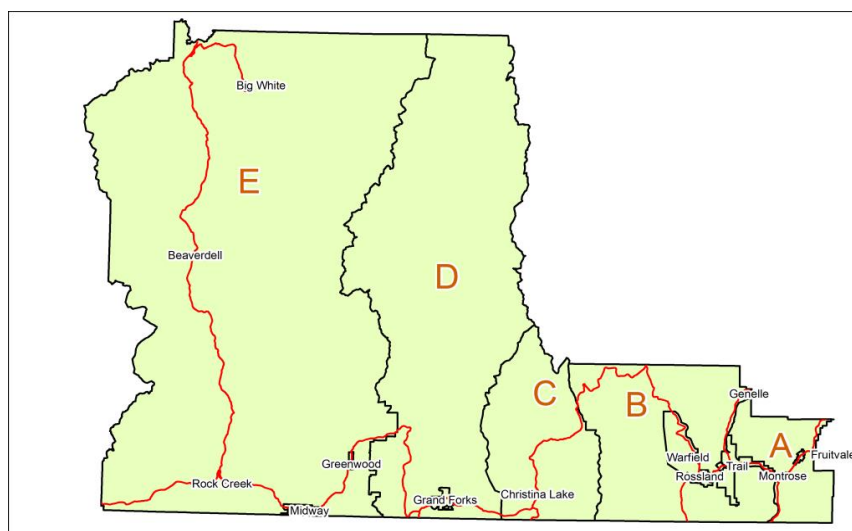
### **Service Area / Participants:**

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 via electronic meetings 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 other agendas including Boundary Community Development Committee and East End Services Committee.
- 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

The 2020 staffing table, presented below, summarizes the number of potential workdays for each position in the Planning and Development Department (005) service. 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 910 operational days and 629 project days.

**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
		<b>910</b>		<b>629</b>

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 2020 Applications and Referrals:

The summary of 2020 applications and referrals will be presented in the January draft of the work plan when we will have final counts.

### Trends

Staff changes had a significant impact on the department in 2020. Staff changes included:

- Corey Scott, our Planner, resigned in May 2020, which left that position vacant until September 2020.
- Danielle Patterson, our new Planner started in September 2020.
- Our Senior Planning Technician, Bart Fyffe, was seconded to the Department of National Defence for 5 months to prepare local units for emergency response due to COVID-19 and natural disasters.
- Heather Potter, our GIS Technician moved into the Senior Planning Technician position for the 5-month interval.
- Katie Erickson, our GIS Intern moved into the GIS Technician position for the five-month interval.

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, and GIS Technician.

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

Project Name	Status
Continuation 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 2021.
Continuation of the Boundary Area Agriculture and Food Project	Concluded Year 3 of the Community Food Action Initiative. All reporting to Interior Health is complete. A total of \$30,699 in grants was distributed to six organizations in the Boundary area to aid with the implementation of the Plan. Staff is reviewing reports on expenditures.
Review of the Board of Variance Bylaw	A draft bylaw was created by our solicitor; staff to review and forward to the Board for consideration.
Production of Application Guidelines for Public and Updated Web Content	Final drafts have been created and are being formatted by a graphics artist.



Asset Management Project	There were few demands on planning staff time on this project in 2020 but it will remain on the project list since GIS staff are an integral part of asset management.
GIS review	Postponed in 2020 but is included in the 2021 project list.
Wall map for the basement foyer	We are in the process of producing a final draft and plan to have it produced before year end.

Other work completed in 2020 included:

- 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 and the next step is a lease agreement between us and the Robusters.
- Staff continues to be involved in the Boundary flood recovery, primarily as it relates to the RDKB parcels that are still on evacuation order.
- Participation in the Agricultural Climate Action Initiative, project coordination
- Housing Needs Report to be presented to the Board in November. This was accomplished by hiring and coordinating a consultant's work with funds from UBCM.
- We recently entered into a service agreement with a consultant to create a Poverty Reduction Plan for the Boundary Area.

**2021 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 table of projects follows on the next page.

Strategic Priority	Project name	Estimated Days to complete	Internal /External	Budget (Est)	Risk/priority
<b>Core Services - Long Range Planning:</b>					
   	Bridesville Land Use Plan - Finalize	20	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	10	Internal	NA	High
   	Big White OCP Review - Initiate upon completion of the Bridesville Plan	40	Internal	NA	High
	Sub-total	170			
<b>Operational Strategic Initiatives - In Progress:</b>					
   	Fees and Procedures Bylaw - Addition of liquor & cannabis to procedures	15	Both	NA	High
   	Big White OCP and Zoning regarding Retaining Walls; intensive residential development permit guidelines; phased developments	10	Both	NA	High
   	Poverty Reduction Plan for the Boundary Area	15	Both	100,000	High
   	Housing Strategies - Collaboration with Rural Development Institute	47	Both	TBD	High
   	GeoBC Dashboard for Emergency Management	20	Both	32,000	High
   	Transition to Parcel Map BC for our cadastral layer including feature class clean up	30	Internal	NA	High
	Sub-total	137			

Strategic Priority	Project name	Estimated Days to complete	Internal /External	Budget (Est)	Risk/priority
Operational Strategic Initiatives - To be Determined					
   	Interactive Web Map Enhancement	20	Both	40,000	High
   	Agriculture and Food Security Plan - Lower Columbia; funding dependent	20	Both	50,000	High
   	GIS refinement of fire service area boundaries for east end to only areas that pay into the service	6	Internal	NA	Medium
   	Heritage Designation - Cascade Cemetary; will be completed when time is available in 2021 if not done in 2020	5	Internal	NA	Medium
   	Participation in Climate Change Initiative Project-Community and Corportate Climate Actions	10	Internal	NA	Medium
   	Asset Management Project; Level of involvement is unknown at this time	Unknown	Internal	NA	Medium
Sub-total		61			
Total		368			



## 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) <sup>i</sup>	May 2012	In progress
Area C/Christina Lake OCP (#1250)	September 2004	In progress
Big White OCP (#1125) <sup>ii</sup>	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	

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

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



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

2021 Work Plan – Draft #1 to EAS November 2020



120

Prepared by: Donna Dean, Manager of Planning and Development



## 2021 Work Plan – Draft #1 to EAS November 2020

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

**Service Number:** 120

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

**General Manager/Manager Responsible:**

James Chandler, General Manager of Operations

Donna Dean, Manager of Planning and Development

**Description of Service:**

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

Consistency in delivery of electoral area and municipal street addresses is important for emergency management.

**Establishing Authority:**

Letters Patent

**Requisition Limit:**

Not applicable

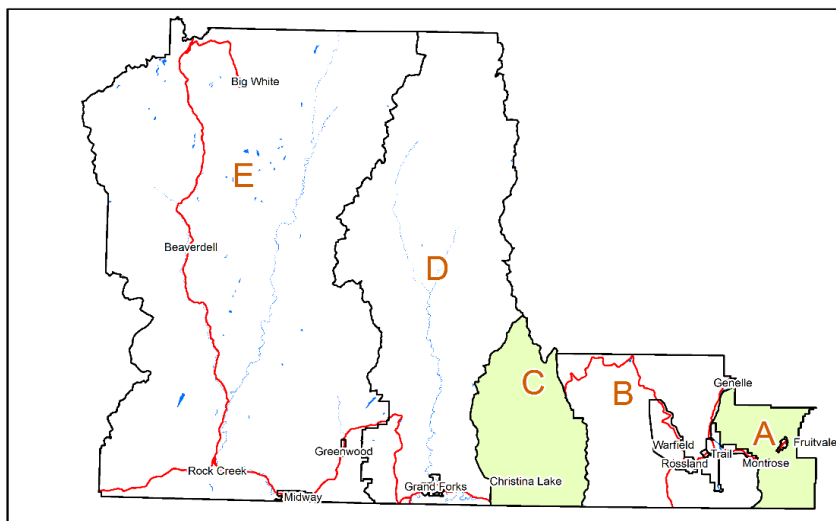
**2020 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$6000/ \$6000 / \$6000

**Regulatory or Administrative Bylaws:**

Not applicable

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

**Service Levels**

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

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

**Human Resources:**

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



**2020 Accomplishments:**

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

The labeling of address points on mapped rooftops was completed. This project improved the accuracy of the number and location of homes that had to be placed on evacuation order and alert during the 2020 spring freshet and summer wildfires.

Staff has created an addressing application for our new website that will allow members of the public and staff to request a new address through our website. The application is now in the testing phase.

Staff initiated conversations with member municipalities to determine the best method by which we can ensure the address layer maintained in our GIS software incorporates the most up to date and accurate information from the member municipalities.

**Significant Issues and Trends:**

Depending on development activity, approximately 15 to 20 street address letters per Electoral Area are issued each year. Activation of the Emergency Operations Centre often reveals previously unknown construction in remote areas and the use of incorrect street addresses. During the 2020 spring freshet improvements were made for numbering of individual manufactured homes in mobile home parks.

Due to the migration from land-lines to cell phones, next generation 911 will switch from analogue to digital technology, thereby improving the communication of exact location of a caller to emergency services. This will elevate the importance of maintaining our street address layer and migration to matching address points to rooftops. The switchover is anticipated to take place by March 30, 2021.

Director Ali Grieve, Electoral Area 'A'		Grants-In-Aid 2020		
Balance Remaining from 2019				437.00
2020 Requisition				41,576.00
Less Board Fee 2020				(1,651.00)
<b>Total Funds Available</b>				<b>\$ 40,362.00</b>

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	Routine Expenses	2,000.00
119-20	27-Feb	Beaver Valley Thrift Shop	Window Replacement	1,000.00
119-20	27-Feb	Kidney Walk, Kootenay West	Event Costs	100.00
119-20	27-Feb	Village of Fruitvale	Candy Cane Lane Event	1,500.00
			Remembrance Day Programs & Refreshments	500.00
119-20	27-Feb	Village of Fruitvale	Refreshments	500.00
119-20	27-Feb	West Kootenay Rebels U14B Girls Fastball	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	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	Local Food Banks	2,500.00
217-20	30-Apr	Village of Fruitvale	Harvest Central Community Garden	1,500.00
308-20	25-Jun	Beaver Valley X-Country Ski Club	Renovating Sno-Cat Garage & Sno-Cat Tracks	1,500.00
306-20	17-Sep	Beaver Valley Curling Club	COVID-19 Expenses	5,000.00
			Special Funding for Less Fortunate Students - Notebook computers	
332-20	14-Oct	JL Crowe Secondary School	COVID Crisis	1,470.00
351-20	29-Oct	United Way of Trail & District	BV Food Action Initiative	2,000.00
<b>Total</b>				<b>\$ 28,620.00</b>
<b>Balance Remaining</b>				<b>\$ 11,742.00</b>

Electoral Area 'B' /Lower Columbia-Old Glory		Grants-In-Aid 2020
Balance Remaining from 2019		511.41
2020 Requisition		30,693.00
Less Board Fee 2020		(1,075.00)
<b>Total Funds Available</b>		<b>\$ 30,129.41</b>

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	Event Costs	400.00
119-20	27-Feb	West Kootenay Rebels U14B Girls Fastball Team	Expenses	500.00
119-20	27-Feb	Zone 6 BC Seniors Games	Athlete Training & Participation	750.00
134-20	11-Mar	JL Crowe Senior Boys Basketball	Provincial Championship Transportation	500.00
134-20	11-Mar	West Kootenay Smoke N Steel Auto Club	Event Expenses	800.00
163-20	31-Mar	JL Crowe Secondary School	RDKB Area A Directors Memorial Reward	750.00
163-20	31-Mar	U14B West Kootenay Rebels	Equipment & Uniforms	1,000.00
185-20	16-Apr	Kate's Kitchen-The Salvation Army Trail	Hampers & Daily Lunches	1,000.00
185-20	16-Apr	United Way of Trail & District	Rossland & Trail Food Bank	1,500.00
229-20	13-May	Kootenay Columbia Leaning Centre	High School Graduate Bursary	750.00
229-20	13-May	West Kootenay Recreational Dirt Bike & ATV Society	Purchase of Grooming Equipment	3,750.00
252-20	28-May	Oasis Recreation Society	Storage Shed	672.37
254-20	28-May	Rotary Club of Rossland	GIA 254-20 Cloth Face Masks	2,700.00
359-20	23-Jul	Rivervale Recreation	Rivervale Park Awning	2,500.00
332-20	14-Oct	JL Crowe Secondary School	Special Funding for Less Fortunate Students - Notebook computers COVID Crisis	1,470.00
332-20	14-Oct	Twin Rivers Community Choir	Virtual Choir Presentation to WK Citizens	1,000.00
<b>Total</b>				<b>\$ 23,242.37</b>
<b>Balance Remaining</b>				<b>\$ 6,887.04</b>

Electoral Area 'C'/Christina Lake		Grants-In-Aid 2020
Balance Remaining from 2019		1,941.25
2020 Requisition		72,704.00
Less Board Fee 2020		(2,549.00)
<b>Total Funds Available</b>		<b>\$ 72,096.25</b>

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	Club Activities	500.00
119-20	27-Feb	Grand Forks ATV	Stewart & Gilpin Area Trail	10,000.00
134-20	11-Mar	Christina Lake Stewardship Society	Aquatic Invasive Species Billboard	2,436.00
185-20	16-Apr	Grand Forks Farmers Market	BC Farmers Market Nutrition Coupon Program	2,000.00
217-20	30-Apr	Boundary Community Food Bank	Funds Towards Food Budget	2,000.00
217-20	30-Apr	Christina Lake Arts & Artisans Society	Off Season Workshops & Classes Prep	2,000.00
229-20	13-May	Boundary Country Regional Chamber of Commerce	Regional Business Advocacy, Communications & Recovery Efforts	2,000.00
308-20	25-Jun	Christina Lake Tourism Society	Supporting Student Hours	2,482.00
308-20	25-Jun	Joan Hiram (Cops for Kids)	Refreshments & Donation for RCMP Cops for Kids Bicycle Tour	1,000.00
359-20	23-Jul	Christina Lake Boat Access Society	Annual Dump Day	400.00
383-20	27-Aug	Christina Lake Arts & Artisans Society	Offset Lost Revenue Due to Covid	3,500.00
<b>Total</b>				<b>\$ 34,318.00</b>
<b>Balance Remaining</b>				<b>\$ 37,778.25</b>



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)
<b>Total Funds Available</b>				<b>\$ 71,144.50</b>

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	Club Activities	500.00
86-20	12-Feb	Grand Forks Art Gallery Society	Replacement Computer Workstations	5,000.00
119-20	27-Feb	Boundary Girls Fastpitch	Ongoing costs	250.00
119-20	27-Feb	Zone 6 BC Seniors Games	Athlete Training & Participation	300.00
134-20	11-Mar	Grand Forks ATV	Trails Reconstruction	5,000.00
185-20	16-Apr	Boundary Museum Society	Strategic Planning Project	5,000.00
185-20	16-Apr	Grand Forks Farmers Market	BC Farmers Market Nutrition Coupon Program	5,000.00
217-20	30-Apr	Boundary Community Food Bank	Funds Towards Food Budget	2,000.00
229-20	13-May	Boundary Country Regional Chamber of Commerce	Regional Business Advocacy, Communications & Recovery Efforts	2,900.00
359-20	23-Jul	Boundary Historical Society	Phoenix Pioneer Cemetery	2,000.00
359-20	23-Jul	Kettle Valley Food Coop	Local Food Producer Profiles	1,500.00
332-20	14-Oct	Grand Forks Border Bruin Association	Upgrade Bathroom to Meet Covid Safety Requirements	5,000.00
332-20	14-Oct	Grand Forks Seniors Society	New Carpet for Carpet Bowling	2,000.00
<b>Total</b>				<b>\$ 46,450.00</b>
<b>Balance Remaining</b>				<b>\$ 24,694.50</b>

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)
<b>Total Funds Available</b>		<b>\$ 135,980.63</b>

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	Start-up Legal Costs	537.60
134-20	11-Mar	West Boundary Community Services Co-Op Association	Destination BC Tourism Training	805.35
134-20	11-Mar	West Boundary Community Services Co-Op Association	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	Medical Centre Washer/Dryer	1,642.02
217-20	30-Apr	Trails to the Boundary Society	Riverside Centre Office Furniture	2,500.00
217-20	30-Apr	Trails to the Boundary Society	West Boundary Connect Website Costs	2,000.00
229-20	13-May	Big White Mountain Community Development Association	Additional Bookkeeping Expenditures	2,500.00
229-20	13-May	Big White Mountain Community Development Association	Insurance Expenditure Funding	2,875.00
252-20	28-May	West Boundary Community Services Co-operative Association	Directors & Officers Insurance for the Board	558.00
252-20	28-May	West Boundary Community Services Co-operative Association	Property Insurance for Riverside Centre	4,520.00
252-20	28-May	West Boundary Community Services Co-operative Association	Office Furniture	655.87
273-20	10-Jun	Trails to the Boundary Society	2020 Admin & Quick Books	862.00
383-20	27-Aug	West Boundary Community Services Coop	Start Up Costs for Visitors Info Booth	1,500.00
383-20	27-Aug	West Boundary Community Services Coop	Blinds for Boardroom at Riverside Centre	1,057.70
332-20	14-Oct	Beaverdell Community Club & Rec Commission	Haunted House with COVID Protocols	500.00
332-20	14-Oct	Kettle River Food Share Society	Quickbooks Online Subscription & Bookkeeping Program	616.00
332-20	14-Oct	Westbridge Recreation Society	Quickbooks Subscription	588.00
351-20	29-Oct	Big White Mountain Community Development Association	Office Furniture & Equipment	5,000.00
<b>Total</b>				<b>\$ 54,070.14</b>
<b>Balance Remaining</b>				<b>\$ 81,910.49</b>

<p align="center"><b>Regional District of Kootenay Boundary</b>  <b>Status Report - Gas Tax Agreement</b>  <b>November 4, 2020</b></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	\$ 695,637.75
Area C	\$ 591,210.17
Area D	\$ 837,360.54
Area E	\$ 1,044,367.47

TOTAL SPENT OR COMMITTED

**\$ 3,877,731.41****TOTAL REMAINING****\$ 2,949,511.89**

Earmarked Funding (All Areas)

\$ 100,000.00

**TOTAL UNCOMMITTED REMAINING****\$ 2,849,511.89**

**Regional District of Kootenay Boundary  
Status Report - Gas Tax Agreement  
November 4, 2020**

**ELECTORAL AREA 'A'**

Description		Status	Allocation
<b>Revenue:</b>			
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 RECEIVED FOR PROJECTS			<b>\$ 1,297,865.68</b>
<b>Expenditures:</b>			
Approved Projects:			
Total Completed Projects Approved Prior to 2015			\$ 339,155.48
17-15	Beaver Creek Park - Band Shell/Arbour	Funded 100%, Awaiting Completion	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 75%, Awaiting Project Report	10,000.00
153-17	Village of Fruitvale (Fruitvale RV Park)	Completed	70,000.00
73-18	Village of Fruitvale (Construction of Replica Train Station)	Awaiting Contract	150,000.00
166-19	Champion Lakes Golf & Country Club (New Metal Roof)	Completed	15,000.00
158-20	Beaver Valley Golf & Recreation Society (Lighting Upgrades Champion Lakes Golf Course)	Completed	5,000.00
TOTAL SPENT OR COMMITTED			<b>\$ 709,155.48</b>
TOTAL REMAINING			<b>\$ 588,710.20</b>
Earmarked Funding:			
<i>(Applications not yet received and/or Board approved)</i>			
Sept-19	Village of Fruitvale Middle School Re-development	Ltr of Support	\$ 100,000.00
TOTAL UNCOMMITTED REMAINING			<b>\$ 488,710.20</b>



Regional District of Kootenay Boundary  
Status Report - Gas Tax Agreement  
November 4, 2020

ELECTORAL AREA 'B' / LOWER COLUMBIA/OLD GLORY



Description	Status	Allocation
<b>Revenue:</b>		
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 RECEIVED 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
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
	Birchbank Golf Club (Upgrade Irrigation Satellite Controller)	Funding Returned (Sale)	(27,500.00)
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)	Completed	70,000.00
601-19	Silver City Trap Club (Develop Wheel Chair Access)	Completed	24,900.00
TOTAL SPENT OR COMMITTED			\$ 695,637.75
TOTAL REMAINING			\$ 270,723.89

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

Regional District of Kootenay Boundary  
Status Report - Gas Tax Agreement  
November 4, 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 RECEIVED FOR PROJECTS		\$ 943,860.54

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 Funding	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 - Hultian/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)	Partially Funded, Awaiting Completion	2,129.71
404-17 RDKB CL PARTS (New Washrooms @ Pickleball/Tennis Courts)	Completed	15,000.00
72-18 RDKB Kettle River Watershed Authority (Drought Management Plan)	Partially Funded, Awaiting Completion	11,303.33
231-19 RDKB CL PARTS (Pickle Ball Courts)	Completed, reporting under review	100,000.00
TOTAL SPENT OR COMMITTED		\$ 591,210.17
TOTAL REMAINING		\$ 352,650.37

Pending Funding 20.97

Pending 1563.37

Pending funding +21511.82

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

Regional District of Kootenay Boundary  
Status Report - Gas Tax Agreement  
November 4, 2020



ELECTORAL AREA 'D' / RURAL GRAND FORKS

Description	Status	Allocation
<b>Revenue:</b>		
Per Capital Allocation of Gas Tax Grant:		
Allocation 2007-2017	Received	\$ 1,558,102.27
Allocation to Dec 31, 2018	Received	156,473.90
Allocation to Dec 31, 2019	Received	309,913.36
Allocation to Dec 31, 2020	Estimated	153,439.48
TOTAL RECEIVED FOR PROJECTS		\$ 2,177,929.01

**Expenditures:**

Approved Projects:		
Total Completed Projects Approved Prior to 2015		120,196.00
2010	Kettle River Water Study	Funded 25,000.00
2012-1	Kettle River Watershed Study	Funded 15,000.00
2012-2	Kettle River Watershed Study	Funded 10,000.00
2013	Kettle River Watershed Project	Funded 24,899.66
2014	Kettle River Watershed Study	Funded 41,490.99
2015	Kettle River Watershed Study	Funded 7,857.50
2016	Kettle River Watershed Study	Funded 4,237.38
2017	Kettle River Watershed Study	Funded 11,377.02
2018	Kettle River Watershed Study	Funded 1,257.14
	Kettle River Watershed Study	Pending Funding 380.31
417-13	Kettle River Watershed (Granby Wilderness Society)	Funded 2,000.00
2010	Boundary Museum Society - Phase 1	Pending Funding 13,000.00
2012	Phoenix Mnt Alpine Ski Society	Additional 12,600.00
27-14	Boundary Museum	Funded 77,168.50
178-15	Grand Forks Rotary Club (Spray Park)	Completed 25,000.00
426-15	Jack Goddard Memorial Arena (LED Lights)	Completed 40,000.00
7-16	RDKB (Hardy Mountain Doukhobor Village)	Completed 38,165.19
144-16	Grand Forks Aquatic Center (LED Lights for Natatorium)	Completed 10,565.83
180-16	Grand Forks BMX Society (Track Upgrade)	Completed 5,000.00
246-16	RDKB (Kettle River Heritage Trail)	Funded 100,000.00
268-16	Grand Forks Community Trails Society (New Surface Trans Canada Trail Westend Station)	Completed 24,648.45
271-16	RDKB (Boundary Agricultural & Food Project)	Partially Funded, Awaiting Completion 6,677.75
	RDKB (Boundary Agricultural & Food Project)	Pending Funding 66.40
293-16	Grand Forks Aquatic Center (Underwater LED Light Replacement)	Completed 11,508.76
451-16	Phoenix Cross Country Ski Society (Trail Grooming Machine)	Completed 20,512.33
467-17	RDKB (Boundary Transit Capital Funding)	Completed 5,889.00
468-17	RDKB (Boundary Trails Master Plan)	Funded 100%, Awaiting Completion 20,000.00
72-18	RDKB Kettle River Watershed Authority (Drought Management Plan)	Partially Funded, Awaiting Completion 11,303.33
112-18	Grand Forks Community Trails Society (North Fork Trans Canada Trail Surface Installation)	Funded 75%, Awaiting Completion 37,500.00
	Grand Forks Community Trails Society (North Fork Trans Canada Trail Surface Installation)	Pending Funding 12,500.00
258-18	Boundary Museum Society (Black Hawk Livery Addition (40' x 60') Phase 1)	Completed 60,000.00
298-18	RDKB Grand Forks Curling Rink (Facility Condition Assessment)	Completed, reporting under review 9,000.00
361-19	RDKB - Boundary Transit (2018 Leasing Transit Vehicles)	Completed 9,965.00
361-19	RDKB - Boundary Transit (2019 Leasing Transit Vehicles)	Completed 10,086.00

Status Report - Gas Tax Agreement Electoral Area 'D' / Grand Forks Rural			
362-19	Boundary Area Disc Athletic Sports Society (Signage & Baskets)	Funded 75%, Awaiting Completion	9,381.00
	Boundary Area Disc Athletic Sports Society (Signage & Baskets)	Pending Funding	3,127.00
TOTAL SPENT OR COMMITTED			\$ 837,360.54
TOTAL REMAINING			\$ 1,340,568.47



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

**Regional District of Kootenay Boundary  
Status Report - Gas Tax Agreement  
November 4, 2020**



**ELECTORAL AREA 'E' / WEST BOUNDARY**

Description	Status	Allocation
<b>Revenue:</b>		
Per Capital Allocation of Gas Tax Grant:		
Allocation 2007-2017	Received	\$ 1,027,047.63
Allocation to Dec 31, 2018	Received	104,558.52
Allocation to Dec 31, 2019	Received	207,089.40
Allocation to Dec 31, 2020	Estimated	102,530.88
TOTAL RECEIVED FOR PROJECTS		\$ 1,441,226.43

**Expenditures:**

Approved Projects:

Completed Projects Approved Prior to 2015		\$ 273,327.56
2010	Kettle River Water Study	Funded 25,000.00
2012-1	Kettle River Watershed Study	Funded 15,000.00
2012-2	Kettle River Watershed Study	Funded 40,000.00
2013	Kettle River Watershed Project	Funded 49,799.31
2014	Kettle River Watershed Study	Funded 33,201.82
2015	Kettle River Watershed Study	Funded 10,946.27
2016	Kettle River Watershed Study	Funded 5,805.60
2017	Kettle River Watershed Study	Funded 15,514.16
2018	Kettle River Watershed Study	Funded 1,714.29
	Kettle River Watershed Study	Pending Funding 518.55
417-13	Kettle River Watershed (Granby Wilderness Society)	Funded 2,000.00
221-15	Greenwood Heritage Society (Zee Brick Replacement	Completed 6,000.00
222-15	Big White Chamber of Commerce (Tourist Trails Information Sign)	Funded 75%, Awaiting Completion 2,780.93
255-15	Rock Creek & Boundary Fair Association (Irrigation Upgrades)	Completed 20,866.89
341-15	Greenwood Heritage Society (Install 2 Electric Car Charging Stations)	Completed 2,527.56
342-15	Kettle River Museum (Install 2 Electric Car Charging Stations)	Completed 2,743.50
343-15	Trails to the Boundary Society (Trans-Canada Trail Between Mcculloch and Eholt)	Completed 29,574.09
81-16	Kettle Valley Golf Club (Pump House Renovation Project)	Completed 10,123.48
110-16	Kettle Wildlife Association (Parking/Water/Electrical Upgrades)	Completed 24,717.57
182-16	Rock Creek Community Medical Society (Roof and Floor Replacement RC Health Centre)	Completed 22,675.68
183-16	Kettle Wildlife Association (Parking/Water/Electrical Upgrades Addiitonal)	Completed 3,744.15
271-16	RDKB (Boundary Agricultural & Food Project)	Partially Funded, Awaiting Completion 14,233.14
451-16	Phoenix Cross Country Ski Society (Trail Grooming Machine)	Completed 10,256.17
166-17	Beaverdell Community Club & Recreation Commission (Bleachers Beaverdell Ball Park)	Funded 75%, Awaiting Completion 9,571.86
198-17	Westbridge Recreation Society (Replace Kitchen Westbridge Hall)	Completed 20,699.41
468-17	RDKB (Boundary Trails Master Plan)	Funded 100%, Awaiting Completion 20,000.00
72-18	RDKB Kettle River Watershed Authority (Drought Management Plan)	Partially Funded, Awaiting Completion 11,303.34
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

Status Report - Gas Tax Agreements Electoral Area 'E' / West Boundary			
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)	Completed	40,849.73
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, 225-20	Kettle Wildlife Association (Safety upgrades & Increased Capacity)	Completed	11,591.08
159-20	Westbridge Recreation Society (Construction of New Building Increase)	Completed	4,289.64
182-20	Rock Creek & Boundary Fair Association (Construction of multi-purpose structure)	Completed	21,414.17
329-20	Rock Creek & Boundary Fair Association (Washroom & Meeting Room Reno)	Pending Funding, Awaiting Contract	50,000.00
TOTAL SPENT OR COMMITTED			\$ 1,044,367.47
TOTAL REMAINING			\$ 396,858.96
TOTAL UNCOMMITTED REMAINING			\$ 396,858.96