



Electoral Area Services Committee

Thursday, January 14, 2021 - 10:30 pm

Via Zoom Online Video Conferencing

Join Zoom Meeting

<https://zoom.us/j/94414578765?pwd=TEd6MjA3OUtjckg2WGkwNG1QSmpxQT09>

Meeting ID: 944 1457 8765

Passcode: 658160

A G E N D A

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

- a) We acknowledge and appreciate that the land on which we gather is the converging, traditional and unceded territory of the Syilx, Secwepemc, Sinixt and Ktunaxa Peoples as well as the Metis Peoples whose footsteps have also marked these lands.

3. ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

- a) That the January 14, 2021 Electoral Area Services Agenda be adopted as presented.

4. MINUTES

a) November 12, 2020

[Electoral Area Services Committee - 12 Nov 2020 - Minutes - Pdf](#)

Recommendation: That the minutes for the Electoral Area Services meeting held on November 12, 2020 be adopted as presented.

5. ELECTION OF THE VICE CHAIR

- a) The Electoral Area Services Chair, Director Ali Grieve, will call three time for nominations for the position of Vice Chair of the Electoral Areas Services Committee for the Year 2021. Each person nominated must consent to the nomination. After the call for nominations a third and final time and in alphabetical order by last name, each nominee will have 3 minutes to address the Committee.

6. DELEGATIONS

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- a) **Carolyn & Joseph McLean**
Re: Development Variance Permit Application

1371 Frisk Road-Electoral Area C/ Christina Lake

RDKB File: C-1020s-02595.655

[2021-01-16 McLean DVP EAS](#)

Recommendation: That the Development Variance Permit application submitted by Carolyn McLean and Joseph McLean, to vary Section 402.8(b) of the Electoral Area C / Christina Lake Zoning Bylaw No. 1300, 2007 to increase the height of their garage addition from 4.6 m to 6.7 m – a variance of 2.1 m, for the construction garage containing a car lift on the property legally described as Lot 2, Plan KAP47883, District Lot 1020s, Similkameen Division of Yale Land District, Electoral Area C/Christina Lake be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation to approve.

b) Brent & Olivia Hummel

Re: Zoning Bylaw Amendment Application

10945 North Fork Road-Electoral Area D/ Rural Grand Forks

RDKB File: D-1735-0715.010

[2021-01-16-Hummel Zn EAS](#)

Recommendation: That the application submitted by Brent Hummel, on behalf of Brent Hummel and Olive Hummel, for a site-specific zoning bylaw amendment to the Electoral Area D/Rural Grand Forks Zoning Bylaw No. 1675 on the portion of the subject property zoned Agricultural Resource 5 and legally described as Lot 3, Plan KAP54436, District Lot 1735 3000, Similkameen Division of Yale Land District, to permit a second dwelling in the form of a manufactured home, with the requirement for a Section 219 covenant to be registered on title to limit the use of the manufactured home to immediate family, be supported, and further that staff be directed to draft an amendment bylaw for presentation to the RDKB Board of Directors for First and Second Readings and to schedule and hold a Public Hearing on the proposed bylaw amendment.

c) 1247676 BC LTD.

Re: Zoning Bylaw Amendment Application

5370 Big White Road-Electoral Area E/West Boundary (Big White)

RDKB File: BW-4109s-07412.000

[2021-01-16-BL Amendment 1247676 BC LTD EAS](#)

Recommendation: That the application submitted by Maria Kitsch, on behalf of 1247676 BC Ltd., to amend Big White Zoning Bylaw No. 1166, 2001 to rezone the property at 5370 Big White Road, legally described as Lot 3, District Lot 4190s, Similkameen Division Yale District, Plan 23412 from the Chalet Residential 1 (R1) Zone to the Village Core 6 Zone (VC6) be supported, and further that staff be directed to draft an amendment bylaw for presentation to the RDKB Board of Directors for First and Second Readings and to schedule and hold a Public Hearing on the proposed bylaw amendment.

d) Permissive Property Taxation Exemptions

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer presenting clarification regarding the differences between statutory property taxation exemptions and local government permissive property tax exemptions.

[Staff Report-Property Tax Exemptions-EAS-Jan 14 21- Pdf](#)

Recommendation: That the staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer regarding clarification on the differences between statutory taxation exemptions and local government permissive tax exemptions, as presented to the Electoral Area Services Committee on January 11, 2021 be received.

e) 002 Electoral Area Administration Work Plan and Budget

[Staff Report - 2021-2025 Electoral Area Admin \(002\) Five Year Financial Plan Jan 14 2021](#)

[002 Electoral Area Administration 2021 Work Plan final January 14, 2021](#)

[002 Electoral Area Administration draft proposed 2021-2025 five year financial plan January 14, 2021](#)

Recommendation: That the Regional District of Kootenay Boundary Board of Directors approve the 2021 Electoral Area Administration (002) Work Plan as presented to the Electoral Area Services Committee on January 14, 2021 in the staff report titled "Electoral Area Administration (002) Final 2021 Work Plan and Draft Proposed 2021-2025 Five Year Financial Plan".

Recommendation: That the Regional District of Kootenay Boundary Board of Directors discuss the proposed 2021-2025 Electoral Area Administration (002) Five Financial Plan as presented to the Electoral Area Services Committee on January 14, 2021 in the staff report titled "Electoral Area Administration (002) Final 2021 Work Plan and Draft Proposed 2021-2025 Five Year Financial Plan".

FURTHER that the Committee provide direction to staff as to any changes to be made to the proposed Budget and refer it to a future meeting for further review.

f) 005 Planning and Development Work Plan and Budget

[2020-01-14 EAS Staff report Service 005](#)
[005 Planning & Development-Work Plan Draft2](#)
[5YR005](#)

Recommendation: That the Regional District of Kootenay Boundary Board of Directors approve the Planning and Development (005) Work Plan as presented to the Electoral Area Services Committee on January 14, 2021.

Recommendation: That the Electoral Area Services Committee provide direction to staff regarding changes to be made to the proposed Five Year Financial Plan as presented to the Electoral Area Services Committee on January 14, 2012, and refer it to a future meeting for further review.

g) 120 House Numbering Area A and C Work Plan and Budget

[House Numbering Areas A&C Work Plan](#)
[5YR120](#)
[2020-01-14 EAS Staff report Service 120](#)

Recommendation: That the Regional District of Kootenay Boundary Board of Directors approve the House Numbering – Electoral Areas A and C/Christina Lake (120) 2021 Work Plan and Five Year Financial Plan as presented to the Electoral Area Services Committee on January 14, 2021.

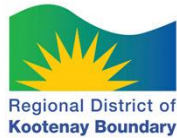
9. FOR DISCUSSION

10. LATE (EMERGENT) ITEMS

11. DISCUSSION OF ITEMS FOR FUTURE AGENDAS

12. CLOSED (IN CAMERA) SESSION

13. ADJOURNMENT



**Electoral Area Services Committee
Minutes
Thursday, November 12, 2020
Via Zoom Video Conference**

Directors Present:

Director Ali Grieve
Director Linda Worley
Director Grace McGregor
Director Vicki Gee

Alternate Directors Present:

Michael Tollis

Staff Present:

Mark Andison, Chief Administrative Officer
Donna Dean, Manager of Planning & Development
Bart Fyffe, Senior Planning Technician
Sandra Surinak, Recording Secretary

Guests:

Brad Hanson

CALL TO ORDER

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

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

That the November 12, 2020 Electoral Area Services Agenda be adopted as amended.

Moved / Seconded

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Electoral Area Services Committee meeting
November 12, 2020

Agenda Item 6A was moved to follow consideration of minutes since the applicant was in attendance.

The following four items were added to the agenda:

- Status of road maintenance in the rural areas of the RDKB.
- Time of future meetings.
- Inclusion of a land acknowledgement on future EAS agendas.
- APC appreciation.

Carried

MINUTES

That the October 15, 2020 Electoral Area Services Minutes be adopted as presented.

Moved / Seconded

Carried.

NEW BUSINESS

(Moved from a later portion of the agenda)

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

Moved / Seconded

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 m² to 92 m² – a variance of 32 m², to build a workshop/storage space to store building materials in preparation for building a single family

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Electoral Area Services Committee meeting

November 12, 2020

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.

Carried.

Mr. Hanson exited the meeting at 11:05 a.m.

DELEGATIONS

There we no delegations in attendance.

UNFINISHED BUSINESS

Sheri Doyle and Joseph Gagnon

RE: Development Variance Permit

7390 Porcupine Road, Big White, B.C.

RDKB File: BW-4109s-07405.000

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 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

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Electoral Area Services Committee meeting

November 12, 2020

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.

Carried.

NEW BUSINESS

Susie and Grant Stevens

RE: Development Permit

3035 East Lake Drive, Electoral Area C/Christina Lake, B.C.

RDKB File: C-963-04311.000

Moved / Seconded

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, be received.

Carried.

1107439 BC Ltd., Ken Flett, Agent

RE: MOTI Subdivision

8930 Highway 33, Electoral Area E/West Boundary

RDKB File: E-1909s-04955.000

Moved / Seconded

Concerns were expressed regarding environmental impact and safe access off the highway.

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/West Boundary, be received; And further, that staff be directed to work with the applicant to determine suitable parkland dedication.

Carried.

002 Electoral Area Administration Work Plan

Moved / Seconded

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.

Carried.

005 Planning and Development Work Plan

Bart Fyffe, Senior Planning Technician gave a verbal report regarding the pros and cons of having the Interactive Web Map hosted in-house.

Moved / Seconded

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.

Carried.

120 House Numbering Area A and C Work Plan

Director McGregor requested that the staff review the house numbers in the Cascade area of Christina Lake.

Moved / Seconded

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.

Carried.

Grant in Aid Report

Moved / Seconded

The Committee suggested a review to determine if COVID-19 is impacting how money is being allocated.

That the Grant in Aid report be received.

Carried.

Gas Tax Report

The Finance Department will be updating the formatting of this report and feedback should be forwarded to Carolyn Gillis, Financial Services Manager.

Moved / Seconded

That the Gas Tax report be received.

Carried.

LATE (EMERGENT) ITEMS

Road Maintenance in Rural Areas

Committee members discussed concerns about road maintenance within their electoral areas and concluded that they would direct constituents to forward complaints to both the contractor and the Ministry of Transportation and Infrastructure.

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Electoral Area Services Committee meeting
November 12, 2020

Start Time for the Next Electoral Area Services Meeting

It was suggested that the start time for 2021 meetings be 10:30 a.m. This will be confirmed at a future board meeting.

Land Acknowledgment on Future Agendas

The Committee requested that a land acknowledgement be included on future Electoral Area Services agendas.

APC Member Appreciation Dinners

The Directors discussed alternatives to in-person dinners that are normally held near year-end.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

There was no discussion of items for future agendas.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

The meeting was adjourned at 12:15 p.m.



Electoral Area Services (EAS) Committee Staff Report

RE:	Development Variance Permit – McLean		
Date:	January 16, 2021	File #:	C-1020s-02595.655
To:	Chair Grieve and members of the EAS Committee		
From:	Danielle Patterson, Planner		

Issue Introduction

The Regional District of Kootenay Boundary (RDKB) has received a Development Variance Permit application to increase the permitted height of an accessory building from 4.6 m to 6.7 m, for a property at Christina Lake (see Attachment 1 - Site Location Map).

Property Information	
Owners:	Carolyn McLean and Joseph McLean
Location:	1371 Frisk Road
Electoral Area:	Electoral Area C/Christina Lake
Legal Description:	Lot 2, Plan KAP47883, District Lot 1020s, Similkameen Division of Yale Land District
Area:	3,880.9 m ² or approx. 1/3 ha (0.96 ac)
Current Use:	Residential
Land Use Bylaws	
OCP Bylaw: 1250	Residential
DP Area:	NA
Zoning Bylaw: 1300	Single Family Residential 1 Zone (R1)
Other	
Service Area:	Christina Lake Water Utility Service
Planning Agreement Area:	NA

History / Background Information

The subject property is located on a short cul-de-sac off of Schulli Road (see Attachment 2 – Subject Property Map). The neighbourhood is generally comprised of single family dwellings and the subject property backs onto Crown land. Approximately 40% of the subject property is down a steep embankment.

The subject property has an easement and restrictive covenant registered on title; neither are effected by the requested variance. The covenant restricts the distance for constructing buildings from the natural boundary of Moody Creek and the nearby water

reservoir. It further requires floor systems to be a minimum of 5 ft (1.5 m) above Moody Creek or the full pool elevation of the reservoir. Planning staff have confirmed with G. Denkovski, Manager of Infrastructure and Sustainability, that the reservoir referenced is an old surface reservoir formally used for storing drinking water for the Christina Lake Water Utility Service. The easement is related to infrastructure and access for the Christina Lake Water Utility Service.

Proposal

The applicants plan to build a 61.3 m² (660 ft²) and 6.7 m (22 ft) high addition to their garage in order to store classic cars using a car lift, allowing one car to be lifted and stored above the other (see Attachment 3 – Applicant Submission and Attachment 4 – Site Photos). The lift would require the garage to be higher than permitted in the Zoning Bylaw.

Section 402.8(b) of Zoning Bylaw 1300 limits the height of accessory buildings to 4.6 m. Due to this, the applicant is requesting a variance to Section 402.8(b) to vary the height of their garage addition from 4.6 m to 6.7 m – a variance of 2.1 m to accommodate the car lift.

Advisory Planning Commission (APC)

At their November 23, 2020 meeting, the Electoral Area C/Christina Lake APC reviewed the application and recommended it be supported.

Implications

The RDKB application requests a clear rationale for development variance permit requests. Each Development Variance Permit application is to be reviewed based on its own merit.

The applicants have stated the reason they want to store their classic cars in the garage addition is because they have experienced vehicle vandalism in the past. The applicants selected a garage design that would connect the existing single car garage and the garage addition under a one roof. They stated the garage proposal will improve the appearance of the property and neighbourhood. The applicants have noted that they are located near the end of a cul-de-sac.

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

1. Other than the requested variance, the proposal and existing development on the subject property meet Zoning Bylaw requirements, including parcel coverage (seven percent), building setbacks, parking, density, and land use.
2. The proposed garage addition would be accessed via the existing driveway.
3. Section 2.13.1.1 of the Area C OCP Goals includes protecting residential areas from commercialization and industrialization. While the overall height of the garage is high enough to accommodate a commercial vehicle, the garage has been designed to have doors that are 2.44 m in height; therefore the doors are too low to

accommodate a commercial vehicle. If approved, the garage design presented would be part of the Development Variance Permit.

4. Section 2.13.13, Policy 5 of the Area C OCP states, "implementing bylaws will contain regulations which encourage buildings which are in scale with existing neighbourhoods and don't crowd the lot". The surrounding neighbourhood includes a mix of properties with multi-level homes, double vehicle garages, and storage of leisure vehicles on some properties. Other neighbourhood properties have single storey single detached dwellings with single vehicle garages or carports.
5. Approximately 40% of the subject property has a steep incline. Stacking vehicles in a higher garage rather than spacing them over a larger parcel area reduces the overall building and structure footprint on the level portion of the subject property.
6. The power line visible in the applicant photos is approximately 6 m (20 ft) away from the footprint of the proposed garage addition and does not pose a concern related to the proposed development variance.

Staff comments

The applicants' proposed garage is designed in such a way that the door is too low to allow for the storage of commercial vehicles. If the Development Variance Permit is approved, the garage design would become part of the permit, ensuring that vehicles can be stacked in the higher garage, without the risks of larger commercial vehicles encroaching in this residential area.

Staff note there have been anecdotal instances of garage heights leading to uses contrary to zoning bylaws in some rural and residential neighbourhoods, such as commercial vehicle use. While, due to garage design, this is not a concern with this particular development variance permit application, it may be beneficial for staff to perform a more detailed analysis of development variance permits related to the height and area of accessory buildings in the future.

Recommendation

That the Development Variance Permit application submitted by Carolin McLean and Joseph McLean, to vary Section 402.8(b) of the Electoral Area C / Christina Lake Zoning Bylaw No. 1300, 2007 to increase the height of their garage addition from 4.6 m to 6.7 m – a variance of 2.1 m, for the construction garage containing a car lift on the property legally described as Lot 2, Plan KAP47883, District Lot 1020s, Similkameen Division of Yale Land District, Electoral Area C/Christina Lake be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation to approve.

Attachments

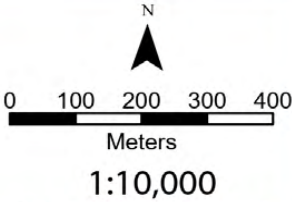
1. Site Location Map
2. Subject Property Map
3. Applicant Submission
4. Site Photos



Regional District of
Kootenay Boundary
Date: 2020-11-04

Site Location Map

Lot 2,
Plan KAP47883, District Lot 1020S,
Similkameen Div of Yale Land District



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

Document Path: P:\PD\EA_C\1020s-02595.655 McLean\DVP Nov 2020\Mapping\2020-11-04_SM_C-1020s-02595.655_2020NovDVP.aprx



Statement of Request for Variance

I am requesting a height variance to build a residential garage located in area C, Christina Lake. The height allowance for a garage is 4.6 meters and I am seeking a variance to allow a height of 6.7 meters or approximately 22ft.

There is a restrictive covenant and an easement registered on this property neither of which are affected by the variance request. The **restrictive covenant** is on the area of the site map marked 'lower property' and is approx. 200ft away from and approx. 35ft lower in elevation from the proposed building site. The **easement** is in regard to access for the water district. Copies of both easement and restrictive covenant are enclosed in this application.

The reason for this request is to provide height inside the garage to accept a vehicle storage lift (see photo in application). The lift weighs approx. 2000lbs or approx. half the weight of an average car and the installation is meant to be used for non-commercial use. I own a number of classic vehicles and the purpose of the lift will provide safe and proper storage inside the garage reducing the risk of damage or theft which would otherwise be considered if stored outside. While living in Christina Lake my 1963 Corvette was vandalized resulting in slashed tires and fingernail polish remover poured over it destroying the paint and damaging the soft top. I wish to avoid any future problems like this.

I also believe this garage addition will improve the look of both the property and overall appearance of the neighbourhood. The new garage and the existing garage will be attached to each other using the same pitch to the roof creating a pleasing appearance.

I live on a dead end street and I am the second to last house at the end of a large cul-de-sac.

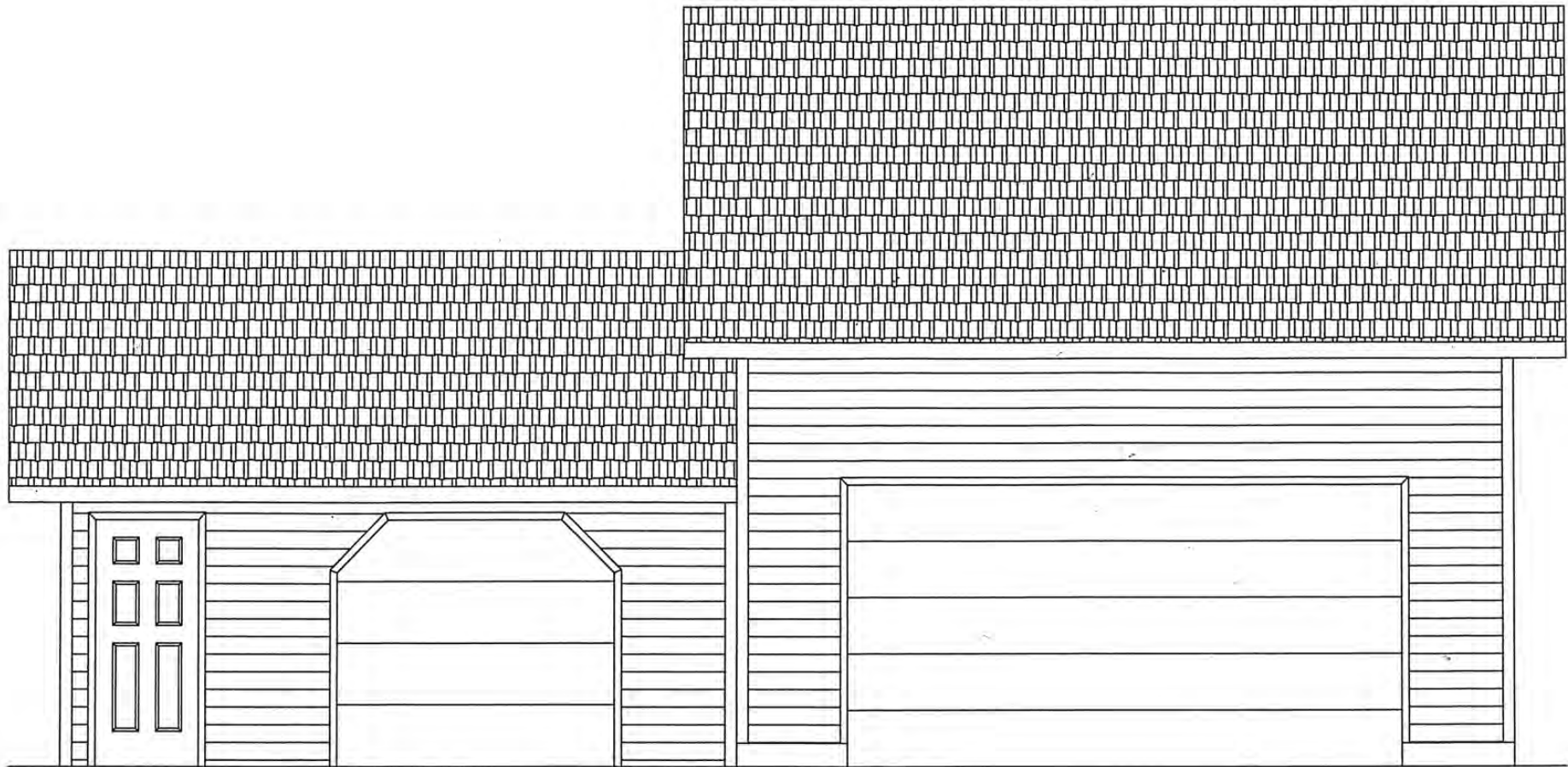
I believe granting this variance will have no negative impact on any of my neighbours properties.

I believe granting this variance will resolve my vehicle storage concerns and enhance the overall look of my property and the neighbourhood.

Thank you for your consideration

Joe McLean





FRONT ELEVATION
1/4" = 1'-0"

GENERAL NOTES

- ALL WORKMANSHIP is to be of a standard equal in all respects to good building practice.
- DESIGN LOADS for roof and floors are estimated. Refer to truss/joist drawings for actual design criteria. It is the responsibility of the owner or builder to ensure that the specified foundations are adequate for the loads as specified in truss/joist shop drawings and to consult qualified persons to make any changes necessary.
- DEPTH OF FOOTINGS below foundation grade will also be affected according to frost and soil conditions. It is the responsibility of the users of this plan make the appropriate revisions.
- CONCRETE: Concrete walls, beams to be minimum 20MPa. Garage floor slab to be as per hoist manufacturer or structural engineer. Piles & footings to be 25MPa, sulphate resistant Type 50 Kalicrete.
- GRADES shown on elevations are estimated. Adjust on the site as required. Retaining walls other than the foundation walls of the structure are beyond the scope of these drawings, and it is the responsibility of the owner or the building contractor to consult the appropriate professionals where necessary.
- CONCRETE FOOTINGS must be placed on undisturbed soil at an elevation below the frost line. Footings shown on these drawings are assumed to have a soil bearing capacity of 75kPa (1500psf). Strip type footings are to have 10M hooked dowels to foundation wall @ 32" O.C. (as shown). It is the responsibility of the owner or building contractor to confirm the actual soil bearing capacity of the specific building site. If a lesser bearing capacity is encountered, it shall be the responsibility of the owner or the builder to have the footings redesigned by qualified persons to suit existing conditions.
- Any drawings supplied by the structural engineer shall take precedence over these specifications.
- FOUNDATION WALLS not designed by the structural engineer shall be reinforced with minimum 15M continuous bars @ 16" O.C. on inside face & 10M verticals @ 32" O.C. on inside face.

GENERAL NOTES CONT.

- ALL WOOD PLATES on concrete shall have 2.2kg/m2 (45lbs.) roofing D.P.C. with 12mm (1/2") bolts at 1200mm (4'-0") o.c.
- FRAMING LUMBER: all number two (2) and better Spruce, Pine, Fir. For other common species, refer span tables of the National Building Code, most recent edition. All beam and lintel sizes shown on the drawings are based on number two and better Spruce Pine Fir.
- ALL LINTELS to be 2-38x235mm (2-2x10's) unless otherwise noted.
- Owner or builder to obtain certificate from manufacturer for trusses and glue laminated and other composite beams.
- Owner or builder to be responsible to ensure that the appropriate hangers and hold-down anchors are used in accordance with specific engineering requirements and supplier's instructions.
- MISCELLANEOUS:
 - Electrical to comply with Section 9 of the National Building Code, most recent edition.
 - Flash over all exterior openings.
 - Caulk over and around all exterior openings using non-hardening caulking compound.
 - Flash all changes in materials on exterior walls.
 - All siding or stucco to be minimum 200mm (8") above finished grade.
 - If brick veneer is to be installed, counter flashing shall be installed up 200mm (8") behind the building felt and below bottom course with vertical joints raked clean. Weep holes 600mm (2'-0") o.c.
 - Approved heat/smoke detectors to be installed as required.

Joe McLean
1371 Frisk Rd.

TRITHARDTHOMES

DATE: AUGUST 21, 2020

SCALE: AS NOTED

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lee

Joe McLean
1371 Frisk Rd.

TRITHARDTHOMES

DATE: AUGUST 21, 2020

SCALE: AS NOTED

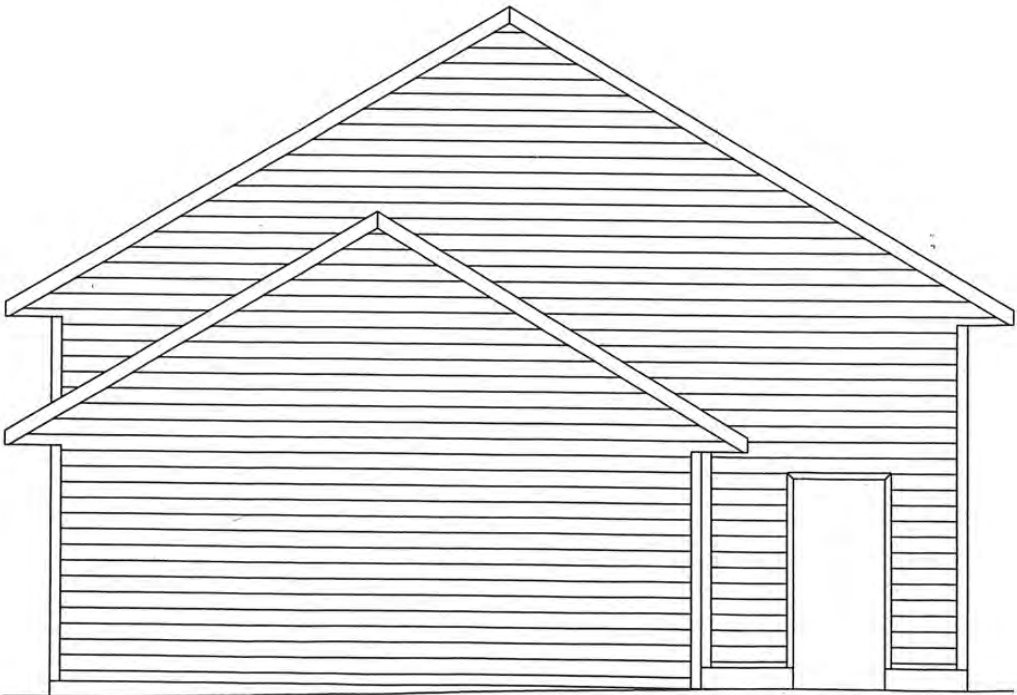
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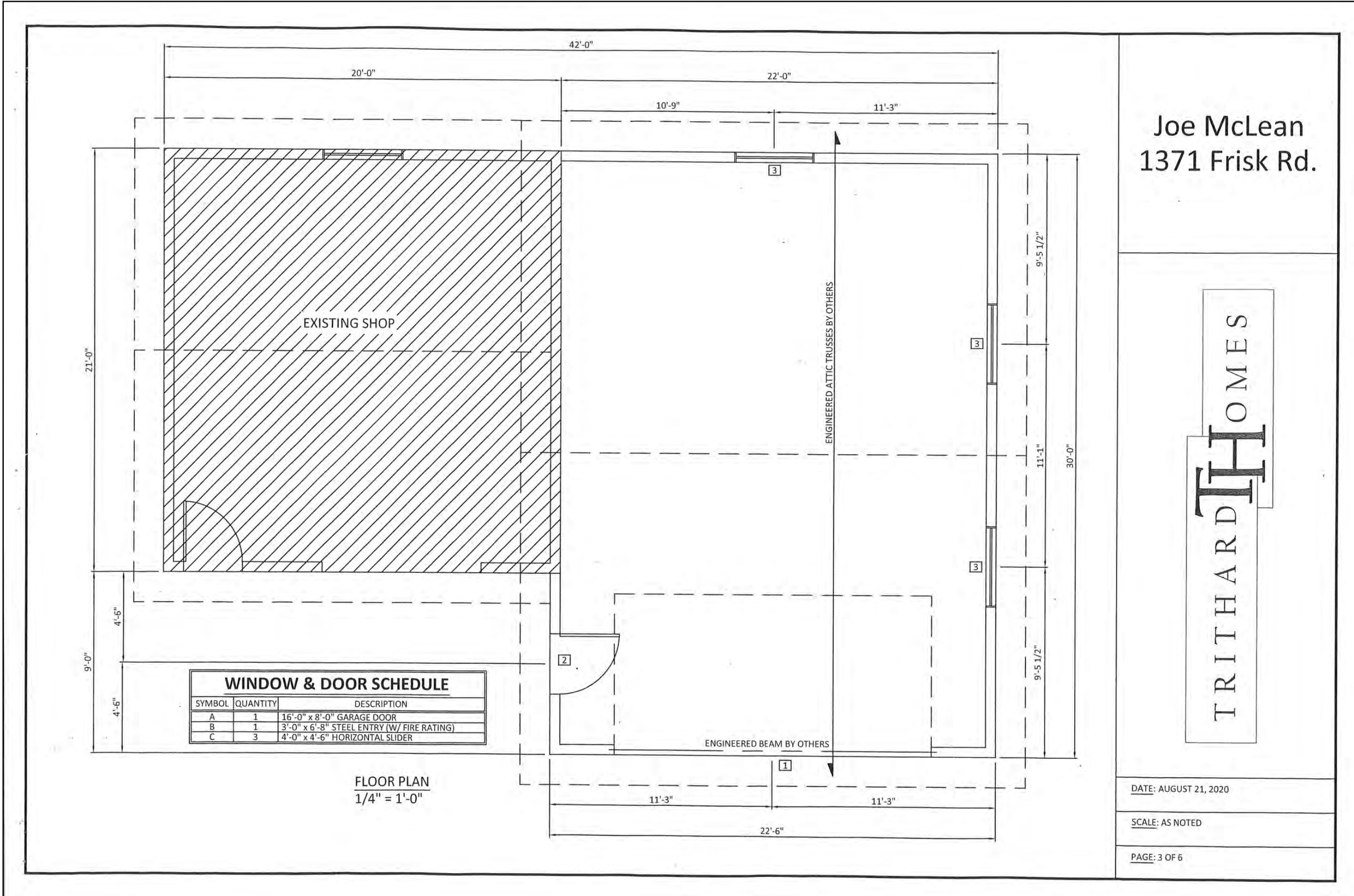
REAR ELEVATION
3/16" = 1'-0"



RIGHT SIDE ELEVATION
3/16" = 1'-0"



LEFT SIDE ELEVATION
3/16" = 1'-0"



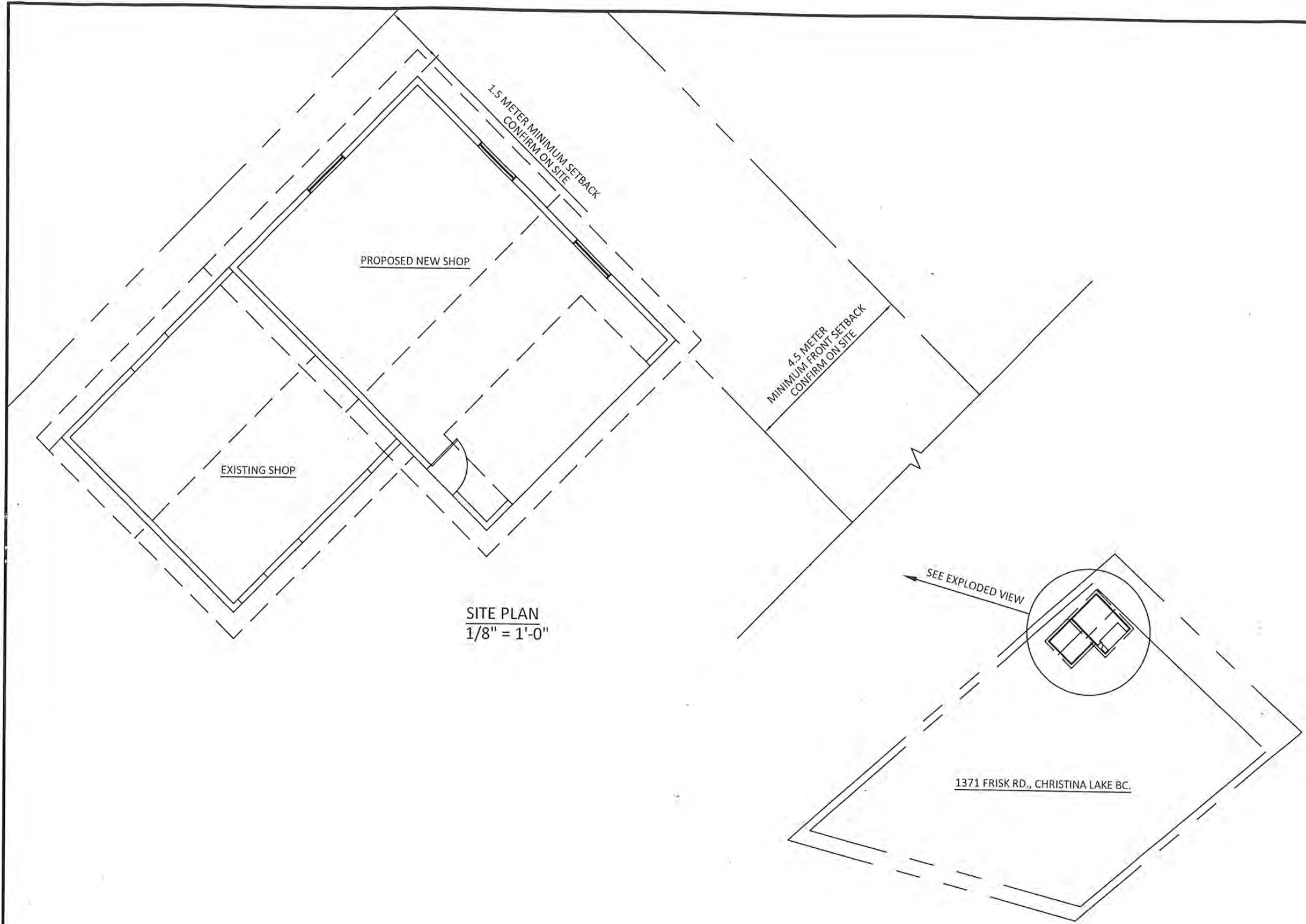
Joe McLean
1371 Frisk Rd.

TRITHARDTHOMES

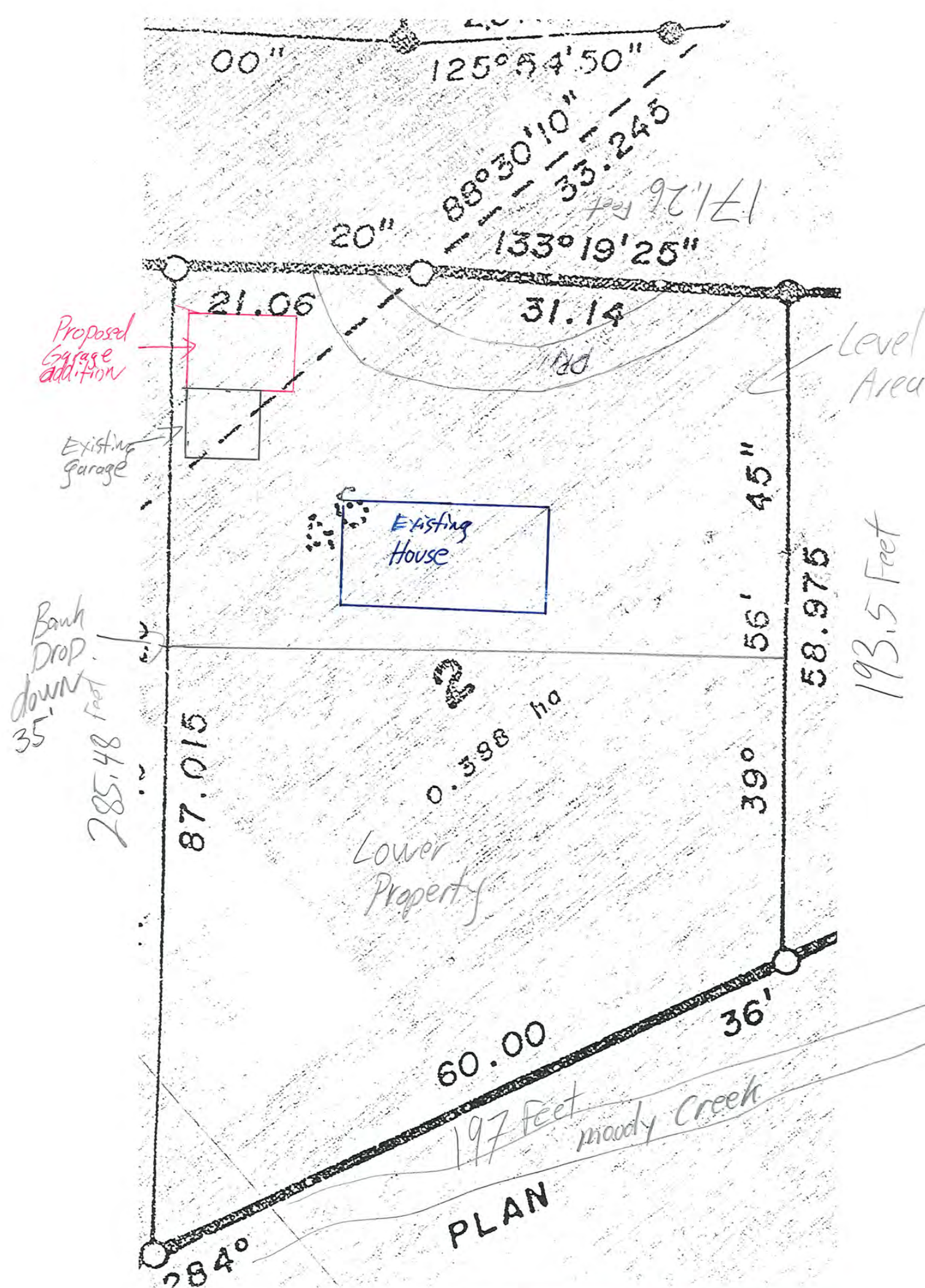
DATE: AUGUST 21, 2020

SCALE: AS NOTED

PAGE: 6 OF 6



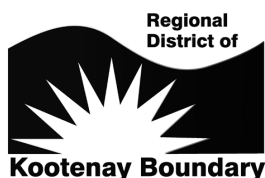
SITE KEY PLAN
N.T.S.



Applicant Site Photos for 1371 Frisk Road



Location of proposed garage location approximated in red



Electoral Area Services (EAS) Committee Staff Report

RE:	Zoning Bylaw Amendment Application – Hummel		
Date:	January 16, 2021	File #:	D-1735-07015.010
To:	Chair Grieve and members of the EAS Committee		
From:	Danielle Patterson, Planner		

Issue Introduction

The Regional District of Kootenay Boundary (RDKB) has received an application for a site-specific zoning amendment to the Rural Grand Forks Zoning Bylaw to facilitate the installation of a mobile home on the applicant's property, located north of Niagara (see Attachment 1 – Site Location Map).

Property Information	
Owner(s):	Brent Hummel and Olive Hummel
Agent:	Brent Hummel
Location:	10945 North Fork Road
Electoral Area:	Electoral Area D/ Rural Grand Forks
Legal Description:	Lot 3, Plan KAP54436, District Lot 1735 3000, Similkameen Division of Yale Land District
Area:	25.9 ha (64 ac)
Current Use(s):	Agriculture/Residential
Land Use Bylaws	
OCP Bylaw: 1555	Agricultural Resource 2 Rural Resource 1 (Approximately 0.8 ha)
DP Area:	NA
Zoning Bylaw: 1675	Agricultural Resource 5 (AGR 5) Rural Resource 1 (RUR1) (Approximately 0.8 ha)
Other	
ALR:	Mostly within; approximately 0.8 ha is outside of ALR
Waterfront / Floodplain:	Intersected by the Granby River

History / Background Information

Located on North Forks Road (see Attachment 2 – Subject Property Map), the subject property is double-hooked, with both North Fork Road and the Granby River intersecting

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the property north-south. The subject property is split-zoned, with a 0.8 ha (2 ac) portion zoned Rural Resource 1 (RUR1), and the majority of the property zoned Agricultural Resource 5 (AGR 5).

The subject property is currently used for the raising and grazing of sheep and goats on an intergenerational farm, with the property owners living in a single-detached dwelling.

Approximately 97 percent of the subject property is within the Agricultural Land Reserve (ALR). A 0.8 ha (2 ac) portion of wooded, steep land west of North Fork Road, is outside of the ALR.

Agricultural Land Capability

Based on the RDKB's land capability data, the ALR portion of the lands east of North Fork Road have an agricultural capability rating of 60% 5AW (droughtiness/aridity as a result of climate and excessive soil moisture) and 40% 5WAI (excessive soil moisture, droughtiness/aridity as a result of climate, and periodic inundation by streams).

The portion of the ALR lands west of North Fork Road have an agricultural capability rating of 5TA (adverse relief because of steepness or pattern of slopes and droughtiness or aridity as a result of climate). With site improvements including irrigation, the ratings could reach 60% 3W and 40% 4WI; and 5T, respectively.

Class 5 soils have very severe limitations that restrict their capability to produce perennial forage crops, and improvement practices are feasible. Class 4 soils have moderately severe limitations that restrict the range of crops or require special conservation practices. Class 3 soils have moderate limitations that restrict the range of crops or require moderate conservation practices. As agriculture can take place in enclosed structures, soil quality alone does not reflect all of the agricultural capability on a parcel of land.

Proposal

The applicant has submitted a request for a site-specific Zoning Bylaw amendment to permit a second dwelling on the portion of the subject property located in the ALR, in the form of a manufactured home. The manufactured home is intended for the property owners' adult child and adult child's family. This is so the owner's immediate family assist with farming operations, as they keep 300 goats and sheep. The applicant has stated that as they age in place, the property owners may transition to the manufactured home and have their adult child's family live in the existing residence.

Both the AGR 5 Zone and RUR1 Zone permitted principal uses include one single family dwelling. At this time, the Agricultural Land Commission (ALC) has two avenues for the subject property owners to have a manufactured home for immediate family on their properties. Both avenues are described below under "Implications".

Advisory Planning Commission (APC)

The Electoral Area D/Rural Grand Forks APC recommended supporting the application at their January 5, 2021 meeting, subject the site-specific text requiring a Section 219 covenant registered on the property, limiting the manufactured home for use to immediate family.

Implications

ALC Regulations

Policy L-25 – Manufactured Homes in the ALR¹: In October 2020, ALC Policy L-25 was amended to permit, under particular conditions, property owner's whose parcel(s) are located in the ALR to have a manufactured home, in addition to a principal residence, without requiring an application to the ALC. This ALC use regulation only applies to parcels of land with building permits issued by July 31, 2021.

The manufactured home may only be used to house immediate family and must comply with the following form and build criteria:

- is a single storey;
- is for use by a single family;
- is assigned a Manufactured Homes Registry Number in the Manufactured Homes Registry;
- is a maximum of 22.86 metres in length;
- conforms to prescribed Canadian Standards Association (CSA) standards; and
- is constructed to meet prescribed foundation requirements.

If at any time the manufactured home is no longer used for immediate family, it must be a) demolished on-site and debris removed, b) removed from the property, or c) converted to non-residential use, such as office or storage, if permitted within the parameters of the Zoning Bylaw.

Application for a Non-Adhering Residential Use: After the July 31, 2021 building permit deadline, property owners will still have the option to apply to the ALC for the consideration of a Non-Adhering Residential Use. Such applications are considered based on the merit of the proposal to meet farm operational needs.

For both ALC options, the local government may restrict the option to build additional dwellings in the Zoning Bylaw.

Official Community Plan

The majority of the subject property is designated Agricultural Resource 2 in the OCP. Agricultural Resource Policy 19.4.10 of the OCP states that, "[...] *consideration may be given to permitting a second dwelling upon an application for a zoning bylaw amendment. Such applications will be evaluated on criteria that includes, but is not necessarily limited to the following:*

- a) the size and location of the subject property;*
- b) the provision of a guarantee (for example a covenant, housing agreement), that may include, but not necessarily be limited to a description of who may occupy the residence*

¹ For details, see ALC Policy L-25 – Manufactured Homes in the ALR. Available at: https://www.alc.gov.bc.ca/assets/alc/assets/legislation-and-regulation/policies/alc_-_policy_l-25_-_manufactured_homes_in_the_alr.pdf

and what would trigger removal or decommissioning of the residence in the future, may be considered;

c) the submission of supporting information that demonstrates that the second dwelling is required to support a farm operation;

d) approval from the Agricultural Land Commission for a non-adhering residential use.”

Criterion a: At 25.9 ha (64 ac), the subject property is of a substantial enough size to accommodate a second dwelling. Further, North Fork Road passing through the property provides an ease of access with minimal need to disturb farmable land for an access point.

Criterion c: The applicant is applying based criteria c of the policy, as the farm is generational, the current owners are aging and will need more assistance to age in place, and they have 300 head of sheep and goats.

Criterion d: If the Zoning Amendment is approved and a building permit is issued by July 31, 2021, criterion d would not be required.

Based on the above, the applicant's request for a manufactured home aligns with the OCP policy.

Criterion b: ALC regulations would limit the residential use of the manufactured home to immediate family only. Due to this, a provision of a guarantee is not required when considering the manufactured home. Regardless, staff recommend consideration of such a guarantee to increase long term certainty and compliance with land use regulations. Relying solely on the ALC regulations can create a lack of clarity for the property owners and a longer a review period by staff and would not result in this information being clearly stated in the Zoning Bylaw or the property Title. To create that greater clarity, three options are available:

Option 1: word the site-specific text amendment to state that a manufactured home is permitted for immediate family members only;

Option 2: word the site-specific text amendment to permit the manufactured home, provided that a Section 219 Covenant is registered on the property, limiting the manufactured home for use by immediate family members only; or

Option 3: at the Building Permit stage, require the property owner to enter an agreement limiting the use of the manufactured home to use for immediate family members only.

Staff recommend *Option 2* as it would result in a notice on Title, providing clear information for the property owner and the building inspection department.

The approximately 0.8 ha portion of the property designated Rural Resource 1 is not under consideration in this Zoning Amendment application.

Zoning Bylaw

The majority of the subject property is zoned Agricultural Resource 5 (AGR 5). Permitted principal uses in the AGR 5 Zone are agriculture; golf courses; intensive agriculture; and a single family dwelling. The applicant's Zoning Amendment proposal would apply to the portion of the property zoned AGR 5. The applicant's proposal could be accommodated through a text amendment based on the legal description of the subject property and is complimentary to existing permitted principal uses.

Based on approximate measurements from the RDKB's Interactive Mapping System, the proposed location for the manufactured home far exceeds the minimum building setbacks of the zone. Due to the large size of the subject property, the new structure would have minimal impact on overall parcel coverage.

About 0.8 ha of the subject property is zoned Rural Resource 1 (RUR1). This portion of the land is not under consideration in the Zoning Amendment application.

Recommendation

That the application submitted by Brent Hummel, on behalf of Brent Hummel and Olive Hummel, for a site-specific zoning bylaw amendment to the Electoral Area D/Rural Grand Forks Zoning Bylaw No. 1675 on the portion of the subject property zoned Agricultural Resource 5 and legally described as Lot 3, Plan KAP54436, District Lot 1735 3000, Similkameen Division of Yale Land District, to permit a second dwelling in the form of a manufactured home, with the requirement for a Section 219 covenant to be registered on title to limit the use of the manufactured home to immediate family, be supported, and further that staff be directed to draft an amendment bylaw for presentation to the RDKB Board of Directors for First and Second Readings and to schedule and hold a Public Hearing on the proposed bylaw amendment.

Attachments

1. Site Location Map
2. Subject Property Map
3. Applicant Submission
4. Draft Zoning Bylaw

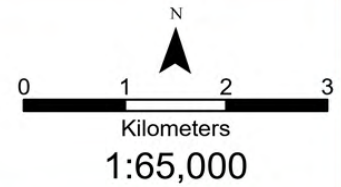


Regional District of
Kootenay Boundary

Date: 2020-12-03

Site Location Map

Lot 3, Plan KAP54436,
District Lot 1735 3000,
Similkameen Div of Yale Land District



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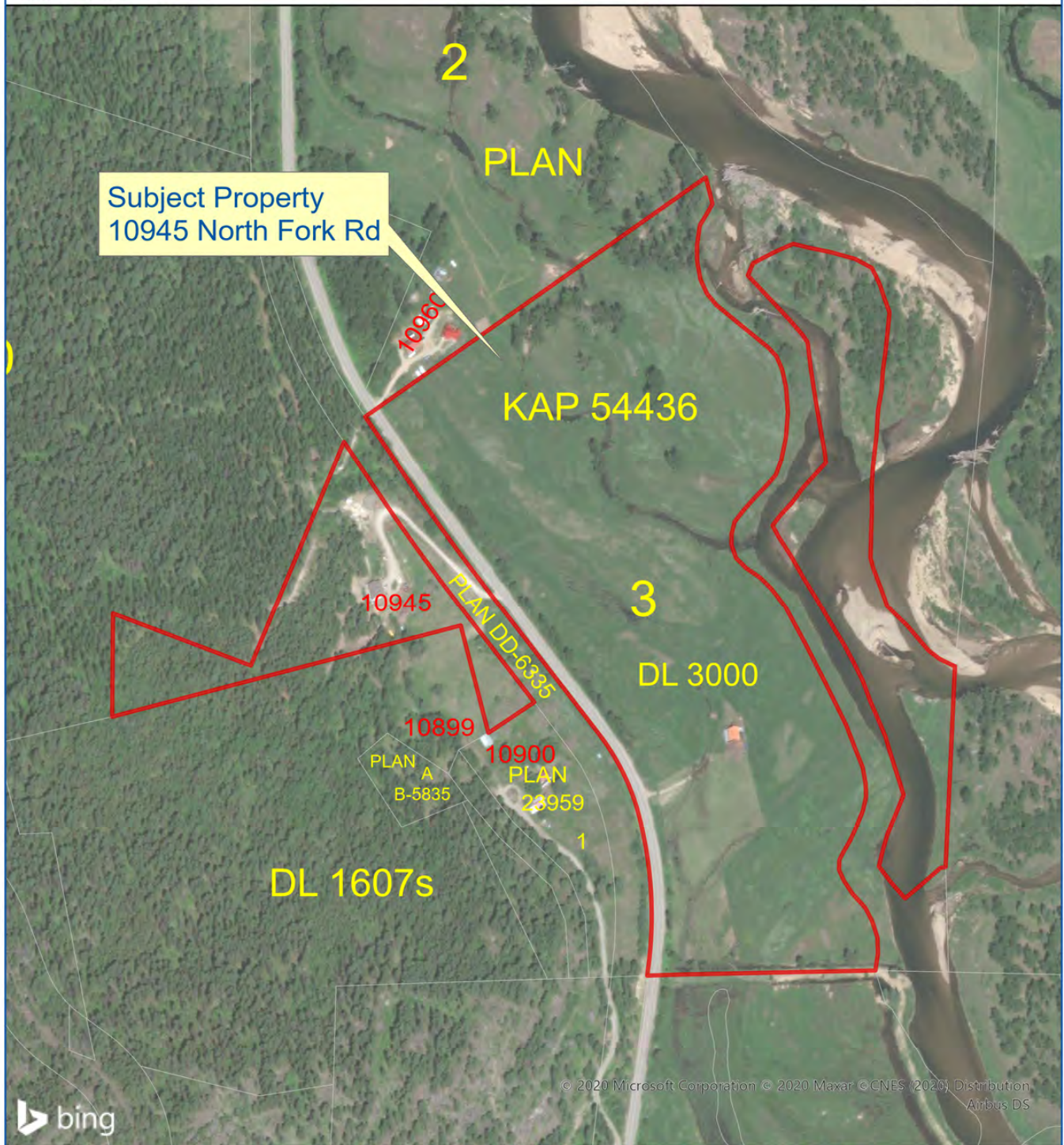
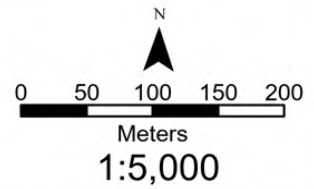


Regional District of
Kootenay Boundary

Date: 2020-12-03

Subject Property Map

Lot 3, Plan KAP54436,
District Lot 1735 3000,
Similkameen Div of Yale Land District



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As stated in our application we are asking for a zoning amendment which would enable us to place a manufactured house on our 64 acre farm. This fits in now until end of July 2021 with the ALC and therefore we have their approval for the time being. Also this proposal fits in with the OCP stated below 19.4.10 letter C in our case.

19.4.10 Notwithstanding the above, consideration may be given to permitting a second dwelling upon an application for a zoning bylaw amendment. Such applications will be evaluated on criteria that includes, but is not necessarily limited to the following:

- a) the size and location of the subject property;
- b) the provision of a guarantee (for example a covenant, housing agreement), that may include, but not necessarily be limited to a description of who may occupy the residence and what would trigger removal or decommissioning of the residence in the future, may be considered;
- c) the submission of supporting information that demonstrates that the second dwelling is required to support a farm operation;
- d) approval from the Agricultural Land Commission for a non-adhering residential use.

We are proposing to place a manufactured home on the lower 48 acres of said property next to the road on a building site that is well above the 200 year flood level, and that is close to 150 meters away from the river which well exceeds the 30 metre requirement needed when building near the river and the site is close to the road and services. The purpose of this second dwelling is for one of our daughters to come and live in and help us with the farm. There is a possibility that we ourselves will move into the second dwelling as our house may accomodate a family better, we are getting older and need less space.

Enclosed in our application is a site survey and google earth to show an almost exact location of our proposed development. It is close to the road but it exceeds all the legal set back requirements and already has access from a legal driveway that has been there for years. This home would be the only dwelling on this side of the North Fork road on our property and is strategic in a few ways; closer to the farming operations, also acts as a natural predator protection by having people nearer to the sheep and makes it far easier to monitor the health and well being of the animals as they will almost always be in view.

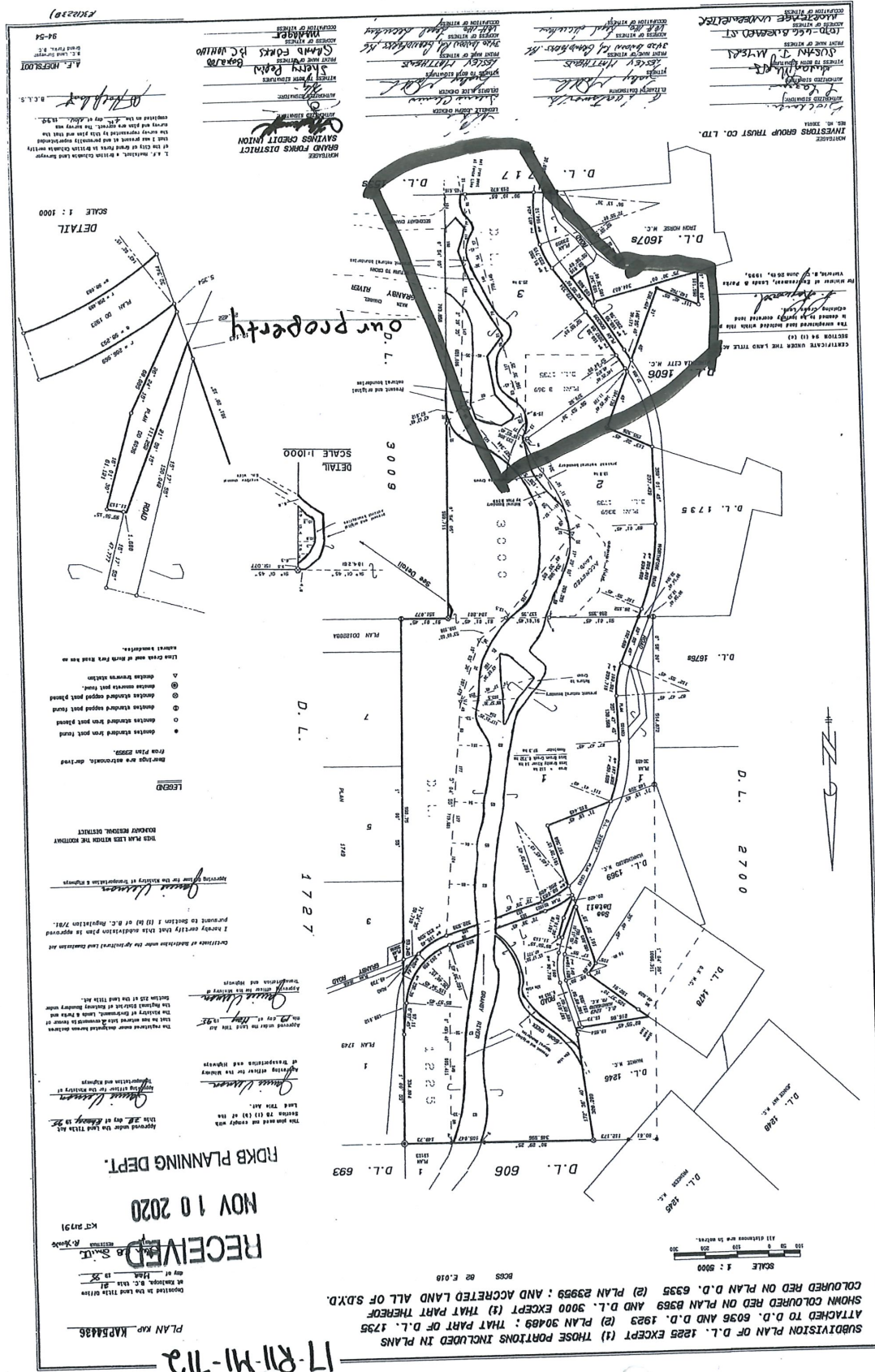
We were at one point up to about 300 head of sheep and goats with a farming style called generational farming. This type of farming is very good for the land but is intensive in nature. An example would be fresh pasture needs to be fenced every day and the animals moved every day. The land is managed and produces more and the animals stay healthier (free from parasites) and have more nutritious feed. I am saying this to say that in a few years time we will need help on the farm to keep the operations running smooth.

At present we have approval from the ALC which can be a huge hurdle as you know. My wife and I feel that we need to be proactive in our approach and apply for the zoning amendment before the ALC changes their legislation on a second dwelling, which they seem to be talking about doing, although they did give an extension until the end of July 2021.

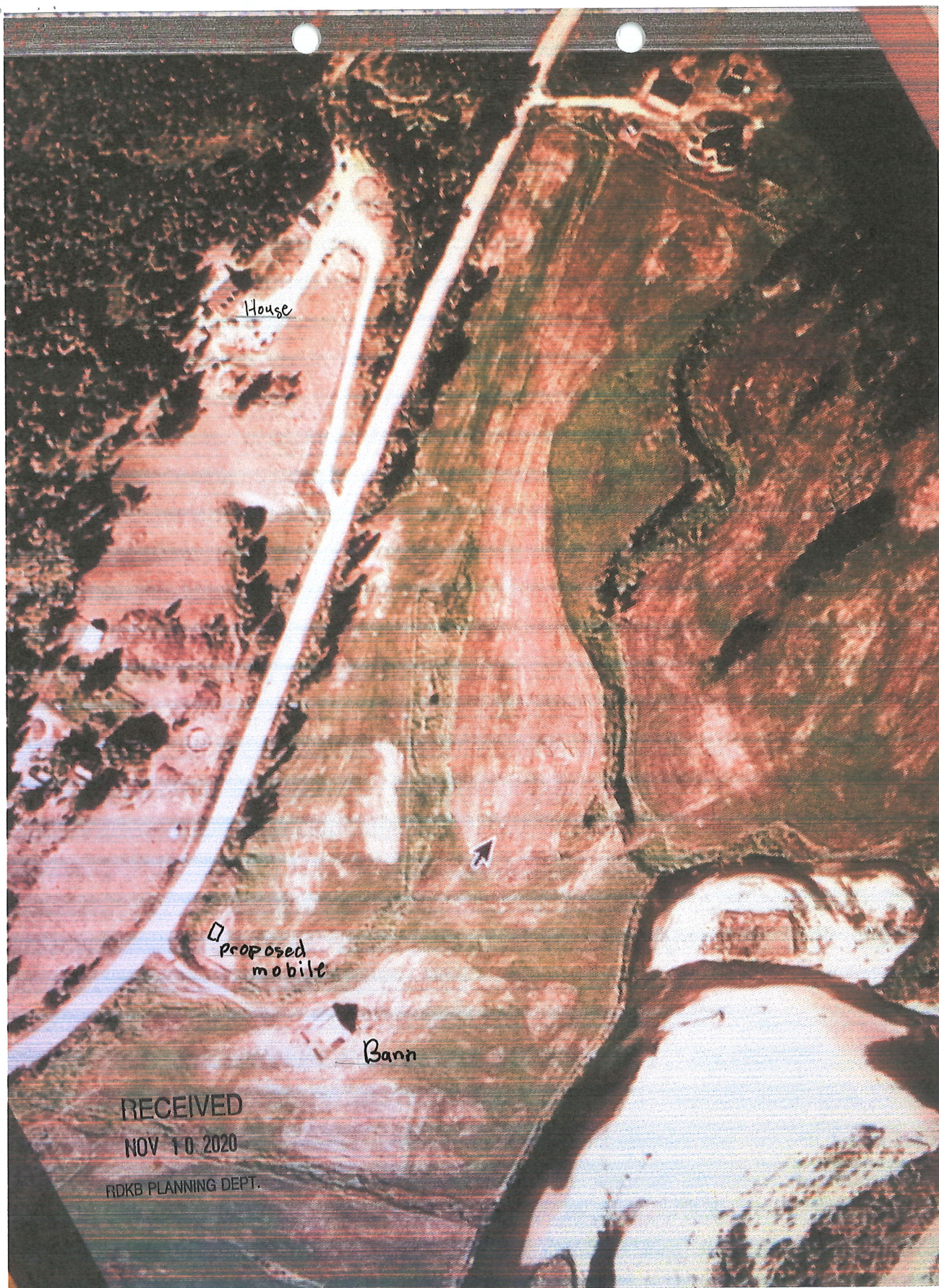
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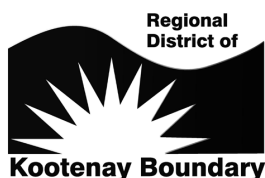
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RDKB PLANNING DEPT.



On South, North and East setbacks are well over 100 metres. Western Setback will a minimum of 8 metres from property line





Electoral Area Services (EAS) Committee Staff Report

RE:	Zoning Bylaw Amendment Application – 1247676 BC Ltd.		
Date:	January 16, 2020	File #:	BW-4109s-07412.000
To:	Chair Grieve and members of the EAS Committee		
From:	Danielle Patterson, Planner		

ISSUE INTRODUCTION

The Regional District of Kootenay Boundary (RDKB) has received a Zoning Amendment application to facilitate the building of six storey mixed use commercial and residential building at Big White (see Attachment 1 – Site Location Map). The subject property is located on Big White Road, three parcels south of the intersection of Whiskey Jack Road (See Attachment 2 – Subject Property Map).

Property Information	
Owner:	1247676 BC Ltd.
Agent:	Maria Kitsch
Location:	5370 Big White Road
Electoral Area:	Electoral Area E/West Boundary
Legal Description:	Lot 3, District Lot 4190s, Similkameen Division Yale District, Plan 23412
Area:	843 m ² (9,074 ft ²)
Current Use:	Vacant
Land Use Bylaws	
OCP Bylaw: 1125	Village Core
DP Area:	Commercial and Multiple Family; Alpine Environmentally Sensitive Landscape Reclamation
Zoning Bylaw: 1166	Chalet Residential 1 (R1)

History / Background Information

The subject property had an older cabin that was demolished by previous owners and the land is vacant. It is in the Chalet Residential Zone (R1); the OCP designates the property as Village Core. All of the properties on the opposite side of Big White Road are zoned Village Core. These neighbouring properties have a mix of uses, including condos, retail stores, food and drink establishments, and skiing-related businesses.

Page 1 of 4

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The properties immediately to the west and east of the subject property have single detached dwellings, on lands in the Chalet Residential 1 Zone, with a Village Core OCP designation. The rear yard of the subject property abuts onto High Density Residential properties.

A development permit for a single family dwelling was issued in April 2017 to a previous owner. No construction took place and the permit expired in April 2019.

Proposal

The applicant, who represents a group of families, proposes a Zoning Bylaw amendment to change the zoning of the property from the Chalet Residential 1 Zone (R1) to the Village Core 6 Zone (VC6). The applicant is making this request in order to facilitate the construction of a six storey mixed-use building. If rezoning is successful, the applicant plans to construct the building to include covered parking and a retail space on the ground level and five dwelling units on the second through sixth floors (see Attachment 3 – Applicant Submission). A comparison of the R1 Zone and VC6 Zone is provided in *Table 1*.

Comparison between the R1 and VC6 Zones in Zoning Bylaw 1166			
Zoning Regulation	R1 Zone	VC6 Zone	
Max. parcel coverage	50%	60%	
Permitted uses	Single family dwelling; Two family dwelling; Bed and Breakfast/Boarding; Home occupations; Accessory buildings/structures.	Accessory uses, buildings and structures; Art Gallery; Day-care facilities; Multiple family dwelling; Business, administrative and professional office; Retail store; Financial institution; Neighbourhood pub; Eating and drinking establishment; Health salon and fitness centre; Personal services establishment; Ski rental facility; Ski school sales; Sports shop; Ticket sales; Conference facilities; Meeting rooms; Recreational and entertainment facilities.	
Max. building height	9 m (6 m accessory)	20 m	
Setbacks			
Front	4.5 m	4.5 m	
Rear	4 m	4 m	
Exterior/interior side	3 m/ 2m	4 m/ 5 m	
Alignment with OCP designation	No.	Yes. Mixed-use residential and commercial.	
Floor Area Ratio (F.A.R.)	Not applicable	Max. F.A.R. of 2.0	

Table 1: Comparison between the R1 and VC6 Zones in Zoning Bylaw 1166.

Advisory Planning Commission (APC)

The Electoral Area E/Big White APC recommended support for the application at their January 5, 2021 meeting, stating they had no concerns with the rezoning. The following comments on the proposed development were provided as follows:

- Application package typo: Page 3 of the applicant's submission shows ten parking stalls and page seven indicates nine total parking stalls;
- For a building of this size, with both residential and commercial uses, parking seems insufficient;
- A reduction of side setbacks from 5 m to 4 m leaves little room for snow storage;
- The applicant indicated that there was lots of room in the rear of the building for snow storage or it could be trucked away;
- There is concern about snow dispersal due to the height of the building; and
- Applicant stated that they were thinking about heating the outside sidewalk which raised concerns among members about the resulting water run-off.

Staff comments

- In Attachment 1 – Applicant Submission, both the applicant's Zoning Analysis (A0.00) and Site Plan for the underground parkade (A1.00) show ten parking spaces. Staff have contacted the applicant to inform them of text typo on page 7 of their application package.
- The proposed parking meets the parking requirements of the Zoning Bylaw. The applicant selected the most common parking requirements in the Zoning Bylaw (1 parking space per 60 m²), with the understanding that there would be some types of commercial tenants they would not be able to rent to, such as financial institutions; retail stores and shops; and personal service uses.
- Staff have articulated their concerns with the applicant about snow storage during the application review stage.

Implications

Official Community Plan

The Village Core designation outlines permitted uses for multi-family dwellings, mixed-use developments, commercial businesses, and some uses that could be found in either the private or public sectors (such as daycares or recreation facilities). Further, Policy 3 in Section 3.11 of the OCP states, *"the Village Core will be the focal point for Big White, so high density in the area is desirable [...]"*.

The permitted uses on the subject property, under the R1 Zone, do not align with the uses or desired densities of the Village Core OCP designation. The proposed rezoning to VC6 complements the VC6 land use designation and desired densities.

Zoning

While the proposal may go through further refinement, the applicant has been working with planning staff to ensure that if the zoning amendment proposal for the subject

property is approved, that the proposed development would meet requirements of the VC6 Zone, including F.A.R, parking, and building height. The proposal, as presented, meets all VC6 Zoning requirements except one exterior parcel setback is 4 m, rather than the minimum 5 m. The applicant has noted that they intend to request the 4 m setback in the future, which is the same setback standard as that found in the Medium Density Residential R4A Zone.

Referrals

The applicant's proposal has been referred to the Big White Fire Department and the Solid Waste Program Coordinator for comment.

Next Steps

The applicant is aware that if the zoning amendment is approved, the applicant would still require a successful variance or reconfigure their site plan prior to meet zoning regulations. The applicant would need to submit applications for a Commercial and Multiple Family Development Permit, and an Alpine Environmentally Sensitive Landscape Reclamation Development Permit.

Recommendation

That the application submitted by Maria Kitsch, on behalf of 1247676 BC Ltd., to amend Big White Zoning Bylaw No. 1166, 2001 to rezone the property at 5370 Big White Road, legally described as Lot 3, District Lot 4190s, Similkameen Division Yale District, Plan 23412 from the Chalet Residential 1 (R1) Zone to the Village Core 6 Zone (VC6) be supported, and further that staff be directed to draft an amendment bylaw for presentation to the RDKB Board of Directors for First and Second Readings and to schedule and hold a Public Hearing on the proposed bylaw amendment.

Attachments

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

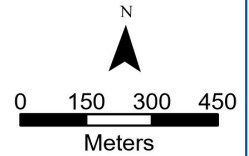


Regional District of
Kootenay Boundary

Date: 2020-12-17

Site Location Map

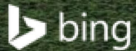
Lot 3, Plan KAP23412,
District Lot 4109S,
Similkameen Div of Yale Land District



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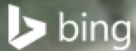
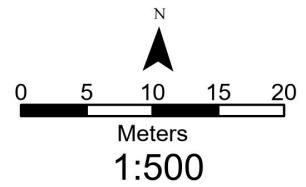


Regional District of
Kootenay Boundary

Date: 2020-12-17

Subject Property Map

Lot 3, Plan KAP23412,
District Lot 4109S,
Similkameen Div of Yale Land District



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APPLICATION TO REZONE 5370 BIG WHITE ROAD

FROM CHALET RESIDENTIAL 1 (R1) TO VILLAGE CORE 6 (VC6)

1247676 BC Ltd. | 2830 East Kelowna Road Kelowna, BC, V1W 4H5 | Phone: (250) 317-5140
Email: trent@kitschwines.com | June 2, 2020

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- 2.0 INTRODUCTION AND PROJECT DESCRIPTION
- 3.0 SITE AND PARKING ACCESS
- 4.0 VARIANCE
- 5.0 SUPPORT FOR REZONING
- 6.0 REZONING ANALYSIS
- 7.0 SUMMARY

APPENDIX

- A REZONING ANALYSIS AND ARCHITECTURAL DRAWINGS

1.0 PROPERTY INFORMATION

Owner(s):	1247676 BC Ltd.
Applicant:	Trent, Ria Kitsch and Jeff, Stephanie Barber on behalf of 1247676 BC Ltd.
Property Address:	5370 Big White Road
Location:	West side of Big White Road, adjacent to Village Core
Electoral Area:	Electoral Area 'E' / Big White Ski Resort
Legal Description(s):	Lot 3, District Lot 4109s, SDYD, Plan 23412
Current Zone:	Chalet Residential 1 Zone (R1)
Area:	843 m2 - Sketch Plan of Lot 3, District Lot 4109 (provided by AllTerra Land Surveying Ltd.)
Current Use(s):	Vacant land, a 1973 ski cabin was removed by previous owner

Land Use Bylaws

Official Community Plan ("OCP") Bylaw No. 1125 Village Core Area

Zoning Bylaw No. 1166 Chalet Residential 1 Zone (Village Core 6 Zone)

2.0 INTRODUCTION AND PROJECT DESCRIPTION

We have prepared this rezoning application to allow for construction of a mixed use (multi-family/commercial) building at 5375 Big White road ("**the Subject Property**"). Currently, the Subject Property is zoned Chalet Residential 1 Zone ("**R1**"), which allows for construction of up to a two-family dwelling. We are proposing an amendment of the current zoning of the Subject Property to Village Core 6 Zone ("**VC6**"), which would allow for construction of our planned six storey mixed use building with five full floor family dwellings situated above the main level which features a street facing commercial unit and underground parking ("**the Proposed Building**").

The rezoning of the Subject Property from R1 to VC6 aligns it with the lots' designation for future land use in the OCP. The development is the natural maturation for the Village Core as the Subject Property is adjacent to the heart of the Village. The investment in the Village Core with commercial and multifamily residential would be the first in approximately 10 years and the highest and best use for the land. The project is being created for (1) commercial tenant and (5) residential unit owners; whom are all family friends with young children; to create a beautiful home away from home to enjoy the four-seasons the Okanagan and Big White offers.

This property is highly visible on the main thoroughfare of Big White and once the building is completed its modern alpine design will set a high standard for future development in the area. The "A Frame" feature at the top of the building pays respect to the legacy ski cabins from the past and the natural exterior elements blend well with the environment it is situated in. The exterior has been carefully designed taking in account the challenging winter conditions and the prolific snow loads of Big White. The ample amount of glazing on the front of the building will reflect the buildings' picturesque surroundings. Each unit will enjoy a covered private patio to allow for après ski rest and recuperation while framing the Monashee Mountain views to the southeast. The buildings' envelope has been conceived with parameters that enable the efficiency of both energy and construction costs, as well as the limited construction season. The design is reflective of a high quality construction project and a significant investment being made into Big White and the Regional District of Kootenay Boundary ("**RDKB**").

The Proposed Building will help increase the residential density and expand the commercial facilities available in the Village Core. The Proposed Building requires a small side lot setback variance to fit on site as designed and in turn would be able to accommodate all the parking requirements for the residents and commercial visitors.

With respect to landscaping, we will attempt to keep as many existing trees as possible at the site, which in combination with the planting of drought tolerant species of plants and perennial shrubs will promote interesting soft visuals from the neighboring properties and along the streetscape, as well as will help buffer any grade level noise transmission with the adjoining lots.

Special attention was given to the common and security areas in context to the interface with Big White road, enhancing the pedestrian connectivity between the development and the Village Core.

In summary the rezoning of the Subject Property will drive future investment and economic development, create a net benefit to the region, and will officially align the Subject Property's zoning with the OCP, thus advancing the goals of the RDKB.

3.0 SITE AND PARKING ACCESS

The Subject Property's topographic context is slightly sloping upward from Big White road toward the rear of the lot.

The proposed site access and parking will be accessed directly off Big White road. Residential and commercial visitor parking is accommodated through the combination of covered and uncovered parking. The Proposed Building includes seven covered parking stalls and three uncovered parking stalls for a total of ten parking stalls on-site. The off-street parking bylaws would require a minimum of 9.75 parking stall. Additionally, the Proposed Building would be required to have 66% of its parking stalls covered and this project is designed with 70% of the total parking stalls covered.

4.0 VARIANCE

At this time we note that construction of the Proposed Building would require a 1 meter reduction in the side lot line setbacks, from the minimum of 5 meters under the bylaws for VC6 zoning, to 4 meters on the east and west property lines.

We offer the following rationale in support of the requested side lot setback variance:

- A. The narrowness of the lot and unique geometry create a situation whereby adhering to the 5 meter side lot setbacks would require the floorplan for each residential level to decrease by roughly 500 to 600 sq ft, which would no longer support the intended use for the building and the financial investment for this multifamily project. We believe that no economically viable high-density multifamily development could successfully move forward under the current setback bylaws;
- B. Granting the minor setback variance and the subsequent rezoning of the lot to VC6 would achieve the goal of aligning the lot zoning with the OCP land use;
- C. The side lot setback bylaw for intermediate density residential commercial 4A zone ("**R4A**") is a minimum of 4 meter (in-line with the variance we are requesting) and the R4A building height restriction is not materially different than the height of the Proposed Building; and,
- D. We recognize that safety and snow management is the primary purpose of the side lot setback requirements and given we are developing this property for ours and our friends' young families to enjoy we can assure you that it is our utmost priority as well. We have worked hard to address these concerns by designing a building with minimal roof overhangs to prevent icicle formation, a large parapet over the garage to the west and another parapet at the top of the building to the east to collect snow instead of shedding it, and have ensured pedestrian areas/walkways have secondary snow sheltering. The 1 meter reduction on the east and west property lines still allows for ample collection and management of snow without infringing on neighbour's lots.

In combination and context with the overall net benefit of the property we hope staff and the RDKB can support the variance to allow for the project to proceed.

5.0 SUPPORT FOR REZONING

In addition to meeting the zoning requirements for VC6, as shown in Section 6 below, we believe the following items also lend support of rezoning the Subject Property:

- A. The Big White OCP map shows the Subject Property falling within the "Village Core", lots identified in the Big White OCP map as Village Core are all zoned VC6 with the exception of four lots on Big White road that include the Subject Property.
- B. Addresses a number of the goals and policies of the OCP Bylaw No. 1125
 - a. **2.2 Long Term Future Growth Areas....** "This plan recognizes that growth will continue to bring a spirit of vibrancy, vitality and the possible enhancement of property values to Big White."
 - b. **2.3 Growth Management...** "To identify areas which can accommodate the community's growth for at least the next five years."
 - c. **2.4 Community Character...** "To promote the development of a safe, functional and attractive alpine community. To encourage alpine building styles and their careful integration into the natural environment."
 - d. **2.6 Commercial Land Use...** "The Village Core has become the dominant and central commercial focus for Big White. Maintaining this commercial focus at Big White will depend on concerted efforts to encourage it. A dispersed pattern of commercial development would detract from the Village Core and reduce public convenience. A strong central commercial focus would facilitate a pedestrian environment, provide certainty for commercial interests and reduce the risk of potential land use conflicts. The Village Core is also intended to have a mixture of residential and commercial development. Goal...To encourage a centralized commercial focus for Big White."
 - e. **3.4 Servicing Objectives...** "To ensure that land proposed for development is serviced with community water and sewer."
 - f. **3.11 Residential Objectives...** "To encourage the safe and quiet use and enjoyment of residential properties. To designate areas of land to meet estimated residential needs for at least the next 5 years."

Policies

- 3. "The Village Core will be the focal point for Big White, so high density in the area is desirable. The implementing zoning bylaw should allow residential Floor Area Ratios around 2 in the Village Core."

6. "High Density uses are appropriate in close proximity to the Village Core. The implementing zoning bylaw should offer Floor Area Ratios in the vicinity of 1.7 for High Density uses."

7. "High Density uses may be allowed throughout existing residential designations, by way of rezoning, provided that the Floor Area Ratio remains in the vicinity of 1.7."

- g. **3.12 Commercial Objectives...**"To designate and facilitate the development of a Village Core mixed use area, which is capable of accommodating the community's foreseeable commercial needs. To consider supplementary locations for satellite commercial development."

Policies

1. "The Regional District shall encourage the development of a compact commercial village area."

2. "The Village Core shall be as shown on the land use map accompanying this plan. The Regional District may consider incremental expansions of the core, provided that the core area as a whole remains contiguous and central to the community."

3. "The development of residential or hotel accommodation with supplementary commercial facilities shall be encouraged within the Village Core and, to a lesser extent, in the Intermediate Density Residential/Commercial designation."

- C. We believe this rezoning and subsequent investment will create jobs in and for the region and provide long-term tax revenue to the RDKB. For example, the tax generated from the vacant lot today is less than \$2,000 annually, whereas post development the annual revenue will be estimated in excess of the range of \$30,000.
- D. The high-quality design and construction will improve the aesthetics of the area on a very visible stretch of Big White road in the heart of the Village Core and help set the tone for multifamily developments in the future.
- E. The lot was an original cabin which was demolished a few years ago and sits vacant today in a unique feature location across Snowshoe Sam's and the grocery store. The rezoning of this lot to accommodate the development of a vibrant mixed use building is the natural progression and maturation of the Village Core.

6.0 REZONING ANALYSIS

Below we have presented a table summarizing the detailed rezoning analysis from page A0.00 of Appendix A that compares the key requirements for VC6 zoning bylaws to the Subject Property and draft development plans.

VC6 ZONING BYLAWS VS THE SUBJECT PROPERTY AND DRAFT DEVELOPMENT PLANS	
VC6 Bylaws	Subject Property & Draft Development Plans
406. 2. Permitted Uses – (b) Business, Administrative and Professional Office (c) Multiple Family Dwelling	Use: Five unit multi family dwelling with a Commercial space.
406. 3. Maximum Floor Area Ratio ("F.A.R") - No parcel in the VC6 shall have a Floor Area Ratio in excess of 2.0.	F.A.R.: Main level: CRU = 574 sf (53 m2) Main level Common areas (- underground parkade) = 1,548 sf (144 m2) Upper Levels: Residential units + Common areas (2,727 sf) x 5 = 13,635 sf (1,267 m2) Total Floor Area: 15,757 sf (1,464 m2) F.A.R = Total Floor Area/Parcel Area = 15,757 sf / 9,074 sf = 1.73 (< 2.0)
406. 4. Minimum Parcel Area - (c) 1,000 m2 for all principal permitted uses, except a single family dwelling and two family dwelling.	Parcel Area: 843 m2 (9,074 sf) * Note: minimum parcel area does not apply as lot is already consolidated in the Village Core designation as per OCP.
406. 5. Parcel Coverage - maximum parcel coverage VC6 Zone shall be 60%	Parcel Coverage = Gross Floor Area of building at ground level/Parcel Area = 2,727 sf / 9,074 sf = 30% (<60%)
406. 6. Setbacks Min front yard: 4.5m Min interior side yard: 5.0m Min rear yard: 4.0m	Front yard setback: 4.5m Side yard setback: 4.0m west/ 4.0m east (Variance requested) Rear yard setback: 13.52m
406. 7. Building Separation Where multiple buildings on a single parcel a minimum separation distance of 8m measured between eaves shall be maintained between buildings.	Does not apply
406. 8. Height No building in the VC6 Zone shall exceed 20 metres in height.	Height: 20m (65'-6")
406. 9 Parking Off-street parking shall be provided in accordance with Sections 317 and 318 of this Bylaw: Residential 317.1.c Minimum off street parking requirement of 1.75 spaces for dwelling units with three (3) bedrooms and Multiple Family Residential Development. Therefore 5 x 1.75 = 8.75 spaces required.	Residential Off Street Parking: 9 spaces

<p>Commercial 317.1.f One (1) space per 60 m² of gross floor area for business, administrative and professional offices; medical & dental clinics; and similar establishments.</p> <p>317.5. (a) Each parking space shall: i. be not less than 2.5 metres in width, where such space is not adjacent to a side wall or column; ii. be not less than 3.0 metres in width, where such space is adjacent to a side wall or column, as measured from the centre line of a column; iii. be not less than 5.5 metres in length; and iv. be not less than 2.44 metres in clearance height.</p> <p>317.7. For buildings containing three or more dwelling units, 66% of the total number of off street parking spaces required pursuant to section 317 (1) must be covered if less than 300 spaces are required.</p>	<p>Commercial Off Street Parking: 1 space (Commercial Unit 53 m² < 60 m²)</p> <p>All proposed parking spaces meet the required dimensions and spacing</p> <p>Seven of ten required spaces as per 317(1) are covered = 70% > 66%</p>
---	--

7.0 SUMMARY

We hope our preparation of this document and its appendices have demonstrated our commitment to a quality development at Big White that the community and our families will be proud of.

We look forward to your support and welcome your thoughts for the project and the Big White community.

Thank you for your consideration,



Trent Kitsch

On behalf of 1247676 BC Ltd.

APPENDIX A

REZONING ANALYSIS AND ARCHITECTURAL DRAWINGS

ISSUED FOR ZONING AMENDMENT

December 03rd, 2020



MIX USE BUILDING

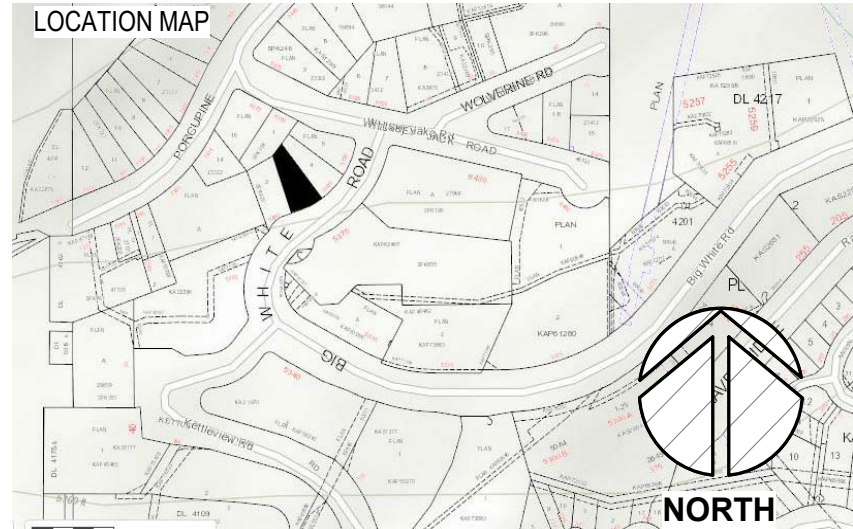
5370 BIG WHITE ROAD. BEAVERDELL, BC V0H 1A0

Developed by: 1247676 BC Ltd.

MIX USE BUILDING
5370 BIG WHITE ROAD. BEAVERDELL, BC V0H 1A0

LOT INFO:

CIVIC ADDRESS: 5370 Big White Road, Beaverdell, BC V0H 1A0
LEGAL DESCRIPTION: LOT 3, DL 4109s, SDYD, PLAN 23412 PID: 006-439-195
LOT AREA: 843 m2
CURRENT ZONING: R1 - CHALET RESIDENTIAL



CONSULTANTS:

SURVEYOR:

ALTERRA:
CONTACT: Rory O'Connell, BCLS, CLS, P.Eng
St Paul St, Kelowna, BC V1Y
PHONE: 250.762.0122 (Kelowna)
EMAIL: rory@allterrasurvey.ca

LANDSCAPE:

TBD
CONTACT:
ADDRESS
PHONE:
EMAIL:

CIVIL:

TBD
CONTACT:
ADDRESS
PHONE:
EMAIL:

ARCHITECT:

TBD
CONTACT:
ADDRESS
PHONE:
EMAIL:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY - BIG WHITE ZONING Bylaw No. 1166
RE-ZONING ANALYSIS

CURRENT ZONING: R1 - CHALET RESIDENTIAL

PROPOSED ZONING: VILLAGE CORE 6 ZONE - ZONE VC6

406.2 PERMITTED USES:

- (c) BUSINESS, ADMINISTRATIVE AND PROFESSIONAL OFFICE
(h) MULTIPLE FAMILY DWELLING

406.3 FLOOR AREA RATIO:

No parcel in the Village Core 6 Zone (VC6) shall have a Floor Area Ratio in excess of 2.0.

PROP. F.A.R.: MAIN LEVEL: CRU = 574 sf (53 m2)
COMMON AREAS + SERV. ROOMS (- UNDERGROND PARKADE) = 1,548 sf (144 m2)
UPPER LEVELS: RESIDENTIAL UNITS + COMMON AREAS (2727) x5 = 13,635 sf (1,267 m2)
TOTAL: 15,757 sf (1,464 m2) = 1.73 F.A.R. (< 2.0)

406.4 MINIMUM PARCEL AREA:

(c) 1,000m2 for all principal permitted uses, except a single family dwelling and two family dwelling. **PARCEL AREA: 843 m2 (9,074 sf)**
MINIMUM PARCEL AREA DOES NOT APPLY, AS LOT IS ALREADY CONSOLIDATED IN VILLAGE CORE DESIGNATION AS PER OCP

406.5 LOT COVERAGE:

MAX. LOT COVERAGE: 60% **PROP:** 2,727 sf (253 m2) GFA of BUILDING at ground/first level = 30% (<60%)

406.6 SETBACKS:

MIN FRONT YARD: 4.5m **PROP: 4.5 m**
MIN INTERIOR SIDE YARD: 5.0m **PROP: 4.0m WEST / 4.0m EAST (VARIANCE REQUESTED)**
MIN REAR YARD: 4.0m **PROP: 13.52 m**

406.7 BUILDING SEPARATION: NOT APPLY

406.8 HEIGHT:

MAX HEIGHT: 20m **PROP: 20.0m**

FLOOR TO FLOOR HEIGHTS:

PITCHED ROOF PEAK: 10'-0"
5TH LEVEL (RESIDENTIAL): 11'-0"
4TH LEVEL (RESIDENTIAL): 11'-0"
3TH LEVEL (RESIDENTIAL): 10'-4"
2ND LEVEL (RESIDENTIAL): 10'-4"
1ST LEVEL (RESIDENTIAL): 10'-4"
UNDERGROUND (CRU): 11'-6"

TOTAL BUILDING HEIGHT : 74'-6"

AVERAGE GRADE : -9'-0" (REFER TO SITE PLAN FOR AVERAGE GRADE CALCULATION)
HEIGHT : 65'-6" (20.0 m)

406.9 PARKING:

Off-street parking shall be provided in accordance with Sections 317 and 318 of this Bylaw.

Use: Multiple family dwellings: 1.75 per 3 bedroom units (x5) = 9 PARKING R'QED
Use: Commercial (Business, admin, medical, entertainment,...): 1 STALL per 60 m2 CRU < 60m2 N.F.A. 1 PARKING R'QED
10 PARKING R'QED **PROP: 10**

Covered Parking: 66% Required: 10 x 0.66= 6.6; 7 COVERED PARKING R'QED **PROP: 7 INSIDE BUILDING (UNDERGROUND)**

Notes:

- THIS DRAWING MUST NOT BE SCALED.
- VERIFY ALL DIMENSIONS AND DATUMS PRIOR TO COMMENCEMENT OF WORK. REPORT ALL ERRORS AND OMISSIONS TO THE ARCHITECT.
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FOR ZONING
AMENDMENT

2	03.12.2020	FOR ZONING AMEND.
1	11.11.2020	FOR RENO REVIEW

NO.	DATE	BY	DESCRIPTION
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DESIGN CONSULTANT

SEAL

DEVELOPED BY:

1247676 BC Ltd.

PROJECT

MIX USE BUILDING

5370 BIG WHITE ROAD

SHEET TITLE

ZONING ANALYSIS

DRAWN: CP

SHEET NO.

DESIGNED BY: CP

A0.00

SCALE: AS NOTED

DATE: 03/12/2020

FILE: 2020-01



SOUTH WEST VIEW



SOUTH EAST VIEW

Notes:

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FOR ZONING AMENDMENT

2	03.12.2020	FOR ZONING AMEND.
1	11.11.2020	FOR RENO REVIEW

NO.	DATE	BY	DESCRIPTION
DESIGN CONSULTANT			

SEAL

DEVELOPED BY:

1247676 BC Ltd.

PROJECT

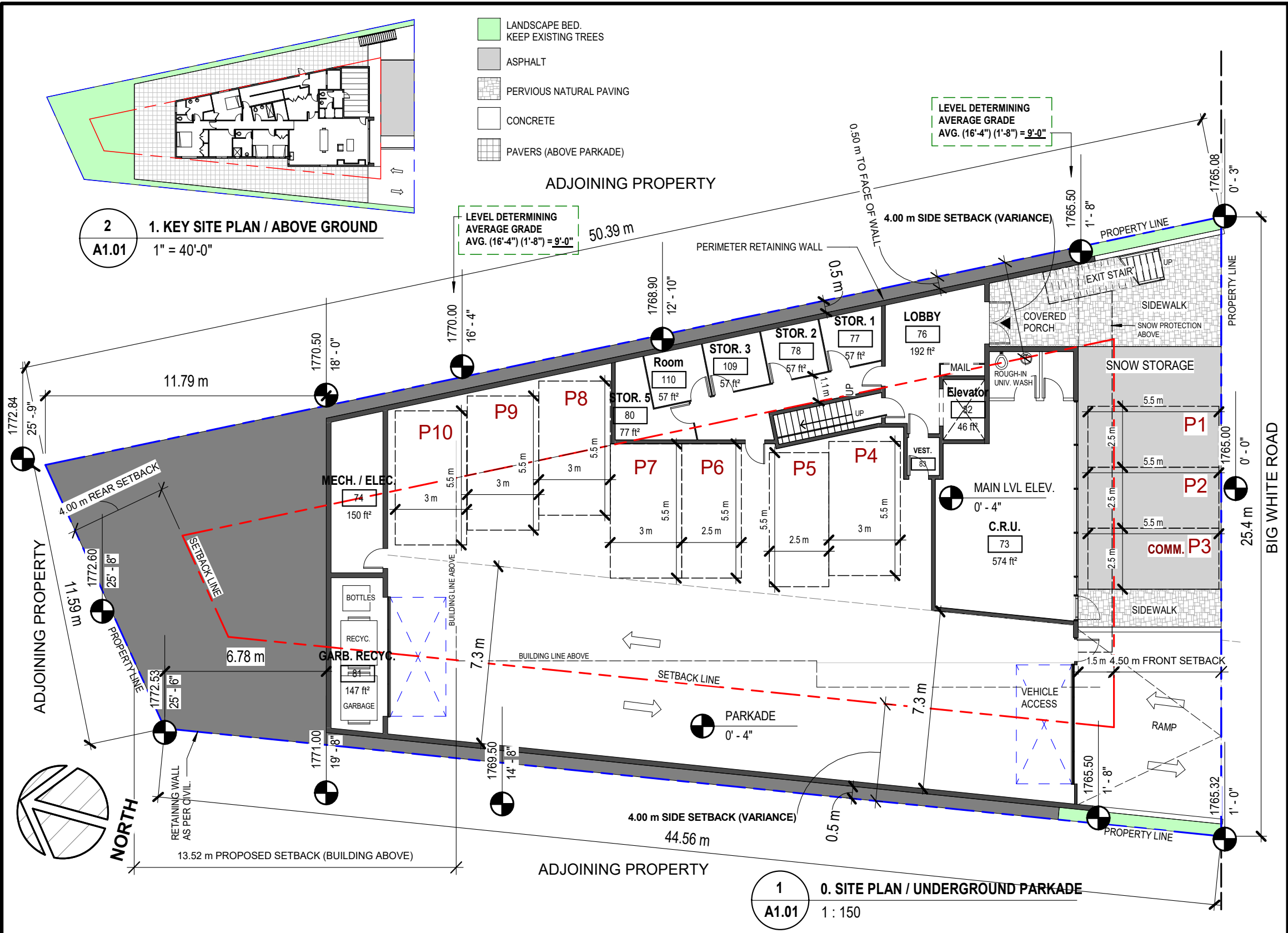
MIX USE BUILDING

5370 BIG WHITE ROAD

SHEET TITLE

PERSPECTIVE VIEWS

DRAWN: Author	SHEET NO.
DESIGNED BY: Designer	A0.01
SCALE: AS NOTED	
DATE: 03/12/2020	FILE: 2020-01



Notes:

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FOR ZONING AMENDMENT

NO.	DATE	BY	DESCRIPTION
2	03.12.2020		FOR ZONING AMEND.
1	11.11.2020		FOR RENO REVIEW

DESIGN CONSULTANT

SEAL

DEVELOPED BY:

1247676 BC Ltd.

PROJECT

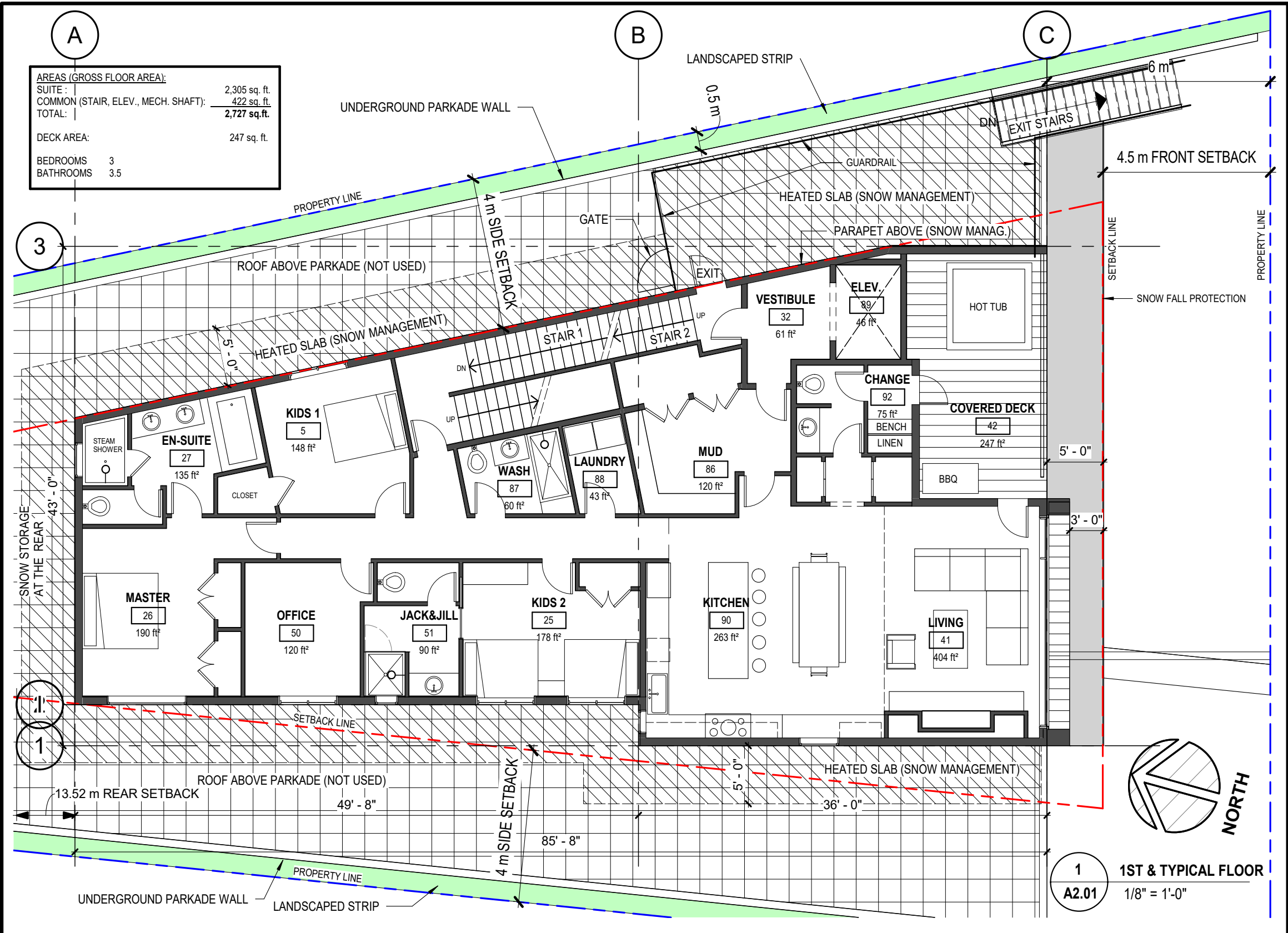
MIX USE BUILDING

5370 BIG WHITE ROAD

SHEET TITLE

SITE PLAN / UNDERGROUND PARKADE

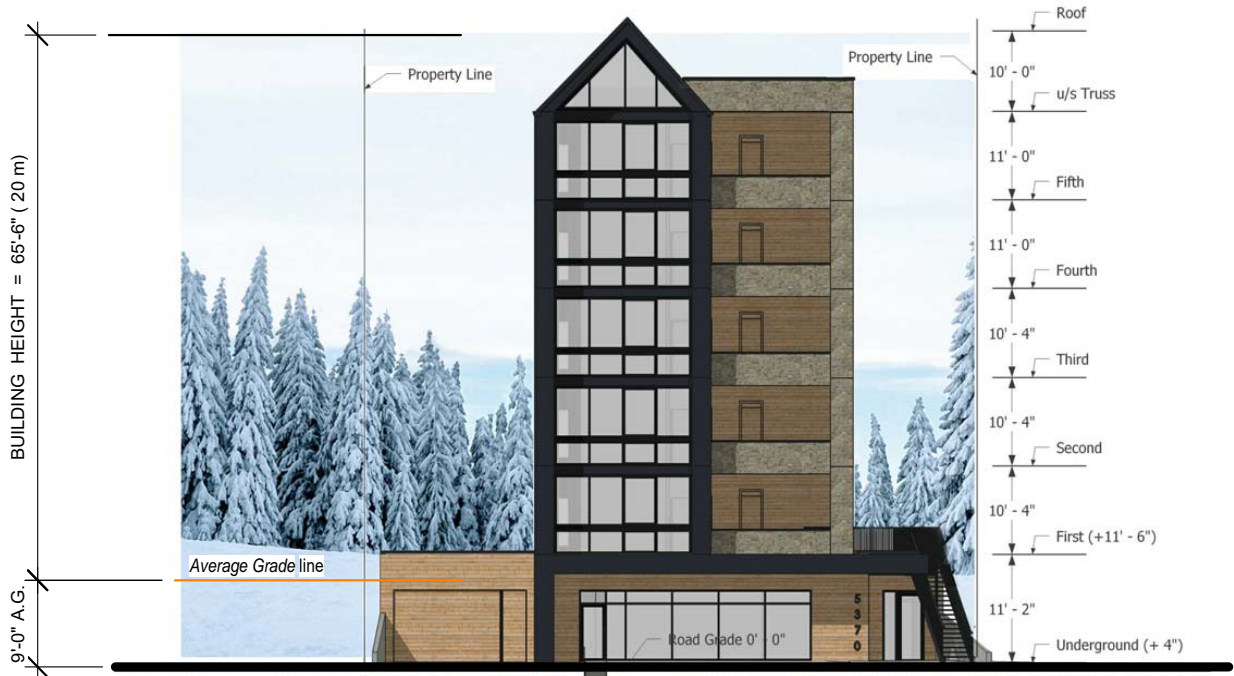
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DESIGNED BY:	CP	A1.01
SCALE:	AS NOTED	
DATE:	03/12/2020	FILE: 2020-01



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- VERIFY ALL DIMENSIONS AND DATUMS PRIOR TO COMMENCEMENT OF WORK. REPORT ALL ERRORS AND OMISSIONS TO THE ARCHITECT.			
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FOR ZONING AMENDMENT			
2	03.12.2020	FOR ZONING AMEND.	
1	11.11.2020	FOR RENO REVIEW	
NO.	DATE	BY	DESCRIPTION
DESIGN CONSULTANT			
SEAL			
DEVELOPED BY:			
1247676 BC Ltd.			
PROJECT			
MIX USE BUILDING			
5370 BIG WHITE ROAD			
SHEET TITLE			
FIRST LEVEL FLOOR PLAN & TYPICAL			
DRAWN:	CP	SHEET NO.	
DESIGNED BY:	CP	A2.01	
SCALE:	AS NOTED		
DATE:	03.12.2020	FILE:	2020-01



1. WEST ELEVATION / SECTION / BUILDING HEIGHT e 1:50



1. SOUTH ELEVATION / BUILDING HEIGHT e 1:50

Notes:

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FOR ZONING AMENDMENT

2	03.12.2020	FOR ZONING AMEND.
1	11.11.2020	FOR RENO REVIEW

NO.	DATE	BY	DESCRIPTION
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DESIGN CONSULTANT

SEAL

DEVELOPED BY:

1247676 BC Ltd.

PROJECT

MIX USE BUILDING

5370 BIG WHITE ROAD

SHEET TITLE

ELEVATIONS &
SECTIONS

DRAWN: CP

SHEET NO.

DESIGNED BY: CP

A3.01

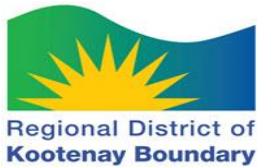
SCALE: AS NOTED

DATE:

03/12/2020

FILE:

2020-01



STAFF REPORT

Date: 04 Jan 2021

File ADMN-Property Taxation Exemptions

To: Chair Grieve and Members of the Electoral Area Services Committee

From: Theresa Lenardon, Corporate Officer

Re: Statutory vs Local Government Permissive Property Tax Exemptions

Issue Introduction

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer presenting information clarifying the differences between statutory property taxation exemptions and local government permissive property tax exemptions.

History/Background Factors

This report is presented to the Electoral Area Services Committee in response to a request made at the October 15, 2020 Committee meeting for clarification on the differences between statutory property tax exemptions and local government permissive property tax exemptions.

Legislation Governing Taxation Exemptions & Different Types of Exemptions:

Exemptions from property tax operate in several different ways. Exemptions may be whole or partial (e.g. exemption for both buildings and land, land only, or building only) and different organizations may receive authorization through one or several pieces of different legislation (e.g. *Local Government Act*, *Taxation (Rural Area) Act*, *Community Charter*, *School Act*). In all cases, specified criteria such as ownership, use, or property type must be met from the applicable legislation before an exemption applies.

Regional District permissive taxation exemption bylaws usually exempt properties through the *Local Government Act*, however as noted above, many groups and organizations are tax exempt through other public sector bodies, the Province/BC Assessment and other pieces of legislation and processes. There are organizations and services, such as churches, cemeteries, etc. that may not be exempt through the RDKB permissive taxation exemption bylaw, but possibly "should be". Churches, cemeteries and the like are usually exempt from taxation in most of B.C. and depending on the approving authority where a church request is managed, these groups could be tax-exempt through the *Taxation (Rural Area) Act*. Education and health facilities/groups could be exempt with more subject-specific legislation such as the *School Act*, the *Health Authorities Act* or the *University Act*.

Property owned by municipalities is fully exempt from property taxes for all purposes (Section 220(1)(b) of the *Community Charter*). Property owned by regional districts is fully exempt from property taxes when it is used for its own purposes (Section 391(1) of

the *Local Government Act*). Property owned by the Federal or Provincial governments is fully exempt from property taxes for all purposes (Section 125 of the *Constitution Act*), but some may pay a grant-in-lieu of taxes when there are facilities located within a local government jurisdiction (e.g. BC Hydro grant-in-lieu of taxes for generating facility located in RDKB Electoral Area A).

Statutory Exemptions

A statutory exemption triggers an automatic exemption from all property taxes including municipal taxes and taxes for other public authorities such as school, hospital and regional districts. Municipal councils and regional district boards do not have any discretion in this matter. Eligibility for statutory tax exemptions is directly set through legislation (and not at the discretion of a municipal council or regional district board). These exemptions are directly applied to eligible properties by BC Assessment.

Statutory exempt properties are usually government properties or properties that provide some equivalence to government services such as:

- hospitals and health facilities,
- universities and other post-secondary institutions,
- public schools,
- libraries,
- municipal properties,
- emergency facilities, and
- sewage treatment plants.

Examples of legacy / "grandfathered" exemptions include cemeteries, places of public worship and certain farm fixtures.

Local Government Property Permissive Tax Exemptions

Local governments have authority to exempt eligible properties from property taxation for a specified period. Exemptions must be provided by bylaw. The RDKB adopts a local government permissive taxation exemption bylaw on an annual basis. The properties identified for tax exemptions in the annual bylaw include lands and improvements used by non profit, not-for-profit, charitable, etc. groups with the purpose to provide cultural, educational, spiritual, recreational and or other benefits and opportunities to the local community. The properties included in the RDKB taxation exemption bylaw are included based on direction from RDKB Electoral Area Directors and the submission of an application for exemption according to the RDKB Permissive Property Taxation Exemption Policy and Application Procedure. Member municipalities adopt their own taxation exemption bylaws.

Properties which may be eligible for a local government permissive property taxation exemption include:

- properties owned or held by a charitable, philanthropic and or non-profit corporation and used for purposes of the corporation,
- properties owned by a local authority and used for the purposes of that local authority,
- properties occupied by a public authority or non-profit organization, but owned by a different public authority,
- properties owned by a person, including a business, society or corporation providing a partnering agreement, but only in relation to the provision of the agreement,

- public parks owned and held by an athletic or service club,
- art galleries, or museums owned by a charitable or philanthropic organization,
- non-profit seniors and community housing, and
- property located around a place of public worship, but not eligible for statutory exemption.

Permissive Property Tax Exemptions Benefits to Local Government:

The authority to grant permissive property tax exemptions allows local governments to promote or achieve certain goals such as:

- encouraging certain development that are deemed to benefit the community including athletic, artistic, academic and cultural clubs and groups that make fields, equipment and facilities available to the general public.
- supporting non-profit groups that provide services to the community which help meet the local government's various strategic objectives.
- supporting heritage properties if conservation has been identified as important to the community's character.
- attracting new residents and businesses and encouraging economic development.

RDKB Permissive Property Taxation Exemption Policy

Local Governments should develop overarching objectives and policies in relation to the approval of permissive property tax exemptions. In 2018, the RDKB Board of Directors adopted a Permissive Property Tax Exemption Policy and Application Procedure (attached).

Recovering Taxation Revenue & Impacts of Property Tax Exemptions:

The Surveyor of Taxes (SOT) is a billing agent for the RDKB and requisitions the amount of taxation that a regional district sends the SOT for each service area. The SOT sends invoices, collects and finally disburses the requested requisition amounts back to the RDKB. Regardless of whether a property is tax exempt via a local government permissive property tax exemption bylaw, a statutory exemption or other legislation, taxable properties within RDKB Electoral Areas and taxable properties within RDKB member municipalities bear the tax burden for those entities that are exempt from taxation as there is no ability to tax an exempt entity. For example, when member municipalities exempt properties from taxation within the municipality, the taxable properties not only within the member municipality, but also within the RDKB Electoral Areas bear the tax burden for exempted entities that lie within incorporated municipalities and vice-versa when properties are exempted from taxation in electoral areas.

To put this another way with a focus on "services", the distribution of the tax burden of providing a permissive property tax exemption is determined by the services the impacted property receives. BC Assessment has confirmed that any property which receives a permissive property tax exemption will be exempt from all taxes. The assessed value in BC Assessment will reflect a nil assessment. Therefore, the impact on taxation for an electoral area exemption is the same as a municipal exemption. Properties in both situations would affect all applicable services within the regional district that either the municipality participates in or the Electoral Area participates in.

Implications

1. BC Assessment is the authority which manages and administers "statutory" exemptions, not local governments.

2. Regardless of which type of exemption received, both electoral areas and member municipalities bear the tax burden.
3. The financial implications for the RDKB adopting an annual permissive property taxation exemption bylaw and the financial implications associated with statutory exemptions are listed above.

Advancement of Strategic Planning Goals

- *Exceptional Cost Effective and Efficient Services*-We will ensure we are responsible and proactive in funding our services.
- *Improve and Enhance Communication* --We will continue to focus on partnerships that advance the interests of the Region.
- *Continue to Focus on Organizational Excellence*-We will review our internal processes to remove any barriers to economic growth.

Background Information Provided

1. RDKB 2021 Permissive Property Taxation Exemption Bylaw No.1738, 2020.
2. RDKB Permissive Property Taxation Exemption Policy
3. Policy Application Procedure.

Alternatives

1. Receive the report.
2. Further direction to staff.

Recommendation(s)

That the staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer presenting clarification on the differences between statutory property taxation exemptions and local government permissive property tax exemptions, as presented to the Electoral Area Services Committee on January 14, 2021 be received.



**RDKB
BYLAW NO. 1738**

A bylaw to Exempt Certain Lands and Improvements from Taxation
in the Regional District of Kootenay Boundary.

WHEREAS by Section 391 of the *Local Government Act*, a Regional District Board of Directors is authorized to exempt from taxation certain lands, improvements, or both for a period of one calendar year;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Regional District of Kootenay Boundary in open meeting assembled enacts as follows:

1. That the lands and improvements located on the following described properties are hereby exempt from taxation for the 2021 calendar year:

Christina Lake Golf & Country Club (Penticton Area 17)

Parcel Z, DL 269, 313, Except Plan KAP72739, Lot 2, Block 19, Plan KAP8, DL 269, SDYD
 Lot 3, Block 19, Plan KAP8, DL 269, SDYD
 Lot 1, Plan KAP27907, DL 269 313, SDYD
 275 2nd Avenue (Roll No. 712/00210.100);

Block A, DL 268, and DL 269, Except Plan KAP81037, L.D. 54, S.D.Y.D.
 275 2nd Avenue (Roll No. 712/00170.000)

Except any lands and improvements located thereon used for private commercial undertakings.

Kettle Valley Golf Club – Village of Midway (Penticton Area 17)

Plan KAP843, Lot 11, DL 514, LD 54, SDYD
 Except Plan H1 Lot 18, Plan KAP843, DL 514, SDYD
 Except Plan H1 Lot 22, Plan KAP843 DL 514, SDYD
 Except Plan H1 Lot 21, Plan KAP843, DL 514, SDYD, Lot 14
 3280 Highway 3 (Roll No. 713/03133.000).

Except any lands and improvements located thereon used for private commercial undertakings.

Champion Lakes Golf & Country Club

Beaver Valley Golf & Recreation Society (Cranbrook Area 22 & Nelson Area 21)

NEP X67, DL 1236, LD 26
 Subsidy Lot 25, Except Plan 7883, Plan X67
 111 Champion Park Road (Roll No. 711/05538.010)

Except any lands and improvements located thereon used for private commercial undertakings.

Christina Lake Community Association (Penticton Area 17)

DL 317, Plan KAP5491B, LD 54, Parcel A
90 Park Road Roll No. 712/02580.000

Plan KAP50, Block 21, Lot 2, DL 317, LD 54
Lot 3, Block 21, Plan KAP50, DL 317, SDYD, LD 54,
Lot 4, Block 21, Plan KAP50, DL 317, SDYD, LD 54'
Lot 5, Block 21, Plan KAP50, DL 317, SDYD, LD 54, Lot 6
Park Road (Roll No. 712/00306.000).

Phoenix Mountain Alpine Ski Society (Penticton Area 17)

255s, LD 54
8000 Phoenix Ski Hill Road (Roll No. 712/02100.000);

DL 2701, Lease/Permit/Licence #340472 Surface of Parts of DL 2701, W/I Lots 1811 976 977 975
and 915 As shown on map attached to License for operation and maintenance of Ski Hill purposes
Phoenix Ski Hill Road (Roll No. 712/10431.000);

Except any lands and improvements located thereon used for private commercial undertakings.

Boundary Stock Horse Association (Penticton Area 17)

DL 2007, LD 54
Lease/Permit/Licence #404836 Covering that Part of DL 2007 Together with that Park of DL 332 Plan
B847 Except Plans B12368 and KAP57445 For Community Facility and Community event purposes.
(Roll No. 712/02613.500)

Plan KAP847B, D.L. 332, LD 54,
Lease/Permit/Licence #404836 Except Plan B12368 KAP57445 and Except Portion shown on Licence
No. 403933 As "proposed gravel pit"
Issued for community recreation purposes.
8640 North Fork Road (Roll No. 712/02612.101)

Grand Forks Wildlife Association (Penticton Area 17)

DL 2700, LD 54
Lease/Permit/Licence #403755 Firearms Range & Clubhouse Special Use Permit 6970 8810 Granby
Road (Roll No. 712/10386.050).

Beaverdell Community Club & Recreation Commission (Penticton Area 17)

Lot A, Plan KAP13542, D.L. 1545, S.D.Y.D.
5896 Highway 33 (Roll No. 713/00119.005).

Mountain Medical Services Society (Penticton Area 17)

D.L. 4183s Block C LD 54
4970 Berezan Way (Roll No. 713/07905.265).

Rock Creek Community Medical Society (Penticton Area 17)

Lot B, Plan KAP34311, District Lot 352, LD 54
100 Rock Creek Cutoff (Roll No. 713/02643.045).

Okanagan Auto Sports Club
Operating as Thunder Mountain Raceway (Penticton Area 17)

Lease/Permit/Licence # 344863
 170.503 ac in the vicinity of DL 2729s for motorsport complex purposes
 9525 Okanagan Falls For (Roll No. 713/10394.666)

Kettle Wildlife Association (Penticton Area 17)

Lease/Permit/Licence #404699 PT of SL 5 PL 1186 DL 2704
 Except PL 12233; PT DL 568S and DL 862 As shown B06162 on map attached to License #issued for
 Trap Skeet & Shooting Range purposes, Manufactured Home Reg #B06162
 1635 Rock Creek Dump Road (Roll No. 713/10243.000)

Bridestville Community Club (Penticton Area 17)

Plan KAP58882, Lot 2, DL 491, LD 54
 5724 Bridesville Townsite Road (Roll No. 713/00176.005)

Christina Lake Welcome Centre (Penticton Area 17)

DL 498, LD 54
 Lease/Permit/Licence #404063, for a Portion Except 6.29 acres Except Plan 2710 13142 13192 29837
 37989 38106 Un-surveyed portion of DL issued for centre for ecological interpretation tourist
 information art gallery/studio purposes.
 1675 Kimura Rd and Highway 3 (Roll No. 712/02994.016)

Teck Metals Ltd. in Licence of Occupation with Trail Wildlife Association
(Trail Wildlife Association Society Registration No. S-0007729– Licensee)
(Cranbrook Area 22 and Nelson Area 21)

Licensed Area:

Lots 76, Twp 8A, KD, Plan 941 (PID 015-969-231)	(Roll No. 711/10530.375)
Lots 77, Twp 8A, KD, Plan 941 (PID 015-969-258)	(Roll No. 711/10530.380)
Lots 78, Twp 8A, KD, Plan 941 (PID 015-969-266)	(Roll No. 711/10530.385)
Lots 79, Twp 8A, KD, Plan 941 (PID 015-969-274)	(Roll No. 711/10530.390)
Lots 84, Twp 8A, KD, Plan 941 (PID 015-969-908)	(Roll No. 711/10530.415)
Lots 85, Twp 8A, KD, Plan 941 (PID 015-970-230)	(Roll No. 711/10530.420)
Lots 86, Twp 8A, KD, Plan 941 (PID 015-970-370)	(Roll No. 711/10530.425)
Lots 87, Twp 8A, KD, Plan 941 (PID 015-970-566)	(Roll No. 711/10530.430)
Lots 88, Twp 8A, KD, Plan 941 (PID 015-970-574)	(Roll No. 711/10530.435)
Lots 89, Twp 8A, KD, Plan 941 (PID 015-970-612)	(Roll No. 711/10530.440)
Lots 90, Twp 8A, KD, Plan 941 (PID 015-970-621)	(Roll No. 711/10530.445)

Licence of Occupation Agreement (Aug 1, 2016 – July 31, 2019)
 Casino Rifle Range, Casino Road, RDKB Electoral Are 'B'/Lower Columbia-Old Glory

**Carolynn R. Cheney and Jimmy D. Harrison
Protection District - Grand Forks Rural Fire**

Lot 8, Block 2, Plan KAP567, DL 184, LD 54

Lease/Permit/Licence # P70778 Portion OUTLINED ON PL B2088, Except Plan 18868 LEASED
PORTION FOR FIRE HALL PURPOSES

Lease/Permit/Licence # P70778 Lot 7 Block 2 Plan KAP567 District Lot 184 Similkameen Div of Yale
Land District Portion OUTLINED ON PL B2088 LEASED PORTION FOR FIRE HALL

490 Starchuk Road

(Roll No. 712/1864.500)

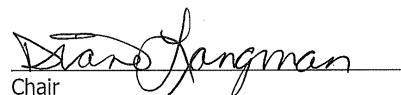
2. Regional District of Kootenay Boundary 2020 Permissive Property Taxation Exemption Bylaw No. 1721, 2019, is hereby repealed.
3. This bylaw may be cited for all purposes as "Regional District of Kootenay Boundary 2021 Permissive Property Taxation Exemption Bylaw No. 1738, 2020".

Read a First, Second and Third time this 27th day of August, 2020.

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1738 cited as "Regional District of Kootenay Boundary 2021 Permissive Property Taxation Exemption Bylaw No. 1738, 2020" as a Read a Third time this 27th day of August, 2020.

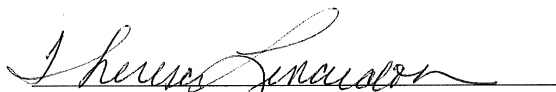

Manager of Corporate Administration/Corporate Officer

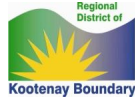
Reconsidered and Adopted this 27th day of August, 2020.


Chair


Manager of Corporate Administration/Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1738 cited as "Regional District of Kootenay Boundary 2021 Permissive Property Taxation Exemption Bylaw No. 1738, 2020" as Adopted this 27th day of August, 2020.


Manager of Corporate Administration/Corporate Officer



POLICY TITLE:	Permissive Property Taxation Exemption
APPROVAL DATE (PEP Committee):	Oct. 11/17
REVIEWED BY PEP COMMITTEE:	June/16, Jan. 26/17, July/17 Oct./17
ADOPTED BY BOARD OF DIRECTORS:	Jan. 25/18

Policy: The *Local Government Act* provides that on or before October 31 in any year, Regional District Boards of Directors may, by bylaw, exempt land and or improvements from regional district property taxes.

The Regional District of Kootenay Boundary (RDKB) Board of Directors herewith establishes a policy to stipulate and clarify the conditions to permit a permissive tax exemption within the RDKB Electoral Areas A, B/Lower Columbia-Old Glory, C/Christina Lake, D/Rural Grand Forks and E/West Boundary.

A permissive tax exemption is a means for the Board to support community organizations, which further the Board's objectives and priorities and which enhance the quality of life (economic, social/cultural, recreational and educational).

Purpose: To specify the parameters within which the RDKB Electoral Area Directors will consider taxation exemption applications from organizations which are eligible under the *Local Government Act* via authority in the *Taxation (Rural Area) Act* and which will be reviewed and approved by the overall RDKB Board of Directors.

The parameters will provide impartial and consistent treatment and consideration for all applications which provide charitable or not-for-profit services, facilities and or amenities within the RDKB Electoral Areas.

Procedure:

1. Application Process

The RDKB Electoral Area Directors will consider applications for permissive tax exemptions annually.

Upon request and or with direction from the Electoral Area Director, the Manager of Corporate Administration will make Permissive Taxation Exemption application forms available via: Canada Post, electronically (e.g. e-mail and online at www.rdkb.com) and in person from the RDKB office, 843 Rossland Avenue, Trail, BC V1R 4S8 - 250-368-9148 or 1-800-355-7352.

1a) Submission of Completed Application

Using the prescribed application form, completed applications must be submitted to the Manager of Corporate Administration before July 31st of each year to be considered exempt from taxation in the following calendar year. The Manager of Corporate Administration will review the applications for completeness and then forward completed applications to the RDKB Electoral Area Directors for their consideration and for support for inclusion of the property in the annual Taxation Exemption Bylaw. The annual Taxation Exemption Bylaw is presented to the Board of Directors in August or September of each year. Should an Electoral Area Director not approve an exemption application for inclusion in the bylaw, the applicant(s) will be notified accordingly.

Late applications will not be accepted.

Application submissions must include the following proof of financial responsibility and accountability:

- Copy of reviewed or audited financial statements for the most recent fiscal year,
- In lieu of above, a financial statement signed by two Directors of the organization will be considered;
- Copy of most recent Property Tax Notice or Property Assessment Notice,
- Description of your program/services/amenities and who and how these will benefit the Electoral Area community,
- Description of the extent of volunteer involvement in your organization.

Tax exemption applications will only be accepted and considered when completed in full.

1b) Taxation Exemption Bylaw

Upon endorsement by the Electoral Area Directors, the Manager of Corporate Administration will prepare a Taxation Exemption Bylaw that will include only properties that have been supported by the Electoral Area Directors through the application process. The Taxation Exemption Bylaw will be presented to the RDKB Board of Directors for review, final approval and adoption at the August or September RDKB Board meeting.

Once the RDKB Board of Directors adopts the annual exemption bylaw, the Manager of Corporate Administrative forwards a copy to the relevant BC Assessment Authority to ensure land and or improvements are not taxed in the next calendar year.

2. RDKB Discretion

There is no obligation to give an exemption. A permissive tax exemption is strictly at the discretion of each individual Electoral Area Director after careful consideration of all applications within their respective jurisdiction. With direction from the Electoral Area Directors and via adoption of the annual RDKB Taxation

Exemption Bylaw, the Board of Directors may approve a full e.g. (land and buildings), partial (e.g. only land or only buildings) or no exemption for each application.

The Electoral Area Directors may support a tax exempt designation of only a portion, rather than full, of the land/improvements where the following circumstances exist:

- A portion of the land/improvements is used by the private sector and or organizations not meeting the RDKB's exemption criteria,
- The applicant/organization receives annual grant-in-aid from the Electoral Area Director and or other RDKB grant funding, and
- A portion of the land/improvements is used to generate income from the organization seeking taxation exemption (e.g. only that portion of the private property that is entirely used for the charitable, philanthropic, non-profit, etc. purposes will be considered for exemption, such as the golf course greens, but not the clubhouse).

3. RDKB Conditions, Restrictions and Requirements

As a condition of taxation exemption, the Electoral Area Directors may direct the RDKB Board of Directors to impose restrictions on the use of the property and may require the applicant to:

- If, because of a change in the use or ownership of exempted property, the property no longer meets the requirements for exemption, the RDKB Taxation Exemption Bylaw ceases to apply to that property and the property is therefore liable to taxation effective from the time of the change.

4. Criteria

4a) The Organization must provide services or programs that are compatible or complimentary to those offered by the Regional District, such as a service that fulfills some basic need or otherwise improves the quality of life for residents of the Regional District.

The organization must:

- qualify for an exemption under the provisions of the *Local Government Act*,
- be in compliance with RDKB policies, bylaws, plans and regulations,
- be a not-for-profit/non-profit or charitable/philanthropic organization, such as: a place of worship/spiritual gathering (eg church, church hall), an athletic, recreational, educational, cultural, or a social/service club, a care facility/licensed private hospital or clinic.

4b) Subject Property must be one of:

- Land and or improvements owned or held by the RDKB within the RDKB's boundaries when used for its own purposes,

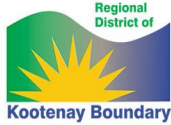
- Land or improvements that are owned by a municipality, regional district or other local authority that the Board considers are used for a purpose of the local authority,
- Land and or improvements owned or held by, or held in trust by the owner for, an athletic or service club organization (includes cultural, social) and used principally for public athletic or recreational purposes,
- Land and or improvements used or occupied by a church, as tenant or licensee for the purpose of public worship or for the purpose of a church hall that the Board considers necessary to the church,
- An interest held by a non-profit organization in school buildings that the organization uses or occupies as tenant or licensee or a board of school trustees,
- An interest held by a francophone education authority in school buildings that the francophone education authority uses or occupies as licensee of a board of school trustees,
- An interest held by a non-profit organization in school buildings that the organization uses or occupies as tenant or licensee of a francophone education authority, and
- Land that is owned and used exclusively by an agricultural or horticultural society and that is in excess of the area exemption under Section 15 (1) (j) of the *Taxation (Rural Area) Act*.

- 4c)** In evaluating applications, the Electoral Area Directors will consider the ability of the organization to raise its own funds.
- 4d)** The level of support and endorsement for a tax exemption application will be measured against other RDKB funding received (e.g. the applicant's successful receipt of other RDKB funding contributions, funding partnerships, Grant-in-Aid, Columbia Basin Trust Community Initiatives etc.) that an organization has received in the same year as the tax exemption is applied for.
- 4e)** Taxation exemptions will not be considered where the Board believes that an exemption will result in a shift of other levels of governments' responsibilities and or costs to local taxpayers.
- 4f)** Only applications from non-profit organizations seeking an exemption on property that is utilized to provide services for and/or support to all residents, without discrimination, will be considered.
- 4g)** The operations of the applicant on the property must be consistent with RDKB policies, plans, bylaws, codes and regulations.
- 4h)** Organizations must meet the guidelines of Sections 391 of the *Local Government Act* and this Policy.

5. Applicant's Acknowledgement of Taxation Exemptions

When submitting an application for taxation exemption, all recipients of past exemptions are required to publicly acknowledge the exemption. This acknowledgement can be in the form of a letter to the RDKB Board of Directors which will be placed on the public Board meeting agenda.

The Manager of Corporate Administration will provide guidance to all applicants who wish to apply for permissive taxation exemption.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)

843 Rossland Avenue, Trail, BC V1R 4S8

250-368-9148 1-800-355-7352 (in BC) Fax: 250-368-3990

Email: tlenardon@rdkb.com

APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

Local Government Act Section 391-RDKB Permissive Taxation Policy

DEADLINE FOR SUBMISSION- JULY 31 EACH YEAR

PART 1 – APPLICANT INFORMATION

Organization Name:			
Contact Person:		Title:	
Mailing Address:			
Phone:	Email:	Society #:	
Purpose of organization and services provided (attach separate sheet if necessary):			
Has your organization received any of the following from the RDKB in the previous year?:			
	NO	YES	
RDKB Grant-in-Aid and or other RDKB grants or funding (e.g. funding for core operations not programs)?			Amount \$ Year
			Purpose:
Permissive Tax Exemption			
External Funding (other than RDKB)			Amount \$ Year
			Purpose:
Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary):			

Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)		
PART 2 – PROPERTY INFORMATION FROM TAX OR ASSESSMENT NOTICE		
Property Owner:		Phone:
Property Address:		
Legal Description:		
Folio Number:	PID:	TAXATION YEAR:
<input type="checkbox"/> Initial Application <input type="checkbox"/> Renewal Application		<input type="checkbox"/> This property is leased or rented to the organization <input type="checkbox"/> This property is owned by the organization

PART 3 – REQUIRED DOCUMENTATION
Please include with your application copies of the following:
<ul style="list-style-type: none"> • Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization • Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice. • If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.

PART 4 – CERTIFICATION
I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.
Applicant: Signature: Date:
<input type="checkbox"/> Copies of the required documents noted in Part 3 above are attached to this application.

IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352

To be considered for tax exemption, submit this application before July 31st

FOR RDKB USE ONLY		
Application Supported by Electoral Area Director	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	<hr/> Manager of Corporate Administration	Date



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: January 14 2021 **File** P: Admin-2021-002
To: Chair Grieve and members of the Electoral Area Services Committee
From: Barb Ihlen, General Manager of Finance/CFO
Re: Electoral Area Administration (002) Final 2021 Work Plan and Draft Proposed 2021-2025 Five Year Financial Plan

Issue Introduction

The purpose of this report is to provide an overview of the Electoral Area Administration (002) 2021 Work Plan and proposed draft 2021-2025 Five Year Financial Plan.

History/Background Factors

The RDKB service budgets are developed by RDKB Managers during the annual budgeting process for review by committee prior to the adoption of the Five Year Financial Plan by the Board of Directors at the end of March. The budgets are also aligned with prioritized projects presented in the service work plans, where applicable. (Minor services do not have work plans).

This information presented in this report is generally intended to provide information on budget details, both capital and operational that may be considered a 'driver' to budgetary increases above a 2% threshold. Budget increases in the range +/- 2% are considered to be reasonable at this time without other factors to change the level of service provided. This increase allows us to maintain in most cases our contracted increases per our collective agreements, external provider's service contracts and general CPI increases for all other goods and services.

Additionally, recent amendments have been approved by the Policy and Personnel Committee on December 9th and will be included in the 2021 service budgets presented in January. These changes will have an impact to reduce the budget for some services while conversely increasing the budget for other services.

That the Policy and Personnel Committee refer the updated Cost Allocations Policy back to staff to incorporate the amendments discussed by the Committee on December 9, 2020. **FURTHER** that the calculated cost allocations be incorporated into each service budget for the January Committee meetings and that the draft

policy, as amended by staff, be presented back to the Policy and Personnel Committee at the January 2021 Committee meeting.

Implications

Budget Summary

The budget for the Electoral Area Administration (002) Draft Proposed 2021, 2025 Five Year Financial Plan presents a 2.99% increase in tax requisition and an overall budget increase of 1.26% for 2021. The budget presented is considered reasonable for 2021 to maintain the existing service levels, commitments and contracts and it is recommended for approval at a future meeting.

The following information identifies the elements of the budget that are key drivers for the changes in 2021.

Financial Summary for Budget Increase

- Revenue is static and includes the addition of the hydro grant in lieu that will offset the proposed increase in the shared cost allocation (i.e. Board Fee). In addition, the shared vehicle costs have been removed and will be adjusted based on actual use.
- The cost allocation and related hydro grant in lieu will be reviewed and refined over the month of January and updates to these amounts may occur.
- Salaries & Benefits have decrease which reflects the removal of the Corporate Communications costs and the increase in the full year salary of the Bylaw Enforcement Officer. The Corporate Communications costs are included in the administration cost allocation to all services.
- Director travel and expenses are decreasing due to the expectation of restrictions on travel to continue in the early part of 2021 due to the COVID-19 pandemic and related health authority orders.
- Election and referendum costs are increasing due to the by-election planned in the early part of 2021.
- Vehicle operation costs, which form part of the cost allocation policy are still under review and will be updated in the next iteration of the budget. The costs are expected to be lower than in past years.

Advancement of Strategic Planning Goals

Exceptional cost Effective and Efficient Services

Background Information Provided

- 2021 Electoral Area Administration (002) Work Plan
- 2021-2025 Electoral Area Administration (002) draft proposed Five Year Financial Plan

Recommendation

Alternatives

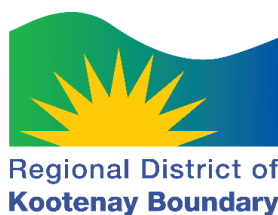
1. The RDKB Board of Directors receive the 2021-2025 Electoral Area Administration (002) Five Year Financial Plan staff report for information and provide direction on the 2021 budget, and approve the related 2021 Work Plan.
2. The RDKB Board of Directors receive the 2021-2025 Electoral Area Administration (002) Five Year Financial Plan staff report for information and provide direction on the 2021 budget, and defer the related 2021 Work Plan and provide direction for adjustments.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve the 2021 Electoral Area Administration (002) Work Plan as presented to the Electoral Area Services Committee on January 14, 2021 in the staff report titled "Electoral Area Administration (002) Final 2021 Work Plan and Draft Proposed 2021-2025 Five Year Financial Plan".

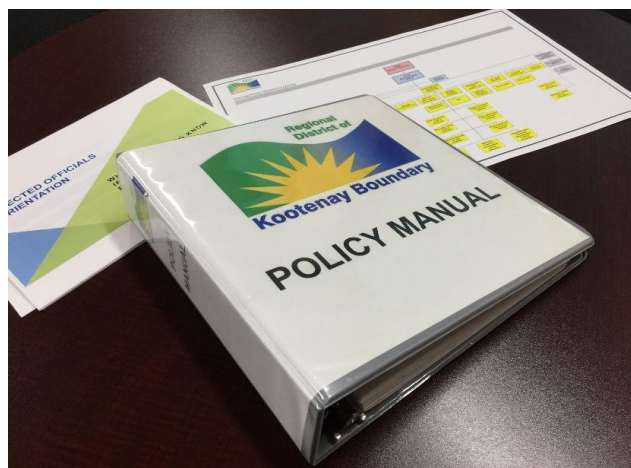
That the Regional District of Kootenay Boundary Board of Directors discuss the proposed 2021-2025 Electoral Area Administration (002) Five Financial Plan as presented to the Electoral Area Services Committee on January 14, 2021 in the staff report titled "Electoral Area Administration (002) Final 2021 Work Plan and Draft Proposed 2021-2025 Five Year Financial Plan".

FURTHER that the Committee provide direction to staff as to any changes to be made to the proposed Budget and refer it to a future meeting for further review.



Electoral Area Administration

2021 Work Plan – Final Presented to EAS Committee January 14, 2021



ELECTORAL AREA ADMINISTRATION

2021
Mark Andison, CAO



Electoral Area Administration

2021 Work Plan – Final Presented to EAS Committee January 14, 2021

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:

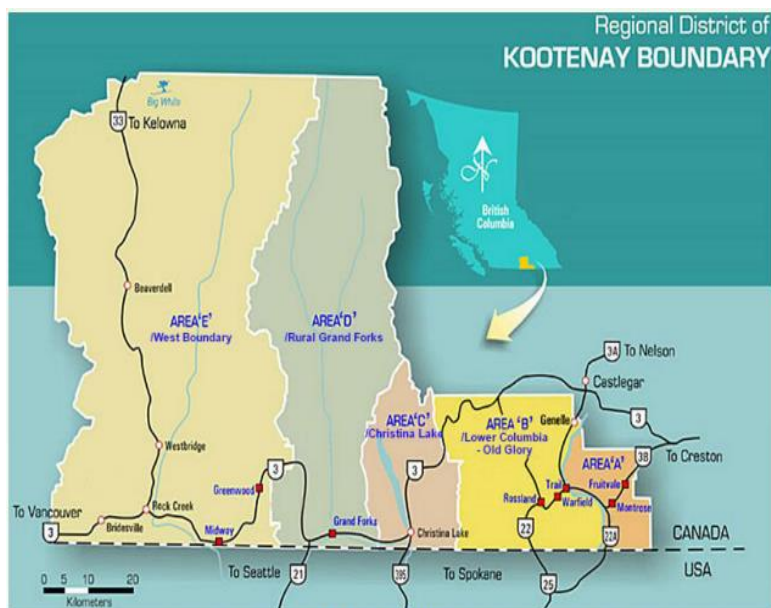
Local Government Act Sections 233, 234, 236, 263
 RDKB Officer Establishment Bylaw No. 1050, 1999

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/Q4 \$461,194

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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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
SUMMARY INFORMATION



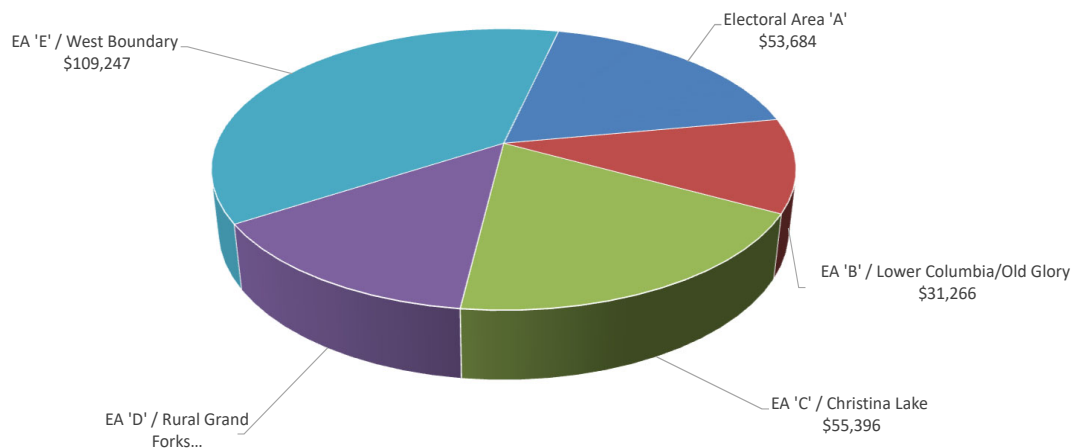
SERVICE NO 002
ELECTORAL AREA ADMINISTRATION

	PAGE	2020 BUDGET	2021 BUDGET	Increase(Decrease) between 2020 BUDGET and 2021 BUDGET		PRIMARY DRIVERS FOR CHANGE
				\$	%	
REVENUE						
Property Tax Requisition	3	272,982	281,150	8,168	2.99	
Transfer From Reserves	10	20,000	0	(20,000)	(100.00)	
Previous Year's Surplus	11	80,438	76,895	(3,544)	(4.41)	
EXPENDITURE						
Salaries & Benefits	12	116,162	94,760	(21,402)	(18.42)	Bylaw Enforcement Coordinator - Full Year Vs Half (\$46K)
<i>Total Salaries & Benefits</i>		116,162	94,760	(21,402)	(18.42)	
Director's Remuneration	13	103,734	107,134	3,400	3.28	FCM Conference 5 Directors and CAO (only 2 for 2020 (-\$3K)
Director's Travel	14	16,137	12,000	(4,137)	(25.64)	
Director's Expenses	15	14,280	7,000	(7,280)	(50.98)	
<i>Total Directors Remuneration</i>		141,652	133,634	(8,018)	(5.66)	
UBCM/FCM Conferences	17	34,880	21,200	(13,680)	(39.22)	New expense related to Bylaw Enforcement required equipment
Office Equipment	38	0	5,000	5,000	0.00	
Contribution To Reserve	42	0	31,000	31,000	0.00	

KEY FACTS

Establishment Bylaw No.	1050; 1999
Max Requisition	No Maximum
Last Increase Requisition Limit	Not Applicable
Next Review Requisition Limit	Not Applicable
Reserve Balance	\$ 42,692.86

2020 Property Tax Requisition (Projected)





REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN

SERVICE NO 002
ELECTORAL AREA ADMINISTRATION

		2019	2020	2020	(OVER)	2021	Increase(Decrease)		-3.70%	1.20%	1.21%	1.22%
		ACTUAL	BUDGET	ACTUAL	UNDER	BUDGET	between 2020 BUDGET and 2021 BUDGET		2022	2023	2024	2025
		PAGE					\$	%	BUDGET	BUDGET	BUDGET	BUDGET
REVENUE												
Property Tax Requisition	3	261,226	272,982	272,982	0	281,150	8,168	2.99	290,215	340,005	347,442	355,026
Federal Grant In Lieu	4	676	500	0	500	500	0	0.00	500	500	500	500
Community Works (Gas Tax)	5	369,837	250,000	142,860	107,140	250,000	0	0.00	250,000	250,000	250,000	250,000
Miscellaneous Revenue	6	0	0	0	0	0	0	0.00	0	0	0	0
Kettle River Watershed Study	7	27,808	0	1,169	(1,169)	0	0	0.00	0	0	0	0
Hydro Generation Grant in Lieu	8	0	0	0	0	23,746	23,746	0.00	24,221	24,705	25,200	25,704
Local Government Act	9	40,000	40,000	40,000	0	40,000	0	0.00	40,000	40,000	40,000	40,000
Transfer From Reserves	10	0	20,000	0	20,000	0	(20,000)	(100.00)	42,500	0	0	0
Previous Year's Surplus	11	37,880	80,438	80,438	0	76,895	(3,544)	(4.41)	0	0	0	0
Total Revenue		737,427	663,921	537,449	126,471	672,291	8,370	1.26	647,436	655,211	663,141	671,230
EXPENDITURE												
Salaries & Benefits	12	38,437	116,162	117,242	(1,080)	94,760	(21,402)	(18.42)	96,655	98,588	100,560	102,571
<i>Total Salaries & Benefits</i>		38,437	116,162	117,242	-1,080	94,760	(21,402)	(18.42)	96,655	98,588	100,560	102,571
Director's Remuneration	13	97,003	103,734	105,903	(2,169)	107,134	3,400	3.28	109,277	111,462	113,692	115,966
Director's Travel	14	11,091	16,137	8,263	7,874	12,000	(4,137)	(25.64)	16,320	16,646	16,979	17,319
Director's Expenses	15	5,992	14,280	2,765	11,515	7,000	(7,280)	(50.98)	7,140	7,283	7,428	7,577
Self Directed Education	16	633	7,500	649	6,851	7,500	0	0.00	7,500	7,500	7,500	7,500
<i>Total Directors Remuneration</i>		114,718	141,652	117,581	24,071	133,634	(8,018)	(5.66)	140,237	142,892	145,600	148,362
UBCM/FCM Conferences	17	28,113	34,880	2,395	32,485	21,200	(13,680)	(39.22)	35,578	36,289	37,015	37,755
AKBLG Conference	18	6,722	8,500	0	8,500	8,679	179	2.10	8,852	9,029	9,210	9,394
Public Communications 'A'	19	4,017	7,000	2,023	4,977	7,000	0	0.00	7,140	7,283	7,428	7,577
Public Communications 'B' / Lower	20	265	7,000	502	6,498	7,000	0	0.00	7,140	7,283	7,428	7,577
Public Communications 'C' / Christi	21	2,903	7,000	100	6,900	7,000	0	0.00	7,140	7,283	7,428	7,577
Public Communications 'D' / Rural (22	2,321	7,000	175	6,825	7,000	0	0.00	7,140	7,283	7,428	7,577
Public Communications 'E' / West E	23	9,992	7,000	10,368	(3,368)	7,000	0	0.00	7,000	7,140	7,283	7,428
Elections & Referendums	24	-119	10,000	0	10,000	12,500	2,500	25.00	12,750	13,005	13,265	13,530
Shared Internal Costs	25	19,553	19,907	19,907	0	38,018	18,111	90.98	38,779	39,554	40,345	41,152
AKBLG Membership	26	4,458	3,578	4,525	(947)	4,600	1,022	28.56	4,692	4,786	4,882	4,979
UBCM Membership	27	6,298	6,355	6,355	0	6,400	45	0.71	6,528	6,659	6,792	6,928
Office Supplies	28	0	500	3,068	(2,568)	500	0	0.00	510	520	531	541
Vehicle Operation	29	20,085	20,487	20,487	(0)	10,000	(10,487)	(51.19)	10,200	10,404	10,612	10,824
Enforcement Equipment	30	0	0	96	(96)	0	0	0.00	0	0	0	0
Gas Tax Projects	31	369,837	250,000	142,860	107,140	250,000	0	0.00	250,000	250,000	250,000	250,000
Kettle River Watershed Project	32	27,808	0	1,169	(1,169)	0	0	0.00	0	0	0	0
Contracted Services	33	0	1,200	1,200	0	1,200	0	0.00	1,200	1,200	1,200	1,200
<i>Total Admin Operating</i>		502,253	390,407	215,229	175,178	388,097	(2,310)	(0.59)	404,648	407,717	410,848	414,041
Travel Expense	34	0	0	171	(171)	3,000	3,000	0.00	3,060	3,121	3,184	3,247
Telephone	35	0	0	0	0	600	600	0.00	612	624	637	649
Library & Research	36	0	0	0	0	500	500	0.00	510	520	531	541
Office Building Expense	37	0	0	0	0	0	0	0.00	0	0	0	0
Office Equipment	38	0	0	0	0	5,000	5,000	0.00	1,000	1,020	1,040	1,061
Office Supplies	39	0	0	0	0	700	700	0.00	714	728	743	758
Vehicle Operation	40	0	0	0	0	0	0	0.00	0	0	0	0
<i>Total Bylaw Operating</i>		0	0	171	-171	9,800	9,800	0.00	5,896	6,014	6,134	6,257

12 191 610	Capital/Amortization	41	0	0	0	0	0	0.00	0	0	0	0	
	Total Capital		0	0	0	0	0	0.00	0	0	0	0	
12 191 741	Contribution To Reserve	42	0	0	0	0	31,000	31,000	0.00	0	0	0	
12 191 990	Previous Year's Deficit	43	0	0	0	0	0	0	0.00	0	0	0	
12 191 999	Contingencies	44	1,581	15,700	10,331	5,369	15,000	(700)	(4.46)	0	0	0	
	Total Other		1,581	15,700	10,331	5,369	46,000	30,300	192.99	0	0	0	
Total Expenditure			656,988	663,921	460,554	203,366	672,291	8,370	1.26	647,436	655,211	663,141	671,230
Surplus (Deficit)			80,438	76,895		-				-	-	-	-
Reserve Balance							73,693			31,193	31,193	31,193	31,193

KETTLE RIVER WATERSHED STUDY:		2019	2020
REVENUE (GAS TAX)		27,808	1,169
EXPENSES		27,808	1,169
Deficit Brought Forward		0	0
PROJECT BALANCE AT End of Year		\$ -	\$ -

See Line 5 Above
See Line 30 Above

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

	Property Tax Requisition	2021 Budget		2022 Budget		2023 Budget		2024 Budget		2025 Budget
2019 Actual	Description	Amount		Amount		Amount		Amount		Amount
59,978	11 830 901 002 Electoral Area 'A'	52,007		53,684		62,894		64,270		65,673
27,334	11 830 902 002 EA 'B' / Lower Columbia/Old Glory	30,289		31,266		36,630		37,431		38,248
51,276	11 830 903 002 EA 'C' / Christina Lake	53,666		55,396		64,900		66,320		67,767
35,905	11 830 904 002 EA 'D' / Rural Grand Forks	39,353		40,622		47,592		48,632		49,694
98,489	11 830 905 002 EA 'E' / West Boundary	105,835		109,247		127,990		130,789		133,644
272,982	Sub	281,150		290,215		340,005		347,442		355,026
	This Year Requisition	281,150		290,215		340,005		347,442		355,026
	Total Requisition	281,150		290,215		340,005		347,442		355,026

Notes:

Allocations based on most recent property assessment values

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name			0.00%	0.00%	0.00%	0.00%	0.00%
Account	Federal Grant In Lieu	2020	2021	2022	2023	2024	2025
	11 210 100 002	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Federal Grant In Lieu	500	500	500	500	500	500
Current Year Budget		500	500	500	500	500	500

Notes:	Previous Year Budget	500
	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Community Works Funding Grant 11 210 171 002	2020 Prior Year	2.10% 2021 Budget	2.00% 2022 Budget	2.00% 2023 Budget	2.00% 2024 Budget	2.00% 2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Community Works Funding Agreement						
	Approved Gas Tax Projects funding	250,000	250,000	250,000	250,000	250,000	250,000
Current Year Budget		250,000	250,000	250,000	250,000	250,000	250,000

Notes:	Previous Year Budget	250,000
	Actual to December 31, 2020	142,860

Background Revenue is recorded when project funds are disbursed

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Miscellaneous Revenue 11 590 159 002	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Referendum Costs - Kettle River Fire Protection						
Current Year Budget		-	-	-	-	-	-

Notes:	Previous Year Budget	-
	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Kettle River Watershed Study 11 590 173 002	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	General Allowance						
2	Kettle River Watershed Management Plan						
4,500	Phoenix Foundation						
30,000	S.I.B.A.C.						
25,000	Real Estate Foundation						
30,000	City of Grand Forks (flood mitigation)						
5,000	RDKB Administration						
20,000	Gas Tax - EA 'C' / Christina Lake	-	-				
100,000	Gas Tax - EA 'D' / Rural Grand Forks	-	-				
150,000	Gas Tax - EA 'E' / West Boundary	-	-				
364,500	Total Project Commitment						
Current Year Budget		-	-	-	-	-	-

Notes:		Previous Year Budget	-
		Actual to December 31, 2020	1,169
Item #2	Funding sources for KR Watershed Management Plan		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Hydro Generation Grant in Lieu	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	11 759 940 002	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Hydro Grant in Lieu Allocation		23,746	24,221	24,705	25,200	25,704
Current Year Budget		-	23,746	24,221	24,705	25,200	25,704

Notes:	Previous Year Budget	-
	Actual to December 31, 2020	-

[illegible]

2021-01-08

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Transfer From Reserves 11 921 205 002	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Reserve Transfer	-	-	42,500	-	-	-
2	Smooth taxation between years	20,000	-	-			
Current Year Budget		20,000	-	42,500	-	-	-

Notes:	Previous Year Budget	20,000
	Actual to December 31, 2020	-
Item 1	Transfer from reserve to cover partial general election expenses	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Previous Year's Surplus 11 911 100 002	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Surplus	37,880	76,895	-	-	-	-
Current Year Budget		37,880	76,895	-	-	-	-

Notes:	Previous Year Budget	80,438
	Actual to December 31, 2020	80,438

Name	Salaries & Benefits	2020			2.00% 2021	2.00% 2022	2.00% 2023	2.00% 2024	2.00% 2025
Account No	12 191 111 002	Prior Year			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Hours	Rate	Amount	Amount	Amount	Amount	Amount
1	Corporate Communications Officer	30,986	0.0%	87,794	-	-	-	-	-
2	Bylaw Enforcement Coordinator	60,467	1892	39.74	75,188	76,692	78,226	79,790	81,386
3	Allowance for CUPE Contract Increase (2%)	1,209							
	Subtotal	92,663			75,188	76,692	78,226	79,790	81,386
	Benefits @	23,499		26%	19,571	19,963	20,362	20,769	21,185
	Page 1 Total	116,162			94,760	96,655	98,588	100,560	102,571

Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	103,734
Director Remuneration	Actual to December 31, 2020	105,903
Item #1		
	Benefits Updated for 1.95% Employer Health Tax In 2019 & End of MSP Premium	
Item #6	Included in Item #5 in Bylaw #1736 (2020)	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name			2.00%	2.00%	2.00%	2.00%	2.00%
Account	Director's Travel	2020	2021	2022	2023	2024	2025
	12 191 210 002	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Mileage - to attend public hearings, APC,	16,137	12,000	16,320	16,646	16,979	17,319
	Town Hall, Task Group Meetings involving						
	Electoral Areas						
Current Year Budget		16,137	12,000	16,320	16,646	16,979	17,319

Notes:	Previous Year Budget	16,137
Director Remuneration	Actual to December 31, 2020	8,263

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Director's Expenses	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account	12 191 211 002	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Expenses only to attend public hearings, APC, Town Hall, Task Group Meetings involving Electoral Areas	14,280	7,000	7,140	7,283	7,428	7,577
Current Year Budget		14,280	7,000	7,140	7,283	7,428	7,577

Notes:	Previous Year Budget	14,280
Director Remuneration	Actual to December 31, 2020	2,765

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Self Directed Education	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account	12 191 234 002	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Self-directed director education \$1500 per director	7,500	7,500	7,500	7,500	7,500	7,500
Current Year Budget		7,500	7,500	7,500	7,500	7,500	7,500

Notes:	Previous Year Budget	7,500
Director Remuneration	Actual to December 31, 2020	649

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	UBCM/FCM Conferences	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 191 212 002	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	UBCM Conference 5 Directors and CAO/2nd staff mem	17,000	17,000	17,340	17,687	18,041	18,401
2	Per diem to attend conference	4,200	4,200	4,284	4,370	4,457	4,546
3	FCM Conference 5 Directors and CAO (only 2 for 2020)	12,000	-	12,240	12,485	12,734	12,989
4	Per diem to attend conference (only 2 for 2020)	1,680	-	1,714	1,748	1,783	1,818
	FCM Conference Location & Dates:						
2021	June 3 - 6, 2021, Montreal, QC						
	UBCM Conference Location & Dates:						
2021	Sept. 13 - 17, 2020, Vancouver						
	Current Year Budget	34,880	21,200	35,578	36,289	37,015	37,755

Notes:	Previous Year Budget	34,880
Operating	Actual to December 31, 2020	2,395
Items #2,4	Five Directors and CAO 7 Days x \$100/day (6 x 7 x \$100 = \$4,200)	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	AKBLG Conference		2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 191 213 002	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	AKBLG Conference 5 Directors, CAO, MOA	5,000	5,105	5,207	5,311	5,417	5,526
2	Per diem to attend conference	3,500	3,574	3,645	3,718	3,792	3,868
Current Year Budget		8,500	8,679	8,852	9,029	9,210	9,394

Notes:	Previous Year Budget	8,500
Operating	Actual to December 31, 2020	-
Item #2	Five Directors + CAO + Mgr of Admin (7 x 5days x \$100/day = \$3,500)	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Public Communications 'A' 12 191 217 002	2020 Prior Year	2.10% 2021 Budget	2.00% 2022 Budget	2.00% 2023 Budget	2.00% 2024 Budget	2.00% 2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Public communications and Community Relations						
	- Advertising						
	- Postage for mail-outs						
	- community and task group meeting costs	1,200	1,200	1,224	1,248	1,273	1,299
	- Displays at Trade Fair						
2	Public Communications by Elected Officials	5,800	5,800	5,916	6,034	6,155	6,278
	Current Year Budget	7,000	7,000	7,140	7,283	7,428	7,577

Notes:	Previous Year Budget	7,000
Operating	Actual to December 31, 2020	2,023

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Public Communications 'B' / Lower Columbia/Old 12 191 218 002	2020 Prior Year	2.10% 2021 Budget	2.00% 2022 Budget	2.00% 2023 Budget	2.00% 2024 Budget	2.00% 2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Public communications and Community Relations						
	- Advertising						
	- Postage for mail-outs						
	- community and task group meeting costs	1,200	1,200	1,224	1,248	1,273	1,299
	- Displays at Trade Faire						
2	Public Communications by Elected Officials	5,800	5,800	5,916	6,034	6,155	6,278
	Current Year Budget	7,000	7,000	7,140	7,283	7,428	7,577

Notes:	Previous Year Budget	7,000
Operating	Actual to December 31, 2020	502

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Public Communications 'C' / Christina Lake 12 191 219 002	2020 Prior Year	2.10% 2021 Budget	2.00% 2022 Budget	2.00% 2023 Budget	2.00% 2024 Budget	2.00% 2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Public communications and Community Relations						
	- Advertising						
	- Postage for mail-outs						
	- community and task group meeting costs	1,200	1,200	1,224	1,248	1,273	1,299
	- Displays at Trade Faire						
2	Public Communications by Elected Officials	5,800	5,800	5,916	6,034	6,155	6,278
	Current Year Budget	7,000	7,000	7,140	7,283	7,428	7,577

Notes:	Previous Year Budget	7,000
Operating	Actual to December 31, 2020	100

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Public Communications 'D' / Rural Grand Forks 12 191 220 002	2020 Prior Year	2.10% 2021 Budget	2.00% 2022 Budget	2.00% 2023 Budget	2.00% 2024 Budget	2.00% 2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Public communications and Community Relations						
	- Advertising						
	- Postage for mail-outs						
	- community and task group meeting costs	1,200	1,200	1,224	1,248	1,273	1,299
	- Displays at Trade Faire						
2	Public Communications by Elected Officials	5,800	5,800	5,916	6,034	6,155	6,278
	Current Year Budget	7,000	7,000	7,140	7,283	7,428	7,577

Notes:	Previous Year Budget	7,000
Operating	Actual to December 31, 2020	175
Unused portion from 2016 carried forward to 2017 budget		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Public Communications 'E' / West Boundary 12 191 221 002	2020 Prior Year	2.10% 2021 Budget	2.00% 2022 Budget	2.00% 2023 Budget	2.00% 2024 Budget	2.00% 2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Public communications and Community Relations						
	- Advertising						
	- Postage for mail-outs						
	- community and task group meeting costs	2,400	2,400	2,448	2,497	2,547	2,598
	- Displays at Trade Faire						
2	Public Communications by Elected Officials	4,600	4,600	4,692	4,786	4,882	4,979
	Current Year Budget	7,000	7,000	7,140	7,283	7,428	7,577

Notes:	Previous Year Budget	7,000
Operating	Actual to December 31, 2020	10,368
Unused portion from 2016 carried forward to 2017 budget		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Elections & Referendums	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 191 223 002	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Elections, Public Notices	5,000	5,000	5,100	5,202	5,306	5,412
2	Referendums	5,000	7,500	7,650	7,803	7,959	8,118
3							
Current Year Budget		10,000	12,500	12,750	13,005	13,265	13,530

Notes:	Previous Year Budget	10,000
Operating	Actual to December 31, 2020	-
Items #1-2 Actual cost depends on the number of candidates/voting required		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Shared Internal Costs	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 191 230 002	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Board Fee (2% increase for C.P.I.)	18,071					
2	Carbon Offset & Climate Change Initiatives	1,836	-				
3	Administration Support Allocation		36,846	37,583	38,335	39,101	39,883
4	HR Allocation		534	545	556	567	578
5	IT Allocation		-				
6	Building Allocation		638	651	664	677	690
Current Year Budget		19,907	38,018	38,779	39,554	40,345	41,152

Notes:	Previous Year Budget	19,907
Operating	Actual to December 31, 2020	19,907

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name			2.10%	2.00%	2.00%	2.00%	2.00%
Account	AKBLG Membership	2020	2021	2022	2023	2024	2025
	12 191 238 002	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	AKBLG Annual Dues	3,578	4,600	4,692	4,786	4,882	4,979
	Current Year Budget	3,578	4,600	4,692	4,786	4,882	4,979

Notes:	Previous Year Budget	3,578
Operating	Actual to December 31, 2020	4,525

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	UBCM Membership	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 191 239 002	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	UBCM Annual Dues	6,355	6,400	6,528	6,659	6,792	6,928
Current Year Budget		6,355	6,400	6,528	6,659	6,792	6,928

Notes:	Previous Year Budget	6,355
Operating	Actual to December 31, 2020	6,355

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	500
Operating	Actual to December 31, 2020	3,068
Item #1	Directors are paid an allowance for consumable supplies	
	this is for any expenses that are incurred by the Trail or Grand Forks Office	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Vehicle Operation	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 191 253 002	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Use of RDKB Fleet Vehicles	20,487	10,000	10,200	10,404	10,612	10,824
Current Year Budget		20,487	10,000	10,200	10,404	10,612	10,824

Notes:	Previous Year Budget	20,487
Operating	Actual to December 31, 2020	20,487
Item #1	Included in Shared Internal Costs starting in 2021	
	Recovery For General Government Services	

			2.10%	2.00%	2.00%	2.00%	2.00%
Name	Enforcement Equipment	2020	2021	2022	2023	2024	2025
Account	12 191 262 002	Prior Year	Budget	Budget	Budget	Budget	Budget

Notes:	Previous Year Budget	20,487
Operating	Actual to December 31, 2020	20,487

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Gas Tax Projects	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 191 616 002	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Approved Gas Tax Projects funding	250,000	250,000	250,000	250,000	250,000	250,000
Current Year Budget		250,000	250,000	250,000	250,000	250,000	250,000

Notes:	Previous Year Budget	250,000
Operating	Actual to December 31, 2020	142,860
Records the payment for approved Community Works Funding Projects		

Name	Kettle River Watershed Project	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 191 620 002	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Contingencies	-	-	-	-	-	-
2	Kettle River Watershed Management Plan						
	To pay for all consulting fees, meeting costs, etc.						
	See Page 5 for Funding Sources						
	Current Year Budget	-	-	-	-	-	-

[illegible]

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Travel Expense		2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 610 210 002	2020	2021	2022	2023	2024	2025
		Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Workshops, Conferences, & Meals		3,000	3,060	3,121	3,184	3,247
Current Year Budget		-	3,000	3,060	3,121	3,184	3,247

Notes:	Previous Year Budget	-
Operating	Actual to December 31, 2020	171
Item #1		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Telephone 12 610 213 002	2020 Prior Year	2.10% 2021 Budget	2.00% 2022 Budget	2.00% 2023 Budget	2.00% 2024 Budget	2.00% 2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Cell Phone - \$50 Per Month		600	612	624	637	649
Current Year Budget		-	600	612	624	637	649

Notes:	Previous Year Budget	-
Operating	Actual to December 31, 2020	-
Item #1		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Library & Research	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 610 234 002	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Reference Materials & Professional Dues		500	510	520	531	541
Current Year Budget		-	500	510	520	531	541

Notes:	Previous Year Budget	-
Operating	Actual to December 31, 2020	-
Item #1	Licence Inspectors and Bylaw Officers' Association of BC	

Name	Office Building Expense	2020	2021	2022	2023	2024	2025
Account	12 610 243 002	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Heating share of RDKB Office						
2	Power share of RDKB Office						
3	Janitorial & Maintenance						
4	Grand Forks Office Rental						
5	Photocopy Recovery - Administration						
	Current Year Budget	-	-	-	-	-	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Office Equipment 12 610 247 002	2020 Prior Year	2.10% 2021 Budget	2.00% 2022 Budget	2.00% 2023 Budget	2.00% 2024 Budget	2.00% 2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Computer						
	Cell phone						
	Furniture						
			5,000	1,000	1,020	1,040	1,061
	Current Year Budget	-	5,000	1,000	1,020	1,040	1,061

Notes:	Previous Year Budget	-
Operating	Actual to December 31, 2020	-
	2021 Computer Stand Etc For Vehicle - Complete Paperwork in Field	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Office Supplies	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 610 251 002	Prior Year	2021	2022	2023	2024	2025
Item No	Description	Amount	Budget	Budget	Budget	Budget	Budget
1			700	714	728	743	758
Current Year Budget		-	700	714	728	743	758

Notes:	Previous Year Budget	-
Operating	Actual to December 31, 2020	-

[illegible]

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Capital 12 191 610 002	2015 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1		-		-	-	-	-
Current Year Budget		-	-	-	-	-	-

Notes:	Previous Year Budget	-
Capital	Actual to December 31, 2020	-

Sources of Funding Capital Projects:
D = Debenture Borrowing
R = Reserves
C = Current Revenues
S = Short Term Borrowing
G = Gas Tax Grant

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Contribution To Reserve	2020	2021	2022	2023	2024	2025
Account	12 191 741 002	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Contribution to Reserves	-	31,000	-	-	-	-
2	Reserve to smooth taxation between years						
3							
Current Year Budget		-	31,000	-	-	-	-

Notes:	Previous Year Budget	-
Other	Actual to December 31, 2020	-
Item 1	Reserve for general election expenses	

\$42,692.86 Balance in Reserve Decem
Account Numbers 34 700 0

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Previous Year's Deficit 12 191 990 002	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Deficit	-	-	-	-	-	-
Current Year Budget		-	-	-	-	-	-

Notes:	Previous Year Budget	-
Other	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Contingencies 12 191 999 002	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Bylaw Officer - bullet proof vest, desk, course	6,700					
2	Bylaw Officer - additional equipment and travel	9,000					
3	FCM Conference & Related Board Travel		15,000				
Current Year Budget		15,700	15,000	-	-	-	-

Notes:	Previous Year Budget	15,700
Other	Actual to December 31, 2020	10,331
Item #1		

STAFF REPORT

Recommendation

That the Regional District of Kootenay Boundary Board of Directors approve the Planning and Development (005) Work Plan as presented to the Electoral Area Services Committee on January 14, 2021.

That the Electoral Area Services Committee provide direction to staff regarding changes to be made to the proposed Five Year Financial Plan as presented to the Electoral Area Services Committee on January 14, 2012, and refer it to a future meeting for further review.



Planning and Development

2021 Work Plan – Draft #2 to Electoral Area Services
January 14, 2021



005

Prepared by: Donna Dean, Manager of Planning and Development



2021 Work Plan – Draft #2 to Electoral Area Services January 14, 2021

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

Draft 2021 Requisition / Budgeted Expenditures:

\$808,856/ \$1,013,182

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

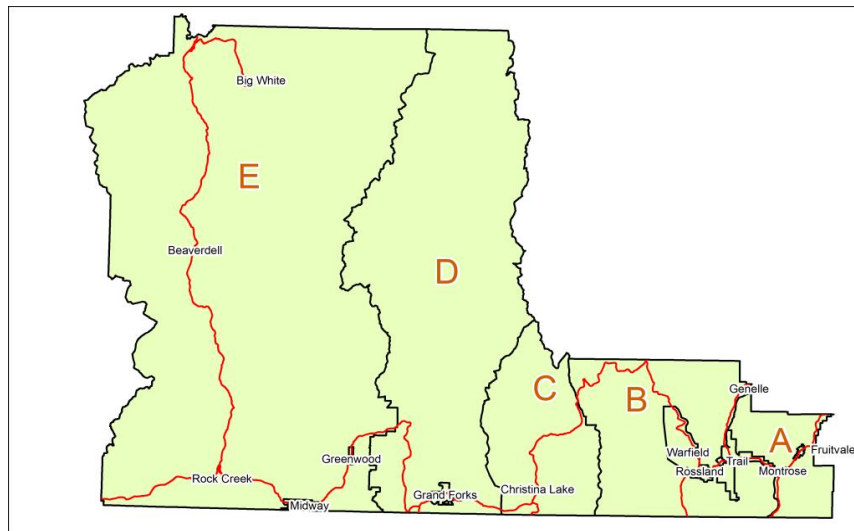
Service Area / Participants:

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 Services 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 2021 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.

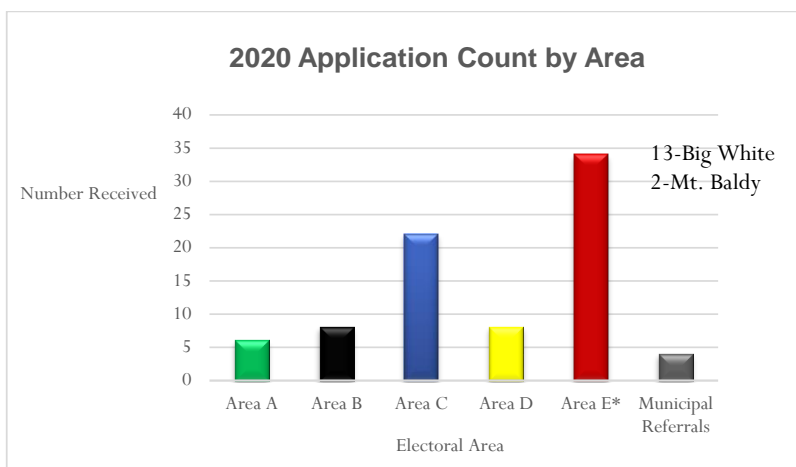
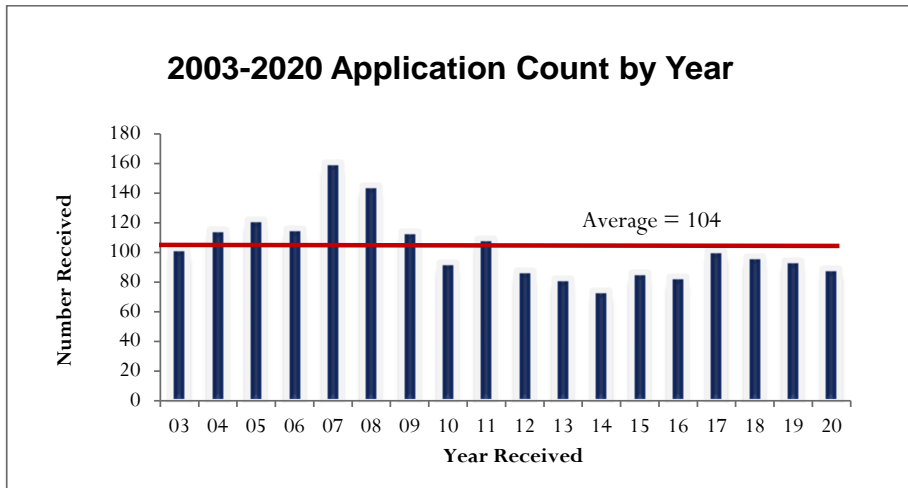
2021 Staffing

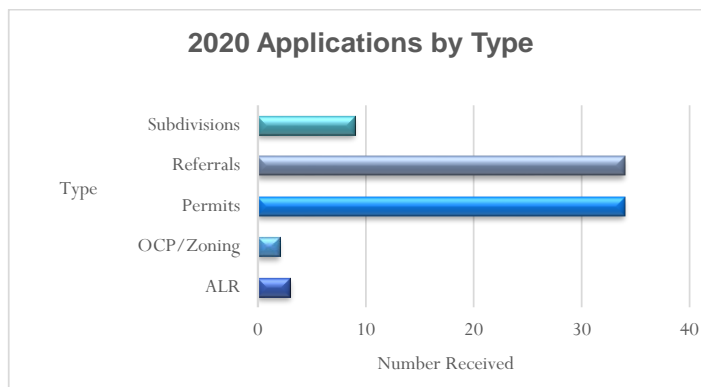
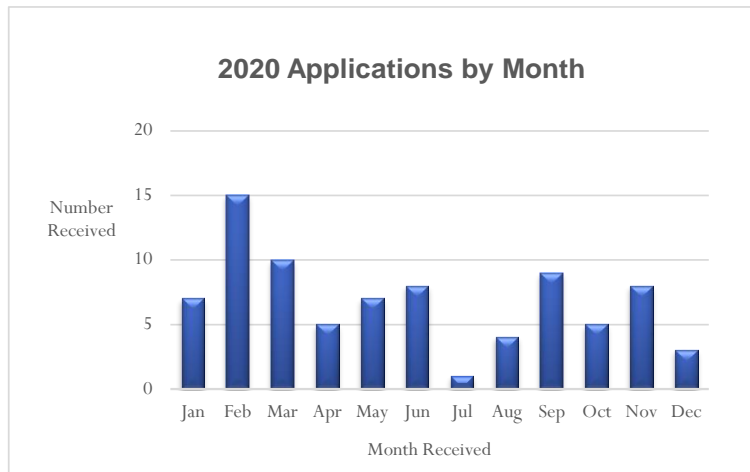
Position	Operational (full time equivalent)	Operational Days	Project (full time equivalent)	Project Days
Manager of P&D	80%	150	20%	37
Senior Planner	20%	42	80%	166
Planner	80%	166	20%	42
Senior Planning Technician	50%	104	50%	104
GIS Technician	70%	146	30%	62
GIS Intern	10%	21	90%	187
Senior Secretary	90%	187	10%	21
Clerk/Secretary/Receptionist	45%	94	5%	10
		910		629

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:

Summaries of 2020 applications and referrals are presented below:





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. Bart has resigned from the Regional District in November 2020.
- Heather Potter, our GIS Technician moved into the Senior Planning Technician position for the 5-month interval; and moved into the role permanently when Bart resigned.

- Katie Erickson, our GIS Intern moved into the GIS Technician position for the five-month interval; and moved into the role permanently when Heather moved into the Senior Planning Technician position.

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 in 2021.

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. Final reports from each organization have been received.
Review of the Board of Variance Bylaw	A draft bylaw was created by our solicitor; staff will review the bylaw in 2021.
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 production will take place in 2021.

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 was presented to the Board in November and presentations to member municipalities are on-going. 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
Core Services - Long Range Planning:					
   	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			
Operational Strategic Initiatives - In Progress:					
   	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	25	Both	40,000	High
   	Agriculture and Food Security Plan - Lower Columbia; funding dependent	25	Both	50,000	High
   	GIS refinement of fire service area boundaries for east end to only areas that pay into the service	10	Internal	NA	Medium
   	Heritage Designation - Cascade Cemetary and Franklin Trail; will be completed when time is available in 2021	6	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
   	Determine procedures and fees for ALR exclusions, which only local governments can submit.	10	Internal	NA	High
   	Housekeeping amendments to land use bylaws	20	Internal	NA	High
Sub-total		106			
Total		413			

Appendix A

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

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

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

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



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN

SERVICE NO 005
PLANNING & DEVELOPMENT

PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A', 'B', 'C', 'D' & 'E'

		PAGE	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	Increase(Decrease) between 2020 BUDGET and 2021 BUDGET		-7.59% 2022 BUDGET	1.93% 2023 BUDGET	1.94% 2024 BUDGET	1.94% 2025 BUDGET
								\$	%				
REVENUE:													
Electoral	Taxes - Management Development Service	2	587,134	596,371	596,371	0	606,642	10,271	1.72	643,062	655,850	668,894	682,199
All Participants	Taxes - Regional Development Services	3	195,711	198,790	198,790	0	202,214	3,424	1.72	214,354	218,617	222,965	227,400
11 210 100	Federal Grant In Lieu	4	1,393	1,000	334	666	1,000	0	0.00	1,000	1,000	1,000	1,000
11 460 100	Rezoning Fees	5	14,640	15,300	10,100	5,200	15,606	306	2.00	15,918	16,236	16,561	16,892
11 460 200	ALR Commission Appeal Fees	6	900	2,040	1,800	240	2,081	41	2.00	2,122	2,165	2,208	2,252
11 460 300	House Numbering Recovery	7	15,000	15,000	15,000	0	15,000	0	0.00	15,000	15,000	15,000	15,000
11 460 400	Map & Report Sales	8	0	1,020	5	1,015	1,040	20	2.00	1,061	1,082	1,104	1,126
11 590 159	Miscellaneous Revenue	9	20,125	231,359	278,319	(46,960)	62,960	(168,399)	(72.79)	1,000	1,000	1,000	1,000
11 759 940	Hydro Generation Grant in Lieu	10	0	0	0	0	33,244	33,244	0.00	33,909	34,587	35,279	35,985
11 911 100	Previous Year's Surplus	11	22,314	55,765	53,784	1,981	64,554	8,789	15.76	0	0	0	0
11 921 205	Transfer From Reserve	12	0	6,000	0	6,000	0	(6,000)	(100.00)	0	0	0	0
	Planning Agreements	13	8,840	8,840	8,840	0	8,840	0	0.00	8,840	8,840	8,840	8,840
Total Revenue			866,057	1,131,485	1,163,343	-31,858	1,013,182	(118,303)	(10.46)	936,266	954,378	972,851	991,694
EXPENDITURE:													
12 610 111	Salaries and Benefits	14	582,159	680,703	658,203	22,500	652,034	(28,669)	(4.21)	650,068	663,070	676,331	689,858
	Total Salaries & Benefits		582,159	680,703	658,203	22,500	652,034	(28,669)	(4.21)	650,068	663,070	676,331	689,858
12 610 210	Travel Expense	15	7,891	13,260	5,000	8,260	13,538	278	2.10	13,809	14,085	14,367	14,654
12 610 220	Public Participation Program	16	6,294	10,200	1,500	8,700	10,414	214	2.10	10,622	10,835	11,052	11,273
12 610 223	Report Reproduction	17	0	0	0	0	0	0	0.00	0	0	0	0
12 610 229	Maps	18	0	500	34	466	511	10	2.10	521	531	542	553
12 610 230	Shared Internal Costs	19	46,972	47,825	47,825	0	133,483	85,658	179.11	136,152	138,875	141,653	144,486
12 610 232	Legal Fees	20	3,442	12,000	16,093	(4,093)	12,252	252	2.10	12,497	12,747	13,002	13,262
12 610 234	Library & Research	21	6,104	7,863	7,000	863	8,028	165	2.10	8,189	8,353	8,520	8,690
12 610 235	Operating Contract	22	54,168	233,051	238,209	(5,158)	127,510	(105,541)	(45.29)	47,987	48,433	48,888	49,351
12 610 239	Advisory Planning Commission	23	5,021	6,120	4,000	2,120	6,249	129	2.10	6,373	6,501	6,631	6,764
12 610 243	Office Building Expense	24	59,864	61,269	61,269	(0)	31,746	(29,523)	(48.19)	32,381	33,029	33,689	34,363
12 610 247	Office Equipment	25	9,757	8,000	12,177	(4,177)	8,168	168	2.10	8,331	8,498	8,668	8,841
12 610 251	Office Supplies	26	3,521	4,162	4,162	(0)	4,249	87	2.10	4,334	4,421	4,509	4,599
12 610 253	Vehicle Operation	27	13,012	13,133	13,133	(1)	0	(13,133)	(100.00)	0	0	0	0
	Total Operating		216,047	417,382	410,402	6,980	356,148	(61,234)	(14.67)	281,198	286,308	291,520	296,836
12 610 610	Capital/Amortization	28	0	6,000	0	6,000	0	(6,000)	(100.00)	0	0	0	0
	Total Capital		0	6,000	0	6,000	0	(6,000)	(100.00)	0	0	0	0
12 610 741	Contribution To Reserve	29	5,000	27,400	27,400	0	5,000	(22,400)	(81.75)	5,000	5,000	5,000	5,000
12 610 990	Previous Year's Deficit	30	0	0	0	0	0	0	0.00	0	0	0	0
12 610 999	Contingencies	31	7,086	0	2,784	(2,784)	0	0	0.00	0	0	0	0
	Total Other		12,086	27,400	30,184	-2,784	5,000	(22,400)	(81.75)	5,000	5,000	5,000	5,000
Total Expenditure			810,293	1,131,485	1,098,789	32,696	1,013,182	(118,303)	(10.46)	936,266	954,378	972,851	991,694
Surplus(Deficit)			55,765		64,554		-			-	-	-	-
Reserve Balance							58,697			63,697	68,697	73,697	78,697



House Numbering – Electoral Areas A and C/Christina Lake

2021 Work Plan – Draft #2 to EAS January 2021



120

Prepared by: Donna Dean, Manager of Planning and Development



2021 Work Plan – Draft #2 to EAS January 2021

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

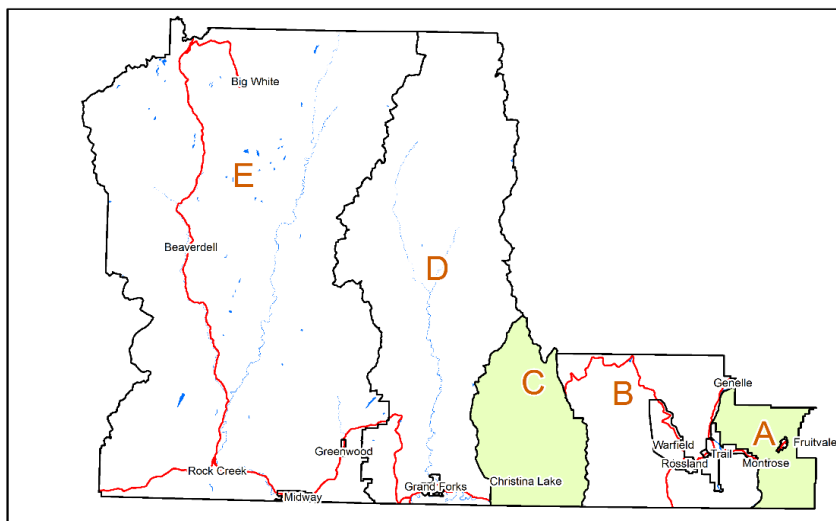
2021 Requisition / Budgeted Expenditures:

\$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.

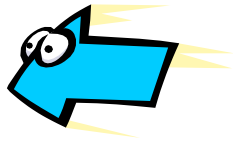
Staff has created an addressing application for our new website that will allow members of the public and staff to request a new address through our website. The application is now in the testing phase.

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.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN
SERVICE NO 120
HOUSE NUMBERING - AREA 'A' & 'C' / CHRISTINA LAKE

PARTICIPANTS: Electoral Areas 'A' & 'C'

	PAGE	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	Increase(Decrease) between 2020 BUDGET and 2021 BUDGET	
							\$	%
REVENUE:								
Property Tax Requisition	2	5,973	5,988	5,988	-0	6,106	119	1.98
11 210 100 Federal Grant in Lieu	3	13	0	0	0	0	0	0.00
11 759 940 Hydro Generation Grant in Lieu	4	0	0	0	0	193	193	0.00
11 911 100 Prior Year Surplus	5	27	12	12	0	0	-12	-96.31
Total Revenue		6,012	6,000	6,000	-0	6,300	300	5.00
EXPENDITURE:								
12 326 230 Shared Internal Costs	6	0	0	0	0	300	300	0.00
12 326 239 Consultant Fees	7	4,500	4,500	4,500	0	4,500	0	0.00
Total Operating		4,500	4,500	4,500	0	4,800	300	6.67
12 326 999 Contingencies	8	1,500	1,500	1,500	0	1,500	0	0.00
Total Other		1,500	1,500	1,500	0	1,500	0	0.00
Total Expenditure		6,000	6,000	6,000	0	6,300	300	5.00
Surplus(Deficit)		12		0		-		

0.10% 2022 BUDGET	-1.66% 2023 BUDGET	0.06% 2024 BUDGET	0.07% 2025 BUDGET
6,109	6,000	6,000	6,000
0	0	0	0
197	201	205	209
0	0	0	0
6,306	6,201	6,205	6,209
306	312	318	325
4,500	4,500	4,500	4,500
4,806	4,812	4,818	4,825
1,500	1,500	1,500	1,500
1,500	1,500	1,500	1,500
6,306	6,312	6,318	6,325
-	(111)	(113)	(115)



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: January 14 2021

File P: Admin-2021-120

To: Chair Grieve and members of the Electoral Area Services Committee

From: Donna Dean, Manager of Planning and Development

Re: House Numbering – Electoral Areas A and C/Christina Lake (120) 2021 Work Plan and Five Year Financial Plan

Issue Introduction

The purpose of this report is to provide an overview of the House Numbering – Electoral Areas A and C/Christina Lake (120) Work Plan and Five Year Financial Plan.

History/Background Factors

Work Plans and Five Year Financial Plans are developed and reviewed prior to the adoption of the overall Financial Plan at the end of March each year.

Implications

The budget for the House Numbering – Electoral Areas A and C/Christina Lake (120) has no proposed change for 2021. The budget of \$3000 per electoral area is transferred to the Planning and Development Department budget (005) for the services provided.

Advancement of Strategic Planning Goals

Exceptional Cost Effective and Efficient Services

Background Information Provided

1. House Numbering – Electoral Areas A and C/Christina Lake (120) 2021 Work Plan
2. House Numbering – Electoral Areas A and C/Christina Lake (120) 2021 Five Year Financial Plan

Recommendation

That the Regional District of Kootenay Boundary Board of Directors approve the House Numbering – Electoral Areas A and C/Christina Lake (120) 2021 Work Plan and Five Year Financial Plan as presented to the Electoral Area Services Committee on January 14, 2021.