



COLUMBIA SHUSWAP REGIONAL DISTRICT

Regular Board Meeting

LATE AGENDA

Date: Thursday, October 18, 2018
Time: 9:30 AM
Location: CSR D Boardroom
555 Harbourfront Drive NE, Salmon Arm

Pages

1. Call to Order

2. Board Meeting Minutes

2.1 Adoption of Minutes

1

Motion

THAT: the minutes of the September 20, 2018 regular Board meeting be adopted.

2.2 Business Arising from the Minutes

- None.

3. Delegations

- None.

ADMINISTRATION

4. Correspondence

4.1 Columbia Basin Trust (May 31, 2018)

22

Email from Rick Jensen, Chair, Columbia Basin Trust, following their reminder letter of May 7, 2018 calling for a CSR D nominee to the Trust's Board of Directors by October 31, 2018.

Due to the October 2018 local general election, the CSR D requested an extension to the deadline. The email response is attached.

4.2 Ministry of Transportation & Infrastructure (September 21, 2018) 28

Letter from Claire Trevena, Minister of Transportation & Infrastructure, in response to Chair Martin's letter regarding road maintenance in the CSRD, particularly along Deep Creek and Salmon Valley roads.

4.3 Ministry of Transportation & Infrastructure (September 28, 2018) 30

Letter from Claire Trevena, Minister of Transportation & Infrastructure, in response to Chair Martin's letter regarding the cancellation of Greyhound bus services in Western Canada.

5. Reports

5.1 Shuswap Watershed Council Meeting Minutes (September 19, 2018) 32

Motion

THAT: the minutes of the September 19, 2018 Shuswap Watershed Council meeting be received for information.

5.2 Shuswap Tourism Advisory Committee Meeting Minutes (May 3, 2018) 38

Motion

THAT: the minutes of the May 3, 2018 Shuswap Tourism Advisory Committee meeting be received for information.

*5.3 Report from SILGA Youth Delegate - UBCM Attendance 47

Report from Gray Sims on his UBCM attendance.

6. Business General

6.1 Establishment of a Regional Junior Firefighter Program 50

Report from Derek Sutherland, Team Leader, Protective Services, dated October 3, 2018. Authorization for the establishment of a regional junior firefighter program.

Motion

THAT: the Board support, in principle, the establishment of a junior firefighter program for CSRD fire departments to engage and provide youth an opportunity to learn firefighting skills in a safe and inclusive environment.

6.2 No Further Borrowing Resolution – Lakeview Place 53

Report from Jodi Pierce, Manager, Financial Services dated October 4, 2018.

Motion

THAT: the Board confirms that there will be no further borrowing against Columbia Shuswap Regional District Bylaw No. 5738, being the “Lakeview Place Subdivision Water Upgrade Loan Authorization Bylaw” and the remaining unissued loan authorization in the amount of \$252,171.72 will be cancelled.

***6.3 Work BC – Emerging Priorities Grant Application**

56

Report from Robyn Cyr, EDO, dated October 15, 2018. Authorization is required from the Board to submit a grant application to Work BC – Employment Services – Community Workforce Response Grant – Emerging Priorities.

Motion

THAT: the CSRD Board provide authorization to the CSRD Shuswap Economic Development department for the submission of a grant application of up to \$300,000.00 to Work BC – Employment Services – Community Workforce Response Grant – Emerging Priorities program.

***6.4 Columbia Basin Boundary Connectivity Strategy**

64

Memo from the Regional Broadband Committee requesting endorsement from the Board on their Boundary Connectivity Strategy.

Motion

THAT: the Columbia Shuswap Regional District Board endorse the Columbia Basin & Boundary Regional Broadband Committee’s Connectivity Strategy dated September 13, 2018.

7. Business By Area**7.1 Electoral Area D Community Works Fund – Ranchero Fire Hall Water System Upgrade.**

79

Report from Terry Langlois, Team Leader, Utilities, dated October 4, 2018. Community Works Fund request for upgrades to Ranchero Fire Hall Water System.

Motion

THAT: in accordance with Policy No. F-3 “Community Works Fund – Expenditure of Monies” access to the Community Works Fund be approved to a maximum amount of \$60,500 plus applicable taxes from the Electoral Area D Community Works Fund allocation for required upgrades to the Ranchero/Deep Creek Fire Hall water system.

7.2 Economic Opportunity Fund (EOF) Application – Sicamous/Area E – Eagle Valley Transportation Society 82

Report from Jodi Pierce, Manager, Financial Services, dated October 10, 2018.

Motion

THAT: with the concurrence of the District of Sicamous and the Electoral Area E Director, the Board approve funding from the Sicamous and Area E Economic Opportunity Fund to the Eagle Valley Transportation Society in the amount of \$25,000 for the purchase of an electric vehicle.

***7.3 Ktunaxa Kinbasket Treaty Advisory Committee - Request for Funding** 92

Letter from the CAO of the Regional District of East Kootenay requesting funding for the Ktunaxa Kinbasket Treaty Advisory Committee (KKTAC).

Motion

THAT: the Columbia Shuswap Regional District Board endorse the request of the Ktunaxa Kinbasket Treaty Advisory Committee for an annual funding contribution of \$3,500, commencing in 2019, for the duration of the treaty process.

8. Administration Bylaws

8.1 St. Ives Street Lighting Service Establishment Amendment Bylaw No. 5789 101

Report from Jodi Pierce, Manager, Financial Services dated October 3, 2018.
Proposed amendment to St. Ives Street Lighting Service Establishment Bylaw No. 5622 to increase the maximum parcel tax requisition.

Motion

THAT: "St. Ives Street Lighting Service Establishment Amendment Bylaw No. 5789" be read a first, second and third time this 18th day of October, 2018.

8.2 Records Retention and Scheduling Bylaw and the Transition to Electronic Records Management 105

Report from Emily Johnson, Electronic Records Management Facilitator, dated September 7, 2018.

Staff are proposing changes to facilitate the implementation of an electronic records management system.

Motion

THAT: "Paper Records Retention and Scheduling Bylaw No. 5788" be read a first, second and third time this 18th day of October, 2018.

Motion

THAT: "Paper Records Retention and Scheduling Bylaw No. 5788" be adopted this 18th day of October, 2018.

Motion

THAT: "Columbia Shuswap Regional District Electronic Records Retention and Disposal Bylaw No. 5787" be read a first, second and third time this 18th day of October, 2018.

Motion

THAT: "Columbia Shuswap Regional District Electronic Records Retention and Disposal Bylaw No. 5787" be adopted this 18th day of October, 2018.

***8.3 Sub-Regional Building Inspection Service Amendment Bylaw No. 5785**

116

- First, Second and Third Readings - August 16, 2018.
- Inspector of Municipalities approval received October 12, 2018.
- For adoption.

Motion

THAT: the Sub-Regional Building Inspection Service Amendment Bylaw No. 5785 be adopted this 18th day of October, 2018.

9. IN CAMERA

- None.

DEVELOPMENT SERVICES

10. Business General

- None.

***10.1 Columbia Shuswap Regional District Building Amendment Bylaw No. 660-01**

121

- First, Second and Third Readings - September 20, 2018
- For adoption.

Motion

THAT: the Columbia Shuswap Regional District Building Amendment Bylaw No. 660-01 be adopted this 18th day of October, 2018.

11. ALR Applications

11.1 Electoral Area F: Agricultural Land Commission (ALC) Application Section 20(3) – Non-Farm Use LC2558F (B.V.R. Contractors Ltd.)

124

Report from Candice Benner, Development Services Assistant, dated September 28, 2018.
5159 Line 17 Road, Celista

Motion

THAT:

Application No. LC2558F, Section 20(3) Non-Farm Use in the ALR, for The South ½ of the North East ¼ of Section 17, Township 23, Range 10, W6M KDYD, Except Plan 37613 be forwarded to the Provincial Agricultural Land Commission recommending approval this 18th day of October, 2018.

12. Directors' Report on Community Events

One (1) Minute Verbal Report from Each Board Director for information.

ELECTORAL AREA DIRECTORS

13. Business by Area

13.1 Electoral Area C: Development Variance Permit No. 701-81

140

Report from Candice Benner, Development Services Assistant, dated October 1, 2018.
#3-6581 Eagle Bay Road, Wild Rose Bay

Motion

THAT: in accordance with Section 498 of the Local Government Act, Development Variance Permit No. 701-81 for the fractional northwest ¼ of Section 17, Township 23, Range 8, W6M KDYD Except Plan H16001, varying South Shuswap Zoning Bylaw No. 701, as follows:

Section 13.2.3 Minimum Setback From the rear parcel line from 5 m to 4.1 m for the existing single family dwelling and from 5 m to 2.5 m for the existing deck attached to the dwelling on Share Lot #3 only,

be approved for issuance this 18th day of October, 2018.

14. Planning Bylaws

14.1 Electoral Area B: Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12 159

Report from Christine LeFloch, Development Services Assistant, dated September 11, 2018.

3451 Trans-Canada Hwy, Revelstoke

Motion

THAT: "Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12" be adopted this 18th day of October, 2018.

14.2 Electoral Area D: Salmon Valley Land Use Amendment (Walters) Bylaw No. 2560 218

Report from Erica Hartling, Development Services Assistant, October 1, 2018.
2972 & 3020 Yankee Flats Road, Yankee Flats

Motion

THAT: "Salmon Valley Land Use Amendment (Walters) Bylaw No. 2560" be read a first time this 18th day of October, 2018.

Motion

THAT: the Board utilize the simple consultation process for Bylaw No. 2560, and it be referred to the following agencies and First Nations:

- Interior Health;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – FrontCounter BC;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Archaeology Branch;
- Ministry of Transportation and Infrastructure;
- Agricultural Land Commission;
- CSRD Operations Management;
- CSRD Financial Services; and,
- All relevant First Nations Bands and Councils.

AND THAT:

Pursuant to Section 477 of the Local Government Act, the Board has considered this "Salmon Valley Land Use Amendment (Walters) Bylaw No. 2560" in conjunction with the Columbia Shuswap Regional District's Financial Plan and its Waste Management Plan.

14.3 Electoral Area D: Salmon Valley Land Use Amendment (Desimone/McMullen) Bylaw No. 2559

238

Report from Candice Benner, Development Services Assistant, dated October 4, 2018.

5781 Highway 97, Falkland

Motion

THAT: "Salmon Valley Land Use Amendment (Desimone/McMullen) Bylaw No. 2559" be read a first time this 18th day of October, 2018;

Motion

THAT:

The Board utilize the simple consultation process for Bylaw No. 2559, and it be referred to the following agencies and First Nations:

- Ministry of Transportation and Infrastructure;
- Interior Health Authority;
- Ministry of Forests, Lands and Natural Resources – Archaeology Branch;
- CSRD Operations Management;
- CSRD Financial Services; and
- Relevant First Nations Bands and Councils.

AND FURTHER THAT:

Pursuant to Section 477 of the Local Government Act, the Board has considered this "Salmon Valley Land Use Amendment (Desimone/McMullen) Bylaw No. 2559" in conjunction with the Columbia Shuswap Regional District's Financial Plan and its Waste Management Plan.

14.4 Electoral Area E: Lakes Zoning Amendment (Coleman) Bylaw No. 900-23

261

Report from Christine LeFloch, Development Services Assistant, dated September 11, 2018.

709 Swanbeach Road, Swansea Point

Motion

THAT: "Lakes Zoning Amendment (Coleman) Bylaw No. 900-23" be given second reading, as amended this 18th day of October, 2018.

Motion

THAT: a public hearing to hear representations on "Lakes Zoning Amendment (Coleman) Bylaw No. 900-23" be held;

AND THAT: notice of the public hearing be given by staff of the Regional District on behalf of the Board in accordance with Section 466 of the Local Government Act;

AND FURTHER THAT: the holding of the public hearing be delegated to the Director for Electoral Area E being that in which the land concerned is located, or Alternate Director if the Director for Electoral Area E is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

15. Release of In Camera Resolutions

- None.

MEETING CONCLUSION

16. Upcoming Meetings/Events

16.1 2018 Local Government General Election Day

Saturday, October 20, 2018

Polls are open from 8:00 AM to 8:00 PM

***Please check the CSRD website for nearest polling station.**

16.2 Area A Local Advisory Committee Meeting

Tuesday, October 23, 2108 6:00 PM - 8:00 PM

Golden Arena, 1410 9th Street South, Golden, BC

16.3 Revelstoke and Area Economic Development Commission Meeting

Wednesday, November 7, 2018 at 4:00 PM

301 Victoria Road, Revelstoke, BC

17. Next Board Meeting

Thursday, November 15, 2018 at 9:30 AM.

CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm

***Note - Inaugural proceedings - election of Chair and Vice Chair.**

18. Adjournment**Motion**

THAT: the regular Board meeting of October 18, 2018 be adjourned.

NOTATION

The publication of the Columbia Shuswap Regional District Board (CSRD) agenda on its website results in the availability of agenda content outside of Canada. In accordance with Freedom of Information and Protection of Privacy Act legislation, the reader will note that personal information (ie telephone number, email address, etc.) are redacted from this document where required, to protect the privacy of personal information belonging to an individual(s) in the case where an individual(s) has not provided direct consent to the CSRD to publish such personal information on the CSRD website.



REGULAR BOARD MEETING MINUTES

Note: The following minutes are subject to correction when endorsed by the Board at the next Regular meeting.

Date: September 20, 2018

Time: 9:30 AM

Location: CSRD Boardroom
555 Harbourfront Drive NE, Salmon Arm

Directors Present	R. Martin (Chair)	Electoral Area E
	K. Cathcart (Electronic Participation)	Electoral Area A
	L. Parker	Electoral Area B
	P. Demenok	Electoral Area C
	R. Talbot	Electoral Area D
	R. Misseghers (Alternate)	Electoral Area F
	*C. Moss (9:49 AM)	Town of Golden
	* M. McKee	City of Revelstoke
	* T. Rysz	District of Sicamous
	* K. Flynn	City of Salmon Arm
	* C. Eliason	City of Salmon Arm
Absent	L. Morgan	Electoral Area F
Staff In Attendance	C. Hamilton	Chief Administrative Officer (CAO)
	L. Shykora	Deputy Manager, Corporate Administration Services
	J. Sham	Assistant Deputy Corporate Officer
	G. Christie	Manager, Development Services
	* J. Pierce	Manager, Financial Services
	* D. Mooney	Manager, Operations Management
	* B. Van Nostrand	Team Leader, Environmental Health Services
	* C. Paiement	Team Leader, Development Services
	* D. Passmore	Senior Planner

* C. Benner	Development Services Assistant
* C. LeFloch	Development Services Assistant
* E. Hartling	Development Services Assistant
* B. Payne	Manager, Information Systems
* M. Herbert	Team Leader, Building and Bylaw Services
* T. Hughes	Communications Coordinator

* Attended a portion of the meeting only

1. Call to Order

The Chair called the meeting to order at 9:33 AM.

2. Board Meeting Minutes

2.1 Adoption of Minutes

2018-0901

Moved By Director Talbot

Seconded By Director Parker

THAT: the minutes of the August 16, 2018 regular Board meeting be adopted.

CARRIED

2.2 Business Arising from the Minutes

- None.

3. Section 57 Notice on Title Hearing

3.1 Electoral Area E: Community Charter Section 57 Notice

Civic Address: 673 Swanbeach Road, Swansea Point

Opening of Hearing at 9:33 AM.

Report from C. Hamilton, Chief Administrative Officer (CAO), dated September 11, 2018.

Notification sent to the property owner. Email from solicitor Jeff Frame, Forward Law, received Tuesday, September 18, 2018 regarding a request to postpone the hearing. CAO invited attendance or a written submission,

but responded stating that the matter will be considered by the Board, as scheduled, at the regular board meeting.

M. Herbert, Team Leader, Building & Bylaw Services, presented PowerPoint presentation outlining the contraventions to the BC Building Code and noted that the property is currently listed for sale.

The property owner was not in attendance.

The Chair opened the floor to the Directors for questions.

Director Talbot asked what effect the Section 57 notice has on the property owner and property.

Staff responded that the notice alerts future property owner of the contraventions because it is registered on title.

Director McKee asked if it limits liability to the regional district by placing a notice on title and added that he thinks the answer is yes.

CAO stated that there is an extensive history on this file and perspective purchasers would be at least alerted to the issues.

Director Flynn said the City of Salmon Arm deals with these regularly and normally, this would not be a huge issue if it was not for sale, but it is – he will be voting in support of the notice.

Director Demenok asked about the other non-BC Building Code infractions.

CAO responded that a building permit will be required and the other issues may be addressed at that time.

Director Martin stated that the building was done before the adoption of the building regulation bylaw, but it should have been built to BC Building Code.

Closure of the Hearing at 9:51 AM.

2018-0902

Moved By Director Parker

Seconded By Director Flynn

THAT: the Board authorize the Corporate Officer to file a notice in the Land Title Office against the property legally described as Lot 1, Section 11, Township, 21, Range 8, W6M, KDYD, Plan 11368, in accordance with Section 57(3) of the Community Charter, this 20th day of September, 2018;

AND THAT: further information in respect of the notice is available for inspection at the office of the Columbia Shuswap Regional District (CSRD).

CARRIED

3.2 Electoral Area F: Community Charter Section 57 Notice

Civic Address: 6471 Lindsay Road (6593 Magna Vista Crescent), Magna Bay

Opening of Hearing at 9:52 AM.

Report from C. Hamilton, Chief Administrative Officer (CAO), dated September 12, 2018.

CAO stated that notification was sent to the property owners.

M. Herbert, Team Leader, Building & Bylaw Services, presented a PowerPoint presentation. This is a shared interest property in contravention of Building Regulation Bylaw No. 660.

The property owner was not in attendance.

The Chair opened the floor to the Directors for questions.

Alternate Director Misseghers stated that he supports the staff recommendation and that future owners need to be protected.

Director Flynn asked for clarification that the notice goes on the title of the entire property with a notation on the specific shared interest lot.

Staff confirmed yes.

Director McKee asked if the builder is a registered contractor. He is concerned about the Stop Work Order being ignored and asked if this a serious offense.

Staff replied that it is and that is why the lawyer was involved.

Director McKee clarified that all we are asking for is a Building Permit application and it is not considered too onerous. He added that if the building was built to Code, there is no issue. M. McKee asked if there are concerns that the building was not built to Code.

Staff replied that there are concerns and that the contractor is not a registered builder.

Alternate Director Missegghers stated that if the contractor is a resident of the North Shuswap, we should all be concerned.

Chair closed the Hearing at 10:05 AM.

2018-0903

Moved By Alternate Director Missegghers

Seconded By Director Demenok

THAT: the Board authorize the Corporate Officer to file a notice in the Land Title Office against the property legally described as Lot A, Section 13, Township 23, Range 10, W6M, KDYD, Plan 29439, Except Plans 29668, and 30666, in accordance with Section 57(3) of the Community Charter, this 20th day of September, 2018;

AND THAT: further information in respect of the notice is available for inspection at the office of the Columbia Shuswap Regional District (CSRD).

CARRIED

4. Delegations

- None.

ADMINISTRATION

5. Correspondence

5.1 Ministry of Forests, Lands, Natural Resource Operations and Rural Development (August 17, 2018)

Letter from Paul Rasmussen, Assistant Deputy Minister, in response to CSRD letter of July 13, 2018 regarding planning processes on Crown lands in Electoral Area B and the City of Revelstoke.

Directors Parker and McKee gave a verbal update of the meeting with the Minister at UBCM.

5.2 Green Communities Committee (August 21, 2018)

Letter from Tara Faganello, Ministry of Municipal Affairs and Housing and Gary MacIsaac, UBCM, congratulating the CSRD for achieving corporate carbon neutrality for the 2017 reporting year.

5.3 Union of BC Municipalities (September 10, 2018)

News bulletin released from UBCM regarding the Community Resiliency Investment (CRI) Program announced by Minister Doug Donaldson to reduce the risk and impact of wildfires on public and private land.

The Board discussed the program announcement and directed staff to research the changes in the new funding program in comparison to the former Strategic Community Wildfire funding program, and report to the Board at a future meeting.

5.4 Town of Golden (September 7, 2018)

Letter from Ron Oszust, Mayor, Town of Golden regarding the Golden Landfill.

Staff provided a verbal update:

- The 2017 Ministry of Environment (MOE) inspection was conducted after a large rainfall where there was runoff onto a neighbouring property. Improvements were made within the next 15 months.
- MOE sent a warning letter in 2018. Twenty days later, CSRD responded and confirmed the compliance issues had been completed in 2017. CSRD has ongoing groundwater monitoring.
- There is an October 3rd presentation to Council scheduled at the Town of Golden. Bryer Manwell, hydrogeologist, has stated the contamination is not high risk. The domestic water wells are not contaminated by the landfill.

2018-0904

Moved By Director Moss

Seconded By Director McKee

THAT: the letter from the Town of Golden dated September 7, 2018 regarding the Golden Landfill, be received;

AND THAT: CSRD staff be directed to send a letter of response to the Town of Golden to update the Council on relevant works carried out at the Golden Landfill since April, 2017 as summarized by D. Mooney, Manager, Operations Management, CSRD, in the overview presentation to the Board on September 20, 2018;

AND FURTHER THAT: CSRD staff, as requested by the Town of Golden, be directed to attend an upcoming regular meeting of Town of Golden Council to provide an update on the situation.

Discussion on motion:

Director Flynn asked if the time gap between the inspection and the letter was brought to MOE's attention.

Staff replied that there was some assurance that a MOE team will be formed to help with relations and staff will report back how that progresses.

CAO was concerned that the registered warning letter was received after a member of the public shared it with us.

CARRIED

5.5 Infrastructure Planning Grant Update

Approved infrastructure planning grant application for Scotch Creek Water Plan Update in the amount of \$10,000.

2018-0905

Moved By Director Talbot

Seconded By Director Parker

THAT: the correspondence contained on the September 20, 2018 regular Board agenda be received for information.

CARRIED

6. Reports

6.1 Shuswap Economic Development Committee Meeting Minutes (May 3, 2018)

2018-0906

Moved By Director Talbot

Seconded By Director Parker

THAT: the minutes of the May 3, 2018 Shuswap Economic Development Committee meeting be received for information.

CARRIED

6.2 Directors Remuneration Committee Meeting Minutes (August 15, 2018)

Related to Item 9.1: Director Remuneration Bylaw No. 5786

2018-0907

Moved By Director Flynn

Seconded By Director Parker

THAT: the minutes of the August 15, 2018 Directors Remuneration Committee meeting be received for information.

CARRIED

6.3 UBCM 2018 Conference

Outcome of CSRD Resolutions submitted to UBCM. Verbal update on Ministerial meetings at the 2018 UBCM Conference.

- Minister of Agriculture
 - Request: The Minister's office to indicate that it willing to review the Class E licensing requirements.
- Minister of Environment
 - Request: Address the concerns of the CSRD Board regarding the proposed changes to the Recycle BC Stewardship Plan.
- Minister of Environment
 - Request: Request for ongoing support from the Ministry of Environment of the Shuswap Watershed Council
- Minister of Forests, Lands, Natural Resource Operations and Rural Development
 - Request: To learn that the Minister is receptive to fund and initiate a Land Use Planning process on Crown lands in Area B of the CSRD and the City of Revelstoke; a process that involves all key stakeholders and a collaborative, community approach.
- Minister of Health
 - Request: that the Minister consider the need for an ambulance station in Falkland to serve Falkland/Westwold/Monte Lake & other areas on Hwy97.
- Minister of Municipal Affairs and Housing
 - Request: potential funding support in 2019 for an Area C Restructure Study.

- ICBC
 - Request: Mandatory training for Long Haul/Transport Truck Drivers in BC (and across Canada), for Class 1 operators.

Directors gave verbal updates to the meetings listed above.

7. Business General

7.1 Asbestos Containing Material Disposal Guidelines Update

Report from Ben Van Nostrand, Team Leader, Environmental Health Services dated August 30, 2018. Asbestos Containing Material Disposal Guidelines Update.

2018-0908

Moved By Director Demenok

Seconded By Director Parker

THAT: the report dated August 30, 2018 with an update on Asbestos containing material disposal guidelines, be received for information this 20th day of September, 2018.

Discussion on motion:

Directors asked staff questions regarding a future public education/awareness program and current drywall disposal methods.

CARRIED

7.2 Proposed Provincial Speculation Tax

Request from Director Demenok that the Board discuss the proposed provincial speculation tax and send a letter to the Minister of Finance and the Premier outlining the potential effects it would have in this area.

Discussion:

Directors commented and expressed concerns with the potential impacts of a speculation tax in the area.

2018-0909

Moved By Director Demenok

Seconded By Director Rysz

THAT: the Board direct to send a letter to the Minister of Finance and Premier Horgan outlining the potential effects the Speculation Tax would have in the CSRD.

Discussion on Motion:

Director Demenok said BC real estate shows a downturn in sales and would like it included in the letter.

2018-0910

Moved by Director Demenok

Seconded by Director Rysz

THAT: the above motion be amended to add that negative real estate impacts have already been felt in certain areas of the CSRD and the CSRD would like to be consulted.

AMENDING MOTION - CARRIED

VOTE ON MOTION AS AMENDED – CARRIED

8. Business By Area

8.1 Economic Opportunity Fund (EOF) Application – Golden/Area A – Summer Kicks Concert Series

Report from Jodi Pierce, Manager, Financial Services, dated September 6, 2018.

2019-0911

Moved By Director Talbot

Seconded By Director Parker

THAT: with the concurrence of the Town of Golden and the Electoral Area A Director, the Board approve funding from the Golden and Area A Economic Opportunity Fund to the Town of Golden in the amount of \$10,000 for the Summer Kicks Concert Series.

CARRIED

8.2 Community Works Funds - Electoral Area A – Cedar Lake Recreation Site

Report from Ryan Nitchie, Team Leader, Community Services, dated September 5, 2018. Cedar Lake Recreation Site Community Works Funds.

2018-0912

Moved By Director Parker

Seconded By Director Demenok

THAT: in accordance with Policy No. F-3 “Electoral Area Community Works Fund – Expenditure of Monies” access to the Electoral Area Community Works Fund be approved in the amount of \$30,000 plus applicable taxes, from the Electoral Area A Community Works Fund allocation for the supply and installation of a floating dock and swim platform at the Cedar Lake Recreation Site.

CARRIED

8.3 Saratoga Water System – Water Conservation Plan

Report from Terry Langlois, Team Leader, Utilities, dated August 28, 2018. Completion of the Water Conservation Plan for the Saratoga Water System.

2018-0913

Moved By Director Talbot

Seconded By Alternate Director Misseghers

THAT: in accordance with the terms of the Investing in Canada Infrastructure Program-Green Infrastructure: Environmental Quality Sub-Stream Grant criteria to expand the Saratoga Water System to service the Scotch Creek community, the Board endorse the new Water Conservation Plan for the Saratoga Water System.

CARRIED

8.4 Electoral Area E: Solsqua Road Crossing - Anti-Whistling

Report from Jennifer Sham, Assistant Deputy Corporate Officer, dated September 18, 2018.

Mile 40.10, Solsqua Road

Staff updated the Board with new information about the train whistling ceasing and recommended that the Board pass a resolution supporting any necessary approvals required by Transport Canada.

2018-0914

Moved By Director Rysz

Seconded By Alternate Director Missegghers

THAT: the Board support train whistle cessation at the Solsqua Road (Mile 40.10) crossing, this 20th day of September, 2018.

CARRIED

2018-0915

Moved By Director Rysz

Seconded By Alternate Director Missegghers

THAT: the Board direct staff to continue to work with Canadian Pacific Railway staff to obtain any necessary approvals for train whistle cessation at the Solsqua Road (Mile 40.10) crossing, this 20th day of September, 2018.

CARRIED

9. Administration Bylaws

9.1 Director Remuneration Bylaw No. 5786

Report from Jodi Pierce, Manager, Financial Services, dated September 5, 2018.

2018-0916

Moved By Director Talbot

Seconded By Director Parker

THAT: Bylaw No. 5786, cited as "Director Remuneration Bylaw No. 5786" be read a first, second and third time this 20th day of September, 2018.

Staff reminded the Board that the Federal legislation comes into effect in January 2019 (Tax free allowance removed).

The Chair stated that there has been a very in-depth discussion on this topic, including the outcome of recommendations from the Directors Review Committee on August 15, she asked for Board support for the bylaw as presented.

Director. Parker commented that the workload has increased over the last 25 years and that giving yourself a raise is a difficult thing to talk about. She said that she is not running in the next election.

2018-0917

Moved By Director Parker

Seconded By Director Demenok

(Amendment)

THAT: the above motion be amended by changing Bylaw No. 5786 as follows:

Section 4(ii) to increase the annual base stipend for Electoral Area Directors from \$5,200 to \$6,650; to change the per meeting rate from \$270 to \$350; and that the deduction from an Electoral Area Director's base stipend be changed from \$270 to \$350 for not attending a regularly scheduled meeting under section 4(ii).

Discussion on motion

Directors discussed workload, meetings, and compensation.

VOTE ON AMENDMENT - DEFEATED

Director Demenok asked about Section 3(f) where it states "up to 4 EAD meetings" as he recalls 5 meetings were approved and requested an amendment.

2018-0918

Moved By Director Demenok

Seconded By Director Parker

(Amendment)

THAT: the motion be amended by changing Definitions, Section 3(f) from "up to four (4) Electoral Area Director Committee meetings held each year" to "up to five (5) Electoral Area Director Committee meetings held each year".

VOTE ON AMENDMENT - CARRIED

2018-0919

Moved By Director Demenok

Seconded By Director Parker

THAT: Bylaw No. 5786, cited as "Director Remuneration Bylaw No. 5786, be read a first, second and third time as amended this 20th day of September, 2018.

VOTE ON MOTION AS AMENDED - CARRIED

2018-0920

Moved By Director Talbot

Seconded By Director Parker

THAT: Bylaw No. 5786, cited as “Director Remuneration Bylaw No. 5786” be adopted this 20th day of September, 2018.

CARRIED

9.2 North Shuswap Economic Development (Tourism Promotion) Service Establishment Bylaw No. 5774

First, Second and Third Readings - July 19, 2018

2018-0921

Moved By Director Rysz

Seconded By Alternate Director Misseghers

THAT: the 'North Shuswap Economic Development (Tourism Promotion) Service Establishment Bylaw No. 5774' be adopted this 20th day of September, 2018.

Discussion on motion:

Alternate Director Misseghers stated he supports the motion and that Director Morgan would like to be on record that he also supports this motion.

CARRIED

DEVELOPMENT SERVICES

11. Business General

11.1 Electoral Area C: Building Amendment Bylaw No. 660-01

Report from Marty Herbert, Team Leader Building and Bylaw Services dated September 12, 2018.

An amendment to Bylaw No. 660 to include Electoral Area C within the building regulation service area of the CSRD.

2018-0922

Moved By Director Eliason

Seconded By Director Demenok

THAT: Bylaw No. 660-01 be read a first, second, and third time this 20th day of September, 2018.

CARRIED

10. IN CAMERA

2018-0923

Moved By Director Flynn

Seconded By Director Parker

THAT: pursuant to Sections 90(1)(e)(g)(k):

(e) the acquisition, disposition or expropriation of land or improvements, if the Board considers that disclosure could reasonably be expected to harm the interests of the regional district;

(g) litigation or potential litigation affecting the regional district;

(k) negotiations and related discussions respecting the proposed provision of a service that are at their preliminary stages and that, in the view of the Board, could reasonably be expected to harm the interests of the regional district if they were held in public;

of the Community Charter, the Board move In Camera.

CARRIED

The Municipal Directors left the meeting at this time.

Additional Discussion Item:

The Chair asked for comments from Electoral Area Directors in regard to Development Services' Board reports including enough, too much or too little information. Directors provided comment.

Staff expressed appreciation for the comments.

12. ALR Applications

- None

13. Directors' Report on Community Events

- None

ELECTORAL AREA DIRECTORS**14. Business by Area****14.1 Electoral Area B: Development Variance Permit No. 851-03 (Great Northern Snow-Cat Skiing Ltd.)**

Report from Candice Benner, Development Services Assistant, dated August 29, 2018.

5400 Hwy 31, Trout Lake

The applicant was not in attendance.

No written submissions were received.

2018-0924

Moved By Director Parker

Seconded By Director Demenok

THAT: in accordance with Section 498 of the Local Government Act, Development Variance Permit No. 851-03 for District Lot 16968 Kootenay District, varying Electoral Area B Zoning Bylaw No. 851, as follows:

- Section 3.16(1)(a) Maximum floor area for a tourist cabin from 65 m² to 66.8 m² for two new tourist cabins; and
- Section 5.12(3)(k) Maximum height for a new accessory building (day building) from 10 m to 11.37 m;

be approved this 20th day of September, 2018.

CARRIED

14.2 Electoral Area B: Development Permit No. 850-32 (Great Northern Snow-Cat Skiing Ltd.)

Report from Candice Benner, Development Services Assistant, dated August 29, 2018.

5400 Hwy 31, Trout Lake

The applicant was not in attendance.

No written submissions were received.

2018-0925

Moved By Director Parker

Seconded By Director Demenok

THAT: in accordance with Section 490 of the Local Government Act, Development Permit No. 850-32 for the construction of a day building and two tourist cabins on District Lot 16968 Kootenay District, be issued this 20th day of September, 2018.

CARRIED

14.3 Electoral Area D: Temporary Use Permit (TUP) No. 2500-02 (Hurren)

Report from Candice Benner, Development Services Assistant, dated September 7, 2018.

3033 McTavish Road, Glenemma

The applicant was not in attendance.

There were no submissions received in relation to the proposed TUP.

2018-0926

Moved By Director Talbot

Seconded By Director Parker

THAT: in accordance with Section 493 of the Local Government Act, Temporary Use Permit No. 2500-02 for Lot 1, Section 30, Township 17, Range 10, W6M, KDYD, Plan 40938, be issued this 20th day of September, 2018, for the temporary placement of a modular home (CSA Z240 MH) on a non-permanent foundation for use by a member of the property owners' immediate family who is providing health support assistance to the owners of the property, subject to the following conditions being fulfilled:

- a) proof of installation of an adequate sewer system for the modular home;
- b) water servicing (quantity and quality) documentation from a qualified professional indicating that the existing well has capacity for two dwellings and is potable in accordance with current health standards;
- c) that the TUP stipulate that:
 - a cottage is not permitted to be placed on the subject property while the modular home is located on the property; and

- if the modular home is no longer occupied by a member of the property owners' immediate family who is providing health support assistance to the owners of the property, it will be removed from the parcel.

Discussion on motion:

Staff replied to questions in relation to future renewal of the permit, potential zoning in future, and water servicing.

CARRIED

15. Planning Bylaws

15.1 Electoral Area C: Lakes Zoning Amendment (Gray-Ulry) Bylaw No. 900-22

Report from Erica Hartling, Development Services Assistant, dated September 6, 2018.

3965, 3967, 3970 & 3972 Sunnybrae-Canoe Point Road, Sunnybrae

The applicant was in attendance.

Staff pointed out the updated final site plan in the late agenda package.

2018-0927

Moved By Director Demenok

Seconded By Director Parker

THAT: "Lakes Zoning Amendment (Gray-Ulry) Bylaw No. 900-22" be read a third time as amended this 20th day of September, 2018.

CARRIED

2018-0928

Moved By Director Demenok

Seconded By Director Parker

THAT: "Lakes Zoning Amendment (Gray-Ulry) Bylaw No. 900-22" be adopted this 20th day of September, 2018.

CARRIED

15.2 Electoral Area F: Scotch Creek/Lee Creek Zoning Amendment (Yakashiro) Bylaw No. 825-39

Report from Dan Passmore, Senior Planner, dated August 22, 2018.

#8, 1022 Scotch Creek Wharf Road, Scotch Creek.

2018-0929

Moved By Alternate Director Misseghers

Seconded By Director Demenok

THAT: "Scotch Creek/Lee Creek Zoning Amendment (Yakashiro) Bylaw No. 825-39", be given first reading this 20th day of September, 2018.

CARRIED

2018-0930

Moved By Alternate Director Misseghers

Seconded By Director Demenok

THAT: the Board utilize the simple consultation process for Bylaw No. 825-39, and the Bylaw be referred to the following agencies and First Nations Bands and Councils:

- Interior Health Authority;
- Ministry of Transportation and Infrastructure;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Archaeology Branch;
- CSRD Operations Management; and,
- All relevant First Nations Bands and Councils.

CARRIED

15.3 Electoral Area F: Electoral Area F Official Community Plan Amendment (CSRD) Bylaw No. 830-19 and Lakes Zoning Amendment (CSRD) Bylaw No. 900-24

Report from Christine LeFloch, Development Services Assistant, dated August 28, 2018.

1946 Bristow Road, Celista

2018-0931

Moved By Alternate Director Misseghers

Seconded By Director Demenok

THAT: "Electoral Area F Official Community Plan Amendment (CSRD) Bylaw No. 830-19" be read a third time this 20th day of September, 2018.

CARRIED

2018-0932

Moved By Alternate Director Misseghers

Seconded By Director Demenok

THAT: "Lakes Zoning Amendment (CSRD) Bylaw No. 900-24" be read a third time this 20th day of September, 2018

CARRIED

2018-0933

Moved By Alternate Director Missegghers

Seconded By Director Demenok

THAT: "Electoral Area F Official Community Plan Amendment (CSRD) Bylaw No. 830-19" be adopted this 20th day of September, 2018.

CARRIED

2018-0934

Moved By Alternate Director Missegghers

Seconded By Director Demenok

THAT: "Lakes Zoning Amendment (CSRD) Bylaw No. 900-24" be adopted this 20th day of September, 2018

CARRIED

15.4 Electoral Area B: Electoral Area B Zoning Amendment (Revelstoke Backcountry Guides) Bylaw No. 851-14

Report from Erica Hartling, Development Services Assistant, dated September 7, 2018.

Unsurveyed Crown land, Twin Butte area, East of Revelstoke

Applicant was in attendance.

2018-0935

Moved By Director Parker

Seconded By Director Demenok

THAT: "Electoral Area B Zoning Amendment (Revelstoke Backcountry Guides) Bylaw No. 851-14" be read a first time this 20th day of September, 2018.

CARRIED

2018-0936

Moved By Director Parker

Seconded By Director Demenok

THAT: the Board utilize a simple consultation process for Bylaw No. 851-14, and it be referred to the following agencies and First Nations:

- Area B Advisory Planning Commission;
- Interior Health;
- Ministry of Environment;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – FrontCounter BC (Cranbrook);
- CSRD Operations Management;
- City of Revelstoke;
- All relevant First Nations Bands and Councils.

CARRIED

16. Release of In Camera Resolutions

- None.

MEETING CONCLUSION

2018-0937

Moved By Director Demenok

Seconded By Alternate Director Misseghers

THAT: the regular Board meeting of September 20, 2018 be adjourned.

CARRIED

Meeting adjourned at 3:01 PM

CHAIR

CHIEF ADMINISTRATIVE OFFICER

May 7, 2018

Rhona Martin, Board Chair
Columbia Shuswap Regional District
555 Harbourfront Drive NE
Salmon Arm, BC V1E 4P1

VIA EMAIL

Dear Chair Martin:

Re: Columbia Basin Trust (the "Trust") - Appointment of Director

The term of Director Loni Parker, the Columbia Shuswap Regional District's (CSR D) nominee to the Trust's Board of Directors, expires on December 31, 2018.

Section 6(1) of the *Columbia Basin Trust Act* (the *Act*) states:

Each of the nominating bodies is, at least 60 days before the expiry of the term of office of the director appointed from its nominees, to provide to the Lieutenant Governor in Council a list of at least one and not more than 4 nominees who are qualified individuals.

The *Act* also provides that a nominating body may nominate an existing Director for successive terms of office, and requires all Trust Directors to be residents of the Columbia Basin region.

As part of its overall governance practices, the Trust has developed a *Board Composition, Appointment, Skills and Attributes Policy* which is attached for your reference. This policy outlines the general attributes and skills needed on the Trust's Board of Directors, as well as diversity objectives we have for the Board.

As you will note, the attached Policy states that all Board members are expected to have the following general attributes:

- understanding of community development/engagement;
- knowledge and understanding of the Trust and the Basin;
- experience as a board member;
- strong reasoning skills;
- ethics and integrity;
- able to work toward consensus;
- capable of wide perspectives; and,
- business judgement.

Directors will generally serve a maximum term of six years (with flexibility for exceptional circumstances), and, ideally, Board member appointments will be for a term of three years with one third of the Director terms expiring each year.

Ms. Parker will not have exceeded the six year maximum term when her term expires at the end of December; however, we acknowledge final authority for appointment and term length rests with the Provincial Crown Agencies and Board Resourcing Office.

We would appreciate you confirming the CSRD nominee as soon as possible by advising Johnny Strilaeff, President and Chief Executive Officer.

If there is any additional information you require, please do not hesitate to call either myself or Johnny Strilaeff. We can be reached at 1.800.505.8998.

Yours truly,

A handwritten signature in black ink, appearing to read "R. Jensen", written over a horizontal line.

Rick Jensen
Chair, Board of Directors
Columbia Basin Trust

/jm

cc: Charles Hamilton, Chief Administrative Officer, Columbia Shuswap Regional District
Johnny Strilaeff, President and Chief Executive Officer, Columbia Basin Trust

/encl.

COLUMBIA BASIN TRUST BOARD POLICIES

TAB 3

Board Composition, Appointment, Skills and Attributes Policy

1 Composition and Appointment

- 1.1 The appointment process for the Trust Board of Directors and composition of the Trust Board are established in the *Columbia Basin Trust Act*.
- The Lieutenant Governor in Council appoints the 12 Directors of the Trust, all of whom must reside in the Columbia Basin region.
 - Each of the Regional District of Central Kootenay, Regional District of East Kootenay, Regional District of Fraser-Fort George, Regional District of Kootenay Boundary Columbia Shuswap Regional District (collectively, the Regional Districts) and Ktunaxa Nation Council may nominate up to four individuals. The Lieutenant Governor in Council then appoints one director from each of the Regional Districts and Ktunaxa Nation Council, for a total of six Directors.
 - The remaining six Directors are also appointed by the Lieutenant Governor in Council.
- 1.2 Ideally, all appointments to the Trust Board will be for a term of three years, with one third of the Director terms expiring each year.
- 1.3 Generally, the maximum term an individual Director will serve on the Board will be six years, although flexibility exists to exceed six years for exceptional circumstances.

2 Skills and Attributes

- 2.1 The Board of Directors establishes and annually reviews Board Member Attributes (Appendix 1). The Board Member Attributes describe the capabilities required of all Board members and Board Committee members, as well as those required for specific Board positions.
- 2.2 The Board of Directors establishes and annually reviews the Board of Directors' Competencies and Desired Diversity (Appendix 2).
- 2.3 The Board Member Attributes and Board of Directors Competencies and Desired Diversity sets out the appropriate combination of skills and personal attributes necessary for the fulfillment of the Trust's mission. That combination of skills and attributes helps the Trust to effectively engage with Basin residents, to oversee the return of benefits to Basin residents and to prudently oversee the management of the Trust's investments.
- 2.4 The Board provides input to Regional Districts, the Ktunaxa Nation Council and the Province of BC on candidates for appointment and reappointment to the Board, consistent with the Board Member Attributes and Board of Directors Competencies and Desired Diversity.
- 2.5 The Board members are independent from management.

COLUMBIA BASIN TRUST BOARD POLICIES

TAB 3 - Appendix 1

Board Member Attributes

Some capabilities may require some knowledge transfer from a current Board member to a new Board member.

Role	Capabilities/Attributes
All Board members	<ul style="list-style-type: none"> Understanding of community development/engagement Knowledge and understanding of the Trust and the Basin Experience as a board member Strong reasoning skills Ethics and integrity Able to work toward consensus Capable of wide perspectives Business judgement
Chair and Vice Chair	<ul style="list-style-type: none"> Governance expertise Understanding of how government operates and ability to work with government Ability to be, and seen to be, a Basin leader Understanding of business management Relationship management expertise Understanding of the Trust model and history/Strategic planning expertise Able to speak publicly
Investment Committee Chair	<ul style="list-style-type: none"> Financial and investment fluency Experience in or with commercial credit Knowledge of the history of Trust's approach to investments
Investment Committee	<ul style="list-style-type: none"> Financial and investment fluency Understanding of commercial enterprise and commercial credit
Finance and Audit Committee Chair	<ul style="list-style-type: none"> Financial expertise Accounting designation Extensive accounting experience Experience with financial risk management practices
Finance and Audit Committee	<ul style="list-style-type: none"> Financial fluency Familiarity with accounting principles and practices Understanding of financial risk management practice
Executive Committee	<ul style="list-style-type: none"> Experience with human resources practices Experience with general risk management

COLUMBIA BASIN TRUST BOARD POLICIES

TAB 3 – Appendix 2

Board of Directors Competencies and Desired Diversity

Required Competencies	
Investment management	
Business management	
Community development/engagement	
Knowledge of how government operates	
Governance expertise	
Human resources	
Accounting expertise	
Desired Sector Knowledge	
Communications	
Labour relations	
Social	
Environment	
Economic development	
Power projects	
Legal expertise	
Diversity	
Age	
Gender	
Ethnicity	
Geography	

Laura Schumi

From: Laura Schumi
Sent: Tuesday, October 09, 2018 10:55 AM
To: Laura Schumi
Subject: FW: CSRD Nominee to Trust Board - Submission Timing - Response from CBT Chair re Request for Extension, Response of Chair Rick Jensen, CBT FOR OCTOBER BOARD AGENDA

Importance: High

From: Jane Medlar [mailto:jmedlar@cbt.org]
Sent: Thursday, May 31, 2018 2:33 PM
To: Director Martin <RMartin@csrd.bc.ca>
Cc: Charles Hamilton <chamilton@csrd.bc.ca>; Lynda Shykora <LShykora@csrd.bc.ca>
Subject: CSRD Nominee to Trust Board - Submission Timing

Hello Chair Martin,

On behalf of Rick Jensen, Board Chair, Columbia Basin Trust please see the following correspondence.

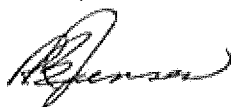
Chair Martin:

Following our May 7, 2018 letter, we received feedback from several Regional Districts requesting an extension to the 60 day notice period for submission of nominees to the Trust Board of Directors (October 31, 2018). The request was in recognition of local government elections taking place October 20, 2018.

We acknowledge this may create a timing challenge for those Regional Districts that prefer to wait until after the election to put forward a nominee. Notwithstanding the Columbia Basin Trust Act requires nominees to be put forward no later than 60 days prior to the end of term for the existing nominee, the Trust will make every effort to work with Provincial agencies to expedite the appointment process in the event names come forward after that required period. This said, it is important to note the appointment process is a responsibility of Provincial agencies and it is possible the process is incomplete by the date the term of the existing nominee comes to an end. Should this be the case, it is possible a Regional District does not have continuity of a nominee to the Trust Board for a period of time.

For future election years the Trust will explore how/if this issue can be resolved. Please feel free to give me a call if there are any questions. I can be reached at 1.800.505.8998.

Thanks,



Rick Jensen, Board Chair
Columbia Basin Trust

Best Regards,



SEP 21 2018

Rhona Martin, Chair
Columbia Shuswap Regional District
555 Harbourfront Drive NE
PO Box 978
Salmon Arm BC V1E 4P1

Dear Chair Martin,

Re: Road Maintenance

Thank you for your letter regarding the maintenance of rural roads in the Shuswap area, particularly Deep Creek Road and roads in the Salmon Valley. I am sorry it has taken me so long to respond.

The ministry prioritizes resurfacing projects for rural roads based on many factors, including a route's condition and use, the available resources, the existence of other competing priorities and whether the project can be coordinated with other local projects to maximize the value for taxpayers. Ministry staff assess every road in a region twice each year and develop a resurfacing plan for the following year that ensures the most urgent needs are addressed first.

Deep Creek Road is a high priority for resurfacing. Local staff will assess the road in the near future for potential resurfacing in 2019, based on funding availability and other local road improvement priorities. The ministry's local Area Manager, Ken Namislo, is also working with the Deep Creek Farmers Institute to identify and further address some of the local concerns. This fall, the ministry plans to install a cross culvert on Deep Creek Road to address road flooding issues and clear culverts on both Deep Creek Road and Schoolhouse Roads. These two roads will also undergo significant reconstruction later this year to repair freshet damage. Road shoulder drops are also an issue at several locations on these routes, and the ministry is working with our maintenance contractor to find a permanent solution.

Salmon River Road is another of the ministry's highest priorities for resurfacing in the District. It was scheduled for resurfacing in 2017 and again in 2018, but the project was postponed to coordinate with the Salmon River Road Bike Lane project. As you may know, the design of the bike lane has progressed to a separated bike lane, and the ministry plans to resurface Salmon River Road during the 2019 paving season.

.../2

<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Agenda	Ownership:
<input type="checkbox"/> Works	<input type="checkbox"/> Reg Board	File#
<input type="checkbox"/> DS	<input type="checkbox"/> In Camera	2018 0410 -
<input checked="" type="checkbox"/> In/Adm	<input type="checkbox"/> Other Mtg	20-45
SEP 25 2018		
Reference: 279198		Ack Sent:
<input type="checkbox"/> IT	<input type="checkbox"/> Staff to Report	<input type="checkbox"/> Fax
<input type="checkbox"/> Parks	<input type="checkbox"/> Staff to Respond	<input type="checkbox"/> Mail
<input type="checkbox"/> SEP	<input type="checkbox"/> Staff Info Only	<input type="checkbox"/> Email
<input type="checkbox"/> HR	<input type="checkbox"/> Mailbox	
<input type="checkbox"/> Other	<input type="checkbox"/> Dir Circulate	

Chair Martin
Director Taelot

-2-

Ministry staff will follow up with the Regional District to confirm which roads will be scheduled for resurfacing in 2019, as soon as the resurfacing plan is confirmed. In the meantime, if you have any questions about road conditions or maintenance in the region, please do not hesitate to contact Mr. Namislo. He can be reached at 250 833-3378 or at Ken.Namislo@gov.bc.ca and would be pleased to assist you.

Thank you again for taking the time to write.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Claire Trevena', with a long horizontal flourish extending to the right.

Claire Trevena
Minister

Copy to: Ken Namislo, Area Manager, Roads
Okanagan Shuswap District



SEP 28 2018

<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Reg Board	Ownership:
<input type="checkbox"/> Works	<input checked="" type="checkbox"/> In Camera	File#
<input type="checkbox"/> DS	<input type="checkbox"/> Other Mfg	0410-
<input checked="" type="checkbox"/> Fin/Adm		40-25
L.S. Sham Laura		OCT 03 2018
<input type="checkbox"/> Ec Dev	RECEIVED	Act. Staff
<input type="checkbox"/> IT	<input type="checkbox"/> Staff to Report	
<input type="checkbox"/> Parks	<input type="checkbox"/> Staff to Respond	
<input type="checkbox"/> SEP	<input type="checkbox"/> Staff Info Only	
<input type="checkbox"/> HR	<input type="checkbox"/> Dir Mailbox	
<input type="checkbox"/> Other	<input type="checkbox"/> Dir Circulate	

Reference: 279196

Rhona Martin, Chair
Columbia Shuswap Regional District
555 Harbourfront Drive, NE
PO Box 978
Salmon Arm BC V1E 4P1

Dear Chair Martin,

Re: Greyhound Services

Thank you for your letter of August 10, 2018, regarding Greyhound services.

I appreciate you expressing concerns on behalf of the board of the Columbia Shuswap Regional District, and I agree that Greyhound's decision to eliminate services across Western Canada, effective October 31, 2018, will have a major impact on communities that depend on these services to travel throughout British Columbia and into the Western provinces. As you note, it could also leave people vulnerable, particularly those along rural and remote routes, as well as Indigenous communities, women, seniors, children and those living with disabilities.

Greyhound's 90-day deadline for service withdrawal provided very little time to develop alternatives for people with limited transportation options. I immediately met with my counterparts in other provinces affected by Greyhound's decision to find solutions to keep people connected within B.C. and through Western Canada. I also wrote to the federal Minister of Transport to advocate for people who need access to safe, reliable and affordable transportation options and am working closely with the federal government and other provinces affected to find solutions to address this national issue as quickly as possible. I am glad to see that you also shared your letter with Minister Garneau for his review.

The provincial government is also encouraging private sector service providers to consider opportunities to fill the space left by Greyhound. The Passenger Transportation Board has made new applications for inter-city bus services a priority and introduced a simplified application package. We are encouraged that a number of companies have expressed interest in operating some of the routes abandoned by Greyhound.

.../2

-2-

The Board publishes applications on its website and will accept comments from local governments. You can review applications at the Board's website at: <http://www.ptboard.bc.ca/bulletins.htm>. I understand that two applications were posted on August 29, 2018, including one for service from Calgary to Vancouver via Highways 1 and 5.

You can be sure the provincial government will continue to work to ensure British Columbians throughout the province can access safe and affordable transportation options.

Thank you again for taking the time to write.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Claire Trevena', with a stylized flourish at the end.

Claire Trevena
Minister

Council Meeting
September 19th 2018 | 10:15 AM – 3:00 PM
Columbia Shuswap Regional District Boardroom
555 Harbourfront Drive NE, Salmon Arm

Draft Record of Decisions and Action Items

Note: this record is subject to correction when adopted at the next SWC meeting

Meeting objectives

1. Receive report from Program Managers
2. Receive interim report on nutrient research from Megan Ludwig, UBC – Okanagan
3. Receive guest presentation from James Littlely, Okanagan Basin Water Board
4. Receive recommendation from Interim Review Committee

Present

Paul Demenok, Chair – Columbia Shuswap Regional District, Area C
 Rick Berrigan, Vice Chair – Thompson-Nicola Regional District, Village of Chase
 Rene Talbot – Columbia Shuswap Regional District, Area D
 Rhona Martin – Columbia Shuswap Regional District, Area E
 Bob Misseghers – Columbia Shuswap Regional District, Area F (Alternate director)
 Steven Teed – Secwepemc Nation, Adams Lake Indian Band
 Ken Christian – Thompson-Nicola Regional District, City of Kamloops
 Nancy Cooper – City of Salmon Arm
 Dennis Einarson – BC Ministry of Environment and Climate Change
 Lorne Hunter – Community representative
 Ray Nadeau – Community representative
 Randy Wood – Community representative

Erin Vieira and Mike Simpson – Fraser Basin Council

Observers

John Irvine, Ralph Vandalfsen, Henry Bremer, Hamish Kassa

Regrets

Todd Kylo
 Herman Halvorson
 Tundra Baird
 Dave Nordquist
 Laura Code

**Call to Order**

Chair Paul Demenok called the meeting to order at 10:15 AM.

Councillor Steven Teed from Adams Lake Indian Band introduced himself as the new appointed representative to the SWC from the Secwepemc Nation; a full round of introductions took place.

Adoption of meeting summary

Moved/seconded by Director Talbot/Director Martin that:
The summary of the June 13th 2018 meeting of the SWC be adopted.

CARRIED

Correspondence

Erin Vieira reviewed three pieces of correspondence since the last Council meeting in June.

Old business

Erin Vieira reported the results of the financial vote via electronic poll on July 12th regarding a grant for the Royal Canadian Marine Search & Rescue for a feasibility study. The motion for a \$2,000 grant was carried. Staff have since provided a payment to the RCM-SAR in the amount specified.

Report from Chair

Chair Demenok reported that he and Director Martin met with Minister George Heyman and Assistant Deputy Minister David Morel (both from BC Ministry of Environment and Climate Change Strategy) on September 10th at the Union of BC Municipalities Convention. It was a productive meeting. In the meeting, Chair Demenok expressed that the BC Ministry of Environment is a very important partner in the SWC, but the concern is that the partnership is not formalized. Chair Demenok also pointed out that the SWC provided input to the *Agricultural Waste Control Regulation* review, and has not heard an update on the review process by the Province since that time.

Report from Program Managers

Erin Vieira and Mike Simpson presented an update on program operations since the last SWC meeting:

- The 2017 Shuswap Water Quality Summary is complete; it has been distributed throughout the region and promoted throughout July and August. It's also available online at www.shuswapwater.ca.
- Campaigns promoting safe water-based recreation ran throughout summer. The campaigns focussed on "7 tips for having fun and staying safe."
- Campaigns raising awareness of zebra and quagga mussels ran throughout summer. The campaigns emphasize the importance of watercraft owners to "Clean Drain Dry" and stop at watercraft inspection stations.
- A wetland restoration project on Gardom Creek is proceeding; this work is led by Gardom Lake Stewardship Society with financial support from SWC and others, and will be wrapped up later this Fall.

Expenses to the end of the first quarter (April 1st – June 30th 2018) was reported:

	Annual Budget (\$)	Expenses (\$)
Water Monitoring Initiative	66,400	11,517
Water Protection Initiative	76,300	4715
Zebra & Quagga Mussel Prevention Program	26,850	19,018
Safe Recreation Program	12,200	3929
Communications	37,850	10,468
Management and Administration	40,750	9293
Operating Reserve	126,528	0
Total expenses to June 30th 2018	386,878	58,940

Erin Vieira also presented a brief overview of the 2017 Water Quality Summary (available at www.shuswapwater.ca).

Discussion:

Council members provided comments and ideas on how the SWC could expand criteria for water quality improvement grants in the future, and make it available to more groups.

Action item: staff will consider ways to increase community partnerships and projects via water quality improvement grants, while keeping it relevant to the set water quality objectives.

Discussion:

Council members discussed the recent algae bloom in Salmon Arm Bay at the marina. Dennis Einarson clarified that cyanobacteria has occurred in Shuswap Lake before, in small occurrences, and confirmed that the recent bloom was localized and did not spread in the lake, and that toxicity results on the algae are negative (i.e., not toxic). Council members discussed the role for the SWC to communicate these events and advisory notices. It was agreed that health-related notices and advisories are solely the responsibility of Interior Health Authority and drinking water providers, but that the SWC can re-post them to help improve reach; where matters of health aren't in play, the SWC will continue to coordinate and communicate water quality information.

Lunch break

SWC members took a lunch break from 12:00 – 12:40 PM

Rhona Martin left the meeting at 12:15 PM

**Guest
presentation:
Megan Ludwig
and Dr. Jeff Curtis**

Megan Ludwig, an M.Sc. candidate from UBC – Okanagan, presented an update on the nutrient research project being carried out in the Shuswap River and Salmon River:

- The research objective is to gain an understanding of the sources of nutrients (especially phosphorus) in the two rivers, and how it is being transported into those rivers
- Ms. Ludwig briefly explained the research methodology, including how phosphorus is being quantified from three sources to the rivers: tributaries, the upper reaches of the watershed, and incremental flows (groundwater, seasonal streams, and ditches account for incremental flows). There are 20 surface-water monitoring sites on the rivers, and dozens of additional sites for monitoring incremental flows.
- Results to-date, for data collected between July 2016 – February 2018, indicate the following
 - In the Shuswap River watershed, incremental flows contribute the highest proportion of phosphorus to the river.
 - In the Salmon River watershed, incremental flows contribute the highest proportion of P to the river, however there's a complex of interplay of groundwater infiltration happening simultaneously that results in a net decrease in nutrient concentration as the river flows downstream.
- Main conclusions, to-date:
 - Incremental flows (i.e., seasonal streams, groundwater, and ditches) contribute the most phosphorus to the two rivers. This is not unexpected, as the majority of anthropogenic activities take place in areas of incremental flows.
 - The phosphorus exports and loadings from the different land uses – forest, agriculture, and urban – are within the 'normal' or otherwise observed ranges for those land uses.
 - The Shuswap watershed is a sensitive system, due to the fact that the natural forested land base and soil types do not contribute very much phosphorus to surface water (the study determined it to be 0.011 kg/ha/year). Therefore, a small input of phosphorus has the potential to cause a significant impact to surface water quality.

Dr. Jeff Curtis, a professor and researcher from UBC – Okanagan, was asked to describe additional research methodology that could be added to the scope of the research project. Dr. Curtis explained that a core sample could be collected from the bottom of Mara Lake, and analysed for various contents, including nutrients, to create a chronology of environmental change in Mara Lake over a span of a few hundred years. He explained that

this could be done within the current work contract and budget if the third year of water quality monitoring and analysis were discontinued. He further explained that the project to-date has yielded very robust data, and the collection and analysis of a core sample would provide a complementary set of data to the project.

Discussion:

Council members discussed the idea of including core sampling in the research project, as an addition to three years of monitoring or as an alternative to the third year of monitoring. Dennis Einarson commented that MOE is monitoring the Salmon River, also, and he agreed that core samples would provide valuable complementary data. Lorne Hunter commented that core sampling would be worthwhile but would also like the three-year monitoring research project to be carried through to completion, as planned; others agreed with his sentiment. Dr. Curtis said that core sampling could be added to the research project for an additional approximate \$20,000 and could be completed within a year; he commented that SWC would likely only need to bear a portion of this expense because he may be able to find another funding partner to share the cost. Mayor Christian commented that he would prefer to see a project proposal, with cost and timeline for the core sample analysis, before making a decision.

Rhona Martin re-entered the meeting at 1:30 PM

Moved/seconded by Vice Chair Berrigan/Mayor Christian that:

The Shuswap Watershed Council receives a research proposal from Dr. Jeff Curtis for the core sample analysis, to be considered and decided upon at the December SWC meeting.

CARRIED

Action item: staff will work with the research team at UBC-O to receive a project proposal by the next SWC meeting.

**Guest
presentation:
James Littley**

The Okanagan Basin Water Board was formed in 1970 with a mission to provide leadership to protect and enhance quality of life in the Okanagan Basin through sustainable water management. To that end, the OBWB administers three core programs for improving water quality and supply:

- Sewage Facilities Assistance Grants – provides up to 16% of project costs for building tertiary wastewater treatment plants, or installing new sewerage pipes to older neighbourhoods (to replace septic)
- Eurasian Watermilfoil Control Program – treats milfoil in five Okanagan lakes through rototilling and harvesting
- Water Management Program – several initiatives in science,

monitoring, flood mapping and response, wetlands, water conservation, water quality improvement, and zebra/quagga mussel prevention.

New business:
Interim Review
Committee
Recommendation

Chair Demenok explained the interim review process and thanked the six committee members for their time and input. He went through the performance indicators, and summarized the qualitative assessments and comments that were provided through the review process.

The interim review committee's recommendation to the SWC is that:
The Shuswap Watershed Council continue with its programs.

Moved/seconded by Vice Chair Berrigan/Director Talbot that:
The Shuswap Watershed Council approve the recommendation from the interim review committee that the SWC continue with its programs,

AND that:
Staff be directed to renew the contribution agreement with funding partners.

Discussion:

Chair Demenok commented that the review committee generally agreed that the SWC strive to continue improving its communiqués for water quality monitoring and results, and seeking opportunities to work with the agriculture industry, the Okanagan Basin Water Board, stewardship groups, school/education groups and waterfront property owners.

CARRIED

Action item: Staff will work with the four funding partners to renew a contribution agreement for 2019-2020 (per the SWC's five-year plan).

Roundtable
updates

Item cancelled

Adjourn

Moved/seconded by Alternate Director Misseghers/Lorne Hunter that:
The September 19th 2018 meeting of the Shuswap Watershed Council be adjourned.

CARRIED

Meeting adjourned at 2:40 PM



SHUSWAP TOURISM ADVISORY COMMITTEE MEETING MINUTES

Note: The following minutes are subject to correction when endorsed by the Committee at its next meeting.

Date: May 3, 2018
 Time: 1:00 PM
 Location: Salmon Arm Golf Club
 97B SE 3641, Salmon Arm, BC

Committee Members Present	D. Lepsoe (Chair)	Councillor, Village of Chase
	P. Demenok	Director, Electoral Area C
	R. Talbot	Director, Electoral Area D
	R. Martin	Director, Electoral Area E
	R. Missegheers	Alternate Director, Electoral Area F
	K. Flynn	Councillor, City of Salmon Arm
	T. Rysz	Mayor, District of Sicamous
	K. Brown	Arts Council for the South Shuswap
	G. Bushell	The Eagle Valley Snowmobile Club
	S. Hofstetter	Prestige Hotels
	A. Maki	Chase & District Chamber of Commerce
	P. McIntyre-Paul	Shuswap Trail Alliance
	J. Ziercke	Quaaout Lodge Resort & Spa/Talking Rock Golf
Committee Members Absent	L. Morgan	Director, Electoral Area F
	M. Lane	Dreamcycle Motorcycle Museum
Staff Present	R. Cyr	Economic Development Officer
	E. Johnson	Electronic Records Management Facilitator

1. Call to Order

The Chair called the meeting to order at 1:00 PM. The Chair took a moment to recognize that the meeting is taking place in Secwépemc'ulecw territory.

1.1 Guest(s) in Attendance

The Chair acknowledged the guests in attendance:

- David Barrett - Columbia Shuswap Film Commissioner
- Terri Hadwin - Intrinsic Destinations, Tourism Marketing Coordinator
- Mark Greenhalgh - Misty Mountain Initiatives
- Jay Simpson - North Shuswap Chamber of Commerce

1.2 Approval of Agenda

Moved By P. Demenok

Seconded By R. Talbot

THAT: the agenda of the May 3, 2018 Shuswap Tourism Advisory Committee meeting be approved with the following additions:

- 4.7 Shuswap Tourism Networking Evening
- 4.8 Community Presentations

CARRIED

1.3 Adoption of Minutes

Moved By R. Martin

Seconded By A. Maki

THAT: the minutes of the February 8, 2018 Shuswap Tourism Advisory Committee meeting be adopted as circulated.

CARRIED

2. 1:15 PM Presentation: Shuswap Culture

Mark Greenhalgh and Karen Brown to present to the committee.

R. Cyr introduced the presenters and thanked them for coming to present this item to the committee. The Shuswap Culture project was initiated by the Arts Council for the South Shuswap. R. Cyr turned the meeting over to the presenters.

The Arts Council for the South Shuswap was looking to create a community calendar to help prevent overlap with other events when they were looking to plan a new event. The South Shuswap Chamber of Commerce was responsible for printing 15,000 calendars.

The Shuswap Culture idea was brought forward at the granting workshops that the South Shuswap Electoral Area Director and Community Futures have been hosting, which was helpful to talk about it as a community, and the organizations and non-profit organizations wanted a way to collaborate, have a central hub, and help put the calendar online.

The result has been a website for the calendar which actually has more functionality. The website is a hub for community events which not only hosts a calendar but will allow for ticket sales and registration for events. The registrations will provide patrons with an e-ticket for the event.

The website is still under construction but is about 70% complete. M. Greenhalgh walked the committee through the website. The content is generated by community halls and will be one hub for everything. The view is that this can expand to the wider Shuswap region and be a resource that can link to other community pages.

The initial fees for the development of the website have been funded by a Rural Dividend grant. The committee had questions about the funding model going forward. There are options to have a revenue model with the ticket sales, potential to have a banner sponsor for revenue by advertising, service to purchase model, etc. Looking to get initial value and determine the cost structure after, that way there can be more information before making a decision, i.e. determine the number of impressions, etc. Looking to get it going first and look at adding the monetization value issues a little later.

This is a potential hub for registrations. Showcases events like Music in the Bay, Wednesdays on the Wharf, Music in Chase, etc. Helpful to allow event organizers to know what they might be competing with and reschedule events accordingly. Helpful tool to market the Shuswap.

3. Mountain Bike Tourism Association (MBTA) Video 2018

Sustainable Mountain Biking Tourism - <https://vimeo.com/238499036>

R. Cyr gave an introduction to this topic for the committee and then showed the video. Also showed a two-minute video of the Shuswap.

Videos showcase sustainable tourism and look at bio-diversity. The Thompson Okanagan Tourism Association has done it but lots of places haven't had the conversation yet. Need to look at tourism sustainably so that our communities can continue to benefit from tourism without losing the natural resources and environmental assets in the area.

4. Discussion Items

4.1 Update on 2017 Statistics for Shuswap Tourism

Item tabled for the next meeting.

4.2 Change to the Terms of Reference for the Shuswap Tourism Committee to Include One Indigenous Representative

R. Cyr introduced this item. Shuswap Tourism and Community Futures are working with four bands (Adams Lake Indian Band, Little Shuswap Lake Indian Band, Neskonlith Indian Band, Splatshin First Nation) to develop an aboriginal tourism strategy. There are grants from the Rural Dividend Fund to hire an Indigenous Tourism Coordinator. The Coordinator will work with the four bands, Community Futures and Shuswap Tourism. R. Cyr is looking for direction from the committee on how to appoint an aboriginal tourism representative to this committee. Thinking of appointing a representative from the community; Shelly Whitsky is interested. R. Cyr would like to change the Terms of Reference for the committee and bring it back to the next meeting. R. Cyr opened the topic up to the committee.

- Potential to appoint someone from the Lakes Division.
 - Shuswap Watershed Council has had this same issue, tried to appoint from Lakes Division but haven't had consistency.
- Suggestion to appoint the Indigenous Tourism Coordinator.
 - The Coordinator doesn't have decision making authority.
- Suggestion to ask the First Nations Bands what they want. May mean adding four representatives.

R. Cyr will invite one representative from each band and ask how they see their role.

4.3 Shuswap Trails Update

Verbal report from Phil McIntyre-Paul.

- Shuswap Trail Alliance Annual General Meeting will be on May 15 at 7PM at Okanagan College, Salmon Arm Campus. Guest speakers, Ceren Caner and Geoff Stiles, from the Shuswap Outdoor Learning Foundation, will share a special presentation on the growing Outdoor Learning initiatives throughout the region. The AGM meeting package,

including new constitution & bylaws, and the 2017 Year End Financial Statement are up on the Shuswap Trail Alliance website.

- The round table working group is moving forward. The four-year strategy is done and some funding is available; also going to local governments for funding – Fraser Basin Council will be facilitating. Shuswap Trail Alliance's grant application to the Rural Dividend Fund was declined but the Trail Alliance has been asked to apply in the next round so there may still be options in the future. Some planning funding is available but project funding is lacking so some projects won't happen this year.
- Rail Trail: The inter-jurisdictional committee is coming together in a couple of weeks.
- Shuswap Tourism has applied for \$750,000 from Bike BC and set aside \$300,000 to add to it for a Gardom Lake Parallel trail – looking at 8km of trails from Silver Creek Store to Salmon Arm.
- Trail Guides – Maps auto-populate, they are georeferenced. This information is the next big step for trail based tourism.

4.4 Shuswap Tourism Activities Update

Report from Robyn Cyr, Manager, Shuswap Tourism. Topics:

- Trail Guide Update
- Municipal and Regional District Tax (MRDT)
- Meeting Attendance
- Destination Think
- Creative Proposal
- Regional Chambers Meeting
- Tourism Sector Meetings
- Experience Guides
- Marketing Coordinator
- Consumer Show Attendance
- Crowdriff
- Indigenous Tourism Project
- Adam River Salmon Society
- Wild Salmon Caravan

Destination Think - R. Cyr provided an update to the committee about Shuswap Tourism's continued consulting contract with Destination Think. The relationship is going well. Destination Think is looking at a digital assessment and looking at the Shuswap Tourism, Shuswap Economic

Development and Columbia Shuswap Film Commission website. Looking at re-doing the websites and can do it under budget. Destination Think is good at providing affordable solutions.

CrowdRiff is the most cost effective solution to manage photo databases. Shuswap Tourism is working towards getting CrowdRiff ready to use.

Creative Proposal - Shuswap Tourism has just finished a photo shoot. The photos are exclusively for the use of Shuswap Tourism and its partners.

Indigenous Tourism Project - Shuswap Tourism is looking forward to this opportunity.

For more details, R. Cyr's report is attached to the HTML version of these minutes.

4.5 Update on Current Marketing Activities

Verbal report from Terri Hadwin (Intrinsic Destinations).

T. Hadwin gave a brief background on her experience. She has started to pick up some of the projects that the previous Tourism Marketing Coordinator had been working on. T. Hadwin is an instructor of the Super Host program put on by Go2HR which is the standard for customer service excellence in the tourism industry in BC. T. Hadwin answered questions about the Super Host program. The committee welcomed T. Hadwin to the team.

4.6 Columbia Shuswap Film Commission Update

Verbal report from David Barritt.

- Worked with a company looking to film avalanches in Revelstoke. Too difficult to meet requirements of the Province.
- Fox Features wanted to shoot some highways in Malakwa.
- Producer from Paramount in Sicamous and Revelstoke scouting for two days. He couldn't share the script – Non-disclosure agreements.
- Filming took place in Malakwa, happened to film in R. Martin's café. R. Martin spoke about the experience.
- Working with Revelstoke, Sicamous and Salmon Arm, they don't currently have permitting applications, policies, etc. related to filming.

- Attended meeting with Creative BC; opening up opportunities to market directly to producers, channels, etc.
- The Film Commission is now on social media: @filmcolumbiashuswap
- Partnering up with Shuswap Tourism to help draw marketing crews, talent, producers, etc. to try and get them here for long weekend getaways. If they come to the region, they can see its assets and are more likely to want to film here.
- Working on creating program/courses to offer film industry education, having talent in the area makes it more attractive. Trying to also meet industry professionals (talent) in the area.

For more details, D. Barritt's report is attached to the HTML version of these minutes.

4.7 Shuswap Tourism Networking Evening

Shuswap Tourism hosted a networking evening at The Prestige on May 1, 2018. Approximately 70 attendees. There was a speaker who presented about emergency preparedness for tourism operators. The workshop was well received. There were also topics on the importance of an online presence, the use of TripAdvisor, Google by Business, etc. Approximately three-quarters of the attendees were tourism businesses. D. Lepsoe had attended the event and spoke highly of the evening.

4.8 Community Presentations

R. Cyr presented on this topic. Shuswap Tourism is getting out to all of the municipalities and chambers in the area to present about what it does.

5. Community Roundtable

J. Ziercke - Quaaout Lodge has an exciting summer planned. Solid June and July on the books. There's the Squilax pow-wow August 10th, 11th and 12th. The golf course is open and it's getting busy.

P. Demenok - Son-in-law is doing an improv comedy pub night on June 9 at the Sunnybrae Community Hall. Everyone is welcome.

A. Maki - Events are all ramping up. There is a tradeshow on Saturday. Arena from 10am - 3pm. There is a historical tour of Chase at 4pm.

G. Bushell - There is a lot going on – Community clean up this weekend. May Long weekend: Trouper is playing on the lake.

R. Misseghers - North Shuswap is picking up speed for the summer. Restaurants are opening and provincial park upgrades are going on. The park store is changing ownership, should be open year round.

R. Talbot - May long weekend: Falkland Stampede. Everyone is welcome.

T. Rysz - New marina. Sled numbers have increased over the last several years. Looking forward to a great summer. Wrote a letter to the Premier as the houseboat bookings in Sicamous are down this year; concerns about Kinder Morgan Pipeline.

K. Brown - Music in the Bay - all artists have been solidified. K. Brown listed a number of the artists. Decided to get rid of opening acts as people were just coming for the headliners. Still providing more options for local entertainment: Community BBQ – Shuswap Showcase – open coffee house. Live date for Shuswap Culture website: May long weekend.

S. Hofstetter - Canada 150 was a great year, everything should go well this year and in future. Highways will improve access. Should be another good summer.

T. Hadwin - Calendar filling up quickly; looking to get out into the community.

R. Martin - KOA campground is under new ownership, open earlier than usual. Cedars RV Resort: sales keep on going. Three Valley Gap, anticipating another good season. R. Martin noted that Three Valley recently lost a long term employee. Condolences to their family and friends. She'll be hard to replace.

R. Cyr - Extremely busy, not slowing up. Good things coming, new marketing campaigns coming out soon. Winter visitation marketing campaign coming out this year, hoping to keep up the four-season tourism. Snowmobiling is high on Shuswap Tourism's priority.

K. Flynn - Roots and Blues looks like it's going to have a great line up this year. Legalization of Cannabis is coming up. K. Flynn put out an invitation to come to The Prestige for an open house at 7pm, May 3rd, about an underpass in Salmon Arm. Salmon Arm Silverbacks are having a community appreciation night May 3rd at 5pm at Shuswap National Golf Course. K. Flynn noted appreciation for attending the Southern Interior Local Government Association's annual conference in Revelstoke. He got to meet Fred Brusky who was a councillor for six years, sat as the president of the hotel association for Canada, has been in tourism for 50 years; K. Flynn suggested that F. Brusky present at a future committee meeting.

P. Demenok and R. Talbot left the meeting.

P. McIntyre-Paul - Trail based destination events: Salty Street Fest (May 12, 10AM-3PM) – Downtown Salmon Arm; Salty Dog Enduro (May 13, 9:30AM) – South Canoe; Provincial High school Mountain Bike Championships (May 26); National Indigenous Day (June 21) – Pierre’s Point, also Quaaout; BC Swing Camp Workshop (Aug 12-18); Lewiston Ultra Marathon (September 29) – Sold out, 500 participants; Salmon Symposium (September 30); Wild Salmon Caravan leading up to Salute to the Sockeye (September through October).

Guest: Jay Simpson - Canada Day celebrations in Scotch Creek.

D. Lepsoe - Indigenous events going on June 15th, 16th and 17th. KJ’s ball tournament in Squilax. 3 events in Chase on May 5th.

6. Next Meeting

September 6, 2018 at 1:00 PM, location to be determined.

7. Adjournment

Moved By T. Rysz

Seconded By J. Ziercke

THAT: the May 3, 2018 Shuswap Tourism Advisory Committee meeting be adjourned.

CARRIED

Chair

I would like to start off by thanking SILGA for the wonderful opportunity they offer to youth in our area. It's initiatives like these that allow interested young people to become involved in their local governments and feel like a part of the community and province they grow up in. The idea of applying to attend UBCM came from my friend Allie Landy. She attended the 2017 conference with SILGA and the City of Salmon Arm, and after hearing of her experience I was incredibly excited about the prospect of perhaps attending myself. I mentioned this to my cousin Carolyn Black who works with the TNRD, and she got in touch with CSRD area director Rene Talbot. It was the start of what would ultimately become my trip to Whistler.

Additionally, in the fall of 2017, our school decided to pilot a new course in which a small group of students would attend city council meetings to provide some youth input into our own local government. This meant I had connections with the City before applying for UBCM. I met with the CSRD board in mid-August and was introduced to their directors, along with Director Talbot who was my mentor at UBCM. I feel certain that one of the many reasons I enjoyed the convention as much as I did was because I had already established connections with three local governments before attending. This allowed me to attend a large variety of meetings and sessions with many different groups. Being able to accompany different local government delegates allowed me to get a broader understanding of the issues spread throughout British Columbia. I found that while the different Regional Districts and Municipalities are unique, they share many of the same complex and challenging issues. In my mind, this was one of my most notable takeaways from UBCM. I heard many conversations between officials from different areas of the province comparing notes as to how they had tackled specific problems. It made me realize that for all the sessions, the workshops, the speeches and the resolutions, the heart of the conference was the networking amongst the delegates.

I spent much of my time meeting people from across the province. This was one of my favourite parts of the convention. I attended many of the receptions held during the week, and it was at these that I met the Premier, Minister Selena Robinson, UBCM president Arjun Singh, and many others. Throughout the week, I also met Ministers, MLA's, Electoral Area Directors, Mayors, Councillors, and governmental staff from around the province. On Monday, I went on the agricultural tour and met like-minded people and was amazed by the variety of topics discussed while on the tour. I continued to be amazed throughout the entire conference. On Tuesday, I got my first taste of lobbying the provincial government when I accompanied the CSRD to their meeting with the Minister of Agriculture; they were discussing abattoir regulations and legalizing the on-site kill of meat animals on the farm. I was impressed as this is a topic that has often been discussed at our family dinner table, and I was pleased to be able to give my opinion as a farmer in support of the CSRD's request. For me, this was one of the highlights of the convention, and it touched on one of the key ways to get youth involved.

Listening, as the Honorable Lana Popham did during our meeting, or as the City of Salmon Arm does with our youth council, shows youth that their voice is being heard and their opinion matters.

My primary conclusion from the convention builds on what I have been learning while taking part of the Salmon Arm City youth council - local government has a much larger role in our societies than many give them credit for. In Salmon Arm, I witnessed first hand the numerous decisions made by Council that affect its residents, and I was ever more astounded when I came to realize that they are in fact one cog in the many gears that work as a collective for the residents of British Columbia. Together, the municipalities and electoral areas of BC have an impact far greater than most British Columbians comprehend.

Over the week since the conference, I have been thinking alot about the convention's theme: Communication, Collaboration, Cooperation. A theme I admit I didn't understand when I first read it back in July. Now looking back I can say that I do understand it, but without the experience I would never have understood how vital those three C's are to our province. I believe now that I understand the theme enough to make my own extrapolations on what those three C's mean for someone like myself - a youth interested in politics. It is through those three practices, Communication, Collaboration, and Cooperation, that I believe governments, whether at the local, provincial, or federal levels, can engage and connect with youth. First, we need to target efforts toward engaging students who show interest, then open discussion and offer them opportunities to get involved. This is where collaboration comes in. For students to have the desire to stay involved, they need to feel that their contribution is being taken seriously. As I mentioned previously, it is very encouraging to know that your opinion is being heard. Members of the community, youth and adults alike, are more likely to take an active role in their community when they know that their hard work is appreciated. That brings us to cooperation, the key to any successful enterprise. Different groups have to be able to work together to create beneficial change. It is through the sharing of thoughts, knowledge and opinions that many great ideas are conceived and implemented. Youth are yet another resource to be tapped for their perspectives in order to make well-rounded decisions for not only current generations, but up and coming generations as well. The initiatives already undertaken by the Southern Interior Local Government Association, as well as by Mr Gomme and the City of Salmon Arm are positive steps toward getting youth interested and involved, and I'd like to see more initiatives like these across the province.

In closing, I'd like to thank the CSRD, especially Director Talbot, for all they did during my trip to UBCM. I am also very grateful to the TNRD and the City of Salmon Arm for including me their activities. This enriching opportunity would not have been possible without

SILGA's generous and forward thinking initiative in sponsoring youth participation at UBCM, and I am grateful to have taken part in such a valuable program.



BOARD REPORT

TO: Chair and Directors

File No: 7200 01

SUBJECT: Establishment of a Regional Junior Firefighter Program

DESCRIPTION: Report from Derek Sutherland, Team Leader, Protective Services, dated October 3, 2018. Authorization for the establishment of a regional junior firefighter program.

RECOMMENDATION: THAT: the Board support, in principle, the establishment of a junior firefighter program for CSRD fire departments to engage and provide youth an opportunity to learn firefighting skills in a safe and inclusive environment.

SHORT SUMMARY:

The CSRD's volunteer fire departments have long been dedicated to the communities they serve. The Junior Firefighter Program will provide an opportunity for youth in the region to acquire basic firefighting skills. The program is designed to help 15 to 17 year olds learn the value of public service and build character, while stimulating an overall interest in the fire service. The program is designed to support and enhance youth's contributions to the community with an opportunity to enhance future recruiting and training opportunities.

VOTING:

Unweighted
Corporate



LGA Part 14
(Unweighted)



Weighted
Corporate



Stakeholder
(Weighted)



BACKGROUND:

The Junior Firefighter Program is a new program proposed for the CSRD's 13 fire departments. The program has been offered with success in other jurisdictions. The Town of Golden had a program in the past and the District of Sicamous currently has a program in place. CSRD staff has been in discussions with the administration from the area high schools, who will offer course credits to students who participate in the program if implemented. The municipal fire departments within the region that are not currently offering the program have been included in discussions and have expressed some interest in joining the CSRD in offering the program.

FINANCIAL:

Costs for this program are estimated to be \$5,000 per year, per department for program development, instructor time and proper equipment (PPE) for the students. Whenever possible, junior members will be outfitted with existing spare equipment. Costs for 2018 will be negligible and beginning in 2019, \$5,000 per department per year will be allocated to each respective fire department budget, through the budget process.

KEY ISSUES/CONCEPTS:

The Junior Firefighter Program benefits the participants, the fire department and the community. Participants learn new skills, the value of public service and build character in a constructive and inclusive team environment, while earning up to four course credits for each year of participation in the program. The fire departments benefit from a steady influx of already trained recruits, if the junior

participants are interested in joining the departments as a regular member once they turn 18. A significant part of the program is designed to teach the value of community service, which is key for volunteer fire departments. Participants are expected to participate in the various community events lead by the fire departments. Participants will not respond to calls for service, but may be engaged in cleanup activities at the fire hall after an incident.

Safety of the students who participate in the program is a top priority and focus in the program. Students will participate in a modified training program designed to limit exposure to higher hazard activities. They will be issued all appropriate personal protective equipment and will be closely supervised by experienced firefighters. A comprehensive Standard Operating Guideline (SOG) will be developed and implemented prior to commencement of the program.

IMPLEMENTATION:

Upon Board approval, CSRD staff will work with the relevant school districts to develop and implement a Standard Operating Guideline as well as an application document and selection criteria.

DESIRED OUTCOMES:

The Board approve the recommendation to implement a Junior Firefighter Program within CSRD fire departments.

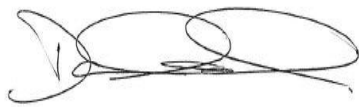
BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2018_10_18_ Junior Firefighter Program.docx
Attachments:	
Final Approval Date:	Oct 5, 2018

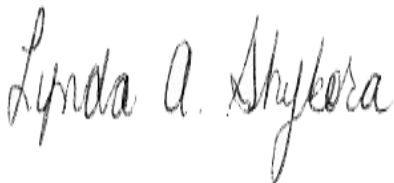
This report and all of its attachments were approved and signed as outlined below:



Darcy Mooney - Oct 4, 2018 - 2:52 PM



Jodi Pierce - Oct 4, 2018 - 3:22 PM



Lynda Shykora - Oct 4, 2018 - 4:43 PM



Charles Hamilton - Oct 5, 2018 - 8:33 AM



BOARD REPORT

TO: Chair and Directors

File No: Bylaw 5738 SI Bylaw 9106

SUBJECT: No Further Borrowing Resolution – Lakeview Place

DESCRIPTION: Report from Jodi Pierce, Manager, Financial Services dated October 4, 2018.

RECOMMENDATION #1: THAT: the Board confirms that there will be no further borrowing against Columbia Shuswap Regional District Bylaw No. 5738, being the “Lakeview Place Subdivision Water Upgrade Loan Authorization Bylaw” and the remaining unissued loan authorization in the amount of \$252,171.72 will be cancelled.

SHORT SUMMARY:

Security Issuing Bylaw No. 9106 was adopted in April 2018 to convert temporary borrowing for the water upgrades at the Lakeview Place subdivision to long-term debt. As the security issuing bylaw was less than the loan authorization bylaw, the Municipal Finance Authority requires a “no further borrowing” resolution to complete the borrowing process.

VOTING:	Unweighted Corporate <input type="checkbox"/>	LGA Part 14 (Unweighted) <input type="checkbox"/>	Weighted Corporate <input checked="" type="checkbox"/>	Stakeholder (Weighted) <input type="checkbox"/>
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BACKGROUND:

Lakeview Place Subdivision Water Upgrade Loan Authorization Bylaw No. 5738 was adopted in January 2017, authorizing up to \$335,000 in long term borrowing for the purpose of providing upgrades to the Lakeview Place Subdivision Water distribution system and to carry out a water main extension to allow for connection to the Cedar Heights Waterworks. Subsequent to the loan authorization, a grant was received from the Province towards construction costs which reduced the required long-term borrowing. As the project is substantially complete and the temporary borrowing has been converted to long-term debt in the amount of \$82,828 by way of Security Issuing Bylaw, the Board needs to authorize a “no further borrowing” resolution so that the Municipal Finance Authority can complete the loan authorization cycle.

POLICY:

Lakeview Place Subdivision Water Upgrade Loan Authorization Bylaw No. 5738 and Security Issuing Bylaw No. 9106

COMMUNICATIONS:

The resolution will be forwarded to the Municipal Finance Authority.

DESIRED OUTCOMES:

That the Board confirms no further borrowing against Lakeview Place Subdivision Water Upgrade Loan Authorization Bylaw No. 5738.

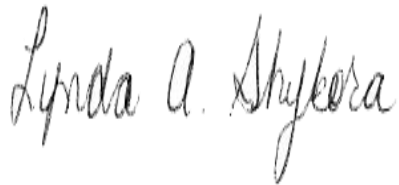
BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2018-10-18_Board_FIN_No further borrowing (Lakeview).docx
Attachments:	
Final Approval Date:	Oct 4, 2018

This report and all of its attachments were approved and signed as outlined below:



Lynda Shykora - Oct 4, 2018 - 11:14 AM



Charles Hamilton - Oct 4, 2018 - 11:26 AM



BOARD REPORT

TO: Chair and Directors

File No: 0580 01

SUBJECT: Work BC – Emerging Priorities Grant Application

DESCRIPTION: Report from Robyn Cyr, EDO, dated October 15, 2018. Authorization is required from the Board to submit a grant application to Work BC – Employment Services – Community Workforce Response Grant – Emerging Priorities.

RECOMMENDATION #1: THAT: the CSR D Board provide authorization to the CSR D Shuswap Economic Development department for the submission of a grant application of up to \$300,000.00 to Work BC – Employment Services – Community Workforce Response Grant – Emerging Priorities program.

SHORT SUMMARY:

Funding has become available through Work BC that supports communities undergoing a significant shift in the local labour market. Reasons for that shift may be an industry closure or expansion, a natural disaster such as a forest fire or a flood, or other conditions that have impacted employment in the community.

The Elite Sawmill in Malakwa closed indefinitely in 2017, due to a fire which directly displaced approximately 35 full time workers and indirectly displaced several others in the small rural communities of Malakwa and Sicamous. While historically founded on the lumber industry these local economies have suffered ongoing reductions in natural resource development employment for several years prior to this last closure. Louisiana Pacific was a major employer in the region and the permanent closure of the sawmill in the late-2000's saw many residents unable to find jobs in the area. Area residents have sought to re-invent and re-invigorate their skill-sets as the local economy has become more reliant on service and tourism jobs and less reliant on higher paying natural resource jobs.

Many of the impacted sawmill workers have had difficulty adapting to the changing skill requirements of the changing local economy. This program will aim to help these impacted workers adapt to the local changing job market. It is important to note that according to census data, the population of this region has both aged and declined over the last 10 years.

Funding has become available through the Work BC – Emerging Priorities funding grant that will provide up to \$300,000.00 for employment assistance services, skills training, and financial support for participants if they are required to live away from home to attend courses that will ultimately allow them to find full time employment or be self-employed.

VOTING:

Unweighted
Corporate



LGA Part 14
(Unweighted)



Weighted
Corporate



Stakeholder
(Weighted)



BACKGROUND:

This program will be a partnership between Okanagan College and the CSR D Shuswap Economic Development department.

Okanagan College delivered a similar program in Revelstoke in 2014 which was called "Experience Works" and was specifically targeted to prepare workers for new and immediate employment or self-employment.

Based on five years of successful experience delivering the Experience Works program in Revelstoke, Okanagan College can state with confidence that the program increases the employability of workers and ensures they remain active and productive in the labour market. Okanagan College continually consults with community partners to ensure that the program is current and meets the local labour market needs.

Experience Works combines relevant, hands on and practical skill training for workers with community outreach activities. These activities promote and inform various employment sectors about the benefits associated with a slightly older demographic of workers enhancing their opportunity to find employment. The program will be marketed to the eligible older worker and promoted via their community partnerships.

The new program that is being proposed would have similar goals for the eligible applicants. Work BC will fund up to \$15,000.00 per individual to attend this course.

The Shuswap Economic Development Strategy also supports the development of programs that can provide support for older workers to be able to become self-employed.

POLICY:

This request is under the authority of Bylaw No. 5582, Section 11 (b) for the delegation of authority in relation to grant applications.

FINANCIAL:

There are no financial implications to the CSRD Shuswap Economic Development department to submit this grant application other than wages for the Economic Development Officer to submit the application and ensure that reports are prepared and submitted as required.

KEY ISSUES/CONCEPTS:

The key concept to the submission of this grant application is to support Okanagan College in the development of a skills training program to the unemployed, underemployed, or precariously employed participants in Malakwa and Sicamous to enable these participants to obtain fulltime employment or become self-employed.

IMPLEMENTATION:

The grant application will be prepared in partnership with the CSRD Shuswap Economic Development department and Okanagan College. The CSRD Shuswap Economic Development department will be the eligible applicant and Okanagan College will deliver the program as identified. I would also recommend that a memorandum of agreement is developed between the CSRD Shuswap Economic Development department and Okanagan College for the delivery of this program.

COMMUNICATIONS:

Regular communication and updates will be provided to R. Cyr, EDO, and reports will be prepared to be presented at the regular Shuswap Economic Development Advisory Committee meetings. The minutes of these meetings are then presented to the CSRD Board at regular board meetings.

DESIRED OUTCOMES:

The desired outcomes of this report would be that the funding for the Work BC – Employment Services – Community Workforce Response Grant – Emerging Priorities program application is approved and up to 15 residents of Malakwa and Sicamous gain the skills to obtain employment or become self-employed.

BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Overview of the "Experience Works" targeted initiative for older workers program delivered in Revelstoke in 2014.

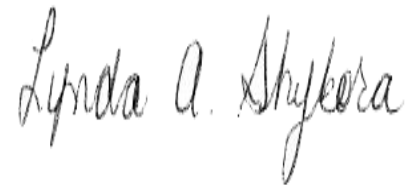
Report Approval Details

Document Title:	Works BC Application - Emerging Priorities Grant Application.docx
Attachments:	- Overview of Archived TIOW Experience Works.pdf
Final Approval Date:	Oct 16, 2018

This report and all of its attachments were approved and signed as outlined below:



Jodi Pierce - Oct 16, 2018 - 8:43 AM



Lynda Shykora - Oct 16, 2018 - 11:20 AM



Charles Hamilton - Oct 16, 2018 - 1:13 PM

Overview of “EXPERIENCE WORKS” Targeted Initiative for Older Workers Program MJTST
Program delivered in Revelstoke 2014 – OKANAGAN COLLEGE

Program Summary:

Okanagan College proposes to deliver the Experience Works program in Revelstoke and prepare older workers for new and immediate employment. Based on five years of successful experience delivering the Experience Works program in Revelstoke, Okanagan College can state with confidence that the program increases the employability of older workers and ensures they remain active and productive in the labour market. Okanagan College continually consults with community partners to ensure our program is current and meets the local labour market needs.

Experience Works combines relevant, hands on and practical skill training for older workers with community outreach activities. These activities promote and inform various employment sectors about the benefits associated with an older demographic of workers enhancing their opportunity to find employment. The program is marketed to the eligible older worker and promoted via our community partnerships.

Over two years, Experience Works will provide support to six groups of eight unemployed in our community between the ages of 55 – 64. Experience Works is a sixteen weeks program with participants receiving a minimum of 25 hours/week of programming for twelve weeks. The expected results include five of the eight participants in each intakes will be employed or self-employed within three months of their program end date. The program will provide participants with an increase in their employability, literacy, confidence, employment skill training, labour market knowledge and access to local resources.

Experience Works begins with two weeks of personal development in a group setting. This allows the participants to benefit greatly from the support network associated with team work, increase their confidence and develop a support network. During this time, Okanagan College will provide each individual with the Test of Workplace Essential Skills (TOWES). The TOWES assessment results provide participants and staff with the opportunity to determine the supports required for individual participants to achieve success. As appropriate, participants will be referred to Okanagan College’s Centre of Learning and/or to the College’s Adult Academic and Career Preparation Instructor to conduct an initial academic skills assessment which will be used to recommend a plan for academic upgrading. Upgrading is currently tuition free and participants will be encouraged to utilize this resource if it fits with their employment goals. The group will also be provided with workshops that include information on stress management, wellness and coping skills to benefit them throughout their job search.

Following the personal development group workshops, Experience Works provides two weeks of computer literacy/fundamental training for all participants. Again, based on our experience many older individuals are uncomfortable using computers, and low computer skills can be a significant barrier for an older worker’s ability to be successful in the current technology based world. Past participant evaluations of Experience Works frequently identify the computer training as one of the most beneficial components of the program.

Following the computer training, Experience Works moves into specific skills training. The training provided will vary depending upon the client’s identified employment goals. Okanagan

College recognizes the importance of not saturating a vulnerable labour market with too many individuals holding similar certificates, and the College also recognizes that some participants may be interested in training for employment in other areas of British Columbia. Okanagan College has the ability and resources to provide a variety of training options to meet the participant's employment goals. Participants will choose the certificates that best fit their employment goals in consultation with the Program Coordinator. For an example of a list of available certificates see Appendix A.

The certificates Okanagan College has identified are consistent with community labour market need as supported by the City of Revelstoke's Sustainability Action Plan 2013 (<http://bc Revelstoke.civicplus.com/DocumentCenter/View/1104>). The report indicates that between April – November 2012, Work BC Revelstoke advertised 555 hospitality, 207 trades, 90 office and professional and 57 retail positions. Certificate training such as Food safe, WHMIS and First Aid combined with computer training and customer service training help participants in develop the skills required to meet Revelstoke's labour market demands.

The Experience Works program concludes with a number job search and employment success workshops. For this proposal, Okanagan College partnered with WCG to provide job search and employment success workshops. WCG also operates the Revelstoke Work BC office. They will provide two weeks of workshops including Career Assessment (Intro to Strong Interest inventory and on-line completion of the assessment), personal planning and goal setting, time management/organizational skills, the Unemployment Rollercoaster, identifying employability skills/, resumes, cover letters, effective references, self marketing, networking, interview skills, informational interviewing, job leads, the hidden job market and effective workplace behavior.

Throughout the program, speakers from the business/employer community will be invited to provide information about various employment fields, and service providers will be invited to provide information about resources and programs available within our community.

Okanagan College recognizes the need for support to allow individuals to come in and speak with someone about their personal circumstances, needs and career plans. This aspect of our program is aligned with local evidence provided in the City of Revelstoke's Sustainability Action Plan 2013. The plan states that, "Most individuals who are not working experience multiple barriers to being successful full-time employees, including life skills challenges, substance abuse, mental health issues, lack of experience or training and limited transportation and child care options" (p.7).

A significant portion of our program will include individual support from Okanagan College staff. Each participant will meet with staff a minimum of once each week. Staff will support participants in exploring employment opportunities and refer them to additional community resources to address multiple barriers to employment.

Okanagan College staff will work diligently with the program participants and employers in our community to find employment opportunities for program participants. If a participant or staff member is able to find employment for the participant, Okanagan College will enter into a wage subsidy agreement with the employer. The program will end with individual follow-ups with each participant and continued support in finding employment. If additional support is required, Okanagan College will refer the participant to the employment center or another appropriate service provider.

Project Objectives:

1. To support unemployed individuals ages 55 – 64 in increasing their employability in today's labour market.
2. To increase the participants' self-awareness and support them in developing a detailed and personal career plan.
3. To support the individual in their personal development including building self-confidence while enhancing their communication and conflict resolution skills.
4. To provide each participant with access to the TOWES to ensure that the program supports we provide are appropriate and set each participant up for success.
5. To refer program participants for a Skills Assessment conducted by a qualified Okanagan College Adult Academic and Career Preparation Instructor and provide individuals with opportunities to upgrade.
6. To provide participants with specific certificates including. See Appendix A for a list of possible certificates.
7. To provide participants with workshops designed to enhance their employability including resume writing, interview skills, job search skills and labour market information.
8. To provide participants with information about community resources through guest speakers in the classroom.
9. To provide participants with individual support throughout the program.
10. To provide program participants with the opportunity to gain work experience by participating in a wage subsidy or work experience.
11. To provide program participants with individual follow-up and support following their wage subsidy to enable them to secure employment following the program.
12. To market the program and older workers to our local employers and business community with the goal of assisting program participants in securing employment.
13. To refer program participants to the employment centre for appropriate employment interventions as necessary.
14. To provide information to the employer community about the benefits associated with hiring an older worker.

APPENDIX A

Courses / Workshops / Certificates

Computers / Social Media

- Computer Literacy
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- WordPress Websites
- Social Media Basics (Google, Facebook, LinkedIn)

Customer Service / Employment Workshops

- WorldHost
- FoodSafe
- Customer Sales & Support
- Managing Performance
- Communication Skills / Conflict Resolution
- Working in Teams
- Creating and Updating Resumes and Cover letters.
- Being Adaptable
- Career Planning / Career Cruising
- Labour Market Research
- Interview Skills / Post Interview Follow-up
- Personal Planning and Goal Setting
- Accepting, Starting and Maintaining Employment
- Unemployment Roller Coaster
- Mock Interviews

Adult Education / Essential Skills

- AACP (Adult Academic Career Preparation) – English/Math
- TOWES (Test of Workplace Essential Skills)

Vocational Training

- Occupational First Aid – Level 1 & Transportation Endorsement
- Occupational First Aid – Level 3
- Standard First Aid
- Emergency Childcare First Aid
- Air Brakes Endorsement
- WHMIS (Workplace Hazardous Materials Information Systems)
- H2S Alive
- Traffic Control Certification
- Transportation of Dangerous Goods
- Chainsaw ENFORM Certificate
- Ground Disturbance / Fire Suppression

Certificates

- Basic Accounting Certificate
- Simply Accounting Certificate
- Introduction to Office Administration

Columbia Basin & Boundary Connectivity Strategy



Columbia Basin & Boundary Connectivity Strategy

Purpose of this document

The purpose of this Connectivity Strategy is to clearly communicate, develop awareness and to obtain support for a plan towards realizing the potential of a highly connected region. The audience for this plan is any community member who has an interest in the connectivity of their region. This strategy is based on a shared vision and objectives in relation to clear needs and identified strategic benefits.

This is not an engineering document. It should be used to establish a general approach and framework for prioritizing need for sustainably connecting the Region. This plan should be used to guide more detailed incremental connectivity plans, grant applications and connectivity deployments throughout the Region.

Ownership of this Plan

This strategy is owned and overseen by the Regional Broadband Committee (RBBC). The RBBC will act as curator for this plan ensuring that it is both updated with regularity and that milestones contained within it are tracked accordingly.

Region

References to the “Region” in this document mean the area including the Columbia Basin, as defined in the Columbia Basin Trust Act, and the Boundary Region of the Regional District of Kootenay Boundary.

Background

It is currently cheaper to provide fast and reliable Internet to densely-populated urban centres than it is to provide that same service to rural areas. The traditional economic motivators are clear for Internet providers and large incumbent carriers: the more people living in an area, the more people there are to pay for service. For large incumbent carriers, the business case for providing adequate connectivity in rural areas is absent. That disparity in service has put residents in rural BC at a significant disadvantage compared to urban counterparts. Within the Region, this issue is particularly acute.

Rural business owners, farmers, students, health and technology professionals in the Region are not able to keep up with their counterparts in centres like Vancouver or Kelowna. The magnitude of the task is further intensified by the challenging geography of the Region (mountainous, deep valleys). To address this challenge head-on, help is required both at all levels of government and within communities themselves. The effort to truly connect the Region will require partnerships both large and small.



Columbia Basin & Boundary Connectivity Strategy

Regional Broadband Committee

The Regional Broadband Committee (RBBC), established in 2014, has the following mission:

'The Regional Broadband Committee is a united voice to advocate for all our constituents through leadership, knowledge sharing, and a common understanding of the current and future needs of high speed broadband Internet services in the region.'

The RBBC membership consists of one elected official from each of:

- Columbia Shuswap Regional District
- Kootenay Boundary Regional District
- Ktunaxa Nation Council
- Regional District of Central Kootenay
- Regional District of East Kootenay
- Village of Valemount

Columbia Basin Broadband Corporation

Columbia Basin Broadband Corporation (CBBC) is a wholly owned subsidiary of Columbia Basin Trust (the Trust) created to improve connectivity to Basin communities and rural areas.

The Trust provides funding support for CBBC's ongoing operating costs and the costs of activating CBBC's Open Access¹ fibre optic network in the Region. CBBC acts as the network manager, operator and developer, and as a resource to service providers. CBBC works closely with the RBBC and Basin communities to provide support to those seeking to extend or improve local service.

Indigenous Connectivity

Comprehensive and robust connectivity is particularly important for Indigenous peoples in both the preservation of language and culture, as well as ensuring the ability to fully participate in the digital economy.

CRTC: Broadband a Basic Service for All Canadians

In December 2016, the Canadian Radio-television and Telecommunications Commission (CRTC) declared that broadband access Internet service is now considered a basic telecommunications service for all Canadians.²

CRTC has set the following Universal Service Objective (USO) targets for the basic telecommunications services that Canadians need to participate in the digital economy:

¹ <https://muninetworks.org/content/open-access>

² Telecom Regulatory Policy CRTC 2016-496, <https://crtc.gc.ca/eng/archive/2016/2016-496.htm>



Columbia Basin & Boundary Connectivity Strategy

- Speeds of 50 megabits per second (Mbps) download/10 Mbps upload for fixed broadband Internet access services.
- An unlimited data option for fixed broadband access services.
- The latest mobile wireless technology available not only in homes and businesses, but also along major Canadian roads.

RBBC's Vision

'Equitable, affordable high-speed broadband Internet services throughout the region, ensuring rural economic development and sustainable, healthy communities.'

RBBC's Benefit Statement

- Information and Communications Technology (ICT) and broadband infrastructure are strategically important tools for economic, education, health, public safety and civic growth and that all communities within the Region should have affordable and reliable Internet access;
- Community based broadband strategies are being developed and regional broadband infrastructure is being strengthened and expanded; and
- The participating organizations in the Region have expressed a desire to explore and develop a regional approach to developing broadband capacity within the Region in order to coordinate and maximize available resources and identify mutually beneficial opportunities.

Targeted Outcomes

1. Access to and adoption of broadband allows the Region to retain and grow businesses, create and retain skilled workers, and re-invigorate communities.
2. Access to health care through advanced tele-medicine diagnostic and specialty care is widely available in the Region, with broadband in the home sufficient to allow home tele-health services to be provided.
3. Regional educational institutions have network resources and the capacity to meet 21st century learning needs.
4. The Region has robust public safety communications systems to ensure that all residents are provided with timely information when needed.

Initiative Objectives and Scope

The essence of the objectives are simple: at completion of this plan, the Region should attain at minimum the standard defined by the CRTC Universal Service Objective (USO). Anticipating that the USO will evolve throughout the timespan of this plan, the objectives aim for standards beyond what is currently stated by the CRTC.

The RBBC sets out the following objectives:



Columbia Basin & Boundary Connectivity Strategy

1. 100% of critical community assets³ in the Region will have broadband Internet access speeds of at least 1/1 Gbps.
2. 85% of households in the Region will have broadband Internet access speeds capable of at least a committed 100/10 Mbps⁴.
3. The latest generally deployed mobile wireless technology will be available on every major transportation road⁵ in the Region.
4. Within the next 24 months, timelines will be established for achieving the first three objectives.

Quantifying the Connectivity Gap

While connectivity gaps are recognized and reported by residents of the Region. Empirical data is largely lacking. In 2017, the Northern Development Initiative Trust commissioned KPMG to produce a *Benchmarking Connectivity in British Columbia*⁶ report. While the report does provide some useful benchmarking information for urban areas, the CRTC data used⁷ to establish connectivity benchmarks for the Region has been found to be inaccurate and understates the actual connectivity gap.

It is important that accurate data be produced to empirically quantify the gap both to assist in determining the acuteness of the problem, as well as establishing a more accurate estimation of the cost of addressing the connectivity gap.

Cost and the Economics of Rural Connectivity

As noted above, accurate data describing the connectivity gap in the Region is largely lacking. The CRTC roughly estimates the cost to adequately connect rural Canada and the North at \$7 billion.⁸ The cost to adequately connect the Region could likely be in a magnitude of several-hundred million dollars.

The business case for large traditional broadband carriers is largely absent in the Region and in most rural areas of Canada. Communities who have waited for traditional broadband carriers to connect their communities have grown weary and discouraged. Unless economic factors for broadband deployment significantly change, waiting for large traditional carriers to address the Region's needs is not a sufficient strategy.

³ Critical municipal assets: Hospitals, schools, municipal & emergency services, and downtown business cores

⁴ Given the costs and challenging topographies in the region it is not feasibility or realistic to attempt to establish a universal objective. It is hoped that the remaining 15% of households in The Region can achieve 50/10 Mbps

⁵ Every numbered highway: <https://www2.gov.bc.ca/gov/content/transportation/transportation-reports-and-reference/numbered-routes>

⁶ <https://www.northerndevlopment.bc.ca/connecting-british-columbia-resources/>

⁷ <https://crtc.gc.ca/eng/publications/reports/policymonitoring/2016/cmr.htm>

⁸ Broadband Connectivity in Rural Canada: Overcoming the Digital Divide: <http://www.ourcommons.ca/DocumentViewer/en/42-1/INDU/report-11>, Page 24



Columbia Basin & Boundary Connectivity Strategy

Regardless of the inaccuracy of cost, the order of magnitude of the likely cost indicates that no single entity can address the funding challenge alone, and numerous funding sources will need to be leveraged to close the gap in the Region.

Need for a Regional Approach: Prioritizing the Need

The existence of a coordinated regional approach will increasingly become a prerequisite for government grant funding applications.

The RBBC encourages the regional districts and First Nations communities to continue to coordinate with the Columbia Basin Trust's Broadband Initiative (CBBC) in broadband-related grant proposals.

General criteria for prioritizing a broadband project in the region:

- Number of communities benefiting
- Number of residents/households/businesses within those communities
- Magnitude of connectivity gap
- Cost per resident/household
- Existence of willing funding partners
- Existence of community champions
- Existence of technical, project management, and financial expertise required to complete and operate a project
- Long-term sustainability

Potential Funding Sources

Potential funding sources required to achieve this plan will be quite varied. The predominant funding sources are listed in the following table:

Government of Canada	Via programs such as those managed through either Innovation, Science and Economic Development, CRTC and/or Infrastructure Canada
BC Government	Via programs such as Connecting BC managed by NDIT
Regional Districts	Via Gas Tax funds, taxation
Municipalities	Via individual programs within given municipality
Columbia Basin Trust	Via the Trust's Broadband initiative
All Nations Trust Company (ANTCO)	e.g. Pathways to Technology
Carriers and Internet Service Providers	Individual service providers (both for-profit and non-profit)



Columbia Basin & Boundary Connectivity Strategy

Sustainability

Given the likely lengthy time-line of implementation and realization of this strategy, the rapid cycle to obsolescence of technology must be carefully monitored. Detailed construction/deployment and the associated operational plans must incorporate effective procedures and associated financial planning from implementation through to ongoing operations. In order to achieve optimal use of infrastructure, an asset lifecycle plan should be developed to ensure their proper servicing, upgrading, renewal and disposal.

Living Plan: Evolution of Technology

It is imperative that this plan remain 'living'. As technologies advance, so should the parameters of this strategy. A breakthrough in new technologies could completely change the profile of this plan. This plan should be reviewed and refreshed at minimum every 24 months. Some of the technologies that may prove impactful in the coming years include: **Low-Orbit Satellites⁹** and **5G¹⁰**.

Timelines, Risk and Probability

It is important to underscore that statements in this strategy have dependencies that are outside of the realm and control of the plan's authors. Specifically, addressing the connectivity gap in the region will require committed and sustained funding to do so. At the time of writing, adequate committed funding was largely absent. Therefore, this strategy cannot make confident statements about when objectives could be achieved. It is hoped that this strategy will assist in securing stable funding commitments so that objectives can be stated in more accurate time-related certainty in future versions of this document.

Without both a coordinated regional approach and secured and committed funding, there is a risk this strategy will not be viable.

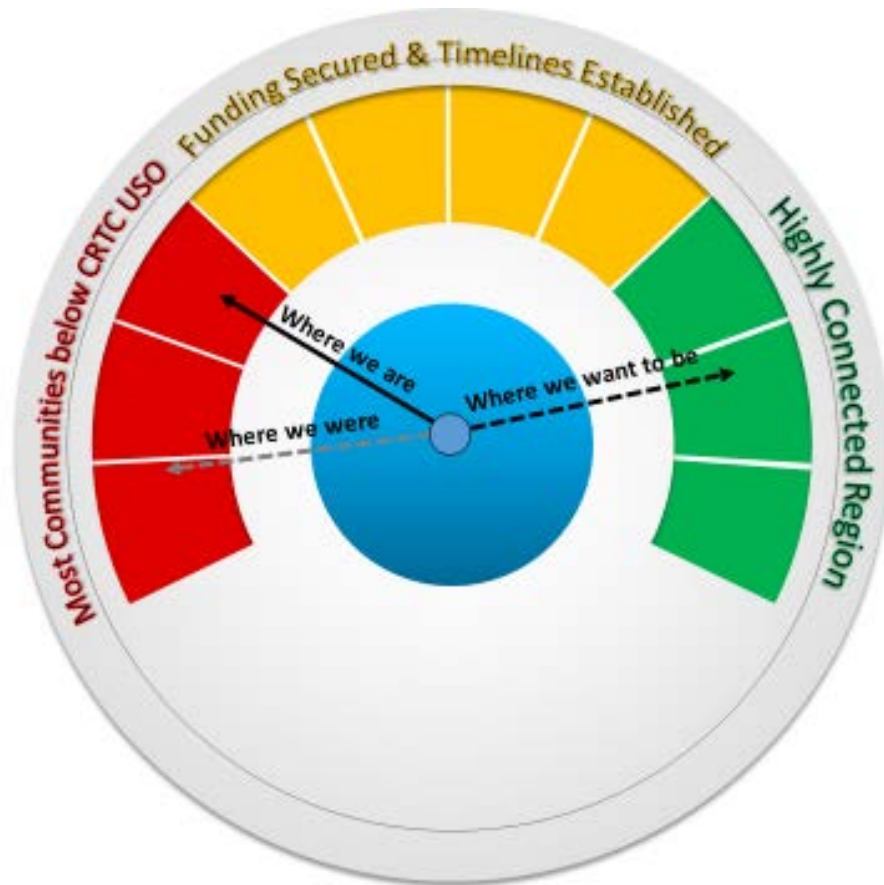
⁹ <https://www.wired.com/story/can-these-small-satellites-solve-the-riddle-of-Internet-from-space/>

¹⁰ <https://www.rcrwireless.com/20180114/opinion/debunking-5-common-myths-about-5g-reality-check-Tag10>



Columbia Basin & Boundary Connectivity Strategy

A clear benchmark indicator needs to be established so that residents can clearly monitor progress:



Columbia Basin & Boundary Connectivity Strategy

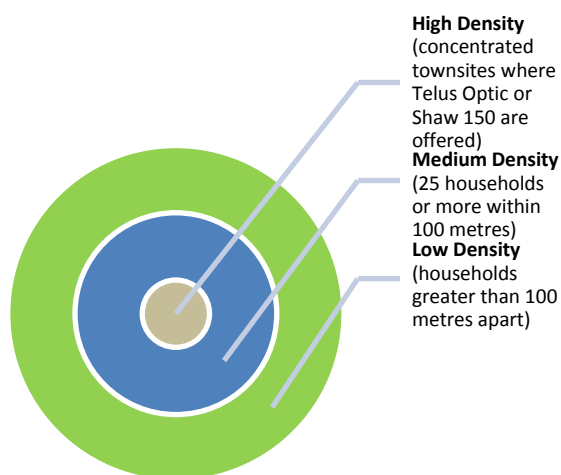
Appendix: Scope, Specific Objectives and Planned Measurements

Scope

The scope of this plan covers all communities and surrounding households in the Region that are considered underserved. The following table outlines the criteria for what is considered underserved and thus in scope of this plan:

Type	Minimum Standard
Critical Community Asset	Broadband Internet access speeds capable of at least 1/1 Gbps
Medium-Density Communities	Broadband Internet access speeds capable of at least a committed 100/10 Mbps
Low-Density Communities	Robust fixed wireless service capable of 50/10 Mbps
Major Transportation Road	Latest generally deployed mobile wireless technology available

Most high-density communities¹¹ (homes and businesses clustered within a concentration of 25 or more, within 100 metres of each other within the Region) are considered to have ‘adequate’ connectivity, where either Shaw 150 or Telus Optic have a service offering (e.g. services approximately capable of the CRTC USO) costs of bringing those communities to the stated standards are not the focus of this strategy. It should be noted that although connectivity within the core of high-density communities is largely considered adequate, surrounding areas are often underserved.



¹¹ Examples of high-density communities in The Region: Cranbrook, Castlegar, Rossland, Nelson, Grand Forks

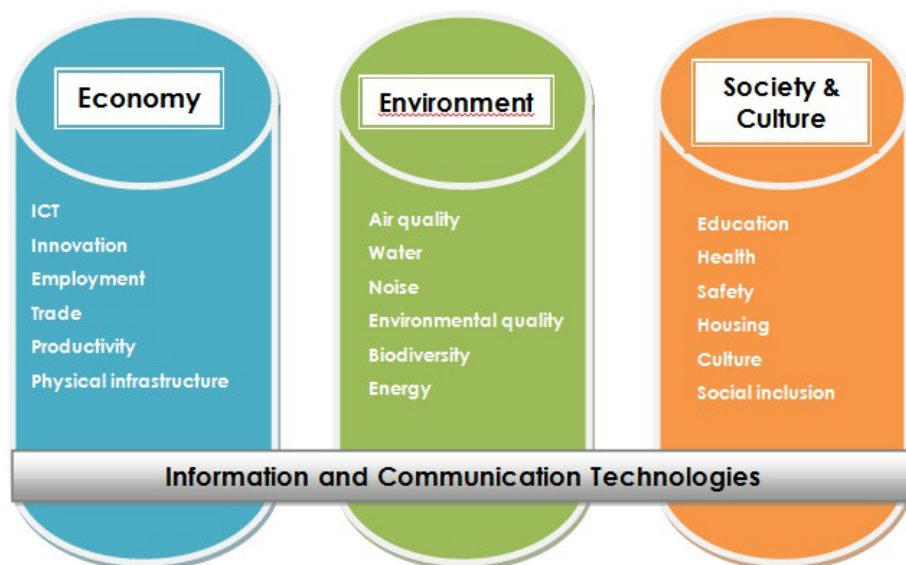


Columbia Basin & Boundary Connectivity Strategy

Specific Objectives

The United Nations Economic Commission for Europe (UNECE) in cooperation with the International Telecommunication Union (ITU) developed a proposal for a set of Smart Sustainable Cities Indicators.¹² The main objective of the UNECE “United Smart Cities” project, within which the draft Smart Sustainable Cities Indicators (SSCIs) have been elaborated, is to support regions/cities, *with economies in transition, to improve their sustainable growth while focusing on a more transparent and efficient use of their resources. Sustainable growth can also be achieved with easier access to new and affordable technologies and will result in better living conditions for citizens.*

The UNECE–ITU Smart Sustainable Cities Indicators (SSCI) visual representation:



¹² http://www.unece.org/fileadmin/DAM/hlm/documents/2015/ECE_HBP_2015_4.en.pdf

Columbia Basin & Boundary Connectivity Strategy

Targeted Outcomes and Planned Measurements

The RBBC proposes use of selected UNECE–ITU Smart Sustainable Cities Indicators (SSCI) to assist in measuring progress towards the targeted outcomes.

Targeted Outcomes	Smart Sustainable Cities Indicators (SSCI)
Access to and adoption of broadband allows the Region to retain and grow businesses, create and retain skilled workers, and re-invigorate communities.	<ul style="list-style-type: none"> • Attractiveness for skilled people • Employment trends • ICT infrastructure • Internet access in household • e-Commerce transactions
Access to health care through advanced tele-medicine diagnostic and specialty care is widely available in the Region, with broadband in the home sufficient to allow home tele-health services to be provided.	<ul style="list-style-type: none"> • Adoption of telemedicine • Life expectancy • Electronic records • Sharing of medical resources • Maternal mortality trends
Regional educational institutions have network resources and the capacity to meet 21st century learning needs.	<ul style="list-style-type: none"> • Students' ICT capability • Adult literacy trends • Higher education ratio
The Region has robust public safety communications systems to ensure that all residents are provided with timely information when needed.	<ul style="list-style-type: none"> • Vulnerability assessment • Disaster mitigation plans • Emergency response • Disaster and emergency alert



Columbia Basin & Boundary Connectivity Strategy

Endorsement

This strategy is endorsed by:

Chair, Columbia Shuswap Regional District

Date:

Chair, Kootenay Boundary Regional District

Date:

Chair, Ktunaxa Nation Council

Date:

Chair, Regional District of Central Kootenay

Date:

Chair, Regional District of East Kootenay

Date:

Mayor, Village of Valemount

Date:





TO: Columbia Shuswap Regional District, Ktunaxa Nation Council, Regional District of Central Kootenay, Regional District of East Kootenay, Regional District of Kootenay Boundary and Village of Valemount

FROM: Columbia Basin/Boundary Regional Broadband Committee

DATE: September 13, 2018

SUBJECT: For Endorsement: Columbia Basin/Kootenay Boundary Connectivity Strategy

Purpose:

1. This memo seeks endorsement from participating Boards and Councils in support of the Regional Broadband Committee's Connectivity Strategy. This is a companion memo to the more comprehensive connectivity strategy attached.

Regional Broadband Committee:

2. The Regional Broadband Committee (RBBC) was established in 2014 and includes elected officials from Columbia Shuswap Regional District, Ktunaxa Nation Council, Regional District of Central Kootenay, Regional District of East Kootenay, Regional District of Kootenay Boundary and Village of Valemount.
3. The mission statement of the RBBC is:
 - *The Regional Broadband Committee is a united voice to advocate for all our constituents through leadership, knowledge sharing, and a common understanding of the current and future needs of high speed broadband internet services in the region.*

Enabling Regional Outcomes:

4. The CRTC has declared broadband internet a basic telecommunications service and have defined a minimum Universal Service Objective (USO) outlining the basic connectivity levels that all Canadians should have.¹
5. Adequate connectivity is a prerequisite for enablement of fundamental outcomes such as better health-care, education, public safety and overall quality of life.
6. Connectivity is key enabler for the regions' economic development goals.

¹ Telecommunications Commission: Closing the Broadband Gap
<https://crtc.gc.ca/eng/internet/internet.htm>

Connectivity Problem:

7. Residents, business owners, farmers, students, health and technology professionals in the region are increasingly unable to keep up with their counterparts in larger centres because of inadequate connectivity.
8. The region has a small population and challenging geography for developing infrastructure. This combination has created a disparity of service between rural BC residents and urban counterparts. Within the Columbia Basin and Boundary regions this issue is particularly acute.
9. Traditional economic motivators are clear for internet providers and incumbent carriers: the more people living in an area, the more people there are to pay for service, and the required infrastructure.
10. Connectivity in the region fails² to meet the CRTC USO.
11. Community engagement by Columbia Basin Trust has continued to confirm connectivity issues to be one of the top challenges within the region.

Quantifying the Problem:

12. The CRTC roughly estimates the cost to adequately connect rural Canada and the North at \$7 billion.³
13. The cost to adequately connect the Columbia Basin and Boundary regions could likely be in a magnitude of several-hundred million dollars.⁴
14. It is imperative that the region seek funding from all sources, federal, provincial and local governments as well as regional Trusts and industry partners.

Regional Goal:

15. The essence of the goal is simple, that the residents and businesses within Columbia Basin and Boundary regions attain at minimum the standard defined by the CRTC Universal Service Objective (USO), ideally beyond the USO, and do so in a timely manner.
16. Timing of attaining the stated goal will be directly related to the regions' ability to coordinate and acquire grant funding.

² Benchmarking Connectivity In BC – 2017 <https://www.northerndevelopment.bc.ca/wp-content/uploads/2015/06/Connectivity-Handbook.pdf>

³ Broadband Connectivity in Rural Canada: Overcoming the Digital Divide: <http://www.ourcommons.ca/DocumentViewer/en/42-1/INDU/report-11>, Page 24

⁴ Costs to connect the region could vary considerably; depending on connectivity deployment methods cost to connect the region could range between \$150M to \$350M

Need for a Regional Approach:

17. The existence of a coordinated regional approach will increasingly become a prerequisite for government grant funding applications.
18. The RBBC strongly encourages the region to ensure that broadband grant applications are reflective of regional priority of need.
19. The RBBC encourages the regional districts and Ktunaxa Nation Council to continue to coordinate with Columbia Basin Trust's Broadband Initiative (Columbia Basin Broadband Corporation) in broadband related grant proposals.
20. Criteria for prioritizing a broadband project in the region:
 - Number of residents/households/businesses benefiting
 - Magnitude of connectivity gap
 - Cost per resident/household
 - Existence of willing funding partners
 - Existence of community champions
 - Existence of technical, project management, and financial expertise required to complete and operate a project
 - Long-term sustainability

Building Awareness:

21. The magnitude of rural connectivity challenges are not generally well known or understood in urban settings.
22. A coordinated regional approach will help draw awareness to this issue and provide a tangible roadmap for addressing the challenges.

Endorsement:

23. The RBBC seeks approval from each member Board/Council in the approach stated in the memo.



BOARD REPORT

TO: Chair and Directors

File No: 7200 34 01

SUBJECT: Electoral Area D Community Works Fund – Ranchero Fire Hall Water System Upgrade.

DESCRIPTION: Report from Terry Langlois, Team Leader, Utilities, dated October 4, 2018. Community Works Fund request for upgrades to Ranchero Fire Hall Water System.

RECOMMENDATION #1: THAT: in accordance with Policy No. F-3 “Community Works Fund – Expenditure of Monies” access to the Community Works Fund be approved to a maximum amount of \$60,500 plus applicable taxes from the Electoral Area D Community Works Fund allocation for required upgrades to the Ranchero/Deep Creek Fire Hall water system.

SHORT SUMMARY:

The original well at the Ranchero/Deep Creek Fire Hall does not contain potable water. An engineering assessment has identified upgrades are required to achieve the acceptable safe drinking water standards for use by members of the fire department. The Electoral Area Director supports the recommendation.

VOTING:	Unweighted Corporate	<input type="checkbox"/>	LGA Part 14 (Unweighted)	<input type="checkbox"/>	Weighted Corporate	<input checked="" type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
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BACKGROUND:

Due to problems with the quality of water from the original well at the Ranchero/Deep Creek Fire Hall, a water connection to the adjacent residential care home water system was completed in 2009. The care home facility is currently in receivership and is vacant. As a result, the water system located inside the care facility has essentially been abandoned, with no one running or maintaining the equipment. A boil water notice has been put in place at Ranchero/Deep Creek Fire Hall water system as a precaution. Due to the location of the treatment equipment and nature of the treatment system, it is not possible for the CSR D to acquire the care facility’s system.

POLICY:

Policy No. F-3 “Community Works Fund – Expenditure of Monies” states that all expenditure of monies from the Community Works Fund be approved by the Board.

FINANCIAL:

A total of \$60,500 plus applicable taxes is being requested from the Electoral Area D Community Works Fund allocation to upgrade the water system that serves the Ranchero/Deep Creek Fire Hall.

The balance of the Area D Community Works Fund (Gas Tax) at September 30, 2018 is approximately \$348,000 after all previously approved commitments. Expenditure of the funds will be in accordance with the 2014-2024 Agreement between the UBCM and CSRD, dated July 7, 2014.

KEY ISSUES/CONCEPTS:

To upgrade the Ranchero/Deep Creek Fire Hall water system in order to meet acceptable drinking water standards for use by fire department members.

IMPLEMENTATION:

Upon Board approval, the required upgrades will commence in accordance with CSRD policies and procedures.

DESIRED OUTCOMES:

To secure the funding necessary to complete upgrades as recommended in the engineering assessment to supply the Ranchero/Deep Creek Fire Hall with safe, potable water.

BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

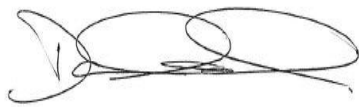
LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Gentech Engineering Inc. - Engineering Assessment and Cost Estimate

Report Approval Details

Document Title:	Area D Community Works Ranchero VFD water upgrades.docx
Attachments:	
Final Approval Date:	Oct 4, 2018

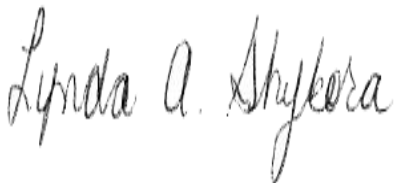
This report and all of its attachments were approved and signed as outlined below:



Darcy Mooney - Oct 4, 2018 - 2:59 PM



Jodi Pierce - Oct 4, 2018 - 3:41 PM



Lynda Shykora - Oct 4, 2018 - 3:56 PM



Charles Hamilton - Oct 4, 2018 - 4:18 PM



BOARD REPORT

TO: Chair and Directors

File No: 1850 31

SUBJECT: EOF Application – Sicamous/Area E – Eagle Valley Transportation Society

DESCRIPTION: Report from Jodi Pierce, Manager, Financial Services, dated October 10, 2018.

RECOMMENDATION #1: THAT: with the concurrence of the District of Sicamous and the Electoral Area E Director, the Board approve funding from the Sicamous and Area E Economic Opportunity Fund to the Eagle Valley Transportation Society in the amount of \$25,000 for the purchase of an electric vehicle.

SHORT SUMMARY:

Information relating to this EOF request is attached and is supported by the Electoral Area E Director and the District of Sicamous. The purpose of this project is to keep seniors in their rural communities where they can contribute to the economic benefit of those communities. These seniors primarily live in residences supported by the Eagle Valley Senior Citizens Housing Society which is one of the largest year round employers in the District of Sicamous, and the seniors continue to utilize local shops and services within the District.

VOTING:

Unweighted
Corporate

☐

LGA Part 14
(Unweighted)

☐

Weighted
Corporate

☒

Stakeholder
(Weighted)

☐

POLICY:

This request meets the criteria for support in relation to CSR D Policy *F-29, BC Hydro Payments -in-Lieu of Taxes* funding assistance to stimulate economic development within the Sicamous/Area E area.

FINANCIAL:

The approximate balance of the Sicamous/Area E EOF (less commitments) as at July 31, 2018 is \$360,000. This balance includes the 2018 distribution that was received in July 2018.

IMPLEMENTATION:

Upon Board and District of Sicamous approval, EOF funds will be made available as required to the Eagle Valley Transportation Society.

COMMUNICATIONS:

The District of Sicamous and the Eagle Valley Transportation Society will be advised of the Board's decision.

DESIRED OUTCOMES:

That the Board endorse the recommendation.

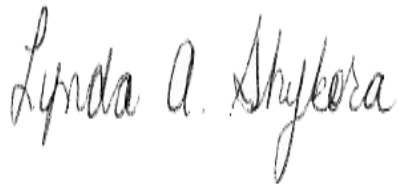
BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2018-10-18_Board_FIN_Sicamous Area E EOF Funds.docx
Attachments:	<ul style="list-style-type: none">- Eagle Valley Transportation Application.pdf- Supplement to application.pdf- District of Sicamous Resolution.pdf
Final Approval Date:	Oct 10, 2018

This report and all of its attachments were approved and signed as outlined below:



Lynda Shykora - Oct 10, 2018 - 9:55 AM



Charles Hamilton - Oct 10, 2018 - 10:37 AM



COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1 | T: 250.832.8194 | TF: 1.888.248.2773 | www.csrd.bc.ca

APPLICATION FOR ECONOMIC OPPORTUNITY FUNDS – Page 1

PREAMBLE:

The EOF were created specifically as a means of compensating for the loss of economic opportunities on those lands affected by the dams and reservoirs and the resultant economic impacts to the affected communities. As such, the EOF are to provide funding assistance for projects deemed by the participating members and ratified by the Corporate Board to be worthy of support in an effort to stimulate economic development within the impact areas.

Impact Areas are as follows:

- Golden and Area 'A'
- Revelstoke and Area 'B'
- Sicamous and Area 'E'
- Area 'B' only

Criteria for accessing each EOF will be based on the demonstrable and enduring benefit to the economy of the affected communities at large. The EOF are designed to stimulate economic generators, transportation facilities and infrastructure development supportable jointly by the participating members involved and approved by the Board.

The EOF shall not be used as grant-in-aid funding.

ONLY NON-PROFIT ORGANIZATIONS ARE ELIGIBLE FOR FUNDING

1. Date: August 14, 2018
2. Name of Organization: Eagle Valley Transportation Society
3. Address: PO Box 692 Sicamous BC, V0E 2V0
4. (a) Date organization established in the Regional District: December 2, 2016
 (b) Registered Society in Province of BC:
 Reg. No. S0066450 Date: December 2, 2016
5. President: Malcolm Makayev Phone: 250-463-1514
 Address: 214 Kappel Street Sicamous, BC V0E 2V1
6. Secretary: Fred Busch Phone: 250-833-8309
 Address: 709 Spruce Street, Sicamous BC V0E, 2V0
7. Board of Directors

1. <u>Malcolm Makayev</u>	4. _____
2. <u>Fred Busch</u>	5. _____

APPLICATION FOR ECONOMIC OPPORTUNITY FUNDS – Page 2

8. **Executive Director or contact person:** Malcolm Makayev
Phone: 250-463-1514 **Email:** makayev@cablelan.net
9. **Impact Area:** Sicamous and Area E
10. **Society or Organization's objectives:**
 Our objective for this grant request is to purchase an Electric Vehicle.
 Our objective for our Society is to provide free door to door transportation for members of our community and surrounding Area E, for those who self identify the need.
11. **Purpose to which funding will be expended:**
 all of the \$25,000.00 will go directly towards the purchase of a Chevy Volt Electric car
12. **Funding Requested:** \$ 25,000.00
13. **Budget (attach copy):** \$ 50,000.00
14. **How will the project stimulate economic development within the community?**
 One of the largest employers in Sicamous is the Health sector. Eagle Valley Senior Citizens Housing Society is a large employer. The average age of our clients (that provided that information), is 82 years old. A thriving Economic community allows Seniors to Age in Place. Stats Canada states that for every 100 seniors in a community, it adds \$3M to the economy.
 The CSRD "PREAMBLE" on page 1 of this application, refers to "Transportation Facilities", as an "Economic Generator". With no current Taxi company in Sicamous, and with Greyhound shutting down in Sicamous, our service will probably be utilized to it's maximum capacity.
15. **Details of community support for objectives:**
 Almost every non-profit Society in Sicamous, supports our goal of purchasing an Electric Vehicle. Please See attached letters of support. Sicamous Auto does certified Vehicle inspections for free, the District of Sicamous passed a resolution to allow Eagle Valley Transportation to charge for free at their charging station, The RCMP do free criminal record checks on our drivers. The CSRD, and Inetrior Health, have also shown written support for our Society's goal to purchase an Electric Vehicle.

APPLICATION FOR ECONOMIC OPPORTUNITY FUNDS – Page 3

COMPLETED APPLICATIONS SHOULD BE MAILED OR EMAILED TO:
COLUMBIA SHUSWAP REGIONAL DISTRICT
ATTN: MANAGER, FINANCIAL SERVICES
PO BOX 978, SALMON ARM, BC, V1E 4P1
finance@csrd.bc.ca

ATTACH ANY ADDITIONAL INFORMATION WHICH WOULD ASSIST
IN THE EVALUATION OF YOUR REQUEST.

Note: This summary MUST be completed to process your request.

ON BEHALF OF THE ORGANIZATION,
I/WE HEREBY DECLARE THAT ALL THE INFORMATION PRESENTED
AND/OR PROVIDED WITH THIS APPLICATION IS TRUE AND CORRECT.

DATED AT Sicamous, BC THIS 14 DAY OF August, 20 18

Malcolm Makayev

NAME



SIGNATURE

250-463-1514

TELEPHONE

Makayev@cablelan.net

EMAIL

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Jodi Pierce

From: Makayev <makayev@cablelan.net>
Sent: Thursday, August 30, 2018 11:35 AM
To: Jodi Pierce
Subject: Re: EOF application - Eagle Valley Transportation Society

Jodi. Thank you for your email.

To help demonstrate that EVT provides enduring economic benefits to our community and the surrounding area I offer the following;

- the average documented age of the 46 members that use our service is 82 years old
 - the majority of our members live in either the Lodge, Manor, or Haven, but we do have other members who live alone in their private residence.
 - the Lodge, Haven, and Manor are administered by Eagle Valley Senior Citizens Housing Society, who are one of, if not , the biggest year round employers in Sicamous. They provide livable wages to folks.
 - in essence what EVT service accomplished is allowing seniors to age in their community by giving them access to urban services, while still being able to reside in their rural community, with their Family, friends, and social networks.
 - with no taxi, greyhound shutting down, and very limited service from BC transit, this door to door service in our community and area is what is allowing seniors to age in place.
 - when seniors age in place, they provide a solid economic benefit to the community and surrounding area by; shopping local at Grocery store, pharmacy, using the post office, Interior health blood clinic, local hardware store, visiting the legion, and much more.
 - The average age in our community is 54, higher than the provincial average.
- Seniors are a solid economic driver in our community, and our service is a key factor in them staying in our community.
- an electric car will help endure the sustainability of our Society.

Please consider this as supplemental information to EVT original submission.

Respectfully

Malcolm Makayev

President

Eagle Valley Transportation

Sent from my iPhone

On Aug 30, 2018, at 9:54 AM, Jodi Pierce <JPierce@csrd.bc.ca> wrote:

Good morning Malcolm,

I have received an application for Economic Opportunity Funds for the above noted organization. In reviewing your application, I will require further information on how the purchase of an electric vehicle will provide demonstrable and enduring economic benefits to the area.

As most not-for profit organizations rely heavily on grant funding and donations, has your society looked into any Age-Friendly funding? I know they usually have grant in-takes in the fall of each year and you can likely find information through the UBCM website. Also, there may be some opportunity for some grant in aid funding after the general Local Government Election in October so please feel free to pursue that avenue in late October or early November.

I look forward to receiving more information from you with regards to your current application. If you have any questions, please feel free to contact me. Thanks,

Jodi Pierce, CPA, CGA
Manager | Financial Administration Services
Columbia Shuswap Regional District
T: 250.833.5907 | F: 250.832.3375 | TF: 1.888.248.2773
E: jpierce@csrd.bc.ca | W: www.csrd.bc.ca

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Please consider the environment before printing this e-mail

District of Sicamous
446 Main Street
PO Box 219
Sicamous, BC
VOE 2V0

T: 250 836 2477
F: 250 836 4314
E: info@sicamous.ca
sicamous.ca



Certified Resolution 18-299

It was moved and seconded:

THAT Council support the Eagle Valley Transportation Society's application for Economic Opportunity Funds in the amount of \$25,000 for the purchase of an electric vehicle.

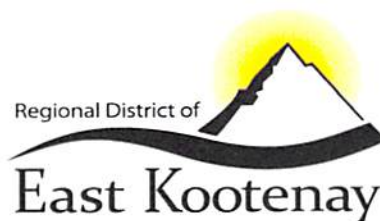
Carried

Certified a true and correct copy of a resolution endorsed by the Council at its Regular Council Meeting held on September 26, 2018.

Dated this 9th day of October, 2018.

A handwritten signature in dark ink, which appears to read "Evan D. Parliament", is written over a horizontal line.

Evan D. Parliament,
Corporate Officer



Ahl 101 002

October 10, 2018

Charles Hamilton, CAO
 Columbia Shuswap Regional District
 PO Box 978
 Salmon Arm BC V1E 4P1

Re: Ktunaxa Kinbasket Treaty Advisory Committee Funding Request

The Ktunaxa Kinbasket Treaty Advisory Committee (TAC) was established in 1996 to provide local government input in treaty negotiations, and specifically "to ensure that the interests of local government in the Ktunaxa Kinbasket claim area are identified and taken into account by the province in negotiations." Membership includes all municipalities and electoral areas in the RDEK and RDCK, and some in the RDKB and CSRD. Schedule A of the attached Terms of Reference lists the members.

The TAC was originally funded by contributions from the four participating regional districts. Funds have been used over the years for some training, but primarily for paying travel costs and per diem for regional representatives to attend the TAC meetings, generally held about once per year, and for the TAC Representative to attend the treaty negotiation meetings. Through several years of light activity, and with the UBCM providing funding support for a number of years, the initial seed money has lasted a long time. In 2019, however, the funds on hand are likely to be exhausted. In our discussion earlier this year, it was determined that a preferable approach moving forward would be for the four regional districts to provide a funding contribution on an annual basis, rather than a larger endowment contribution. As such, please accept this letter as a request for an annual contribution of \$3,500 for the duration of the Treaty negotiation process. Depending on the level of activity, we may not need to access the full amount every year. Attached for your reference is a copy of the 2017 financial report and 2018 Budget.

Thank you for your consideration of this request. Please let me know if you require any further information.

Sincerely,

Shawn Tomlin
 CAO

/st

Enclosure(s)

Final - Adopted 22 August 1996

TERMS OF REFERENCE

FOR

THE KTUNAXA KINBASKET LOCAL GOVERNMENT TREATY ADVISORY COMMITTEE

1. DEFINITIONS

"Memorandum of Understanding" or "MOU" means the agreement signed between the Province of British Columbia and the Union of BC Municipalities on March 22, 1993.

"Protocol" means the agreement signed between the Province of British Columbia and the Union of BC Municipalities on September 19, 1994, regarding local government participation in treaty negotiations.

"Ktunaxa Kinbasket claim area" means the area in which Ktunaxa Kinbasket First Nation treaty negotiations are or will be taking place, as set out in Schedule "B" hereto.

"Negotiations" means aboriginal treaty negotiations with the Ktunaxa Kinbasket First Nation commencing at the beginning of Stage 3 of the Treaty Commission process.

"Province" means the Crown in Right of British Columbia, as represented by the Ministry of Aboriginal Affairs.

"Provincial Team" means the Province's treaty negotiation team for the aboriginal treaty negotiations with the Ktunaxa Kinbasket First Nation.

"Treaty Negotiator" means the Negotiator mandated by the province to lead and conduct the negotiations for the province.

"Regional Caucus" means that caucus composed of provincial line ministry, local government, crown corporation and agency staff, officials and consultants which provides advice to the Treaty Negotiator regarding provincial interests in the negotiations.

"Regional Advisory Committee" or "RAC" means the committee of "third party" interests, including local government, that provides advice to British Columbia and Canada regarding their interests in the negotiations.

"Local government" means those bodies in the Ktunaxa Kinbasket claim area incorporated under the Municipal Act, including villages, towns, districts, cities and regional districts.

"Ktunaxa Kinbasket Treaty Advisory Committee" or "TAC" means the committee composed of elected officials from local governments in the Ktunaxa Kinbasket claim area, as set out in Schedule "A" hereto, which shall provide advice to and participate in the negotiation process in the area, as set out in these Terms of Reference and as per S.4.c. of the Protocol.

"TAC Chair" means the elected official who, by agreement of the TAC, chairs and has the responsibility for the conduct of the Ktunaxa Kinbasket TAC.

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- 2 -

"TAC Rep" means the individual nominated by the Ktunaxa Kinbasket TAC to be a member of the provincial negotiating team and official liaison, spokesperson and representative of the TAC in the Ktunaxa Kinbasket claim area negotiations, as per S.4.c. of the Protocol.

2. PARTIES

- a) It is understood that there are three parties to the treaty negotiation process - British Columbia, Canada and the First Nations.
- b) The province bears the ultimate responsibility for representing the interests of local governments in the treaty negotiation process.
- c) The parties to these Terms of Reference are the Ktunaxa Kinbasket TAC and the provincial Treaty Negotiator for the Ktunaxa Kinbasket claim area treaty negotiation tables.

3. PURPOSE OF THE TAC

- a) The general purpose of the TAC is to ensure that the interests of local government in the Ktunaxa Kinbasket claim area are identified and taken into account by the province in the negotiations. The TAC in the Ktunaxa Kinbasket claim area will be the point of contact between the provincial team and local governments in that area.
- b) For greater certainty, the Protocol and the MOU are the source documents for the purposes of the TAC and the relationship between the province and local governments.
- c) The Ktunaxa Kinbasket TAC and the province enter this agreement in the spirit of partnership and agree that mutual trust and respect for both the process and for the other parties are the guiding principles in the relationship.

4. PARTICIPATION IN NEGOTIATIONS

- a) At the beginning of the negotiation process the TAC and the Treaty Negotiator will set out the composition of the TAC as set out in Schedule "A" hereto.
- b) It is agreed the TAC will be composed of local government representatives from within the Ktunaxa Kinbasket claim area.
- c) The TAC will participate in each negotiation process through the provincial negotiating team and the designation of a TAC Representative (TAC Rep).
- d) Where there are multiple negotiations in one TAC area, the TAC may, in consultation with the Treaty Negotiator, designate a TAC Rep to each negotiation table.
- e) Each TAC Rep will be identified by way of a letter to the Treaty Negotiator.
- f) The TAC Rep may attend any and all meetings of the Negotiation Team, Regional Caucus, and Main Table and where directed by the Treaty Negotiator, appropriate working group and side table meetings.
- g) As set out in the Protocol, the preference is for the TAC delegate to the Regional Caucus to be a staff or contract person that has technical or other related expertise to bring to the negotiations.

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- h) A fundamental principle of participation is consistency: the TAC will undertake that the same representatives participate in the same negotiations over time. This will ensure the success of the process and the confidence of all parties to the negotiations. Where appropriate and approved by the TAC and the Treaty Negotiator, the TAC Rep may change.
- i) As a member of the negotiating team and the Regional Caucus, the TAC Rep has the same privileges and responsibilities as other Regional Caucus and team members and will at all times follow the directions and instructions of the province's Treaty Negotiator conducting the negotiations, as set out in S.4.d.1. of the Protocol.
- j) It is agreed that the TAC will appoint representatives to the Kootenay Regional Advisory Committee (RAC)

5. ACCESS TO NEGOTIATIONS

- a) The TAC Rep is the TAC's official representative in the negotiating process.
- b) The designated TAC Rep has the right and responsibility, as do all team members, to be present at meetings of the negotiating team, the Regional Caucus and all negotiations including Main Table meetings.
- c) These privileges shall be subject to the discretion of the Treaty Negotiator, as it is recognized that there will be a limited number of occasions when the three chief negotiators will wish to meet privately regarding the conduct of negotiations. In that case the TAC Rep will have the same right to the timely release of information regarding that meeting as any other team member.
- d) TAC members may attend meetings that are open according to the openness protocol or declared open to the public by the Parties. TAC members, other than the TAC Rep, may not attend closed meetings, except by agreement of the Parties.
- e) Wherever possible and appropriate, the Province will seek to establish open side tables to the main negotiation table to discuss and resolve local government concerns.
- f) The Agenda for all meetings, and in particular Main Table meetings, shall be provided to the TAC Rep in a timely fashion and any changes to the agenda will be immediately conveyed to the TAC Rep prior to the Main Table meeting. This paragraph is subject to S.6 of these Terms of Reference.

6. RESPONSIBILITIES AND REPORTING

- a) The provincial Treaty Negotiator has the ultimate responsibility for the conduct of negotiations with Canada and First Nations and for the conduct and actions of the provincial team, including the TAC Rep.
- b) The Treaty Negotiator will appoint one person from the provincial negotiating team to act as the liaison to the TAC and local government and identify that person to the TAC.

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- c) The TAC is responsible to its constituent local governments in relation to the task of the identification of direct local government interests in each negotiation and ensuring they are brought to the attention of the Treaty Negotiator.
- d) The TAC Chair has the responsibility for the operations and conduct of the TAC and for its relations with the Treaty Negotiator and the province. The TAC Chair will be the signing authority for the TAC.
- e) The TAC Rep has a dual responsibility - to the Treaty Negotiator as a member of the provincial team and to the TAC Chair and the TAC as the official representative of the TAC to the provincial team:
 - 1) In all matters having to do with the conduct of negotiations, the TAC Rep's primary responsibility is to the Treaty Negotiator.
 - 2) In all matters related to the substance of the negotiations, the TAC Rep has the responsibility, as per Section 4.d.2 of the Protocol, for identifying to the Treaty Negotiator what issues "directly affect local government" and for providing related advice and recommendations to the Treaty Negotiator.

7. CONFIDENTIALITY AND INFORMATION SHARING

- a) The TAC Rep, the TAC and the local governments they represent and all staff and contract personnel will be subject to any and all rules of confidentiality that may be agreed to by Canada, the province and the First Nation, and as set out in the openness protocol, for the full duration of each set of negotiations and as agreed to in the UBCM Protocol.
- b) The TAC Rep may share with the TAC any information from sessions which the parties have determined to be public.
- c) The TAC Rep, subject to the terms of 7(a) above, may share with the TAC information which is available only to the Parties and which directly affects local government.
- d) The TAC Rep will share the information set out in 7(c) with the TAC only if each member agrees on behalf of their local government that they will confine discussion of this information to "in camera" sessions of their local governments and not to disclose such information to the public until the information is made public at the decision of the Main Table.
- e) The Ktunaxa Kinbasket TAC will undertake to develop internal communication guidelines and policies respecting the provision of information to the public, subject to the confidentiality provisions of these Terms of Reference.

8. ACCESS TO DOCUMENTS

- a) The TAC Rep will relay to the TAC, as soon as possible, all documents deemed by the Parties to be public and may share with the TAC, subject to S.7 above, any documents not made public.
- b) The TAC will refrain from sharing or distributing documents which are deemed to be available only to the Parties, except in accordance with S.7 above.

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9. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

- a) The TAC, the TAC Rep and the local governments represented on the TAC are at all times subject to and will comply with the provisions of the Freedom of Information and Protection of Privacy Act.
- b) The TAC agrees that no local government, TAC or TAC Rep will disclose information which may be harmful to intergovernmental relations or treaty negotiations. For greater certainty, the parties refer to Sections 12 to 22 of the Act.

10. SOURCE DOCUMENTS

- a) The MOU signed between the Union of BC Municipalities (UBCM) and the Province of British Columbia on 22 March, 1993 and the Protocol between UBCM and the Province signed 19 September 1994, are the source documents for determining the relationships, rights and responsibilities of the province and the TAC relative to the Ktunaxa Kinbasket Treaty negotiations.

11. GENERAL

- a) In the case of any inconsistencies between these Terms of Reference and any Main Table Agreements between Canada, the Province and Ktunaxa Kinbasket First Nation, the Main Table agreements shall take precedence.
- b) These Terms of Reference may be reviewed from time to time and may be modified with the agreement of the TAC, and the Treaty Negotiator. Where appropriate, the Treaty Negotiator will undertake to seek the agreement of Canada and the applicable First Nation to the revised Terms of Reference.

SCHEDULE "A"

TERMS OF REFERENCE

KTUNAXA KINBASKET LOCAL GOVERNMENT TREATY ADVISORY COMMITTEE

LOCAL GOVERNMENTS IN THE KTUNAXA KINBASKET CLAIM AREA

East Kootenay Regional District - Electoral Areas A, B, C, E, F & G
City of Cranbrook
City of Fernie
City of Kimberley
District of Elkford
District of Invermere
District of Sparwood
Village of Radium Hot Springs

Central Kootenay Regional District - Electoral Areas A, B, C, D, E, F, G, H, I, J & K
City of Castlegar
City of Nelson
Town of Creston
Village of Kaslo
Village of Nakusp
Village of New Denver
Village of Salmo
Village of Silverton
Village of Slocan

Columbia Shuswap Regional District - Electoral Areas A & B
City of Revelstoke
Town of Golden

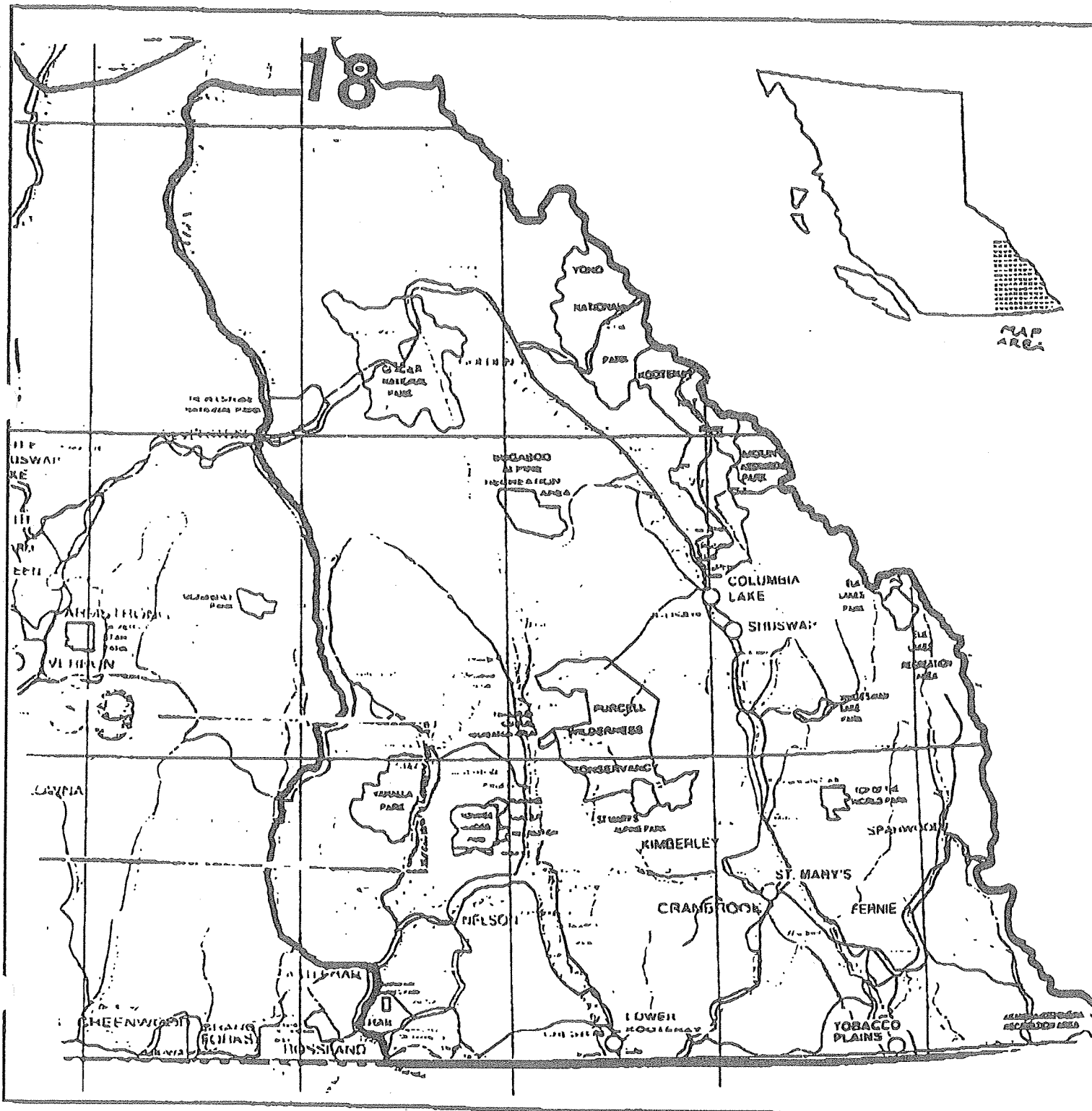
Kootenay Boundary Regional District - Electoral Areas A & B
City of Rossland
City of Trail
Village of Fruitvale
Village of Montrose
Village of Warfield

SCHEDULE "B"

TERMS OF REFERENCE

KTUNAXA KINBASKET LOCAL GOVERNMENT
TREATY ADVISORY COMMITTEE

KTUNAXA KINBASKET NATION TERRITORY FOR BC TREATY NEGOTIATION



October 12, 2018

Ahl 101 002

**KTUNAXA/KINBASKET LOCAL GOVERNMENT
TREATY ADVISORY COMMITTEE
Revenue and Expenditures**

2017 Unaudited Financial Statements

2018 Budget - January 1 to December 31, 2018

	2017 Budget	2017 Actual (Unaudited)	2018 Budget
REVENUE			
Reserve Contribution	\$ 10,684	\$ 10,468	\$ 13,756
Provincial Grant	-	-	-
Interest on reserve account		53	
TOTAL REVENUE	<u>\$ 10,684</u>	<u>\$ 10,521</u>	<u>\$ 13,756</u>
EXPENSES			
Support staff salaries	\$ 1,984	\$ 2,140	\$ 2,056
TAC Rep Stipend	1,000	3,089	4,000
Office rent	1,200	1,200	1,200
Training/Seminars	2,500	-	2,500
TAC Rep Expenses	<u>4,000</u>	<u>3,819</u>	<u>4,000</u>
TOTAL EXPENSES	<u>\$ 10,684</u>	<u>\$ 10,248</u>	<u>\$ 13,756</u>

Reserve Balance at Dec 31, 2017

\$24,776



BOARD REPORT

TO: Chair and Directors

File No: Bylaw No. 5789

SUBJECT: St. Ives Street Lighting Service Establishment Amendment Bylaw No. 5789

DESCRIPTION: Report from Jodi Pierce, Manager, Financial Services dated October 3, 2018. Proposed amendment to St. Ives Street Lighting Service Establishment Bylaw No. 5622 to increase the maximum parcel tax requisition.

RECOMMENDATION #1: THAT: "St. Ives Street Lighting Service Establishment Amendment Bylaw No. 5789" be read a first, second and third time this 18th day of October, 2018.

SHORT SUMMARY:

Through the budget process, it has been determined that the St. Ives Street Lighting tax requisition by way of parcel tax for the provision of street lighting is very close to the maximum amount. The last increase to the maximum was in 2012. Failure to increase the maximum may result in a termination of service as there will not be sufficient resources to fund the service.

VOTING:	Unweighted Corporate	<input checked="" type="checkbox"/>	LGA Part 14 (Unweighted)	<input type="checkbox"/>	Weighted Corporate	<input type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
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BACKGROUND:

A parcel tax's maximum requisition amount can only be increased once every five years to a maximum of 25% without Inspector approval. Through discussion with staff from the Ministry of Municipal Affairs and Housing, the CSR D staff has learned the maximum requisition amount can be amended for an amount in excess of 25% as long as we obtain Inspector approval.

This service is funded by way of parcel taxes rather than an ad valorem tax as most of our street lighting functions are. Parcel taxes do not provide any ability to provide growth with assessment base and therefore are somewhat problematic for operational requirements. Because of this, staff is recommending a larger than 25% increase at this time to provide some stability for the function over the next several years.

POLICY:

In accordance with the Local Government Regulation 113/2007 (Regional District Establishing Bylaw Approval Exemption), the tax requisition for a service may be increased by 25% of the baseline every five years without requiring public assent, however, Inspector approval is required for increases beyond 25% or those within the five year window.

FINANCIAL:

The current parcel tax amount is \$25.72 per parcel for each of the 154 taxable folios within the service area. At maximum, the amount would be \$66.22 per taxable folio, however, it will take several years to reach that level of taxation.

KEY ISSUES/CONCEPTS:

Increases to parcel taxes are necessary to maintain the ongoing sustainability of the street lighting service.

IMPLEMENTATION:

Upon third reading, the Bylaw will be forwarded to the Ministry of Municipal Affairs and Housing for Inspector approval. Upon receipt of Inspector approval, the Bylaw will be brought to a subsequent Board meeting for adoption. Upon adoption, the 2019 budget will include parcel tax revenue sufficient to fund the electrical and maintenance costs of providing the service.

DESIRED OUTCOMES:

That the Board approve the recommendation to amend the St. Ives Street Lighting Service Bylaw No. 5622.

BOARD'S OPTIONS:

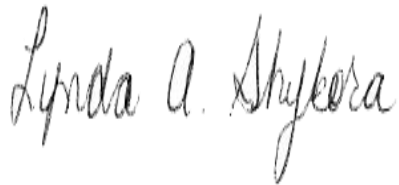
1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

Report Approval Details

Document Title:	2018-10-18_Board_FIN_St Ives Streetlight Parcel Tax.docx
Attachments:	- BL5789 St Ives Street Lighting Service Area Amendment Bylaw.docx
Final Approval Date:	Oct 4, 2018

This report and all of its attachments were approved and signed as outlined below:



Lynda Shykora - Oct 4, 2018 - 1:14 PM



Charles Hamilton - Oct 4, 2018 - 2:00 PM

COLUMBIA SHUSWAP REGIONAL DISTRICT**BYLAW NO. 5789**

A bylaw to amend St. Ives Street Lighting Service Establishment Bylaw No. 5622

WHEREAS a service area has been established by the Columbia Shuswap Regional District by St. Ives Street Lighting Bylaw No. 5622 for the purpose of providing street lighting to the St. Ives area within Electoral Area F;

AND WHEREAS an amendment is required to allow for an increase to the requisition limit for this service;

AND WHEREAS the Director for Electoral Area F has consented in writing to the adoption of this bylaw;

NOW THEREFORE in open meeting assembled, the Board of Directors of the Columbia Shuswap Regional District enacts as follows:

1. Section 4 of Bylaw No. 5622 is hereby deleted and replaced with the following:

“3. The maximum amount of money that may be requisitioned for the service provided under Section 1 of this bylaw will be \$10,000 annually.”

2. This Bylaw may be cited as the “St. Ives Street Lighting Service Area Amendment Bylaw No. 5789”.

READ a first time this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

APPROVED by the Inspector of Municipalities this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

CHIEF ADMINISTRATIVE OFFICER

CERTIFIED a true copy of
Bylaw No. 5789 as read a third time.

Deputy Manager of Corporate
Administration Services

CHAIR

CERTIFIED a true copy of
Bylaw No. 5789 as adopted.

Deputy Manager of Corporate
Administration Services



BOARD REPORT

TO: Chair and Directors

File No: 1490 05;
BL 5787 & BL 5788

SUBJECT: Records Retention and Scheduling Bylaw and the Transition to Electronic Records Management

DESCRIPTION: Report from Emily Johnson, Electronic Records Management Facilitator, dated September 7, 2018.

Staff are proposing changes to facilitate the implementation of an electronic records management system.

RECOMMENDATION #1: THAT: "Paper Records Retention and Scheduling Bylaw No. 5788" be read a first, second and third time this 18th day of October, 2018.

RECOMMENDATION #2: THAT: "Paper Records Retention and Scheduling Bylaw No. 5788" be adopted this 18th day of October, 2018.

RECOMMENDATION #3: THAT: "Columbia Shuswap Regional District Electronic Records Retention and Disposal Bylaw No. 5787" be read a first, second and third time this 18th day of October, 2018.

RECOMMENDATION #4: THAT: "Columbia Shuswap Regional District Electronic Records Retention and Disposal Bylaw No. 5787" be adopted this 18th day of October, 2018.

SHORT SUMMARY:

Changes to the Records Retention and Scheduling Bylaw are required to aid in the move to the electronic records management system: Laserfiche.

VOTING:	Unweighted Corporate <input checked="" type="checkbox"/>	LGA Part 14 (Unweighted) <input type="checkbox"/>	Weighted Corporate <input type="checkbox"/>	Stakeholder (Weighted) <input type="checkbox"/>
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BACKGROUND:

Currently, most local governments, including Columbia Shuswap Regional District (CSR D), have transformed their work environments to digital, and staff are producing their current work in electronic format. CSR D has historically kept official records in paper format, filed in physical filing rooms on the premises. This division of electronic work and paper filing creates some challenges. The CSR D purchased a records management solution, Laserfiche, to deal with these issues.

The existing Records Retention and Scheduling Bylaw (originally adopted in 1997 as Bylaw No. 5224 and amended in 2003 as Bylaw No. 5363) lists types of documents and their associated retention periods. Although this system worked with paper records and may have been considered best practices at the time, records management best practices have changed, and these changes facilitate the industry-wide move to electronic filing.

The transition required to move all CSRD files from paper format to electronic is expected to proceed in a phased approach; first to roll out electronic filing on a go-forward basis, and secondly, to scan paper records in to the electronic records management system. This phased implementation will create an overlap where paper records will still exist while new records are being stored in the electronic records management system. To ensure the proper retention of electronic records, it is necessary to adopt a bylaw to allow for new records retention and scheduling practices to be applied to the electronic records management system. For continuity, staff would like to allow paper records to be retained in accordance with existing practices until brought in to the electronic records management system. To support this, staff are proposing that the existing Records Retention and Scheduling Bylaw be repealed and be replaced with a new bylaw to clarify the application of the bylaw to paper records, Staff also propose the adoption of an Electronic Records Retention and Disposal Bylaw (based on the Records Retention and Disposal Bylaw appendix in the Local Government Management Association's Records Management Manual, Fifth Edition (2017)).

POLICY:

The proposed Paper Records Retention and Scheduling Bylaw contains the previous retention policy that, going forward, will be applied to paper records until they are scanned in to Laserfiche.

The proposed CSRD Electronic Records Retention and Disposal Bylaw refers to the Records Manager's ability to create policies or procedures to help dictate the implementation of the electronic records management system. Best practices for retention of electronic records is to apply retention to each folder so the retention and disposition of electronic records will be implemented as a procedure so that it may change periodically to allow for the addition of new file numbers.

FINANCIAL:

Implementation of this bylaw will not incur any additional costs.

KEY ISSUES/CONCEPTS:

- The fact that the regional district has been incorporated for more than 50 years means that there are a vast number of paper records and the transition to the electronic records management system will take time.
- The existing records retention and scheduling bylaw isn't conducive to adequately manage records in the new electronic records management system.
- Two systems are proposed:
 - Keep the old/existing system for paper filing.
 - Implement current best practices for the electronic records management system.
- Staff will return to the Board with a scanning policy to bring paper records in to the electronic records management system once the first phase of implementation is deemed successful.

IMPLEMENTATION:

The Paper Records Retention and Scheduling Bylaw No. 5788 and CSRD Electronic Records Retention and Disposal Bylaw No. 5787 will be implemented immediately upon adoption.

COMMUNICATIONS:

A copy of the Paper Records Retention and Scheduling Bylaw No. 5788 and CSRD Electronic Records Retention and Disposal Bylaw No. 5787 will be available for staff to review. The Electronic Records Management Facilitator will provide necessary training to staff on current records management best practices in relation to their use of the electronic records management system.

DESIRED OUTCOMES:

That the Board adopt Paper Records Retention and Scheduling Bylaw No. 5788 and CSRD Electronic Records Retention and Disposal Bylaw No. 5787 so that staff can proceed with the implementation of Laserfiche in accordance with current records management best practices.

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

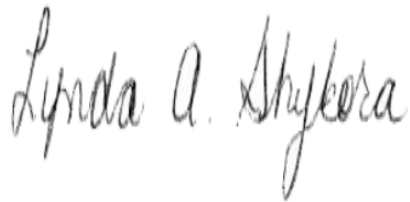
1. Records Retention and Scheduling Bylaw No. 5224, and Amendment Bylaw No. 5363

Report Approval Details

Document Title:	2018-09-20_Board_ITGIS_RecordsRetention+Scheduling.docx
Attachments:	- DRAFT Electronic Records Retention and Disposal Bylaw.docx
Final Approval Date:	Oct 9, 2018

This report and all of its attachments were approved and signed as outlined below:

Brad Payne - Oct 5, 2018 - 3:46 PM



Lynda Shykora - Oct 9, 2018 - 11:13 AM



Charles Hamilton - Oct 9, 2018 - 11:31 AM

COLUMBIA SHUSWAP REGIONAL DISTRICT**BYLAW NO. 5787****A bylaw to provide for the retention and disposal of electronic records**

The Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

1. CITATION

This bylaw may be cited as “Columbia Shuswap Regional District Electronic Records Retention and Disposal Bylaw No. 5787.”

2. INTERPRETATION

In this bylaw:

“Designated Officer” means the person (or persons) designated and authorized to act on behalf of the organization to manage and maintain the electronic records management system. Said Designated Officer, or officers, are designated by the attached Schedule “A” (Designated Officers).

“electronic record” includes the electronic version of: books, documents, maps, drawings, photographs, letters, vouchers, and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;

“electronic records management system” includes a system used by the Columbia Shuswap Regional District to manage the electronic records of the Columbia Shuswap Regional District from electronic record creation through to electronic records disposal;

3. ELECTRONIC RECORDS MANAGEMENT SYSTEM ESTABLISHED

The electronic records management system used by the Columbia Shuswap Regional District is authorized.

4. INTEGRITY AND AUTHENTICITY MAINTAINED

The electronic records management system must maintain the integrity and authenticity of electronic records made or kept in the usual and ordinary course of business.

5. ELECTRONIC RECORDS RETENTION SCHEDULE

The electronic records retention schedule must prescribe the period of time that electronic records are kept to meet the operational, legal, regulatory, financial or other requirements of the Columbia Shuswap Regional District (the “Electronic Records Retention Schedule”). The Electronic Records Retention Schedule must also provide instructions as to the manner and time of the disposition of an electronic record.

6. DESIGNATED OFFICER

The Designated Officer is designated and authorized to prepare, review, amend and manage the Electronic Records Retention Schedule.

7. DISPOSAL ORDERED BY DESIGNATED OFFICER

When the Designated Officer determines that the retention period for a given electronic record described in the Electronic Records Retention Schedule has ended, the Designated Officer may order the electronic record to be destroyed or otherwise disposed of in accordance with the instructions in the Electronic Records Retention Schedule.

8. COMING INTO EFFECT

This bylaw comes into effect upon adoption.

READ a first time this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

CHAIR

CHIEF ADMINISTRATIVE OFFICER

CERTIFIED a true copy of
Bylaw No. 5787 as adopted.

Deputy Manager,
Corporate Administration Services

COLUMBIA SHUSWAP REGIONAL DISTRICT**ELECTRONIC RECORDS RETENTION AND DISPOSAL BYLAW NO. 5787****SCHEDULE "A"**
DESIGNATED OFFICERS

As defined in Section 3 of Electronic Records Retention and Disposal Bylaw No. 5787, the Designated Officer, or officers, will act on behalf of the organization to manage and maintain the Columbia Shuswap Regional District's electronic records management systems.

This schedule names two designated officers, the Records Manager and the Records Coordinator, who will work closely together (as outlined below) to coordinate the management and maintenance of the electronic records management system.

Records Manager

The Deputy Manager of Corporate Administration Services will act as the Records Manager.

As designated by the Local Government Act (Section 236) and by Columbia Shuswap Regional District Bylaw No. 5301 (Powers, Duties and Responsibilities of Officers), the "Manager of Corporate Administration Services (Secretary)" is responsible for ensuring that records are maintained and kept safe. This means that the Records Manager is the only member of staff with the authority to approve destruction or disposal of records deemed appropriate for destruction.

The Records Manager may create policies or procedures to help dictate the implementation of the electronic records management system. Where policies or procedures are created by the Records Coordinator, the Records Manager's approval is required prior to the implementation of such policies or procedures.

Records Coordinator

The Electronic Records Management Facilitator will act as the Records Coordinator.

The Records Coordinator is responsible for the management and maintenance of the electronic records management system.

The Records Coordinator will not modify or destroy any records of the Regional District without written authorization from the Records Manager.

The Records Coordinator is responsible for creating and maintaining procedures and policy relating to the electronic records management system. Implementation of, and changes to, records management policies or procedures must be approved by the Records Manager.

The Records Coordinator will assist in training staff about the electronic records management system.

COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW NO. 5788

A bylaw to provide a system for the retention and disposal of paper records

WHEREAS Section 236 of the Local Government Act assigns the responsibility to the Officer Responsible for Corporate Administration to ensure that the minutes, bylaws and other records of the business of the board and board committees are maintained and kept safe;

AND WHEREAS the Board of the Columbia Shuswap Regional District has adopted Bylaw No. 5224, cited as "Records Retention and Scheduling Bylaw No. 5224", and amended by Bylaw No. 5363, to provide for the retention and disposition of records of the Columbia Shuswap Regional District;

AND WHEREAS it is deemed desirable to repeal Bylaw No. 5224 and its amendments to transition the records management system from a paper-based system to an electronic-based system which necessitates time and planning and, therefore, it is a necessity to distinguish between the management of paper records and electronic records;

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

1. Bylaw No. 5224, cited as "Records Retention and Scheduling Bylaw No. 5224" and its amendments are hereby repealed.

2. DEFINITIONS:

Policy means the Paper Records Management and Retention Policy annexed hereto as Schedule "A".

Paper Records include the hard copy paper format of: books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means.

3. **RETENTION PERIODS:** All departments of the Regional District, in collaboration with the Officer Responsible for Corporate Administration, shall schedule retention periods for its paper records.
4. **RECORDS SCHEDULE:** All departments of the Regional District shall ensure that the paper records of the respective departments are scheduled in accordance with the Policy.
5. **RETENTION AND DISPOSAL:** The Secretary shall ensure the retention and disposal of paper records in compliance with the terms and conditions of the Policy.

6. **AUDITORS/SOLICITORS:** Upon adoption of this bylaw, a copy of the bylaw shall be deposited with the Regional District's Auditors and Solicitor.

7. **CITATION:** This bylaw may be cited as "Columbia Shuswap Regional District Paper Records Retention and Scheduling Bylaw No. 5788:"

READ a first time this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

CHAIR

CHIEF ADMINISTRATIVE OFFICER

CERTIFIED a true copy of
Bylaw No. 5788 as adopted.

Deputy Manager,
Corporate Administration Services

COLUMBIA SHUSWAP REGIONAL DISTRICT

PAPER RECORDS RETENTION AND DISPOSAL BYLAW NO. 5788

SCHEDULE "A"
DISPOSAL OF PAPER RECORDS POLICY

1. DOCUMENTS AND RECORDS RETAINED PERMANENTLY:

Bylaws
Development Variance Permits
Encroachment Agreements
Subdivision Records
Development Permits
Board of Variance
Agricultural Land Reserve (ALR) Records
Bylaw Enforcement Records
Certificates of Title
Minute Books
General Ledgers
Financial Statements
Building Permits, Plans and Inspection Reports (Revelstoke records)
Rezoning Records
Policy Manual
Procedures

2. DOCUMENTS AND RECORDS THAT MAY BE DESTROYED AFTER A LAPSE OF A PERIOD OF SIX (6) YEARS:

Purchase Orders
Receipts
Payroll Time Sheets
Correspondence (General)
Assessment Rolls
Parcel Tax Rolls
Payroll Records

3. DOCUMENTS AND RECORDS THAT MAY BE DESTROYED AFTER A LAPSE OF A PERIOD OF FIVE (5) YEARS:

Water Billings
Accounting Records
Bank Statements
Cancelled Cheques
Vouchers
Liquor Licensing Public Input

4. **DOCUMENTS AND RECORDS THAT MAY BE DESTROYED AFTER A LAPSE OF A PERIOD OF TWO YEARS:**
Inactive Contracts and Agreements
Inactive Personnel Files
5. **DOCUMENTS AND RECORDS THAT MAY BE DESTROYED AFTER A LAPSE OF AN INDEFINITE PERIOD:**
Payroll Records that require written permission of District Revenue Canada Taxation Office
6. **DOCUMENTS AND RECORDS TO BE MARKED FOR DESTRUCTION:**
Identify boxes with a white sticker marked in bold indicating date upon which destruction can be undertaken.

COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW NO. 5785

A bylaw to amend the Sub-Regional Building Inspection Service

WHEREAS the Columbia Shuswap Regional District has established the service of providing and operating a building inspection service through the adoption of Sub-Regional Building Inspection Service Bylaw No. 5762;

AND WHEREAS the Board deems it desirable to amend the service established by Bylaw No. 5762 by adding Electoral Area C as a participant to the building inspection service;

AND WHEREAS the Board has obtained approval for the service from the participating Electoral Area C in the form of written consent provided by the Electoral Area C Director, pursuant to the *Local Government Act*;

NOW THEREFORE in an open meeting assembled, the Board of Directors of the Columbia Shuswap Regional District enacts as follows:

1. Delete Section 2 of Bylaw No. 5762 in its entirety and replace it with the following:
 - “2. The participating areas for Building Inspection established by this bylaw consist of Electoral Area B, Electoral Area C and Electoral Area E.
2. Delete Section 3 of Bylaw No. 5762 in its entirety and replace it with the following:
 - “3. The participating service area boundaries established by this bylaw are shown on the Schedules attached hereto and forming part of this bylaw and consist of:
 - Schedule A - All of Electoral Area B;
 - Schedule B - All of Electoral Area E;
 - Schedule C – All of Electoral Area C.
3. Appendix 1 is attached to and forms part of this bylaw.

FORCE and EFFECT

4. This bylaw will come into effect on December 31, 2018.

CITATION

5. This bylaw may be cited as the "Sub-Regional Building Inspection Service Amendment Bylaw No. 5785".

READ a first time this 16th day of August, 2018.

READ a second time this 16th day of August, 2018.

READ a third time this 16th day of August, 2018.

APPROVED by the Inspector of Municipalities this 12th day of October, 2018.

ADOPTED this _____ day of _____, 2018.

CHIEF ADMINISTRATIVE OFFICER

CHAIR

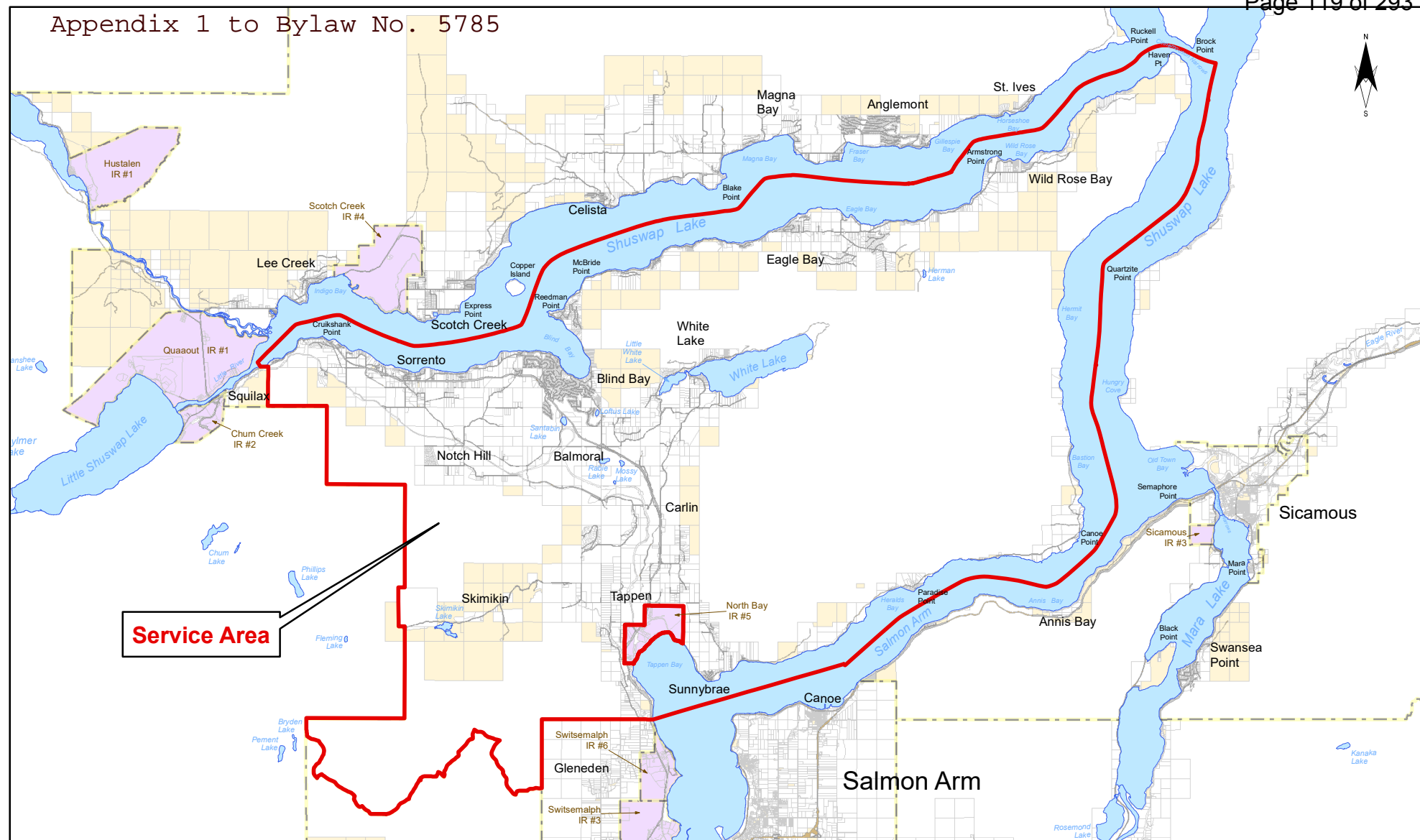
CERTIFIED a true copy of
Bylaw No. 5785 as read a third time.

CERTIFIED a true copy of
Bylaw No. 5785 as adopted.

Deputy Manager of Corporate
Administration Services

Deputy Manager of Corporate
Administration Services

Appendix 1 to Bylaw No. 5785



Columbia Shuswap Regional District
 555 Harbourfront Drive NE
 Salmon Arm, BC V1E 4P1

Date: July 26, 2018
 Nad 83 CNT Datum
 UTM Zone 11

The information on this map was compiled by the CSRD for regulatory and internal reference purposes only. No representation or warranty is made as to the accuracy of the information.



Statutory Approval

Under the provisions of section _____ **342**

of the _____ **Local Government Act**

I hereby approve Bylaw No. _____ **5785**

of the _____ **Columbia Shuswap Regional District**,

a copy of which is attached hereto.

Dated this **12** ***day***

of **October** ***, 2018***

Deputy Inspector of Municipalities

COLUMBIA SHUSWAP REGIONAL DISTRICT**BUILDING BYLAW AMENDMENT BYLAW NO. 660-01**

A bylaw to amend the "Columbia Shuswap Regional District Building Bylaw No. 660"

WHEREAS the Board of the Columbia Shuswap Regional District has adopted Bylaw No. 660;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 660;

NOW THEREFORE that the Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

1. Bylaw No. 660 cited as "Columbia Shuswap Regional District Building Bylaw No.660" is hereby amended as follows:

AMENDMENT

1. Part 3: Scope and Exemptions, Section 3.1 is hereby deleted in its entirety:

3.1 "This bylaw applies to the geographical area, including land, the surface of water, air space, buildings and structures, in Electoral Areas 'B' and 'E' and the areas of Electoral Area 'F' identified on Appendix E".

and is hereby replaced with the following:

3.1 "This bylaw applies to the geographical area, including land, the surface of water, air space, buildings and structures, in Electoral Areas 'B', 'C' and 'E' and the areas of Electoral Area 'F' identified on Appendix E".

2. Part 15: Interpretation, Appendices Section 15.6 Appendices is hereby amended by replacing Appendix E with the Schedule A attached to and forming part of this bylaw.
3. Part 16: In Force is hereby deleted in its entirety and is hereby replaced by the following:
 - "16.1 Columbia Shuswap Regional District Building Bylaw No. 660 comes into force on March 5, 2018.
 - 16.2 "Columbia Shuswap Regional District Building Amendment Bylaw No. 660-01 comes into force on March 4, 2019."

CITATION

4. This bylaw may be cited as "Columbia Shuswap Regional District Building Amendment Bylaw No. 660-01."

READ a first time this _____ 20th _____ day of _____ September _____, 2018.

READ a second time this _____ 20th _____ day of _____ September _____, 2018.

READ a third time this _____ 20th _____ day of _____ September _____, 2018.

BL660-01

Page 2

ADOPTED this _____ day of _____, 2018.

CORPORATE OFFICER

CHAIR

Certified true copy of Bylaw No. 660-01
as adopted.

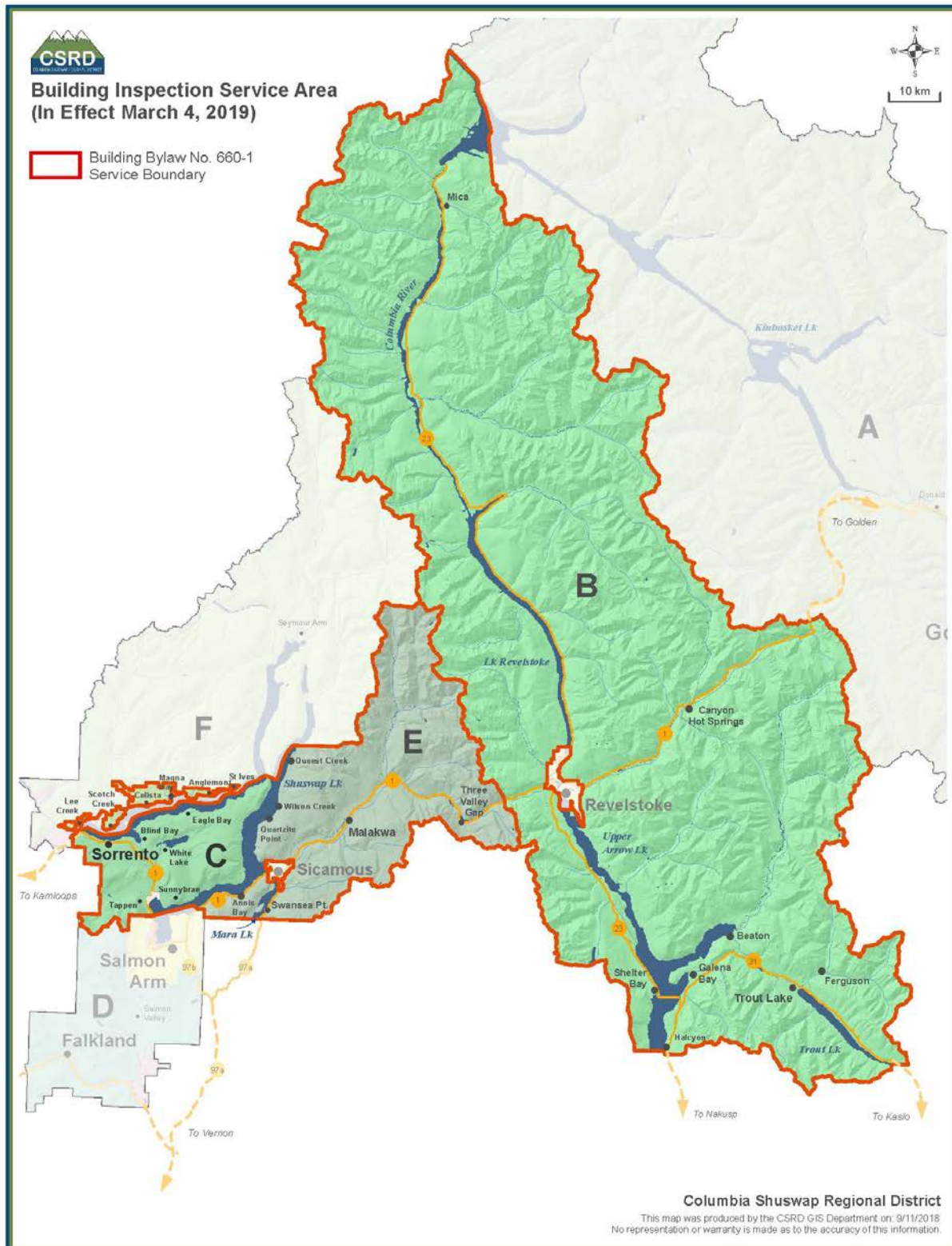
Corporate Officer

BL660-01

Page 3

Schedule A attached to and
Forming part of Bylaw No. 660-01

Columbia Shuswap Regional District
BUILDING BYLAW NO. 660-1
Appendix E – Service Area





BOARD REPORT

TO: Chair and Directors

File No: LC2558F PL20180118

SUBJECT: Electoral Area F: Agricultural Land Commission (ALC) Application
 Section 20(3) – Non-Farm Use LC2558F (B.V.R. Contractors Ltd.)

DESCRIPTION: Report from Candice Benner, Development Services Assistant, dated
 September 28, 2018.
 5159 Line 17 Road, Celista

RECOMMENDATION: THAT:
 Application No. LC2558F, Section 20(3) Non-Farm Use in the ALR, for
 The South ½ of the North East ¼ of Section 17, Township 23, Range
 10, W6M KDYD, Except Plan 37613 be forwarded to the Provincial
 Agricultural Land Commission recommending approval this 18th day of
 October, 2018.

SHORT SUMMARY:

The subject property is located at 5159 Line 17 Road in Celista of Electoral Area F. The Celista Volunteer Fire Hall is a neighbouring property located to the south east at 5271 Line 17 Road. This application for non-farm use is so that the Celista Volunteer Fire Department (CVFD) may use a small portion (0.2 ha) of the subject property's land abutting the Fire Hall property for fire training purposes.

VOTING:	Unweighted Corporate	<input checked="" type="checkbox"/>	LGA Part 14 (Unweighted)	<input type="checkbox"/>	Weighted Corporate	<input type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
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BACKGROUND:

REGISTERED OWNER(S):
 B.V.R Contractors Ltd., Inc.No.62302

AGENT:
 Sean Coubrough, Fire Services Coordinator, CSR

ELECTORAL AREA:
 F

CIVIC ADDRESS:
 5159 Line 17 Road, Celista

LEGAL DESCRIPTION:
 The South ½ of the North East ¼ of Section 17, Township 23, Range 10, W6M KDYD, Except Plan 37613

PID:

005-861-403

SIZE OF PROPERTY:

24.879 ha

OCP:

Electoral Area F Official Community Plan Bylaw No. 830

AG-Agriculture

ZONE:

N/A

CURRENT USE:

Single family dwelling, hay, beef cattle

PROPOSED USE:

Continue current uses, approximately 0.2 ha (± 30 m of frontage along Line 17 Road by ± 66 m) to be used for fire training purposes by the CVFD.

AGRICULTURAL LAND RESERVE:

100%

FARM STATUS:

Yes

SURROUNDING LAND USE PATTERN:

North = Agriculture/Farm, forested

South = residential

East = CVFD, residential, forested

West = Agriculture/Farm

SITE COMMENTS:

The subject property has a single family dwelling and a few outbuildings to support their agricultural operation. The property is a mix of open pasture, hay fields and dense forest. The owners produce approximately 100 bales of hay per year and operate a small beef cattle farm.

The CVFH is tucked into the southeast corner of the subject property; the one building on the property is the fire hall with a large parking area. The area on the subject property that is proposed for training is directly west of the CVFH and is a mix of open area and trees.

Surrounding properties are a mix of larger lot residential and agriculture with some densely treed vacant properties nearby.

SOIL CAPABILITY:

See "Maps_Plans_LC2558F.pdf" attached.

The eastern half of the property and the area proposed to be used for fire training purposes, has Class 6 soils with topography and stoniness as limiting factors; soils cannot be improved.

The western half of the property is 60% Class 4 soils and 40% Class 5 soils with topography and stoniness as limiting factors, these soils can be improved to a mix of Class 3, 4, and 5 soils with topography and stoniness as limiting factors.

HISTORY:

See "Maps_Plans_LC2558F.pdf" attached.

Historical ALC files have only been researched and labelled for the subject property and adjacent parcels.

Subject property:

1995: (1986) subject property, subdivision approved to create a parcel for the Celista Volunteer Fire Hall

Adjacent properties:

LC2229F: (1998) 2 lot subdivision approved

LC2293: (2003) non-farm use approved for 5 year term for a log building business

POLICY:

Electoral Area 'F' Official Community Plan Bylaw No. 830

Section 4 A Healthy and Safe Community

The health and safety of residents of the North Shuswap is of primary importance. Public health and safety issues include fire suppression, building safety, policing, and health services. Providing these services to a dispersed population presents extra challenges in planning and delivery.

4.1 Fire Suppression

Objective 1

To ensure adequate levels of fire suppression to the North Shuswap community.

Policy 4

The Regional District: 1. Encourages adequate levels of fire suppression to be provided throughout the North Shuswap. As growth occurs, fire suppression services must be expanded to serve the increasing population.

Section 11.3 Agriculture (AG)

3.10.1 Policies and Objectives

Objective 1

To support the long term viability of the agricultural industry in the North Shuswap and to ensure valuable agricultural lands are preserved for agricultural purposes and protected from inappropriate fragmentation through subdivision.

Policy 1

The lands designated as Agriculture are shown on Schedules B & C. Agriculture is the primary and dominant land use, with a full range of crop and livestock production activities permissible, as well as homes, buildings and structures associated with agricultural operations. Lands within the Provincially-

designated Agricultural Land Reserve (ALR) at the time of writing of the Plan are shown on Schedule D.

CSRD Fire Services Standard Operating Guidelines

OG 3.0 Training Standards – Requirements

Purpose: To establish training standards for fire department members to enable them to perform their duties safely and effectively.

Scope: All fire department members. **GUIDELINE:** The fire department will train all fire department members on a regular basis to applicable Provincial standards.

FINANCIAL:

The CSRD has paid for the ALC fee for this application.

If this ALC non-farm use application is approved by the ALC, the CSRD will enter into an easement agreement with the subject property owners; the CSRD has agreed to pay a one-time fee of \$10,000 for use of the land in perpetuity.

The CSRD will also be paying for the cost of fencing the perimeter of the identified area to delineate separation from the subject property and the training area.

KEY ISSUES/CONCEPTS:

The land on which the CVFD operates is 0.405 ha in size and has limited space for proper training and development for their fire fighters especially for the maneuvering of equipment and setting up emergency simulations required for practical training experience. The subject property owners have offered 0.2 ha (approximately 30 m of road frontage) of their land to the Fire Department so they may have more space to conduct training exercises.

The training grounds will be used to train firefighters to the standards set by the province in the BC Fire Service Minimum Training Standards Playbook. All of the Electoral Area F fire departments will be using the new site for training as there is currently no designated firefighter training area in Electoral Area F. CSRD Policy W-12 Fire Department Level of Service states that all CSRD fire departments will strive to meet the Interior Operations Firefighter Level, and this training area will be used to help all Electoral Area F fire departments to reach that training standard.

There are three Electoral Area F fire departments; the Scotch Creek/Lee Creek and Anglemont fire departments are located in and surrounded by higher density residential areas. The CVFD is located in a relatively remote location with the nearest accessory building located approximately 75 m and nearest dwelling at least 110 m from the training area. The proposed training area abutting the CVFD property allows the fire departments to properly and safely train their firefighters while being in close proximity to the CVFD fire hall.

The agent has indicated that minor changes will be made to the 0.2 ha area on the subject property to facilitate training; it will be outfitted with training props in order to simulate car fires and structure fires; these are simulations and so props such as the cars used are the bodies only, with no interior or engines, and they are filled with wood pallets. As such, simulations would have a similar impact as wood and slash burn piles and there should be no permanent alteration of soil on the subject property. If this land

is no longer needed for training, the area can be returned to the property owners for their use, including agricultural activities.

The CSRD will install fencing around the perimeter of the training area in order to provide separation and barrier from the remainder land on the subject property. The fencing will match what already exists on the subject property which is barbed wire with posts. The subject property is naturally treed west and north of the proposed the fire training area that may act as a buffer between the agricultural operation and fire training area.

SUMMARY:

Development Services staff is recommending that the Board send a recommendation of approval to the ALC for the following reasons:

- The 0.2 ha portion of land proposed to be used for fire training will not be altered permanently and could be returned to the owners for agricultural practice if no longer needed by the fire department;
- The area proposed to be used for training should not negatively impact the agricultural capability of the remainder of the subject property nor the surrounding neighbouring agricultural properties;
- This land has been identified as the most practical and suitable training area for the Electoral Area F fire departments to complete their simulation training; and,
- The proposed use of the 0.2 ha of land will help the CVFD and other Electoral Area F fire departments to properly and safely train their fire fighters in firefighting operations.

IMPLEMENTATION:

If the ALC approves this application, the CVFH and the other Electoral Area F fire departments will be able to commence their additional live fire training activities on the subject property.

COMMUNICATIONS:

Staff will send the full application package, including both Staff and Board recommendations, to the ALC for their review and decision.

DESIRED OUTCOMES:

Endorse staff recommendation.

BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Electoral Area F Official Community Plan Bylaw No. 830

2. CSRD Standard Operating Guidelines

Report Approval Details

Document Title:	2018-10-18_Board_DS_LC2558F_BVR_Contractors_Ltd.docx
Attachments:	- Maps_Plans_Photos_LC2558F.pdf
Final Approval Date:	Oct 10, 2018

This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Oct 4, 2018 - 9:46 AM



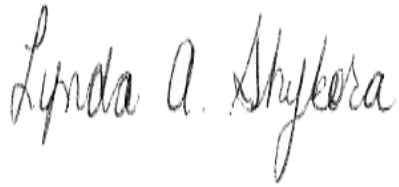
Gerald Christie - Oct 4, 2018 - 1:43 PM



Jodi Pierce - Oct 4, 2018 - 3:02 PM



Darcy Mooney - Oct 4, 2018 - 4:08 PM

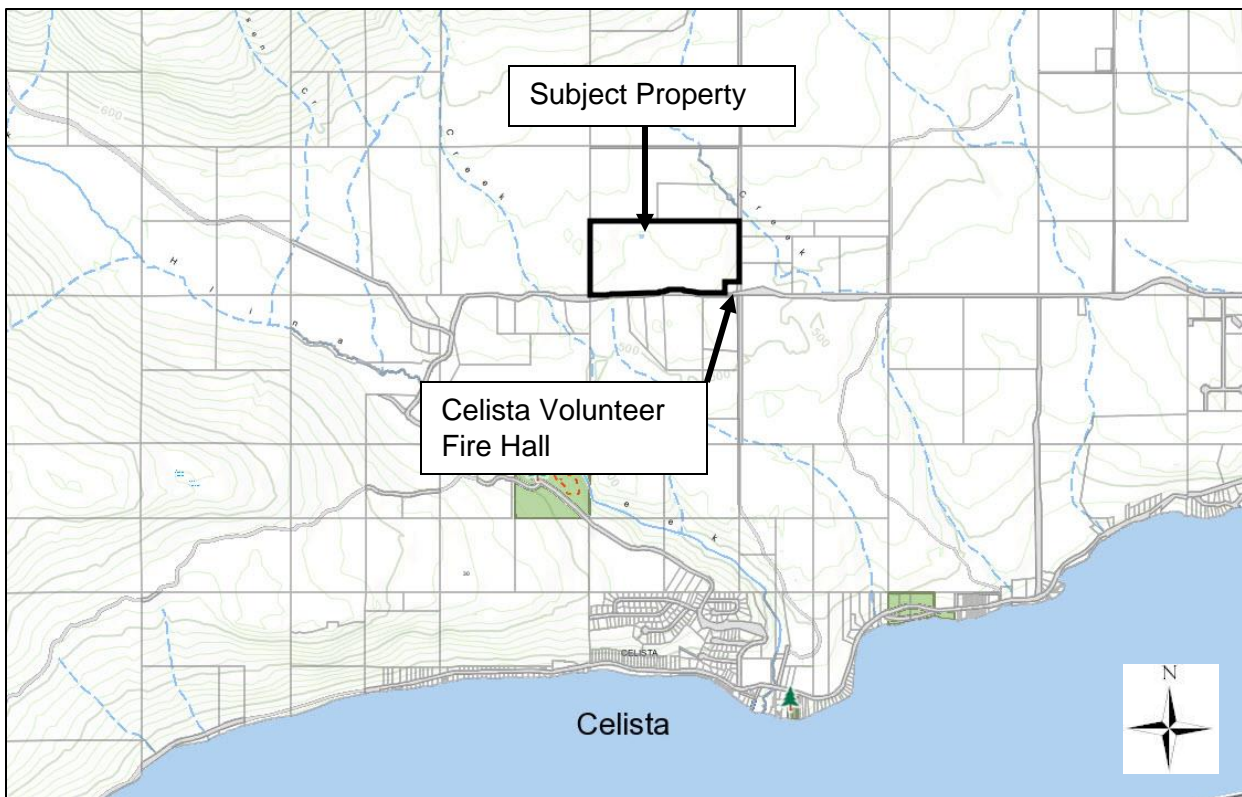
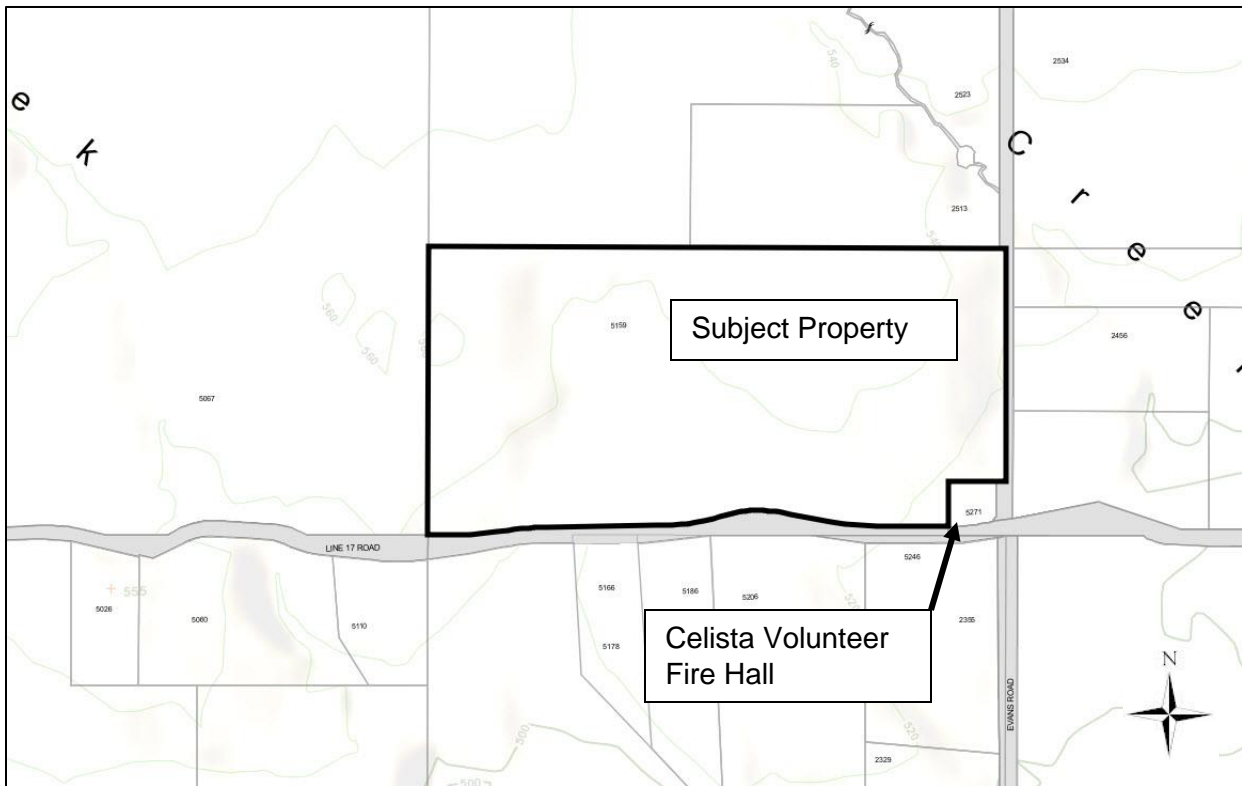
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Lynda Shykora - Oct 4, 2018 - 4:19 PM

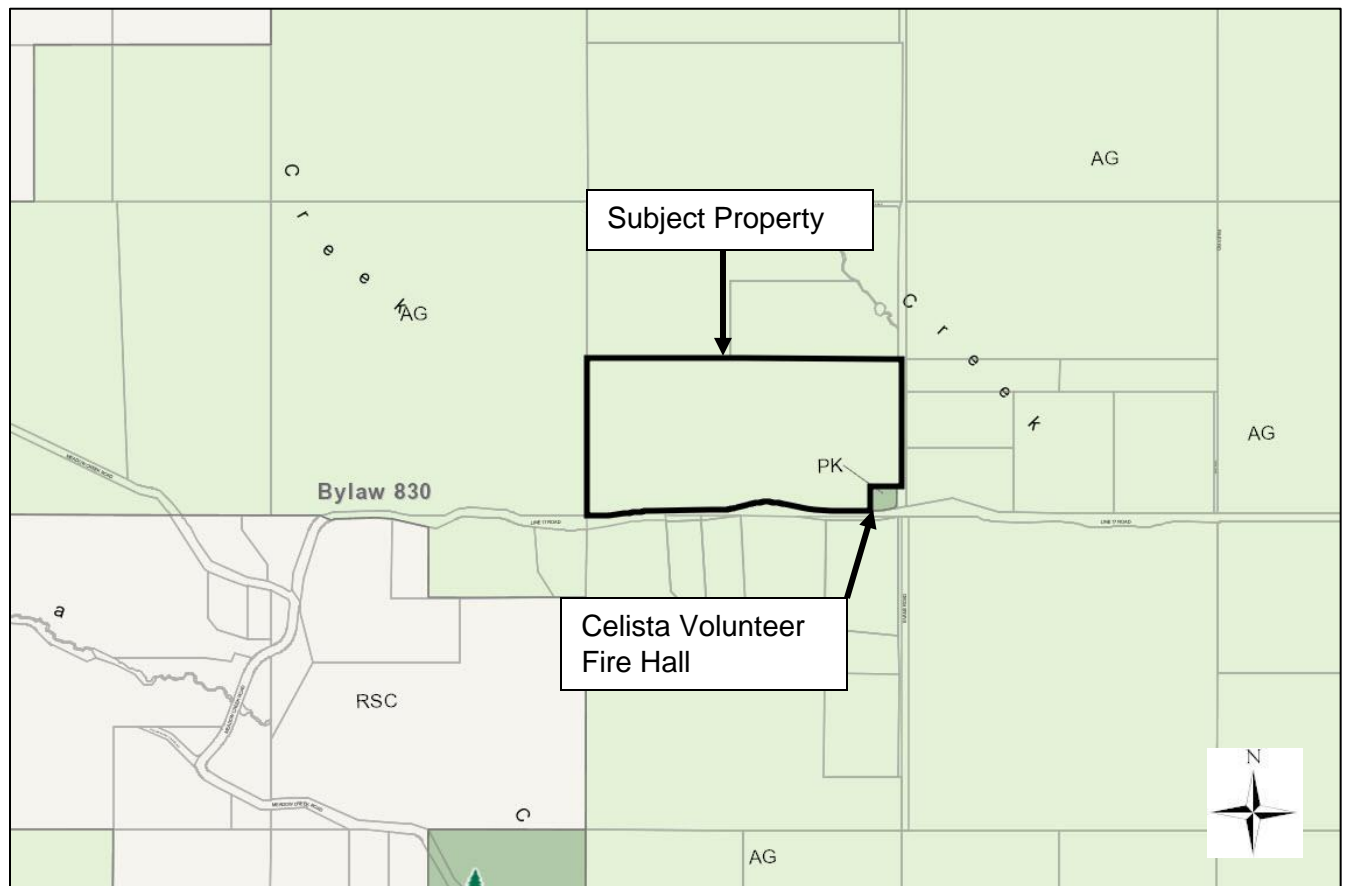
No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Oct 10, 2018 - 12:34 PM

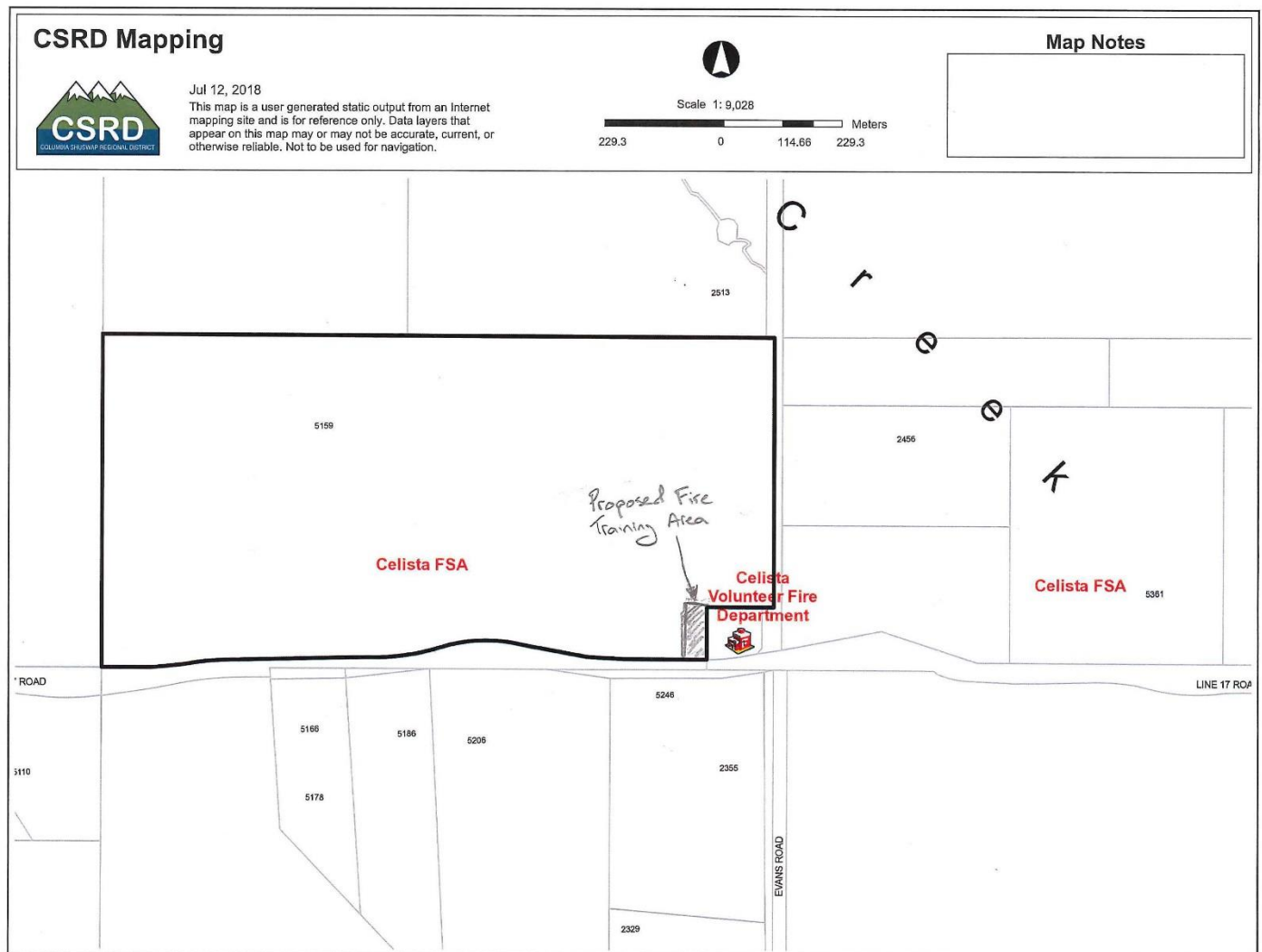
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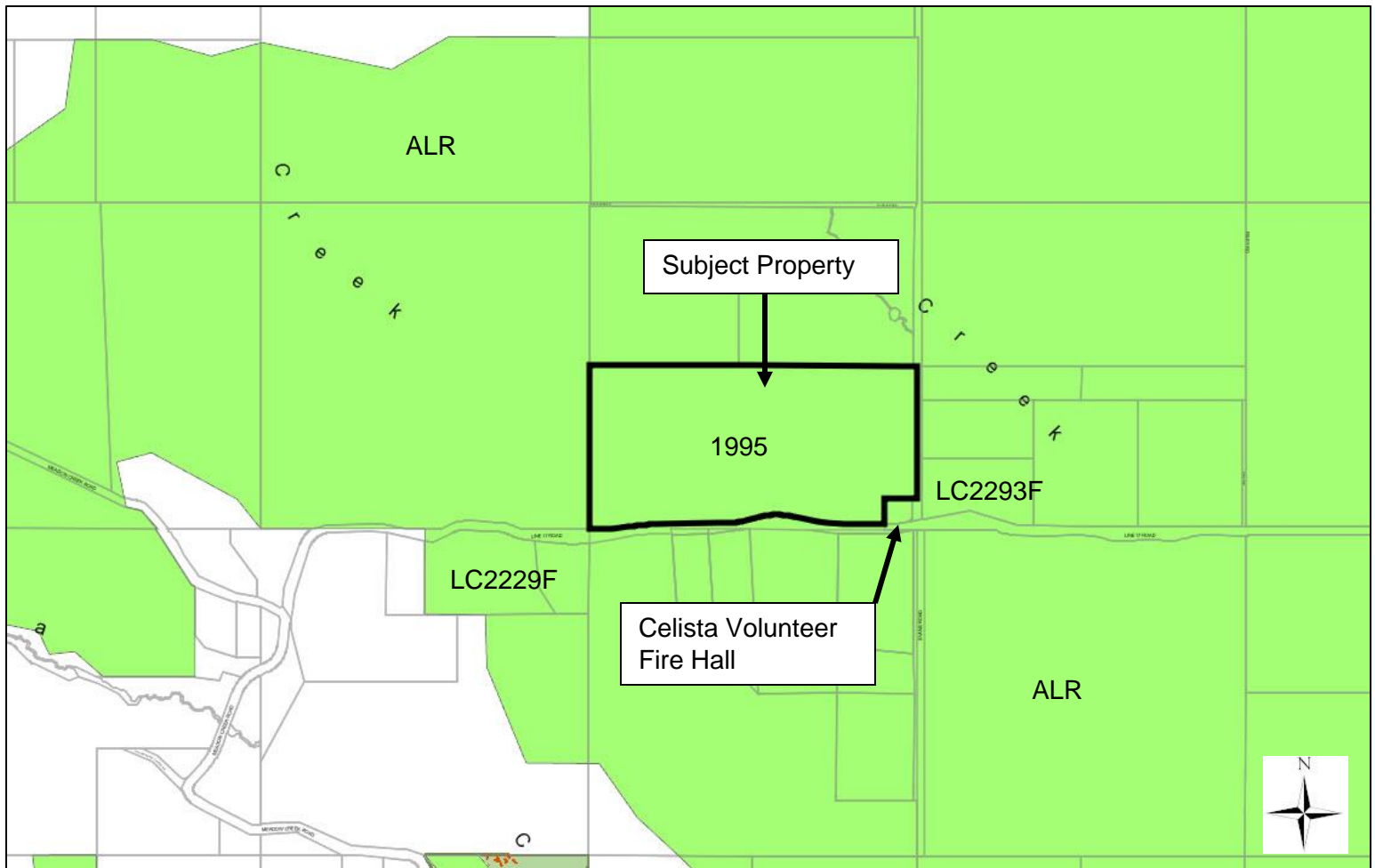
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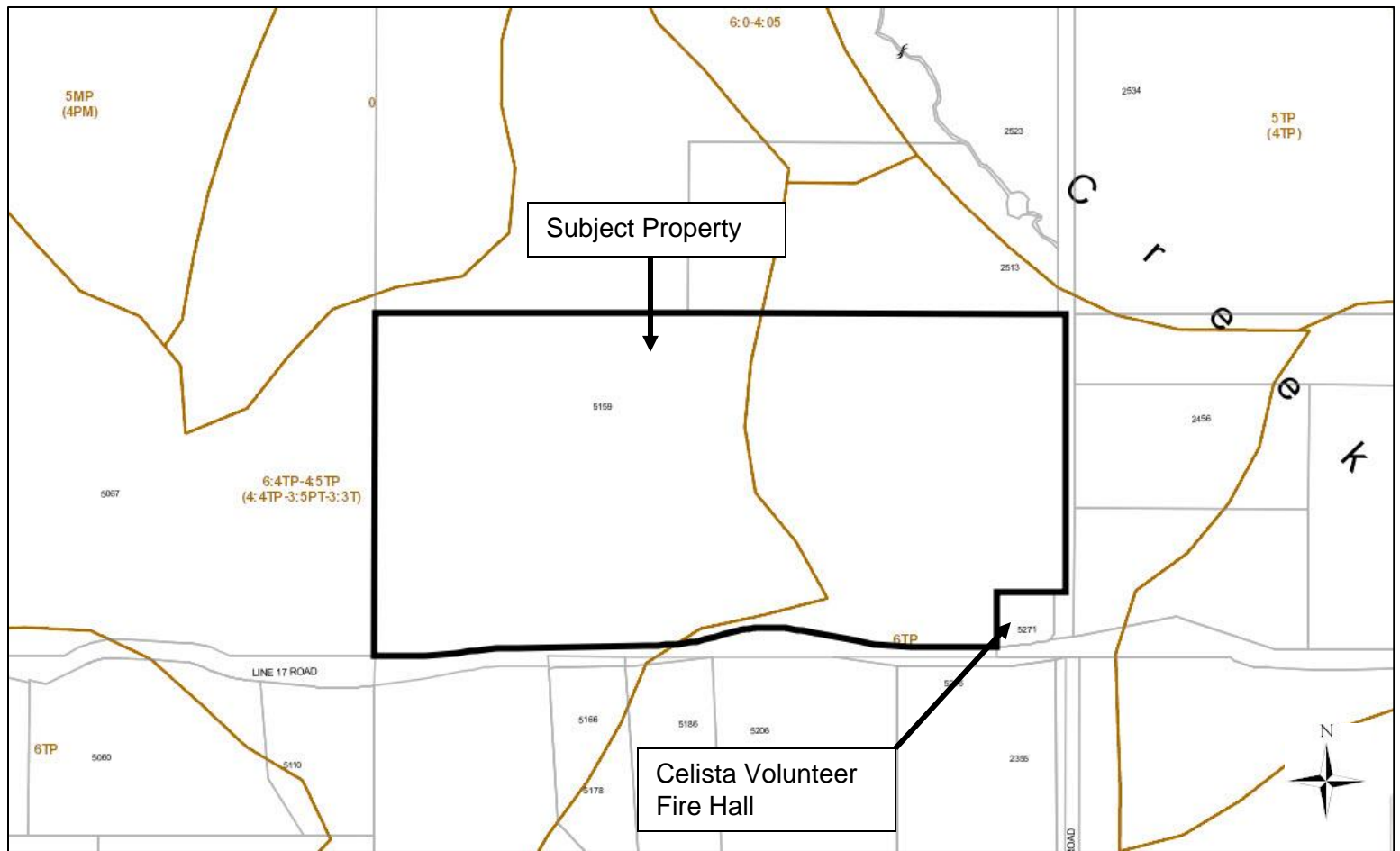
Site Plan



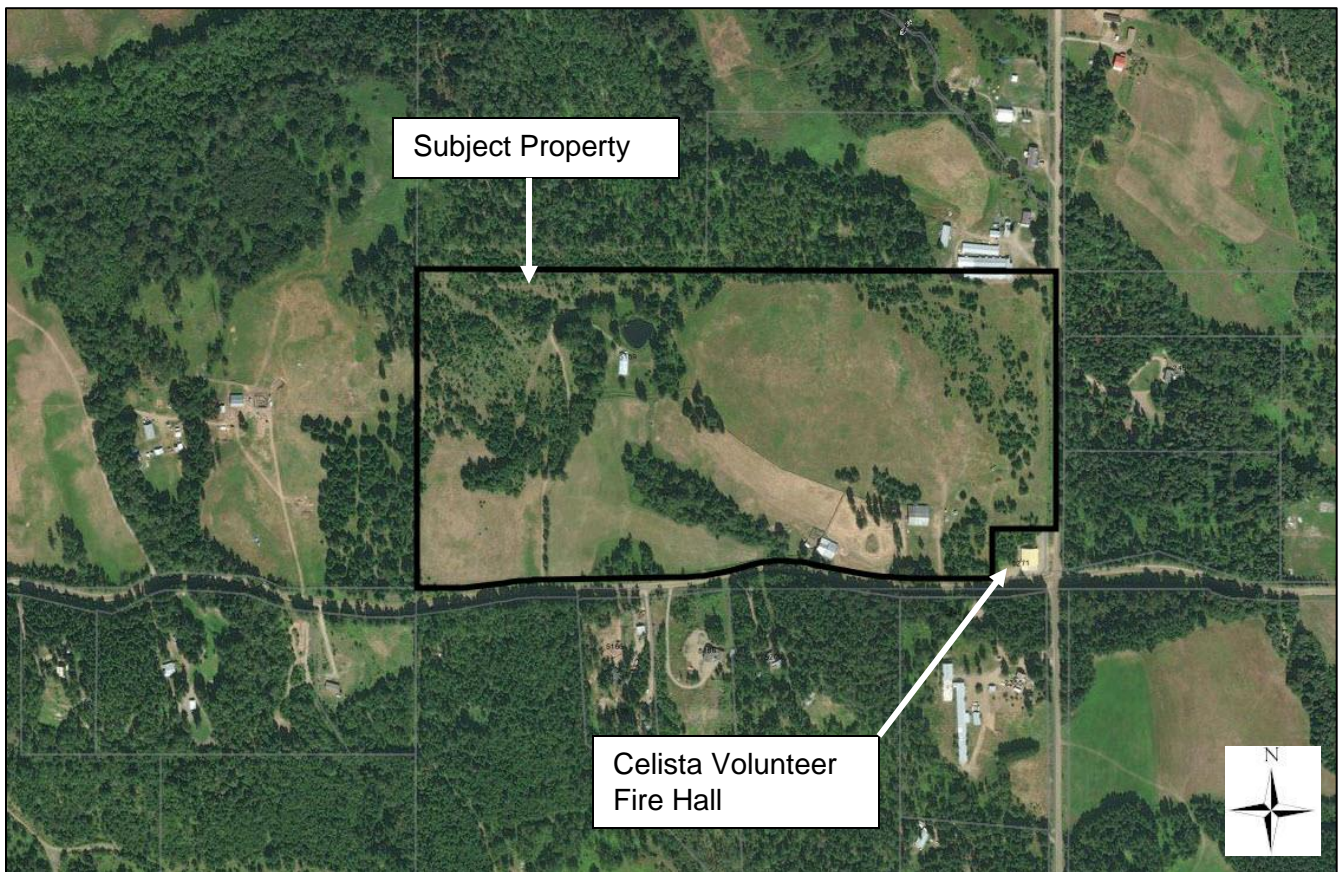
ALR/History



Soils



Orthophotographs



Photos



View of Celista Volunteer Fire Hall



View of proposed training area with the fire hall to the right



View of the back of the fire hall



View of fire hall and proposed training area to the rear, Line 17 road to the left



BOARD REPORT

TO: Chair and Directors

File No: DVP 701-81
PL2018080

SUBJECT: Electoral Area C: Development Variance Permit No. 701-81

DESCRIPTION: Report from Candice Benner, Development Services Assistant, dated October 1, 2018.
#3-6581 Eagle Bay Road, Wild Rose Bay

RECOMMENDATION: THAT: in accordance with Section 498 of the Local Government Act, Development Variance Permit No. 701-81 for the fractional northwest ¼ of Section 17, Township 23, Range 8, W6M KDYD Except Plan H16001, varying South Shuswap Zoning Bylaw No. 701, as follows:

Section 13.2.3 Minimum Setback From the rear parcel line from 5 m to 4.1 m for the existing single family dwelling and from 5 m to 2.5 m for the existing deck attached to the dwelling on Share Lot #3 only,
be approved for issuance this 18th day of October, 2018.

SHORT SUMMARY:

The subject property is located within a shared interest parcel at #3-6581 Eagle Bay Road. The owners want to build a loft onto the existing single family dwelling located on the property; the proposed works trigger the requirement for a Development Variance Permit (DVP) for the rear parcel line from 5 m to 4.1 m for the existing single family dwelling and from 5 m to 2.5 m for the existing deck attached to the dwelling. The rear parcel line is the parcel line adjacent to Shuswap Lake.

VOTING:	Unweighted Corporate	<input type="checkbox"/>	LGA Part 14 (Unweighted)	<input checked="" type="checkbox"/>	Weighted Corporate	<input type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
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BACKGROUND:

OWNERS:
Glenwood Beach Properties Ltd.

AGENT:
Cameron Mathewson

ELECTORAL AREA:
C (Wild Rose Bay)

CIVIC ADDRESS:
#3-6581 Eagle Bay Road

LEGAL DESCRIPTION:

The fractional northwest ¼ of Section 17, Township 23, Range 8, W6M KDYD Except Plan H16001

PID:

013-857-177

SIZE OF PROPERTY:

2.979 ha

SURROUNDING LAND**USE PATTERN:**

NORTH: Shuswap Lake

SOUTH: vacant, densely treed

EAST: residential

WEST: residential

DESIGNATION:

Electoral Area C Official Community Plan Bylaw No. 825

RR2- Rural Residential 2

UPLAND ZONE:

South Shuswap Zoning Bylaw No. 701

CH1 –Cluster Housing 1

FORESHORE ZONE:

Lakes Zoning Bylaw No. 900

FM1 –Foreshore Multifamily 1

CURRENT USE:

Single family dwelling

PROPOSED USE:

Single family dwelling

SITE COMMENTS:

The parent parcel is a shared interest development. The subject property is waterfront and currently has a single family dwelling located near the high water mark of Shuswap Lake.

POLICY:**South Shuswap Zoning Bylaw No. 701**

Section 13 CH1 –Cluster Housing 1 zone

13.1 Permitted Uses:

.1 Single family dwelling;

.2 home business;

.3 accessory use.

13.2 Regulations:**(e) Maximum height for:**

Principal buildings and structures: 10 m (32.81 ft.)

Accessory buildings: 6 m (19.69 ft.)

.3 Minimum setback from:

front parcel line 5 m

exterior side parcel line 4.5 m

interior side parcel line 2 m

rear parcel line 5 m

.4 Maximum parcel coverage: 70%

13.3.2 The maximum density permitted on that portion of the West ½ of Section 17, Township 23, Range 8, W6M KDYD which lies within the CH1 zone is 2.6 dwellings unit/ha.

Development Variance Permit

The applicant is proposing to vary:

Section 13.2.3 Minimum Setback From the rear parcel line from 5 m to 4.1 m for the existing single family dwelling and to 2.5 m for the existing deck attached to the dwelling, for Share Lot #3 only.

FINANCIAL:

There are no financial implications for this application; it is not the result of bylaw enforcement.

KEY ISSUES/CONCEPTS:

The owners wish to renovate their existing single family dwelling, which was built in 1963, to include a loft; the dwelling footprint does not change but the roofline of the dwelling will change. The new height of the dwelling will be 8 m which is less than the permitted 10 m in the zone.

There is an existing deck attached to the single family dwelling; it is 2.5 m from the rear parcel line and requires a variance.

The subject property is a shared interest; it appears that the lots have been surveyed to delineate individual lots for internal use by the share owners of Glenwood Beach Properties Ltd. From the site plan submitted, the existing single family dwelling on lot #3 has a 0.0 m setback from the west "side parcel line", however, this setback is not recognized legally by the CSRD as it is not defined in the zoning bylaw and therefore, a variance to the zoning bylaw is not required.

The single family dwelling is located 2.77 m and the deck 0.33 m from the mean annual high water mark of Shuswap Lake; due to the proximity to the lake, the proposed development triggers a RAR Development Permit (DP) and floodplain exemption. The owners also intend to upgrade their septic system which triggers a Lakes 100 m DP. The Manager of Development Services has been delegated the approval authority from the Board for these types of technical DPs and floodplain exemptions.

Staff is in receipt of a flood risk assessment by Onsite Engineering Ltd, August 14, 2018, that addresses the floodplain regulation and exemption requirements in Bylaw No. 701. The professional indicates that upon completing an assessment it is their professional opinion that there is a low risk with respect to

flooding hazards or landslides occurring regarding both the existing single family dwelling, attached deck, and proposed loft renovation and that can be considered safe for their intended use.

Staff is in receipt of a RAR assessment by High Country Consulting, October 15, 2018, that indicates that the proposed loft development will not create a HADD.

Staff have not yet received a professional report for the Lakes 100 m DP.

SUMMARY:

The owners of Share Lot #3 want to build a loft on the existing single family dwelling which is located within the rear parcel line setback and therefore the proposed works require a DVP to reduce this setback from 5 m to 4.1m for the single family dwelling. At this time it is also appropriate to consider a variance from 5 m to 2.5 m for the existing deck attached to the dwelling.

Development Services Staff recommends approval of DVP 701-81 for the following reasons:

1. Staff are in receipt of a floodplain assessment that indicates that the single family dwelling and deck in its current location may be safely used for its intended purpose;
2. The proposed loft will be constructed within the existing single family dwelling footprint and will not encroach further into the rear parcel line setback; and
3. The variance should have minimal to no impact on surrounding properties.

IMPLEMENTATION:

If this DVP is approved, the owners may begin their renovation once the DPs and floodplain exemption have been issued by the Manager of Development Services.

COMMUNICATIONS:

Notice of the proposed Development Variance Permit was sent to all owners of properties lying within 100 m of the subject property in accordance with Section 499 of the Local Government Act advising of the opportunity to comment on the proposed variances.

Advisory Planning Commission for Electoral Area C supported the variance for the rear parcel setback variance for the single family dwelling and deck.

DESIRED OUTCOMES:

That the Board support the staff recommendation to approve issuance of DVP 701-81.

BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

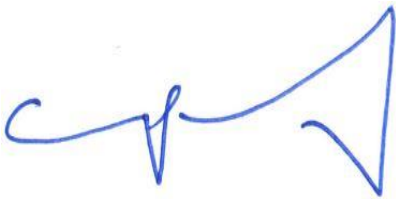
LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Electoral Area C Official Community Plan Bylaw No. 725
2. South Shuswap Zoning Bylaw No. 701
3. Onsite Engineering Flood Hazard Assessment, August 14, 2018

Report Approval Details

Document Title:	2018-10-18_Board_DS_DVP701-81_Glenwood_Beach_Properties.docx
Attachments:	- DVP701-81.pdf - Maps_Plans_Photos_DVP701-81.pdf
Final Approval Date:	Oct 4, 2018

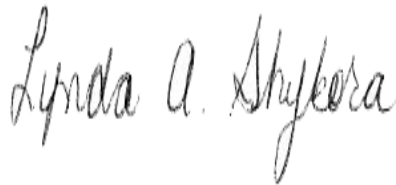
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Oct 4, 2018 - 11:31 AM



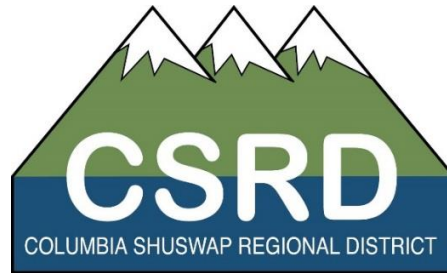
Gerald Christie - Oct 4, 2018 - 1:34 PM



Lynda Shykora - Oct 4, 2018 - 4:13 PM



Charles Hamilton - Oct 4, 2018 - 4:18 PM



DEVELOPMENT VARIANCE PERMIT NO. 701-81

OWNER: Glenwood Beach Properties Ltd.
15th Floor, 1030 West Georgia Street
Vancouver, BC

2. This permit applies only to the land described below:

The fractional northwest $\frac{1}{4}$ of Section 17, Township 23, Range 8, W6M KDYD Except Plan H16001 (PID: 013-857-177), which property is more particularly shown outlined in bold on the Location Map attached hereto as Schedule A.

3. The South Shuswap Zoning Bylaw No. 701, is hereby varied as follows:

Section 13.2.3 Minimum Setback From the rear parcel line from 5 m to 4.1 m for the existing single family dwelling and to 2.5 m for the existing deck attached to the dwelling, for Share Lot #3 only,

as more particularly shown on the Site Plans attached hereto as Schedule B and Building Drawings and Photos attached hereto as Schedule C.

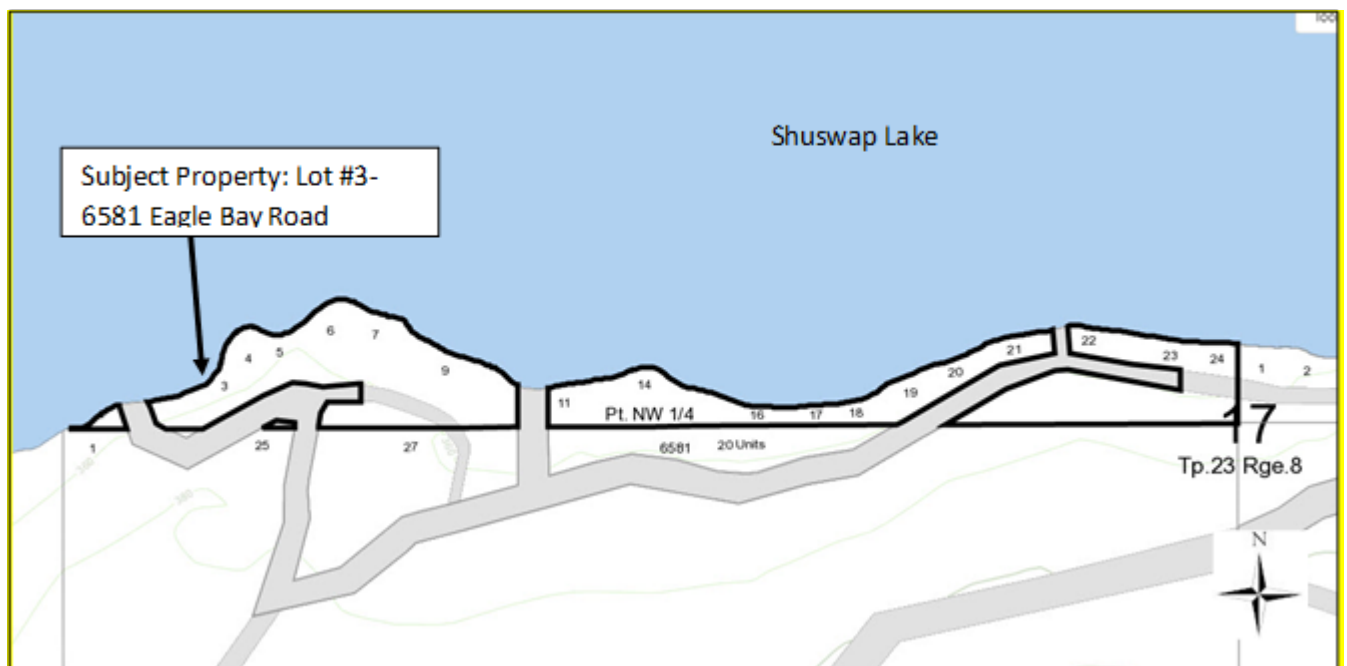
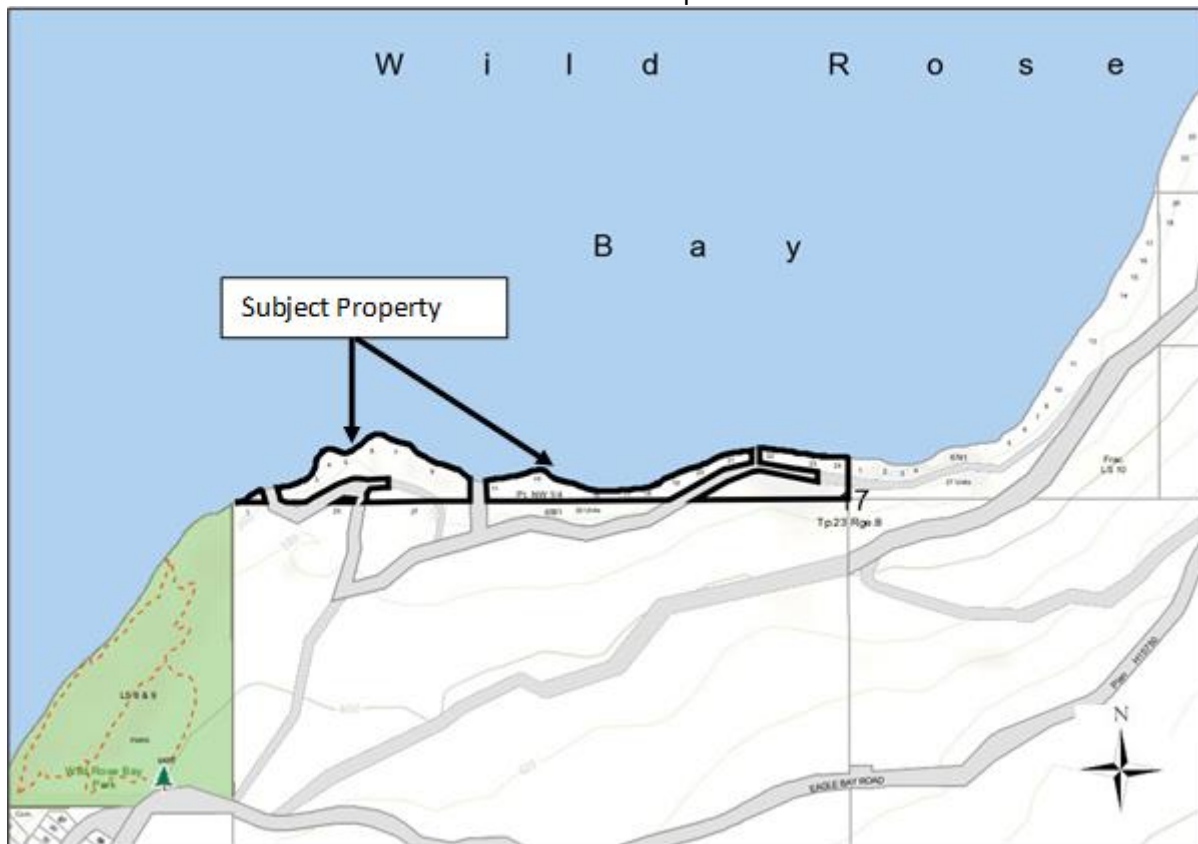
4. This permit is NOT a building permit.

AUTHORIZED AND ISSUED BY RESOLUTION of the Columbia Shuswap Regional District Board on the _____ day of _____, 2018.

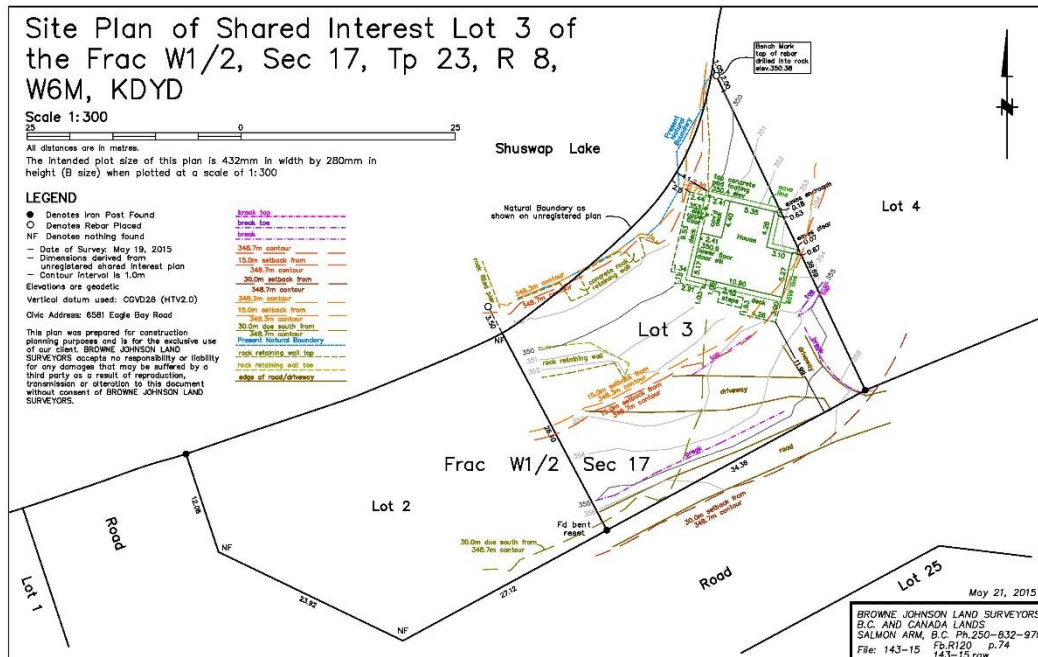
CORPORATE OFFICER

NOTE: Subject to Section 504 of the Local Government Act, if the development of the subject property is not substantially commenced within two years after the issuance of this permit, the permit automatically lapses.

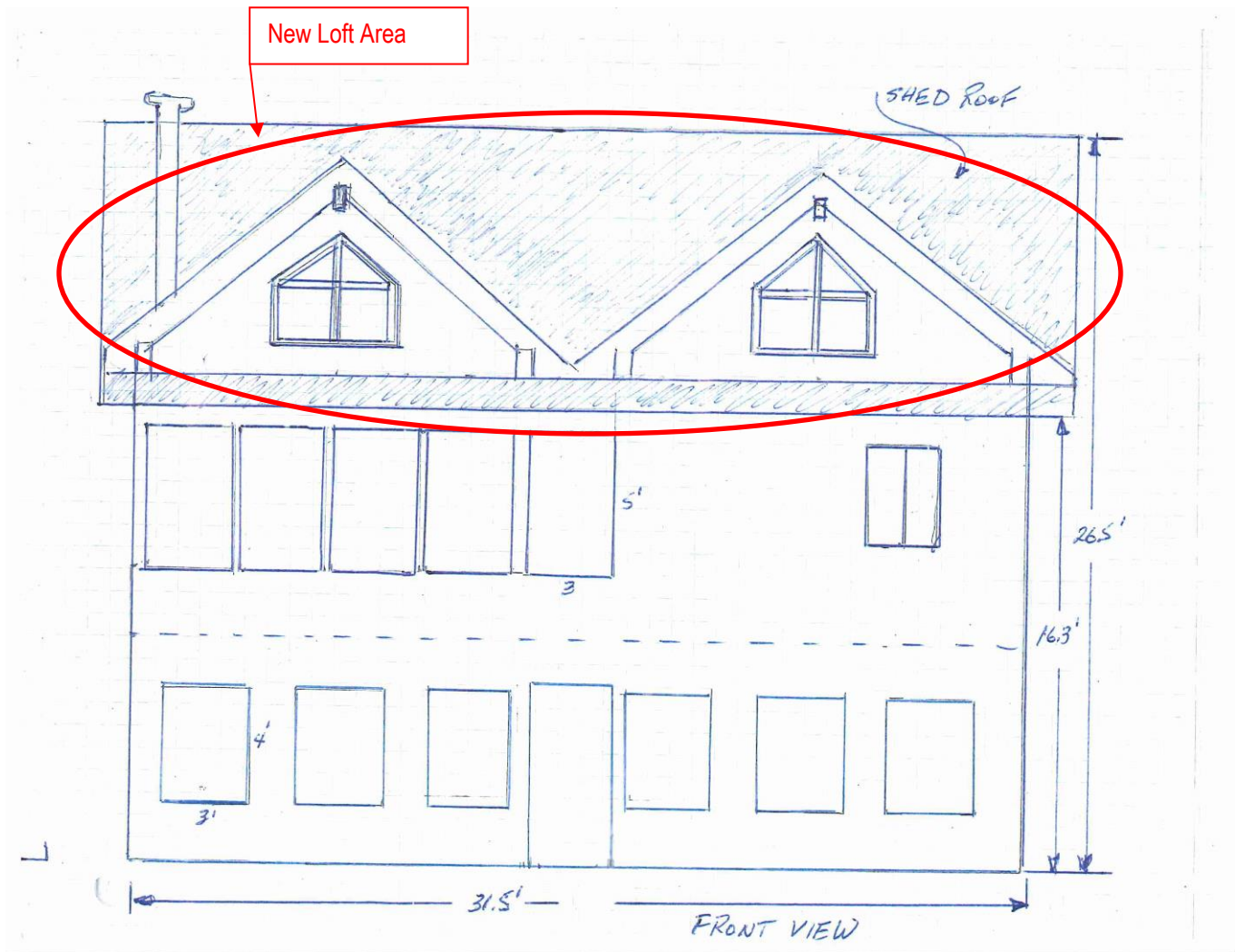
Schedule A
Location Map

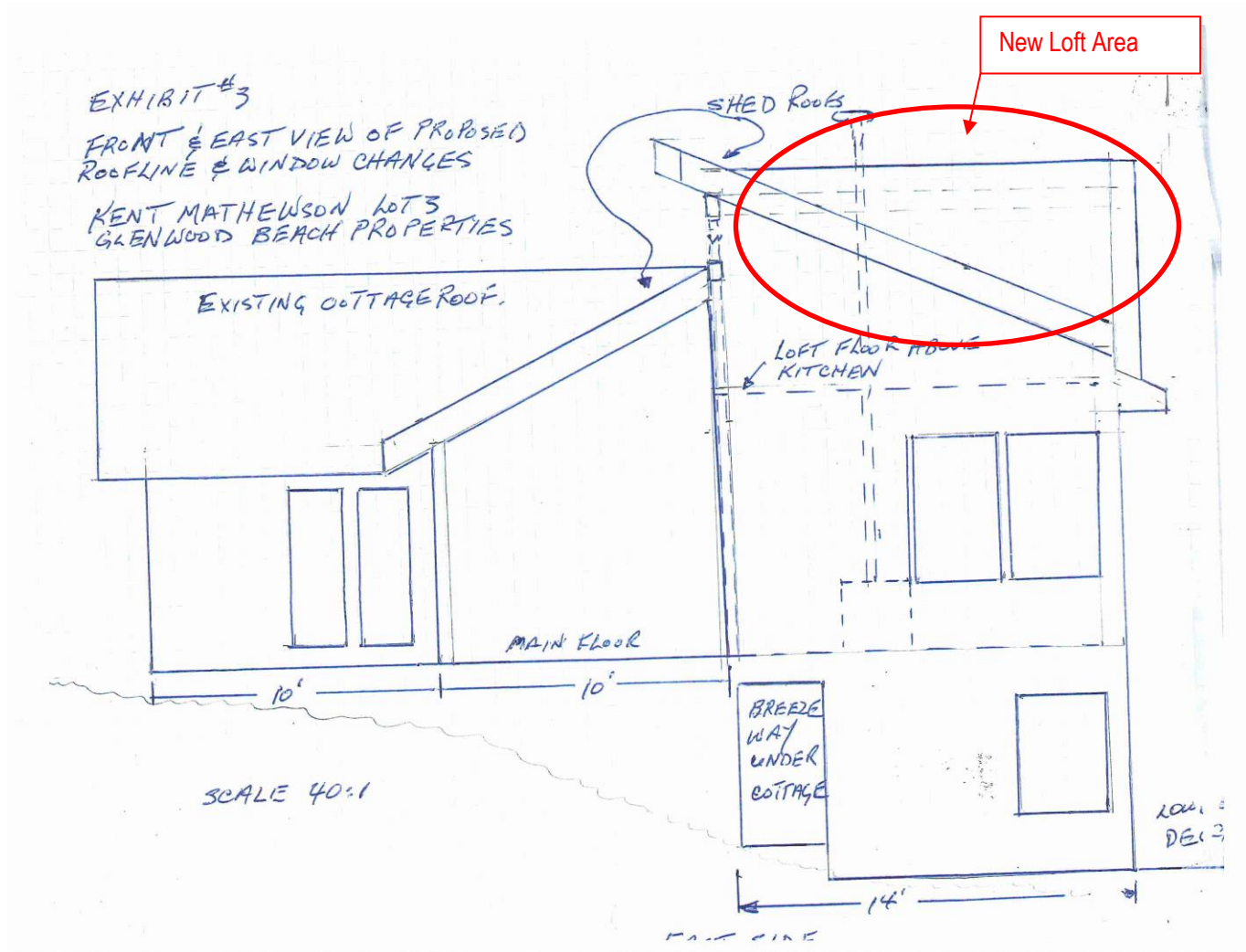


Schedule B Site Plans



New Loft Area





FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Section 6. Photos

Provide a description of what the photo is depicting, and where it is in relation to the site plan.

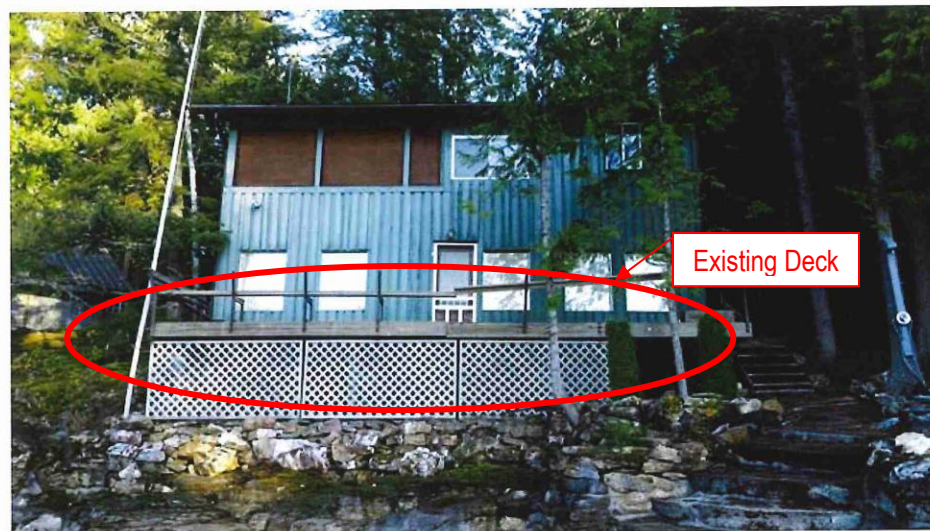
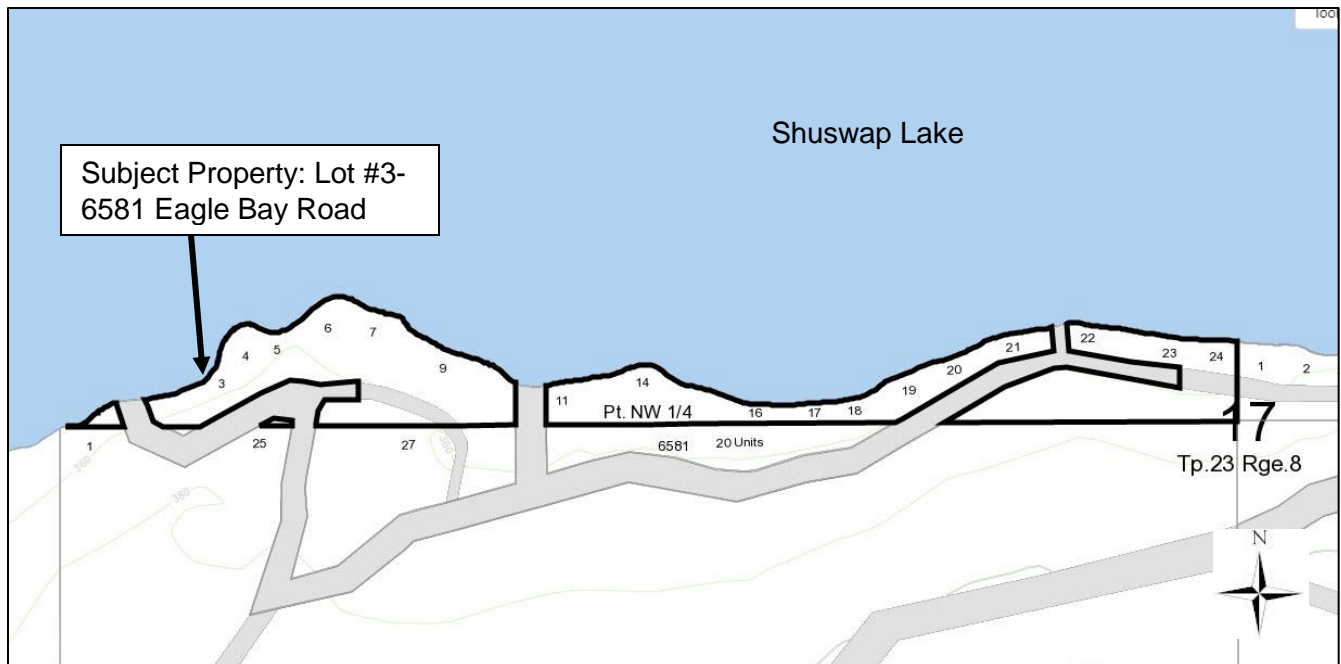
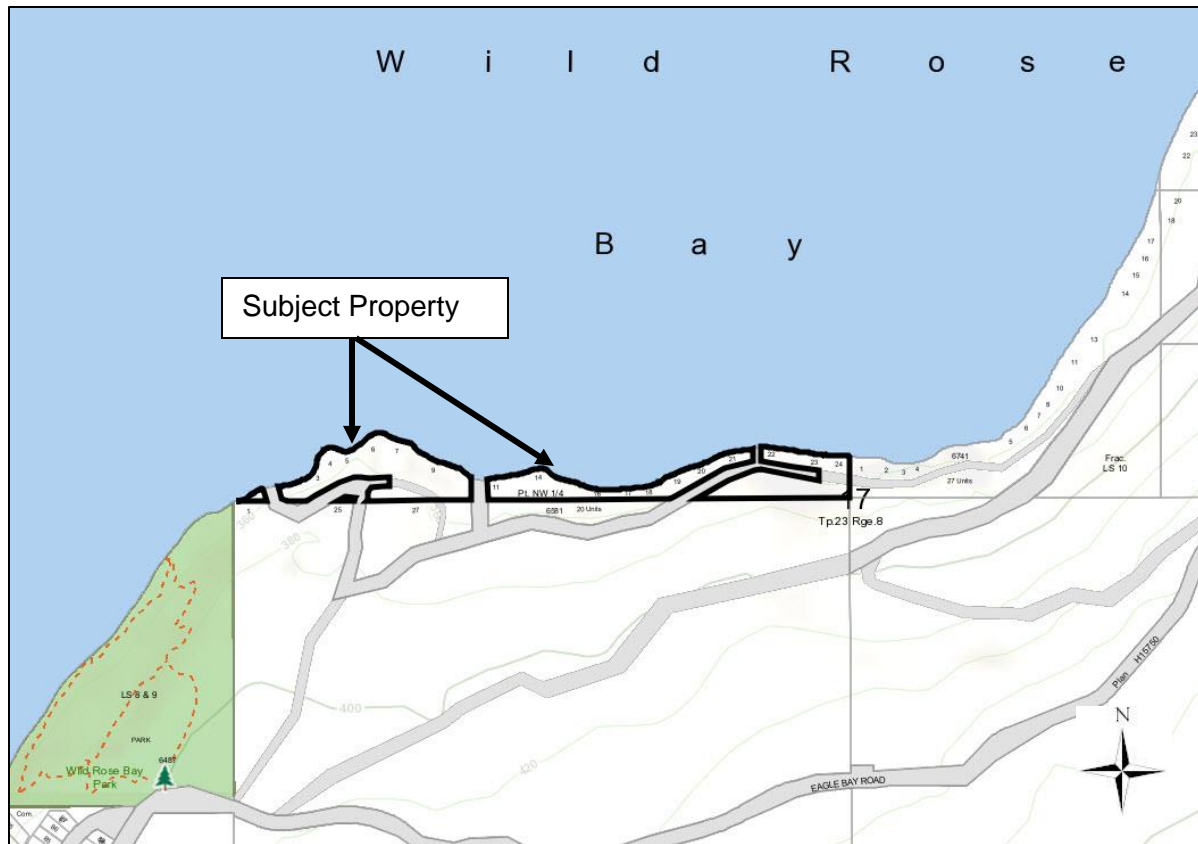


Photo 1. The existing house is completely within the 15-30 m SPEA on this Shuswap Lake shoreline lot.

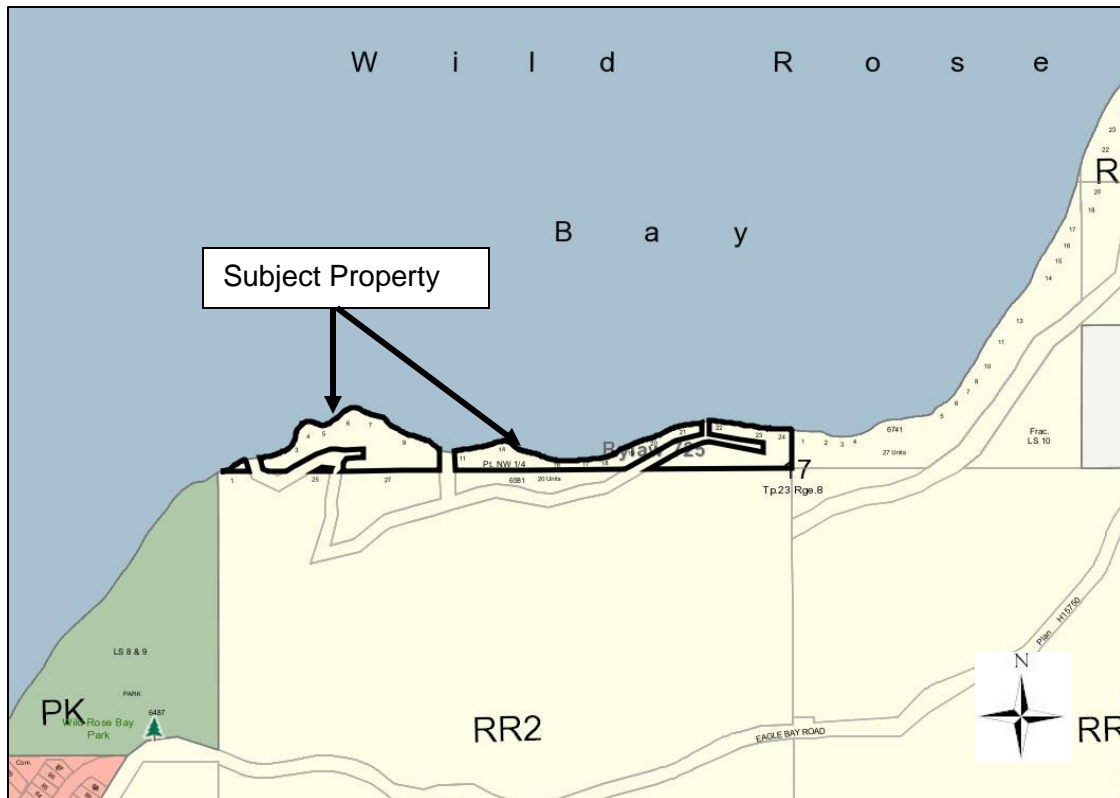


Photo 2. The existing house was constructed in 1963 with little disturbance to the natural boulder/bedrock shoreline and surrounding trees.

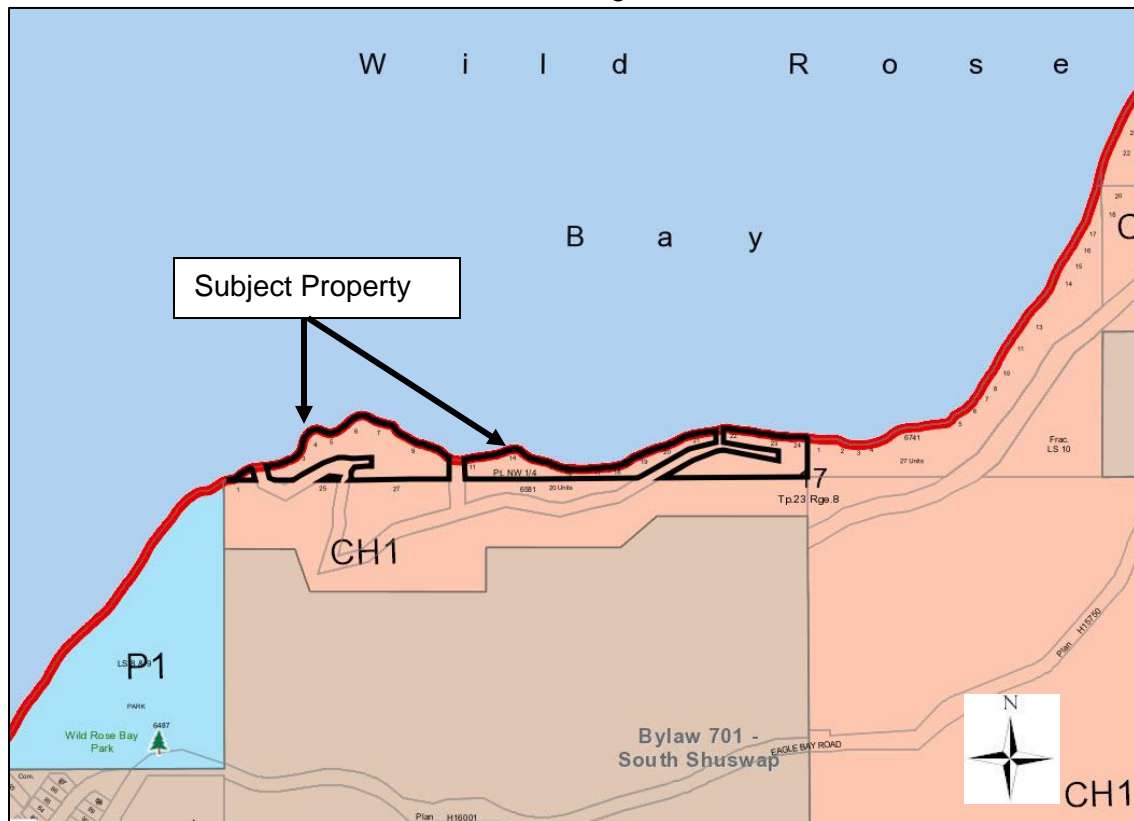
Location



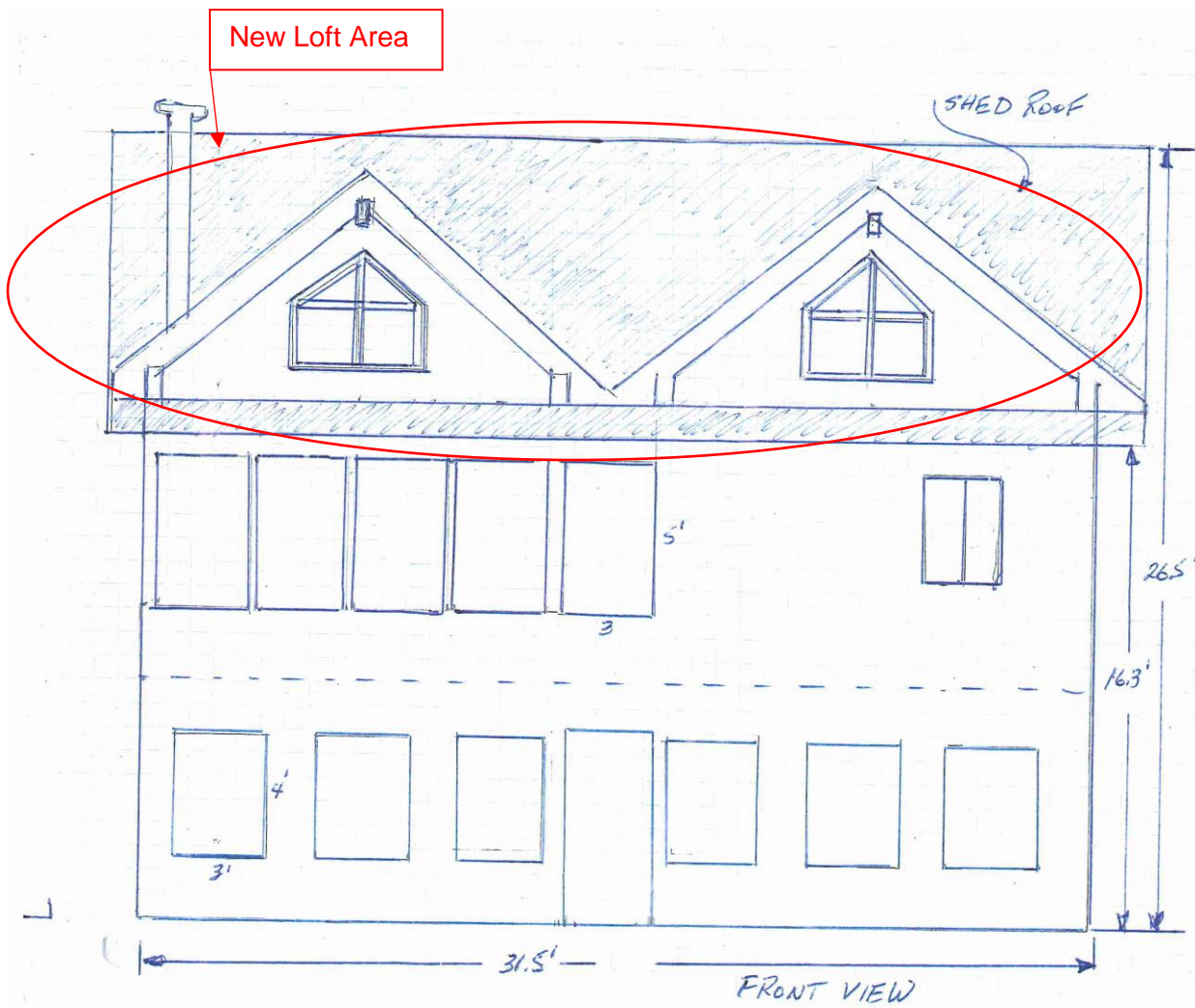
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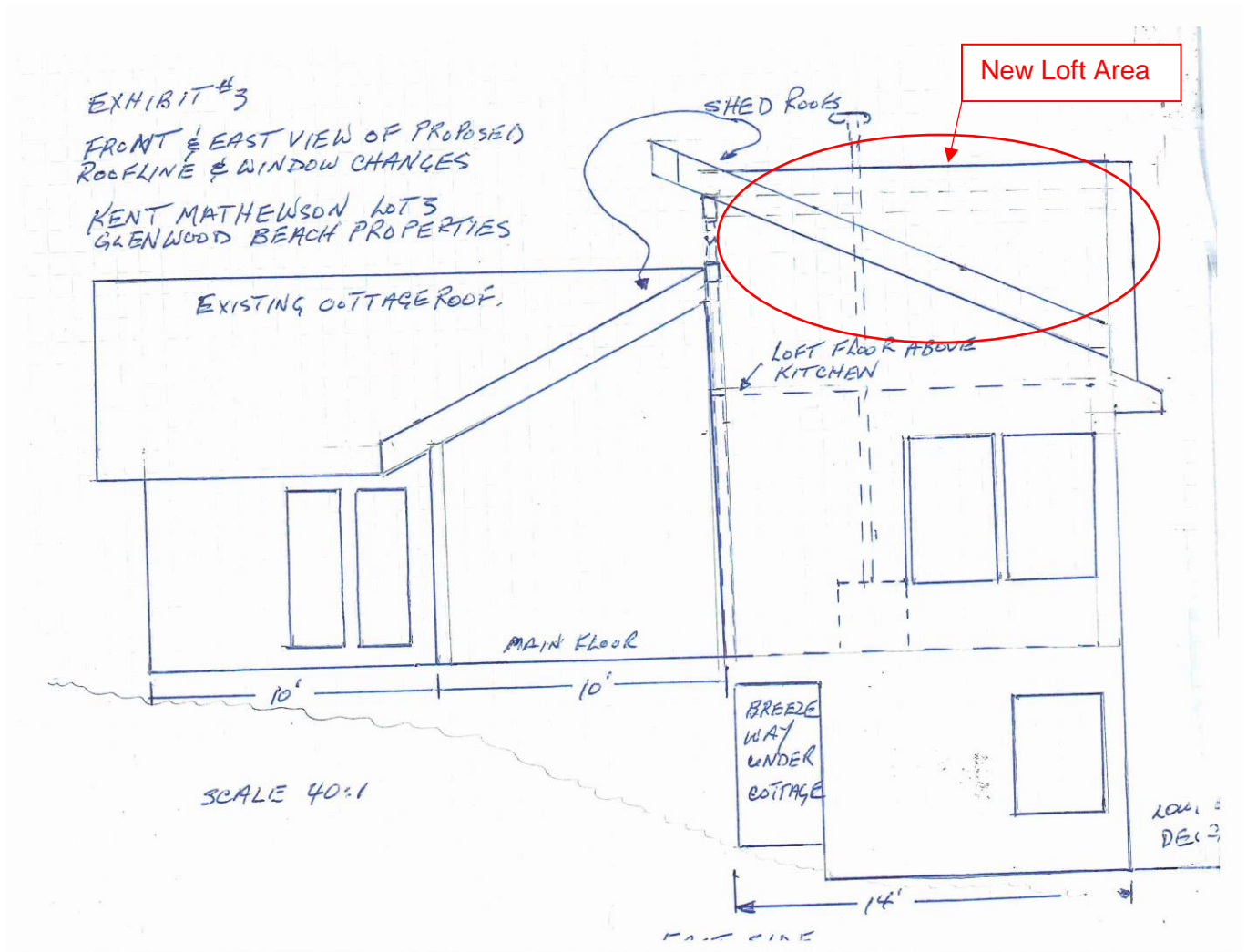


Zoning



New Loft Area





Orthophotograph



Photos (derived from the professional RAR report)

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Section 6. Photos

Provide a description of what the photo is depicting, and where it is in relation to the site plan.



Photo 1. The existing house is completely within the 15-30 m SPEA on this Shuswap Lake shoreline lot.



Photo 2. The existing house was constructed in 1963 with little disturbance to the natural boulder/bedrock shoreline and surrounding trees.



BOARD REPORT

TO: Chair and Directors

File No: BL851-12
PL20170000213

SUBJECT: Electoral Area B: Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12

DESCRIPTION: Report from Christine LeFloch, Development Services Assistant, dated September 11, 2018.
3451 Trans-Canada Hwy, Revelstoke

RECOMMENDATION #1: THAT: "Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12" be adopted this 18th day of October, 2018.

SHORT SUMMARY:

This application proposes to add a special regulation which would apply to a portion of the subject property and is intended to clarify existing uses on the subject property related to two heli-tourism operations including heli-tourism day lodge, guest lounge and staff accommodation. The Board gave third reading to Bylaw No. 851-12 at their meeting held July 19th, 2018 and adoption of the bylaw was withheld pending receipt of documentation on the Eagle Pass day lodge water system. Documentation regarding the water system along with statutory approval from the Ministry of Transportation has now been received. It is therefore appropriate for the Board to consider Bylaw No. 851-12 for adoption.

VOTING:	Unweighted Corporate	<input type="checkbox"/>	LGA Part 14 (Unweighted)	<input checked="" type="checkbox"/>	Weighted Corporate	<input type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
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BACKGROUND:

Please see staff report "2017-12-01_Board_DS_BL851-12_EaglePass_1st.pdf" attached.

POLICY:

Please see staff report "2017-12-01_Board_DS_BL851-12_EaglePass_1st.pdf" attached.

FINANCIAL:

There are no financial implications to the CSR D as a result of this application.

KEY ISSUES/CONCEPTS:

The applicant has provided a letter from Brian Gregory, Environmental Health Officer dated September 13, 2018 (attached as "Water_letter_2018-09-13_BL851-12.pdf") which provides an evaluation of the drinking water source for the Eagle Pass day lodge water system. The letter notes that the well was completed on October 29, 2014 and that based on the review it is groundwater at low risk of containing pathogens and does not require disinfection treatment to meet the Drinking Water Treatment Objectives for Ground Water Supplies in British Columbia (Nov. 2015). The letter also provides a number of requirements with regard to periodic testing of the water source and provides Best Management Practices which include preparation of an Emergency Response and Contingency Plan and training for

the operator. Mr. Gregory concludes by noting that while he has no objection to issuance of the Permit to Operate a water supply system, the noted requirements must be met and the Emergency Response and Contingency Plan must be submitted by November 30, 2018. Staff have confirmed with Interior Health that they will be following up with the owner to ensure that their requirements are met.

The subject property is located within 800 m of a controlled access highway. As such, the proposed bylaw amendment requires statutory approval of the Ministry of Transportation and Infrastructure. This approval has been received and is attached as "MOT_Approval_2018-07-30_BL851-12.pdf".

SUMMARY:

Development Services staff are recommending that Bylaw No. 851-12 be adopted as the applicant has met the condition set by the Board of providing documentation from Interior Health regarding the water supply system for the Eagle Pass day lodge, and the Ministry of Transportation and Infrastructure has provided their statutory approval of the proposed bylaw amendment.

IMPLEMENTATION:

If the Board endorses the staff recommendation the bylaw amendment will be adopted and the consolidated version of Bylaw No. 851 will be updated to include the proposed changes. The applicant will be able to continue to operate the existing heli-tourism businesses on the property.

COMMUNICATIONS:

If the Board endorses that staff recommendation and adopts Bylaw No. 851-12 the applicant will be notified of the decision. Pursuant to Development Services Procedures Bylaw No. 4001, the Notice of Application sign is required to be removed within seven days of the conclusion of the application being approved by the Board.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation.

BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Electoral Area B Official Community Plan Bylaw No. 850
2. Electoral Area B Zoning Bylaw No. 851

Report Approval Details

Document Title:	2018-10-18_Board_DS_BL851-12_EaglePass.docx
Attachments:	<ul style="list-style-type: none"> - Water_letter_2018-09-13_BL851-12.pdf - MOT_Approval_2018-07-30_BL851-12.pdf.pdf - BL851-12_Third.pdf - 2018-07-19_Board_DS_BL851-12_EaglePassHeliskiing.pdf - BL851-12_Second_as_amended.pdf - 2018-04-19_Board_DS_BL851-12_EaglePass_2nd.pdf - BL851-12_First.pdf - 2017-12-01_Board_DS_BL851-12_EaglePass_1st.pdf - Public_hearing_notes_2018-06-20_BL851-12.pdf - Agency_referral_responses_BL851-12.pdf - Maps_Plans_Photos_BL851-12.pdf
Final Approval Date:	Oct 10, 2018

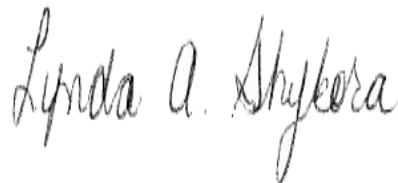
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Oct 10, 2018 - 12:49 PM



Gerald Christie - Oct 10, 2018 - 2:00 PM



Lynda Shykora - Oct 10, 2018 - 2:30 PM

A handwritten signature in black ink, appearing to read "C. Hamilton". The signature is stylized with a large initial "C" and a long, sweeping horizontal stroke at the end.

Charles Hamilton - Oct 10, 2018 - 2:42 PM



September 13, 2018

Shawn West
Manager
Eagle Pass Heliskiing Ltd.
Box 2555
Revelstoke BC V0E 2S0

RE: Evaluation of New Drinking Water Source (BC Well Id. Plate # 39453) and Inspection Report Eagle Pass Day Base water system (IHA Facility # F-2018-30548)
Location: 3451 Trans-Canada Hwy BC, Revelstoke (within CSRD Electoral Area B)

As part of the approval process, I am sending this letter in response to a request for an evaluation of the new drinking water source (BC Well Identification Plate # 39453) for the water supply system serving the Eagle Pass Day Base water system (IHA Facility # F-2018-30548). This letter also includes an inspection report regarding compliance with the [Drinking Water Protection Act](#) (DWPA) and [Drinking Water Protection Regulation](#) (DWPR).

Water Supply System Background Information:

The water supplier submitted a "Request for New Drinking Water Source Evaluation" (dated August 20, 2018) for their well (BC Well Identification Plate # 39453) which was constructed October 29, 2014.

Based on the BC Water Resource Atlas, the well is located about 2.7 kilometers west of the City of Revelstoke boundary, about 17 metres south of Trans-Canada Highway, 135 metres west of Back Road and 300 metres west of Alan Frontage Road. The water system has one connection (a building with an office and 7 bedrooms; one bed in each bedroom). The Total Population served by the water system is approximately 10. You stated "we do have clients that use the building for an hour in the am and pm each day for 4 months of the year. The staff portion of the building which is the apartment on the second floor is used for only 4 months per year from Dec 1 to April 1. The rest of the year the building is rented out to a single family for the remaining 8 months plus or minus depending on the year."

New Water Source (Well Id. Plate 39453) and Water Quality Information:

Our standard procedure is to do an evaluation of the drinking water source before our Public Health Engineer reviews a proposed treatment system and before an Environmental Health Officer issues a Permit to Operate a water supply system (for new or unpermitted water systems).

Well Data

The well (BC Well Id. Plate # 39453) was completed October 29, 2014 according to the Well Construction Report (WCR) completed by Logan Flett. The WCR states that the well was drilled to a depth of 139 feet and it has a bentonite surface seal. It is equipped with a proper vermin-proof cap. The final well stickup was measured to be 30 inches. The stainless steel screen is set from 135 feet (the intake) to 139 feet. The static water level was 92 feet below the top of the steel casing. Estimated well yield was 40 USGPM.

The lithology was reported to be: "Brown Clay & Rocks" from 0 to 27 feet, "Grey Sand & Silt" from 27 to 29 feet, "Blue Clay" from 29 to 36 feet, "Blue Clay & Rocks" from 36 to 45 feet, "Boulder" from 45 to 48 feet, "Brown Sand, Gravel & Silt" from 45 to 82 feet, "Boulder" from 82 to 85 feet, "Brown Sand, Gravel & Silt" from 85 to 110 feet and "Brown Sand & Gravel" from 110 to 139 feet. It appears the well is located in a confined aquifer.

Bus: (250) 833-4170 Fax: (250) 833-4170
brian.gregory@interiorhealth.ca
www.interiorhealth.ca

POPULATION HEALTH
P.O. Box 627, 851 – 16 Street NE
Salmon Arm, BC, V1E 4N7

The BC Aquifer Classification data indicates that the well is within an aquifer that is unmapped. However, Aquifer 8011IC(8) is located about 207 metres east of Well Identification Plate 39453 and this adjacent aquifer is confined with low vulnerability to contamination (it has been ranked as a "C" aquifer). Highly vulnerable aquifers are designated as "A" aquifers under the BC Aquifer Classification System.

Bacteriological and Chemical Quality of the Water Source (Well Id. Plate 39453)

I referred to the Interior Health *Parameter List for New Drinking Water Sources* (Sept. 2016) in my review of the water analyses for Well Identification Plate # 39453 (raw well water sampled June 11, 2018). With reference to the chemical/physical parameters of the [Guidelines for Canadian Drinking Water Quality](#) (GCDWQ), no "Maximum Acceptable Concentration" (MAC) was exceeded. Only the iron (0.539 mg/L) exceeded the "Aesthetic Objective" (AO) of the GCDWQ.

Please note that Health Canada is proposing a health-based MAC for manganese (refer to their document published June 3, 2016). A MAC of 0.1 mg/L (100 µg/L) is proposed for total manganese in drinking water. An AO of 0.02 mg/L (20 µg/L) is proposed for total manganese in drinking water. The total manganese in your well water was 0.00611 mg/L and this would not exceed either the proposed MAC or the proposed AO.

While no guideline has been established, the hardness (at 100 mg/L CaCO₃), is considered to be in the optimum range. Hardness levels between 80 and 100 mg/L provide an acceptable balance between corrosion and incrustation (as stated in the GCDWQ). The turbidity level for this well was 5.04 NTU which exceeds the Operational Guidance Value (OG) of 1.0 NTU. Turbidity is more significant for surface water sources. The GCDWQ states "for systems that use groundwater, turbidity should generally be below 1.0 NTU". The UV Transmittance (unfiltered) was 97.6% at a wavelength of 254 nm. Regarding other parameters of interest, the pH was 7.11, the Total Alkalinity was 83.8 mg/L as CaCO₃, the Nitrate (as N) was 0.070 mg/L, the Total Organic Carbon was 0.52 mg/L, the Total Dissolved Solids was 117 mg/L and the Ammonia was 0.030 mg/L.

The bacteriological sample collected June 11, 2018, indicated that there was < 1 (less than one) Total Coliform bacteria and < 1 E. coli bacteria. The WCR states that the well was disinfected.

Site Inspection:

I inspected the site of the existing well on the subject property on August 22, 2018. I took photos of the wellhead Well Identification Plate # 39453 (**WIN 39453**) and surrounding area. I also referred to our sewerage records and the site plan (submitted by Shawn West on Aug. 22, 2018) that shows the location of the well (WIN 39453) buildings and potential sources of contamination. Based on my observations, iMapBC, the submitted site plan and documents on file, the well is located approximately:

- 84 metres from the jet fueling station and jet fuel barrels;
- 17 metres from the south boundary of the Trans-Canada Highway;
- 24 metres (80 feet) from the west side of the Eagle Pass heliski office and residence;
- 32 metres (105 feet) from the septic tank (based on the sewage Letter of Certification in our records)
- 57 metres (188 feet) from the west end of the sewage dispersal field;
- 105 metres north of the CPR railroad tracks (from the submitted site plan and iMapBC);
- 13 metres from the driveway and
- 220 metres north of the bank of a small un-named stream (shown on iMapBC).

I observed that the well had a 0.9 metre (3 feet) stickup and a proper vermin-proof cap. The area around the well appeared to be graded such that the well would not be prone to surface water drainage.

Water Source Evaluation (WIN 39453):

With reference to Section 18 of the [Drinking Water Protection Act](#) (DWPA), I've reviewed your request (dated August 20, 2018) for a new drinking water source evaluation. In my evaluation, I have considered:

- the Well Construction Report (Well Completed Date: Oct. 29, 2014),
- the water analyses,

- Version 3 (Sept/2017) of the BC [Guidance Document for Determining Ground Water at Risk of Containing Pathogens](#) (GARP),
- the [Drinking Water Treatment Objectives \(Microbiological\) for Ground Water Supplies in British Columbia](#) (Nov/2015),
- the requirements of the *Groundwater Protection Regulation* (BC Reg. 39/2016) under the *Water Sustainability Act*,
- the sewerage system information (in our records) and
- the site plan submitted by the applicant.

Based on the information available and my observations; the locations of the potential sources of contamination (including sewerage systems) appear to meet separation distance requirements (to a well) of [Section 8 of the BC Health Hazards Regulation](#) (BC Reg. 216/2011) under the Public Health Act.

In my opinion, the ground water source (BC Well Identification Plate # 39453) appears to be acceptable and it is “ground water at low risk of containing pathogens” based on my review and my GARP Determination Field Form dated September 12, 2018. This water source, in my opinion, does not require disinfection treatment to meet the *Drinking Water Treatment Objectives (Microbiological) for Ground Water Supplies in British Columbia* (Nov. 2015).

The *Drinking Water Treatment Objectives (Microbiological) for Ground Water Supplies in British Columbia* were developed to provide guidance on the treatment objectives expected to be achieved before a ground water source is considered potable. If new information becomes available (from site visits, water tests, watershed assessments, hydrogeological reports, etc.) concerning the water source, we will assess the new information and provide a revised response regarding an evaluation of the drinking water source and the required microbiological treatment objectives. We support Health Canada’s recommendation of a minimum of one form of disinfection treatment even for deep secure ground water sources as part of the Multi-Barrier Approach to safe drinking water. Please consult with our Public Health Engineer (PHE) regarding [Applications for Construction Permits](#) (CP), treatment objectives and requirements with respect to this evaluation of the water source.

Requirements:

- Submit follow-up wellhead samples for Turbidity and Iron (Fe) as the June 11, 2018 levels exceed the OG (for Turbidity) and the AO (for Iron).
- You informed me that the water supply system has been in use since 2014. Please note that Section 7 of the DWPA requires a person to obtain a Construction Permit (CP) from a PHE prior to the construction, installation, alteration or extension of a “water supply system”. A CP should have been obtained prior to construction (the construction of waterworks without a CP is a contravention of the DWPA).

For any future alterations to the water system, ensure that you obtain a CP from a PHE prior to the construction, installation, alteration or extension of a water supply system. All plans and specifications must be submitted with an Application for a CP. For more information, contact *Engineering Direct* at:

Phone: 1-855-743-3550

Email: EngineeringDirect@interiorhealth.ca

(see IHA web site: <http://www.interiorhealth.ca/YourEnvironment/DrinkingWater/Pages/Permits.aspx>)

- Maintain the ground around the well such that it is sloped away from the well to protect the well from surface drainage or flooding and install a barrier(s) to prevent vehicles damaging the well.
- Collect further raw wellhead water bacteriological samples on a regular basis (monthly during the 8 to 12 week well commissioning period and quarterly thereafter). This will provide more information on the bacteriological raw water quality of Well Identification Plate # 39453. The drinking water at the tap must be tested (bacteriological) weekly during the commissioning period and at least monthly thereafter. Comprehensive (physical/chemical) analyses should be done at least every 5 years on well sources.
- Prepare an [Emergency Response and Contingency Plan](#) (ERCP). Under Section 10 of the [Drinking Water Protection Act](#), an ERCP is required and “*must be implemented in the event of an emergency or abnormal operational circumstances affecting its water supply system or drinking water source.*” The required annual

revisions to the ERCP enable you to: i) review the risks to the water system, ii) update contact information and iii) ensure that procedures are still valid (if requested, we can send you an ERCP template). The ERCP should be completed prior to operating a water supply system.

Best Management Practices:

- Install treatment if follow-up samples show the Iron is above the AO (to reduce the Fe to ≤ 0.3 mg/L).
- Maintain an intake/well protection zone of at least 100 metres radius. Where you've identified potential contamination sources within the 100 metres, prepare a Source Protection Plan (SPP) to mitigate the health hazards. For reference, the practice of using an intake/well protection zone (e.g. 100 metres) is discussed in BC's [Comprehensive Drinking Water Source-to-Tap Assessment Guideline – Module 1 – Delineate and Characterize Drinking Water Source\(s\)](#). The SPP doesn't necessarily have to be a detailed comprehensive plan.
- While it is recommended that all water suppliers consider secondary/distribution system disinfection (primary disinfection would entail achieving the required chlorine contact time), I understand that you have a very short distribution system and secondary disinfection may not be necessary depending on further bacteriological testing.
- To ensure that the water system operator has adequate training, we recommend that all operators obtain a certificate by completing either the [WaterSafeBC](#) course (offered online or by correspondence through Thompson Rivers University) or a "[Small Water Systems](#)" course certified by the [Environmental Operators Certification Program](#). The latter course is the preferred course for the operators of small water systems and it is offered by Thompson Rivers University, MTS Inc. and the BC Water and Waste Association.
- As is best practice for all water supply systems, you should develop a *Water Quality Monitoring Plan* (include bacteriological, physical and chemical testing) and an *Operation and Maintenance Plan* (this latter plan should include procedures on how to operate the disinfection system and measures to prevent cross connections).
- All water suppliers should complete the [Drinking Water Source-to-Tap Screening Tool](#) or the [Water System Assessment User's Guide](#) which help water suppliers and operators assess their water system's vulnerabilities and security (from 'source to tap'). Proper source protection is one of the components of the Multi-Barrier Approach and it will help you provide clean, safe and reliable drinking water to your water users.

While I have no objection to the issuance of the Permit to Operate a water supply system, the above "Requirements" must be met and the ERCP must be submitted by November 30, 2018.

All the above-mentioned plans should be reviewed and updated annually. Copies of all the above-mentioned documents need to be provided to the Environmental Health Officer for our records. If you have any questions regarding this source evaluation and inspection report, please contact me (see the footer of the first page).

Sincerely,



Brian Gregory
Environmental Health Officer
Drinking Water Systems Program
Environmental Public Health, Population Health, IHA
BG/bg

cc: Rob Birtles, Team Leader, Small Water Systems, Drinking Water Systems Program, IHA
Engineering Direct, IHA

Att. GARP Determination Field Form for Eagle Pass Day Base water system (Sept. 12, 2018)

BL851-12

BRITISH
COLUMBIAMinistry of Transportation
and InfrastructureDEVELOPMENT APPROVALS
BYLAW COMMUNICATIONYour File #: BL851-12
eDAS File #: 2018-04205

Date: Jul/30/2018

<input type="checkbox"/> CAO	<input type="checkbox"/> Agenda	Ownership:
<input type="checkbox"/> Works	<input type="checkbox"/> Reg Board	File#
<input type="checkbox"/> DDS	<input type="checkbox"/> In Camera	
<input type="checkbox"/> Fin/Adm	<input type="checkbox"/> Other Mtg	
AUG 03 2018		
<input type="checkbox"/> Ec Dev	<input type="checkbox"/> RECEIVED	Ack Sent:
<input type="checkbox"/> IT	<input type="checkbox"/> Staff to Report	<input type="checkbox"/> Fax
<input type="checkbox"/> Parks	<input type="checkbox"/> Staff to Respond	<input type="checkbox"/> Mail
<input type="checkbox"/> SEP	<input type="checkbox"/> Staff Info Only	<input type="checkbox"/> Email
<input type="checkbox"/> HR	<input type="checkbox"/> Dir Mailbox	
<input type="checkbox"/> Other	<input type="checkbox"/> Dir Circulate	

Columbia Shuswap Regional District
Marianne Mertens
Box 978
Salmon Arm, British Columbia V1E 4P1
Canada

Attention: Marianne Mertens

**Re: Final Approval - Bylaw 851 - THE SOUTHEAST 1/4 OF SECTION 25
TOWNSHIP 23 RANGE 3 WEST OF THE 6TH MERIDIAN KOOTENAY DISTRICT
EXCEPT PARTS INCLUDED IN RW PLANS 633A AND 12984 AND PLAN R265
- 3451 TransCanada Highway, Revelstoke**

Attached please find signed bylaw, approved pursuant to Section 52(3)(a) of the
Transportation Act.

If you have any questions please feel free to call Cliff Razzo at (250) 426-1516.

Yours truly,

Cliff Razzo
Development Approvals Technician

Attachment

Local District Address
<p>Rocky Mountain District 129 10th Avenue S Cranbrook, BC V1C 2N1 Canada Phone: (250) 426-1500 Fax: (250) 426-1523</p>

PL 2017-0213m2

STATUTORY APPROVAL

Under the provisions of the Transportation Act

I hereby approve Electoral Area B Zoning Amendment
(Eagle Pass Heliskiing) Bylaw No. 851-12

of the Columbia Shuswap Regional District,
a copy of which is attached hereto.

Approved pursuant to Section 52(3)(a) of the Transportation Act

THIS 30 DAY OF JULY, 2018



For Minister of Transportation and Infrastructure

COLUMBIA SHUSWAP REGIONAL DISTRICT
ELECTORAL AREA 'B' ZONING AMENDMENT
(EAGLE PASS HELI-SKIING) BYLAW NO. 851-12

A bylaw to amend the "Electoral Area 'B' Zoning Bylaw No. 851"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 851;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 851;

NOW THEREFORE the Board of the Columbia Shuswap Regional District in open meeting assembled, HEREBY ENACTS as follows:

1. "Electoral Area 'B' Zoning Bylaw No. 851", as amended, is hereby further amended as follows:

A. TEXT AMENDMENTS

- i) Part 1.0 - Definitions is hereby amended by:

inserting the following definition after "GUEST ACCOMMODATION":

GUEST LOUNGE is an area within a *heli-tourism day lodge* where passengers can wait prior to embarking or after deplaning;

inserting the following definition after "HEIGHT":

HELI-TOURISM DAY LODGE is a building used for heli-tourism business administration, including the embarking and deplaning of passengers for skiing, sightseeing, and other helicopter related tours, *guest lounge*, and washroom facilities;

inserting the following definition after "SMALL-SCALE SAWMILL":

STAFF ACCOMMODATION means a dwelling unit specifically intended as an accessory use to a principal commercial or industrial business to house staff employed by the principal commercial or industrial business.

- ii) Schedule A, Zoning Bylaw Text, Section 5.4 RURAL HOLDINGS RH zone is hereby amended by inserting the following Special Regulation subsection (5) including the attached map as follows:

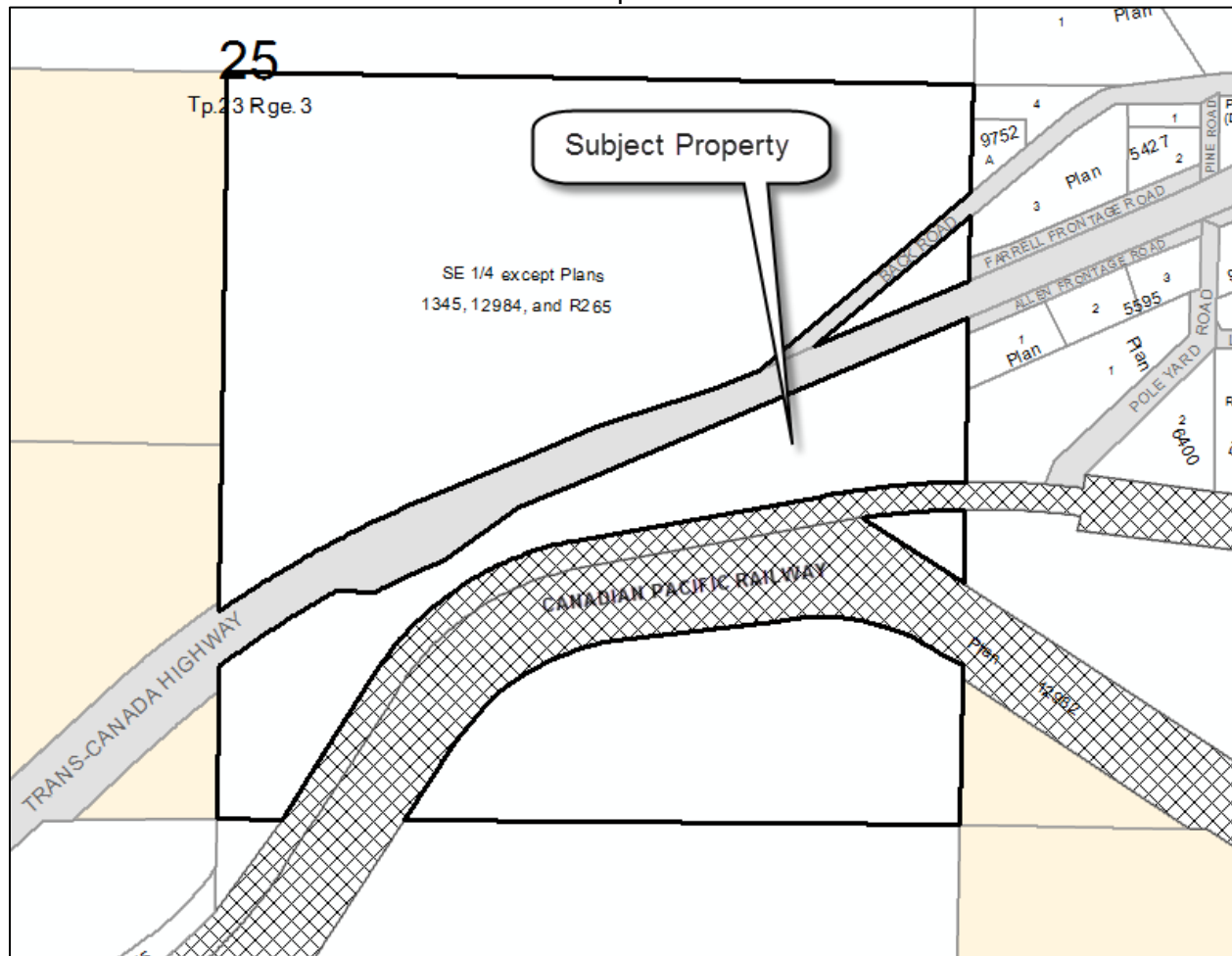
"Special Regulations

(5) In this subsection, lands are described by legal description and by map. In the event of any discrepancy between the legal description of the lands and the map, the map governs.

(a) Notwithstanding subsection 5.4(2)(a), the following uses are permitted on the portion of the property legally described as SE ¼, Section 25, Township 23, Range 3, West of the 6th Meridian, Kootenay District, Except Parts included in RW Plans 633A and 12984, and Plan R265, lying between the Trans-Canada Highway and the Canadian Pacific Railway as shown on Map 1 below:

- i) *heli-tourism day lodge* (maximum of 2);
- ii) *staff accommodation* for up to 7 persons (maximum of 2); and
- iii) *guest lounge* limited to the area of the main floor of the *heli-tourism day lodges* only.

Map 1



2. This bylaw may be cited as " Electoral Area 'B' Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12"

READ a first time this _____ 1st _____ day of _____ December _____, 2017.

READ a second time as amended this _____ 19th _____ day of _____ April _____, 2018.

PUBLIC HEARING held this _____ 20th _____ day of _____ June _____, 2018.

READ a third time this _____ 19th _____ day of _____ July _____, 2018.

RECEIVED THE APPROVAL of the Ministry of Transportation and Infrastructure this _____ 30th _____ day of _____ July _____, 2018.

ADOPTED this _____ day of _____, 2018.

CORPORATE OFFICER

CHAIR

CERTIFIED true copy of Bylaw No. 851-12
as read a third time.

CERTIFIED true copy of Bylaw No. 851-12
as adopted.

Corporate Officer

Corporate Officer



BOARD REPORT

TO: Chair and Directors

File No: BL851-12 PL20170213
--

SUBJECT: Electoral Area B: Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12

DESCRIPTION: Report from Christine LeFloch, Development Services Assistant, dated June 21, 2018.
3451 Trans-Canada Highway, Revelstoke

RECOMMENDATION #1: THAT: "Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12 be read a third time this 19th day of July, 2018.

RECOMMENDATION #2: THAT: adoption of "Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12 be withheld until documentation has been received about the Eagle Pass day lodge water system.

SHORT SUMMARY:

This application proposes to add a special regulation which would apply to a portion of the subject property and is intended to clarify existing uses on the subject property related to two heli-tourism operations including heli-tourism day lodge, guest lounge and staff accommodation. The proposed bylaw amendment would also add new definitions related to these uses. A public hearing was held on June 20th, 2018 to hear representations from the public regarding the proposed bylaw amendment.

VOTING:	Unweighted Corporate	<input type="checkbox"/>	LGA Part 14 (Unweighted)	<input checked="" type="checkbox"/>	Weighted Corporate	<input type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
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BACKGROUND:

The Board gave second reading to Bylaw 851-12 at its meeting held April 19th, 2018 and delegated a public hearing to be chaired by Director Parker. The public hearing was held on June 20, 2018 at 6:30 PM at the Revelstoke Community Centre to hear representations from the public regarding the proposed bylaw amendment. Shawn West and Scott Newsome, both of Eagle Pass Heliskiing, attended the meeting. There were no other members of the public in attendance. A record of the public hearing is attached to this report. At this time it is appropriate for the Board to consider the proposed bylaw for third reading.

As the property is located within 800 m of a controlled access highway, statutory approval from the Ministry of Transportation and Infrastructure is required prior to adoption of the amending bylaw.

POLICY:

See staff report "2017-12-01_Board_DS_BL851-12_EaglePass_1st.pdf" attached.

FINANCIAL:

There are no financial implications to the CSR D as a result of this application.

KEY ISSUES/CONCEPTS:

A public hearing was held on June 20th, 2018 regarding the proposed amending bylaw. The meeting was attended by staff, the area Director, and two representatives of Eagle Pass Heliskiing. There were no members of the public in attendance. One piece of correspondence was received from an adjacent property owner, however they did not raise any objections to the proposed bylaw amendment. Please see the Communications section below for further details.

See "Public_hearing_notes_2018-06-20_BL851-12.pdf" attached.

See "Public_Submissions_BL851-12.pdf" attached.

At the public hearing the applicant noted that the owner may wish to establish an additional helicopter operation on the subject property on the opposite side of the highway in the future. Staff advised that the current bylaw amendment is intended to allow only the two existing operations, and that if a third business is contemplated in the future, they would need to make application to further amend the bylaw to allow the proposed new use at that time.

The subject property is located within 800 metres of a controlled access highway. As such, statutory approval of the Ministry of Transportation and Infrastructure is required.

During the referrals process Interior Health noted that as it is a commercial use, a Drinking Water System Operating Permit may be required for the Eagle Pass day lodge water system. Documentation of this has not yet been submitted. Staff is recommending that adoption of the bylaw amendment be withheld until this information has been provided by the applicant, or until the applicant provides confirmation from Interior Health that it is not required.

SUMMARY:

The staff recommendations suggests that it is now appropriate for the Board to consider Bylaw No. 851-12 for third reading. Upon third reading, the bylaw will be submitted to the Ministry of Transportation and Infrastructure requesting statutory approval. Following Ministry approval and submission of documentation for the Eagle Pass heli-tourism day lodge water system the bylaw will be brought back to the Board for adoption.

IMPLEMENTATION:**Consultation Process**

Since the proposed bylaw amendment is specific to the subject property and adjacent property only and there are no designation or zoning map changes being proposed, staff recommended the simple consultation process. Neighbouring property owners first became aware of the application for the zoning amendment when a notice of development sign was posted on the subject property.

COMMUNICATIONS:

A public hearing was held on Wednesday, June 20th, 2018 to hear representations from the public regarding the proposed bylaw amendment. Staff sent notification of the public hearing to property owners within 100 metres of the subject property and published notices in the Revelstoke Times Review on June 6th, and June 13th, 2018. The public hearing was attended by Development Services staff,

Director Loni Parker, the applicant and another staff member from Eagle Pass Heliskiing. No members of the public were in attendance.

One piece of correspondence was received from Stella Jones who own an adjacent property. They wished to advise that they do not have any objections to the proposed bylaw amendment, but did have concerns with the potential for the current owner or a future property owner to be unhappy with the Stella Jones operation due to the ongoing industrial noise and dust. They noted that by sharing this information in advance it is expected that the applicant accepts the reality that they are located next to an industrial site and does not expect Stella Jones to modify their operations in the future. They also noted that they would like assurance from the CSRD that the proposed bylaw amendment would not in any way affect their operations. This letter is attached for information as (Public_Submissions_BL851-12). The letter was forwarded to the applicant, who contacted Stella Jones to discuss their concerns. The applicant advised staff that they are well aware of the industrial uses in the area and intentionally located their business on the subject property as they felt it was an appropriate location that would not have adverse impacts on the surrounding neighbourhood.

DESIRED OUTCOMES:

That the Board endorse the staff recommendations.

BOARD'S OPTIONS:

1. *Endorse the Recommendations.*
2. *Deny the Recommendations.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Electoral Area B Official Community Plan Bylaw No. 850
2. Electoral Area B Zoning Bylaw No. 851

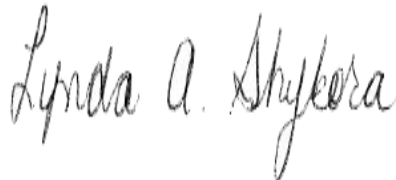
Report Approval Details

Document Title:	2018-07-19_Board_DS_BL851-12_EaglePassHeliskiing.docx
Attachments:	<ul style="list-style-type: none"> - BL851-12_Third.pdf - 2018-04-19_Board_DS_BL851-12_EaglePass_2nd.pdf - BL851-12_Second_as_amended.pdf - 2017-12-01_Board_DS_BL851-12_EaglePass_1st.pdf - BL851-12_First.pdf - Public_Submissions_BL851-12.pdf - Public_hearing_notes_2018-06-20_BL851-12.pdf - Agency_referral_responses_BL851-12.pdf - Maps_Plans_Photos_BL851-12.pdf
Final Approval Date:	Jul 11, 2018

This report and all of its attachments were approved and signed as outlined below:



Gerald Christie - Jul 10, 2018 - 8:46 AM



Lynda Shykora - Jul 10, 2018 - 8:53 AM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Jul 11, 2018 - 11:27 AM

COLUMBIA SHUSWAP REGIONAL DISTRICT
ELECTORAL AREA 'B' ZONING AMENDMENT
(EAGLE PASS HELI-SKIING) BYLAW NO. 851-12

A bylaw to amend the "Electoral Area 'B' Zoning Bylaw No. 851"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 851;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 851;

NOW THEREFORE the Board of the Columbia Shuswap Regional District in open meeting assembled, HEREBY ENACTS as follows:

1. "Electoral Area 'B' Zoning Bylaw No. 851", as amended, is hereby further amended as follows:

A. TEXT AMENDMENTS

- i) Part 1.0 - Definitions is hereby amended by:

inserting the following definition after "GUEST ACCOMMODATION":

GUEST LOUNGE is an area within a *heli-tourism day lodge* where passengers can wait prior to embarking or after deplaning;

inserting the following definition after "HEIGHT":

HELI-TOURISM DAY LODGE is a building used for heli-tourism business administration, including the embarking and deplaning of passengers for skiing, sightseeing, and other helicopter related tours, *guest lounge*, and washroom facilities;

inserting the following definition after "SMALL-SCALE SAWMILL":

STAFF ACCOMMODATION means a dwelling unit specifically intended as an accessory use to a principal commercial or industrial business to house staff employed by the principal commercial or industrial business.

- ii) Schedule A, Zoning Bylaw Text, Section 5.4 RURAL HOLDINGS RH zone is hereby amended by inserting the following Special Regulation subsection (5) including the attached map as follows:

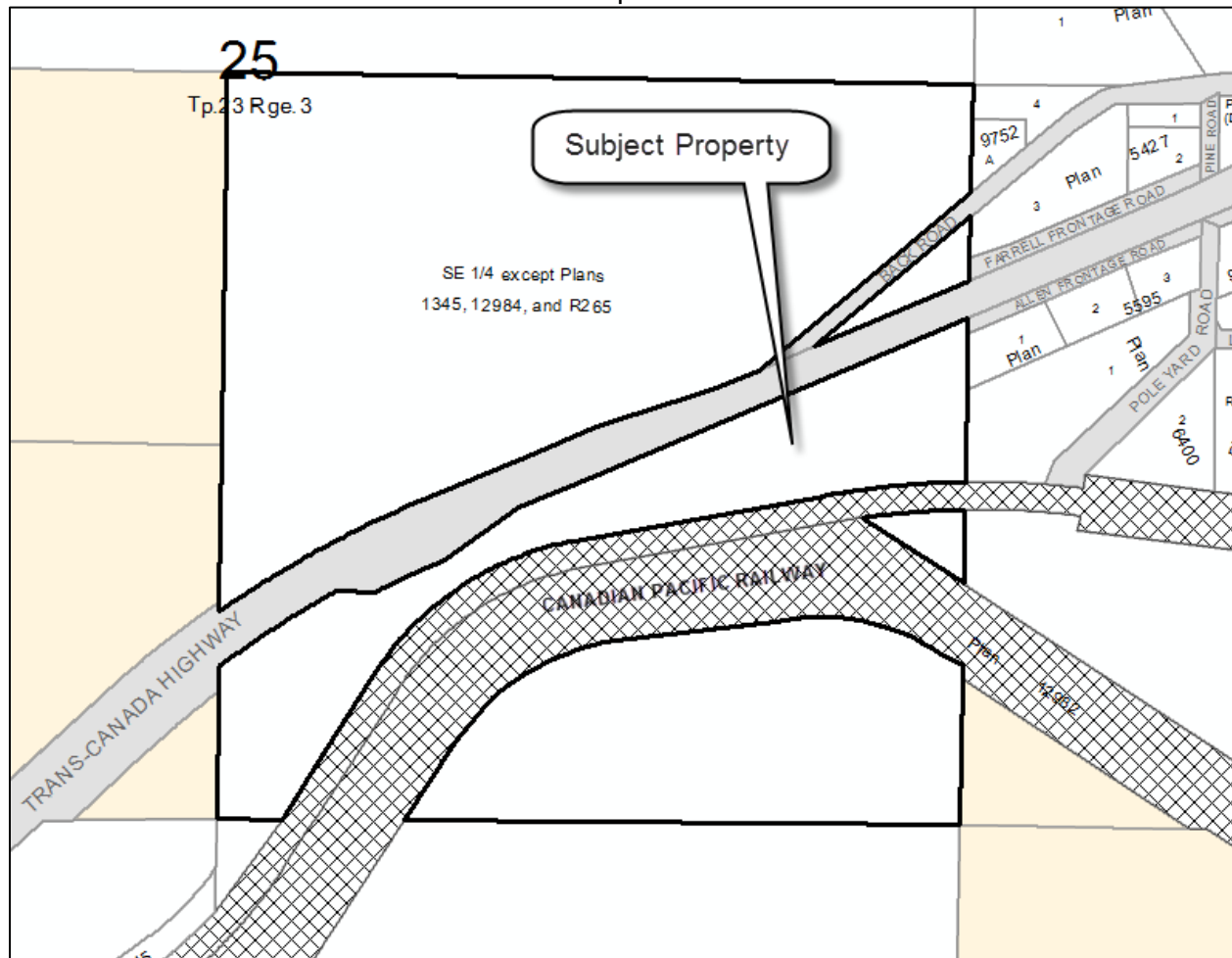
"Special Regulations

(5) In this subsection, lands are described by legal description and by map. In the event of any discrepancy between the legal description of the lands and the map, the map governs.

(a) Notwithstanding subsection 5.4(2)(a), the following uses are permitted on the portion of the property legally described as SE ¼, Section 25, Township 23, Range 3, West of the 6th Meridian, Kootenay District, Except Parts included in RW Plans 633A and 12984, and Plan R265, lying between the Trans-Canada Highway and the Canadian Pacific Railway as shown on Map 1 below:

- i) *heli-tourism day lodge* (maximum of 2);
- ii) *staff accommodation* for up to 7 persons (maximum of 2); and
- iii) *guest lounge* limited to the area of the main floor of the *heli-tourism day lodges* only.

Map 1



2. This bylaw may be cited as " Electoral Area 'B' Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12"

READ a first time this _____ 1st _____ day of _____ December _____, 2017.

READ a second time as amended this _____ day of _____, 2018.

PUBLIC HEARING held this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

RECEIVED THE APPROVAL of the Ministry of Transportation and Infrastructure this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

CORPORATE OFFICER

CHAIR

CERTIFIED true copy of Bylaw No. 851-12
as read a third time.

CERTIFIED true copy of Bylaw No. 851-12
as adopted.

Corporate Officer

Corporate Officer



BOARD REPORT

TO:

Chair and Directors

File No: BL851-12 PL20170171
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SUBJECT:

Electoral Area B: Electoral Area B Zoning Amendment (Eagle Pass Heli-Skiing) Bylaw No. 851-12

DESCRIPTION:

Report from Christine LeFloch, Development Services Assistant, dated March 27, 2018.
 3451 Trans-Canada Highway, West Revelstoke

RECOMMENDATION #1: THAT: "Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12" be given second reading as amended.

RECOMMENDATION #2: THAT: a public hearing to hear representations on "Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12" be held;

AND THAT: notice of the public hearing be given by staff of the Regional District on behalf of the Board in accordance with Section 466 of the Local Government Act;

AND FURTHER THAT: the holding of the public hearing be delegated to Director Loni Parker, as Director for Electoral Area B being that in which the land concerned is located, or Alternate Director Doug Stuart, if Director Parker is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

SHORT SUMMARY:

This application originally proposed the service of beer and wine to day use patrons of a heli-skiing business as an après-ski service at their base which is located on the subject property. The applicant has advised that they are no longer interested in pursuing a liquor license therefore they do not require zoning for this use. However, they would like to move forward with the bylaw amendment in order to clarify the existing uses on the property through a site specific zoning amendment. The Board gave first reading to BL851-12 at their meeting on December 1, 2017. Since that time, staff have amended the bylaw to remove the liquor service use, and clarify permitted uses on the property such as guest lounge, heli-tourism day lodge and staff accommodation, and add new definitions related to these uses.

VOTING:

Unweighted
Corporate

☐

LGA Part 14
(Unweighted)

☒

Weighted
Corporate

☐

Stakeholder
(Weighted)

☐

BACKGROUND:

REGISTERED OWNER:

0969883 BC Ltd. (Paul and Kelly Tigchelaar)

AGENT:

Shawn West c/o Eagle Pass Heliskiing

ELECTORAL AREA:

B

LEGAL DESCRIPTION:

The SE ¼ of Section 25, Township 23, Range 3, West of the 6th Meridian, Kootenay District, Except parts included in RW Plans 663A, 12984 and R265

PID:

016-655-958

CIVIC ADDRESS:

3451 Trans-Canada Hwy, Revelstoke

SURROUNDING LAND USE PATTERN:

North: Trans-Canada Hwy, Rural and Resource

South: CP Rail line, Tonkawalla Creek

East: Highway Commercial, Small Holdings, Industrial

West: Rural Resource, Industrial

CURRENT USE:

Airfield, Eagle Pass Heliskiing day lodge and staff accommodation, Glacier Helicopters day lodge, and staff accommodation

PROPOSED USE:

Airfield, Eagle Pass Heliskiing day lodge and staff accommodation, Glacier Helicopters day lodge and staff accommodation

PARCEL SIZE:

51.85 ha

DESIGNATION:

Electoral Area B Official Community Plan Bylaw No. 850

RSC – Rural and Resource

ZONE:

Electoral Area B Zoning Bylaw No. 851

RH – Rural Holdings

PROPOSED ZONE:

Special Regulation to be added to RH – Rural Holdings zone adding permitted uses which would be site specific to the subject property only including guest lounge, heli-tourism day lodge and staff accommodation.

SITE COMMENTS: The property is divided by the Trans-Canada Highway and the CPR right of way. The portion of the property north of the highway has a small rock quarry located on it. The portion of the property that is the focus of this application is the area located between the Trans-Canada Highway and the railway line. There are currently two helicopter bases located on the property, including Glacier Helicopters and Eagle Pass Heliskiing. Each of these businesses have their own operations building, including day lodge, staff accommodation, and associated parking. There is also a double walled helicopter fuel tank for refuelling of helicopters on the site. The property is located just outside of the Revelstoke Fires Services Area.

POLICY:

See Staff Report (2017_12_01_Board_DS_BL851-12_EaglePass) attached.

FINANCIAL:

There are no financial implications to the CSRD as a result of this application.

KEY ISSUES/CONCEPTS:

According to the agent, the Eagle Pass Heliskiing base has been operating from this location for four (4) years. The existing building includes the operations base and day lodge on the main floor of the building and seasonal staff housing which is located on the second floor. Glacier Helicopters has been operating from this location for five (5) years. The existing building also includes an operations base and day lodge on the main floor with the potential for future staff housing on the second floor. A large portion of the building also contains a hangar. The proposal from Eagle Pass originally included the addition of beer and wine service to passengers returning from a day of skiing, however the applicant has advised that they are no longer pursuing a liquor license for this use and have asked that the application be amended to remove this use. They would like to continue with the zoning amendment however, in order to provide clarity within the bylaw regarding the existing uses on the property.

Staff previously noted that the airfield use is considered the principal use on the property and the heliskiing day lodge buildings are permitted as accessory uses. An "airfield" is defined in Bylaw No. 851 as "an area of land set aside for the take-off, landing and maintenance of aircraft". It does not include any services related to passengers, nor does it include buildings related to

administration of businesses which use the airfield, or staff accommodation related to this type of business. As these uses exist on the subject property staff recommend that they be specifically defined and included as permitted uses within the site specific regulation.

The following definitions are proposed to be added to the interpretation section of Electoral Area B Zoning Bylaw No. 851:

GUEST LOUNGE is an area within a *heli-tourism day lodge* where passengers can wait prior to embarking or after deplaning;

HELI-TOURISM DAY LODGE is a building used for heli-tourism business administration, including the embarking and deplaning of passengers for skiing, sightseeing, and other helicopter related tours, *guest lounge*, and washroom facilities;

STAFF ACCOMMODATION means a dwelling unit specifically intended as an accessory use to a principal commercial or industrial business to house staff employed by the principal commercial or industrial business.

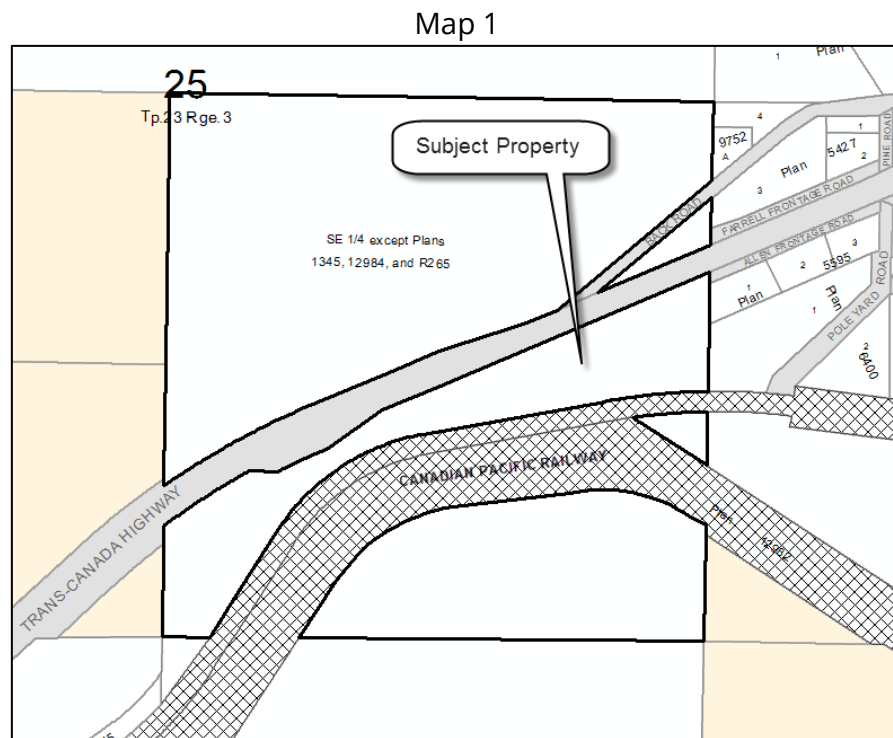
It is also proposed that the special regulation for the subject property proposed to be included in the Rural Holdings Zone be amended to read as follows:

“Special Regulations

(5) In this subsection, lands are described by legal description and by map. In the event of any discrepancy between the legal description of the lands and the map, the map governs.

(a) Notwithstanding subsection 5.4(2)(a), the following uses are permitted on the portion of the property legally described as SE ¼, Section 25, Township 23, Range 3, West of the 6th Meridian, Kootenay District, Except Parts included in RW Plans 633A and 12984, and Plan R265, lying between the Trans-Canada Highway and the Canadian Pacific Railway shown on Map 1 below:

- i) *heli-tourism day lodge* (maximum of 2);
- ii) *staff accommodation* for up to 7 persons (maximum of 2); and
- iii) *guest lounge* limited to the area of the main floor of the *heli-tourism day lodges* only.



SUMMARY:

The applicant originally applied to amend the Electoral Area 'B' Zoning Bylaw No. 851 to include site specific regulations to permit the service of beer and wine as an après-ski service in the Eagle Pass Heliskiing building on the subject property. The applicant recently advised that they are no longer pursuing the liquor license and do not require this permitted use to be included in the zoning amendment. The bylaw has been amended at second reading to include definitions to clarify the heli-tourism day lodge guest lounge, and staff accommodation uses on the property. It also specifies that only 2 day lodges and their associated uses are permitted on the property. The proposed bylaw has been sent to applicable First Nations for comment. It has also been referred to the Advisory Planning Commission for comment on the amended bylaw. Comments received are summarized below. Staff recommends that a public hearing be scheduled to hear representations from the public regarding the proposed bylaw amendment.

IMPLEMENTATION:

Consultation Process

Since the proposed bylaw amendments are specific to the subject property only and there are no zoning map changes being proposed, staff recommend the simple consultation process.

COMMUNICATIONS:

Neighbouring property owners first became aware of this application when a sign was posted on the subject property, in accordance with Section 7.2 of the Development Services Procedures Bylaw No. 4001 as amended. The sign was originally posted for the Temporary Use Permit (TUP)

application. The applicant has indicated that the sign has since been amended to state that it is for a rezoning.

As outlined in the previous staff report (2017-12-01_Board_DS_BL851-12_EaglePass), referrals were sent out to applicable agencies at the time of the original TUP application and were also advised that the application has changed to a permanent rezoning. The amended bylaw was referred to the following first nations and the Area B Advisory Planning Commission for comment which are summarized below:

Adams Lake Indian Band	No response.
Akisqnuk First Nation	No response.
Ktunaxa Nation Council	No response.
Little Shuswap Indian Band	No response.
Lower Kootenay Band	No response.
Lower Similkameen Band	No response.
Neskonlith Indian Band	No response.
Okanagan Indian Band	No response.
Okanagan Nation Alliance	No response.
Penticton Indian Band	No response.
Shuswap Indian Band	No response.
Simpcw First Nation	Outside of Simpcw's territory.
Splat'sin First Nations	No response.
St. Mary's Indian Band	No response.
Tobacco Plains Indian Band	No response.

Area B Advisory Planning Commission

The Area B APC recommended that the Board not approve Bylaw No. 851-12 until a number of their concerns are addressed. These included ensuring that the Notice of Development sign is erected and visible; ensuring that Interior Health concerns regarding the design flow of the sewage disposal system are addressed and obtained the required drinking water system operating permit for the proposed use. They also recommended zoning the entire property commercial or subdividing in advance of rezoning and then zoning the area accordingly.

Staff were not asked to attend the APC meeting, but did respond to the concerns expressed by the APC via email. Staff advised the APC that the applicant was contacted and asked that they ensure that the sign is visible from the highway. With regard to the concerns regarding sewage disposal and drinking water, staff advised that the applicant is aware that these items will need to be addressed prior to adoption of the bylaw amendment. Staff further advised that a special regulation has been proposed in this case because commercial zones typically contain a long list of permitted uses, and changing to such a zone would not only permit the current businesses but would also permit a variety of other commercial operations which may not be desirable for this location. Also, as the special regulation only affects a small area of the property, it can be written so that it applies to the affected area only.

DESIRED OUTCOMES:

That the Board give second reading as amended to Bylaw No. 851-12 and delegate a public hearing.

BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*


LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Electoral Area B Official Community Plan Bylaw No. 850
2. Electoral Area B Zoning Bylaw No. 851
3. Electoral Area B Advisory Planning Commission Minutes dated February 21, 2018

Report Approval Details

Document Title:	2018-04-19_Board_DS_BL851-12_EaglePass.docx
Attachments:	- BL851-12_Second_as_amended.pdf - Maps_Plans_Photos_BL851-12.pdf - 2017-12-01_Board_DS_BL851-12_EaglePass_1st.pdf
Final Approval Date:	Apr 9, 2018

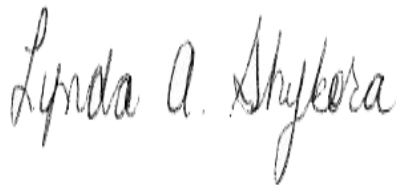
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Apr 5, 2018 - 12:55 PM



Gerald Christie - Apr 5, 2018 - 8:31 PM



Lynda Shykora - Apr 6, 2018 - 2:49 PM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Apr 9, 2018 - 11:15 AM

COLUMBIA SHUSWAP REGIONAL DISTRICT
ELECTORAL AREA 'B' ZONING AMENDMENT
(EAGLE PASS HELI-SKIING) BYLAW NO. 851-12

A bylaw to amend the "Electoral Area 'B' Zoning Bylaw No. 851"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 851;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 851;

NOW THEREFORE the Board of the Columbia Shuswap Regional District in open meeting assembled, HEREBY ENACTS as follows:

1. "Electoral Area 'B' Zoning Bylaw No. 851", as amended, is hereby further amended as follows:

A. TEXT AMENDMENTS

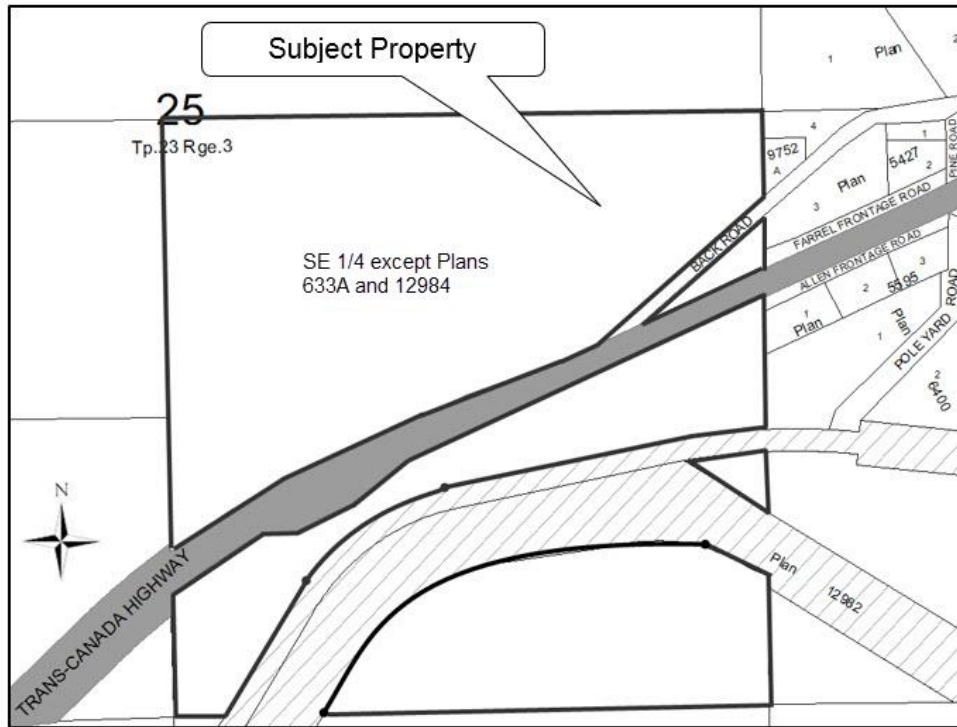
- i) Schedule A, Zoning Bylaw Text, Section 5.4 RURAL HOLDINGS RH zone is hereby amended by inserting the following Special Regulation subsection (5) including the attached map as follows:

“Special Regulations

(5) In this subsection, lands are described by legal description and by map. In the event of any discrepancy between the legal description of the lands and the map, the map governs.

- (a) Notwithstanding subsection 5.4(2)(a), the service of beer and wine as an apres-ski service to clients of the heli-skiing operation only, and limited to the area of the main floor of the heli-ski base building only, is a permitted use on the property legally described as SE ¼, Section 25, Township 23, Range 3, West of the 6th Meridian, Kootenay District, Except CPR R/W Plans 633A and 12984, shown on Map 1 below.

Map 1



2. This bylaw may be cited as " Electoral Area 'B' Zoning Amendment (Eagle Pass Heli-Skiing) Bylaw No. 851-12"

READ a first time this _____ day of _____, 2017.

READ a second time this _____ day of _____, 2018.

PUBLIC HEARING held this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

RECEIVED THE APPROVAL of the Ministry of Transportation and Infrastructure this _____
day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

CORPORATE OFFICER

CHAIR

CERTIFIED true copy of Bylaw No. 851-12
as read a third time.

CERTIFIED true copy of Bylaw No. 851-12
as adopted.

Corporate Officer

Corporate Officer



BOARD REPORT

TO:

Chair and Directors

File No:BL851-12
PL20170171**SUBJECT:**

Electoral Area B: Electoral Area B Zoning Amendment (Eagle Pass Heli-skiing) Bylaw No. 851-12

DESCRIPTION:Report from Christine LeFloch, Development Services Assistant, dated November 15, 2017.
3451 Trans-Canada Highway, Revelstoke**RECOMMENDATION #1:**

THAT: "Electoral Area B Zoning Amendment (Eagle Pass Heli-Skiing) Bylaw No. 851-12" be given first reading.

RECOMMENDATION #2:

THAT: "Electoral Area B Zoning Amendment (Eagle Pass Heli-Skiing) Bylaw No. 851-12" be referred to all relevant First Nations Boards and Councils for comment.

SHORT SUMMARY:

The applicant would like to offer beer and wine to day use patrons of their heli-skiing business as an après-ski service at their base which is located on the subject property. Service of alcoholic beverages is not a permitted use in the Rural Holdings Zone. The applicant is requesting a site specific use be added to the zone for this property only.

VOTING:Unweighted
Corporate
☐
LGA Part 14
(Unweighted)
☒
Weighted
Corporate
☐
Stakeholder
(Weighted)
☐
BACKGROUND:**PROPERTY OWNERS:**

0969883 BC Ltd. (Paul and Kelly Tigchelaar)

AGENT:

Shawn West c/o Eagle Pass Heli-Skiing

ELECTORAL AREA:

B

CIVIC ADDRESS:

3451 Trans-Canada Hwy, Revelstoke

LEGAL DESCRIPTION:

The SE ¼ of Section 25, Township 23, Range 3, West of the 6th Meridian, Kootenay District, Except parts included in RW Plans 663A, 12984 and R265

PID: 016-655-958

SIZE OF PROPERTY:

51.85 ha

DESIGNATION:

RSC – Rural and Resource

ZONE:

RH – Rural Holdings

CURRENT USE:

Eagle Pass Heli Ski base, Glacier Helicopters base

PROPOSED USE:

Service of beer and wine and as an après-ski service from the Eagle Pass Heli-Ski base only

SURROUNDING LAND USE PATTERN:

North: Trans-Canada Hwy, Rural and Resource

South: CP Rail line, Tonkawalla Creek

East: Highway Commercial, Small Holdings, Industrial

West: Rural Resource, Industrial

SITE COMMENTS: The property is divided by the Trans-Canada Highway and the CPR right of way. The portion of the property that is the focus of this application is the area located between the Trans-Canada Highway and the railway line. There are currently two helicopter bases located on the property, including Glacier Helicopters and Eagle Pass Heli-Skiing. Each of these businesses have their own operations building and associated parking. There is also a double walled helicopter fuel tank for refuelling of helicopters on the site. The property is located just outside of the Revelstoke Fires Services Area.

POLICY:**Electoral Area 'B' Official Community Plan Bylaw No. 850****2.1 Growth Patterns****West Revelstoke – West Trans-Canada Hwy**

The West Trans-Canada Highway area contains a mixture of commercial, industrial and residential uses. There is support for the long term viability of this area but significant new development is not encouraged because of the lack of servicing and distance from the City of Revelstoke core commercial area.

4.4 Community Specific Policies

West Revelstoke – Trans-Canada Highway

4.4.24 Recognizing the small geographic area suitable for development and the lack of community services, this area will continue to support existing highway commercial designations but otherwise will maintain a rural character with a minimum parcel size of 4 ha.

Electoral Area 'B' Zoning Bylaw No. 851

3.11 Accessory Building

An accessory building must be located on the same parcel as the principal use with which it relates and must only be used for an accessory use, home occupation or secondary dwelling unit provided home occupation and secondary dwelling unit are a permitted use in the zone where the accessory building is located. Accessory buildings shall not be closer than 2 m to a principal residential use building or 4 m if the accessory building contains a dwelling unit.

3.12 Accessory Use

An accessory use must be located on the same parcel as the principal use with which it relates.

5.4 Rural Holdings (RH)

Principal uses:

- airfield
- agriculture
- backcountry recreation
- driving range
- forestry
- golf course
- horticulture
- small-scale sawmill
- resource extraction
- single family dwelling
- standalone residential campsite
- timber harvesting

Secondary Uses:

- accessory use
- bed and breakfast
- guest ranch
- home occupation
- kennel
- residential campsite
- secondary dwelling unit

The minimum parcel size created by subdivision is 60 ha.

Maximum parcel coverage: 25%

Maximum height for:

Principal buildings and structures = 11.5 m

Accessory buildings = 10 m

Definitions:

AIRFIELD is an area of land set aside for the take-off, landing and maintenance of aircraft;

ACCESSORY BUILDING is a detached building ancillary and exclusively devoted to a principal use or single family dwelling and is used for accessory use or, where permitted, a home occupation or secondary dwelling unit or both;

ACCESSORY USE is the use of land, buildings, and structures that is customarily ancillary to an exclusively devoted to a principal use or single family dwelling;

BACKCOUNTRY RECREATION is the use of land, not immediately accessible by vehicle, for backcountry recreational activities including, but not limited to: hiking, mountain biking, skiing, paddling, or snowmobiling;

FINANCIAL:

There are no financial implications to the CSRD as a result of this application.

KEY ISSUES/CONCEPTS:

Background

The Board may recall a previous rezoning application for Eagle Pass Heli-Skiing which was approved for their guest lodge located on Highway 23 in the Begbie Bench area. At that location, patrons stay at the lodge and also embark on their heli-skiing trips directly from that site.

The current application is for the Eagle Pass operations base, which is where patrons who are staying at different accommodations are shuttled or arrive in their own vehicle prior to embarking on a heli-skiing day trip.

The principal permitted use on the property is the airfield use and the heli-skiing base building is permitted as an accessory use. According to the agent, the Eagle Pass heli-skiing base has been operating from this location for three (3) years. The existing building includes the operations base on the main floor of the building and seasonal staff housing which is located on the second floor. According to the FireSmart Assessment completed by the agent, the Wildfire Hazard level for this property is 2 or Low.

The applicant originally applied for a Temporary Use Permit for the proposed use, however the Liquor Control and Licensing Branch informed staff and the applicant that they are unable to issue a liquor license without permanent zoning in place for the proposed use. As such, the applicant is now applying for a bylaw amendment to allow the proposed use permanently. The TUP application was referred to applicable agencies for comment. These agencies have also been sent a follow up

email notifying them that the application has been changed to a bylaw amendment and requesting updated comments based on the change to a permanent zoning amendment. Referral comments received to date are summarized below.

Proposal

To allow service of beer and wine, as an après-ski service only for clients of Eagle Pass Heli-Skiing. Alcoholic beverage service is to take place in the Eagle Pass Heli-Ski base building only.

Beverage Service Area

The applicant has indicated that the area proposed to be used for the service of beer and wine is approximately 40x50. He notes that this area also includes washrooms, the front desk and a mechanical room. He has noted that the building occupancy is 80 people but they do not expect to be serving more than 30 people at any time.

Liquor License

The applicant has made application to the Liquor Control and Licensing Branch (LCLB) for the proposed beer and wine service. Issuance of a liquor license is pending approval of this application.

Sewage Disposal

The applicant has indicated that the ski base building is connected to an onsite septic system and has provided documentation of the system which is sized for a 7 bedroom staff accommodation.

Water Supply

Water for the development is provided by an onsite groundwater well.

Access and Parking

Access to the Eagle Pass Heli-ski and Glacier Helicopters bases is from a common access off of the Trans Canada Highway (TCH). From there the driveway splits in different directions and leads to individual sites on the property for each operation. The applicant has indicated that they can accommodate 75 vehicles in their parking lot. Approximately half of the guests of Eagle Pass are generally transported to the site by the company shuttle while the other half arrive in their own vehicles. As such, on a normal day of operations the applicant states that the parking lot is only half full. The addition of alcohol service will not add to the client base and parking needs as it will only be offered to clients who have just returned from a day of heli-skiing.

Steep Slopes

The portion of the property that the heli-ski base is sited upon is relatively flat. The portion of the property lying north of the TCH contains steep slopes ranging from 30-50%.

SUMMARY:

The applicant has applied to amend the Electoral Area 'B' Zoning Bylaw No. 851 to include site specific regulations to permit the service of beer and wine as an après-ski service in the Eagle Pass

Heli-Skiing building on the subject property. The applicant originally applied for a Temporary Use Permit and referrals were sent to agencies at that time. Comments received are summarized below. As this is now a full bylaw amendment, referrals should also be sent to applicable first nations.

IMPLEMENTATION:

Consultation Process

Since the proposed bylaw amendments are specific to the subject property only and there are no zoning map changes being proposed, staff recommend the simple consultation process.

COMMUNICATIONS:

Neighbouring property owners first became aware of this application when a sign was posted on the subject property, in accordance with Section 7.2 of the Development Services Procedures Bylaw No. 4001 as amended. The sign was originally posted for the TUP application. The applicant has since amended the sign to state that it is for a rezoning.

Referrals:

The original TUP application was referred to the following agencies for comment:

CSRD Operations Management	No concerns re: alcohol permit. Proponent should ensure they have appropriate spill response and fire suppression capabilities due to the large fuel tank on the property that is located outside of the Revelstoke Fire Suppression District.
CSRD Finance Department	No comments.
Liquor Control and Licensing Branch	Our policies do not allow us to issue a liquor license unless the property is permanently zoned to allow for liquor service.
Ministry of Transportation and Infrastructure	The Ministry interests are unaffected by this proposal.
Advisory Planning Commission 'B'	Recommended that the application for rezoning be supported.
Interior Health Authority	From a healthy community perspective Interior Health does not have any concerns regarding the proposed temporary use at this location; except to recommend the onsite sewerage system be assessed by an Authorized Person under the BC Sewerage System Regulation. Beverage service is a non-residential use which may have an effect on the Daily Design Flow of the on-site sewerage system. As such, the impact of this use on the

	<p>system should be assessed, and any required upgrades should be completed prior to approving the Temporary Use Permit.</p> <p>Interior Health does not have any approved facilities for this location. If this is a commercial building serving staff, and now also proposing beverage service to patrons, a Drinking Water System Operating Permit under the BC Food Premises Regulation may also apply. One of the requirements for this permit will be confirmation the sewerage system is suitable for the beverage service use.</p>
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These agencies were also advised that the application has changed to a permanent rezoning application and have been asked to update their comments if applicable. The TUP application was not referred to First Nations. Staff are recommending that the following first nations be sent referrals regarding the rezoning:

- Adams Lake Indian Band
- Akisqnuk First Nation
- Ktunaxa Nation Council
- Little Shuswap Indian Band
- Lower Kootenay Band
- Lower Similkameen Band
- Neskonlith Indian Band
- Okanagan Indian Band
- Okanagan Nation Alliance
- Penticton Indian Band
- Shuswap Indian Band
- Simpcw First Nation
- Splat'sin First Nations
- St. Mary's Indian Band
- Tobacco Plains Indian Band

DESIRED OUTCOMES:

That the Board give first reading to Bylaw No. 851-12 and refer the bylaw to applicable first nations for comment.

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*

2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Electoral Area B Official Community Plan Bylaw No. 850
2. Electoral Area B Zoning Bylaw No. 851
3. Electoral Area B Advisory Planning Commission Minutes dated October 18, 2017

Report Approval Details

Document Title:	2017-12-01_Board_DS_BL851-12_EaglePass.docx
Attachments:	- BL851-12 First.pdf - Agency_referral_responses_BL851-12.pdf - Maps_Plans_Photos_BL851-12.pdf
Final Approval Date:	Nov 18, 2017

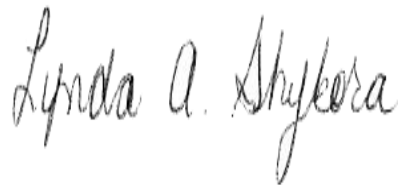
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Nov 16, 2017 - 12:16 PM



Gerald Christie - Nov 17, 2017 - 9:14 AM



Lynda Shykora - Nov 17, 2017 - 12:18 PM



Charles Hamilton - Nov 18, 2017 - 11:28 AM

COLUMBIA SHUSWAP REGIONAL DISTRICT

Notes of the Public Hearing held on Wednesday June 20th, 2018 at 6:30 p.m. at the Revelstoke Recreation Centre, 600 Campbell Avenue, Revelstoke, BC regarding Electoral Area 'B' Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12

PRESENT: Chair Loni Parker – Electoral Area 'B' Director
Christine LeFloch – Development Services Assistant, CSRD
Corey Paiement – Team Leader Development Services, CSRD
Shawn West – Applicant, Eagle Pass Heliskiing
Scott Newsome – Eagle Pass Heliskiing

Chair Parker called the Public Hearing to order at 6:32 pm. Following introductions, the Chair advised that all persons who believe that their interest in property may be affected shall be given the opportunity to be heard or to present written submissions pertaining to the proposed amending Bylaw No. 851-12.

The Development Services Assistant (DSA) explained that this hearing has been called under Section 464 of the Local Government Act and that the board cannot adopt a zoning bylaw amendment unless it has held a public hearing. She noted that the public hearing report is expected to be submitted to the Board for consideration at its meeting on August 16th, 2018 and that the public hearing binder containing all relevant background information was available for review if anyone wished to look at it.

The DSA explained the public hearing had been advertised in 2 issues of the Revelstoke Times Review (June 6th and June 13th, 2018) in keeping with the requirements of the Local Government Act.

The DSA explained that the application had originated as a Temporary Use Permit application proposing to allow the service of alcoholic beverages to patrons of the heli-skiing operation, but that the applicant had changed the application to a rezoning due to rules around issuance of a liquor license by the LCLB and then later had notified the CSRD that they would not be pursuing the liquor license but wished to continue with the bylaw amendment. She further explained that the purpose of Bylaw No. 851-12 is to add a special regulation to the Rural Holding Zone which would apply to a portion of the subject property only, and would reflect current development on the site, limiting the number of heli tourism day lodges to the existing two, and would also permit associated uses including staff accommodation and guest lounge. She further explained that the bylaw amendment would also add new definitions to the zoning bylaw to specifically define, "heli-tourism day lodge", "staff accommodation", and "guest lounge".

The Chair opened the floor to discussion.

Shawn West provided further clarification around what happened regarding the liquor license application.

The DSA clarified that the applicant had formally withdrawn the request for liquor service as a permitted use on the property.

Scott Newsome questioned whether they could change the zoning again in future to allow for liquor service as they may still be interested in pursuing this use at some point.

The Team Leader noted that the same bylaw amendment approval process would be required if additional uses are proposed for the property in the future.

Shawn West stated that the property owner may want to construct another helicopter hangar on the same property but on the other side of the highway in the future.

The DSA noted that this bylaw amendment applies to the portion of the property between the highway and the CPR only and limits the number of heli operations to the existing two. If another is to be constructed in future another bylaw amendment would be required to amend the bylaw accordingly.

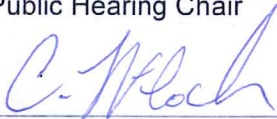
Shawn West clarified that their company chose the subject property because it would have fewer impacts on adjacent properties.

Hearing no further representations or questions about amending Bylaw No. 851-12 the Chair called three times for further submissions before declaring the public hearing closed at 6:40 p.m.

CERTIFIED as being a fair and accurate report of the public hearing.



Director Loni Parker
Public Hearing Chair



Christine LeFloch
Development Services Assistant



May 1, 2018

Christine LeFloch,
Columbia Shuswap Regional District
P.O. Box 978,
Salmon Arm, BC, V1E 4P1
clefloch@csrd.bc.ca

Dear Ms. LeFloch:

RE: File # BL851-12, PL20170171
3451 Trans-Canada Hwy, Revelstoke
Lot A, S14, T23, R2, W6M, KDYD, Plan 5575, except parts included in Plans 5614, 10031 and 10533

Thank you for the opportunity to provide comments on the above referenced referral. It is my understanding this application is for a Zoning Bylaw amendment to create a Special Regulation to RH-Rural Holdings zone by adding guest lounge, heli-tourism day lodge and staff accommodation as permitted uses. This application is a revised proposal to TUP850-10 and no longer includes proposed liquor license. The subject property is serviced by a well, and two onsite sewerage systems; one designed for 7 rooms and the other for a shop.

From a healthy community perspective Interior Health does not have any concerns regarding the proposed bylaw amendment. It is suggested the property owner has the onsite sewerage system servicing the day lodge (ie the one designed for 7 rooms) be assessed by an Authorized Person under the *BC Sewerage System Regulation* to ensure the system can also accommodate the additional flow from guests using washroom facilities prior to their departure. Flows greater than the design flow can cause the system to malfunction and a costly repair. Relatively inexpensive upgrades, if needed, can be done in advance.

Interior Health does not have any approved facilities at this location. As this is a commercial building accommodating staff and patrons a Drinking Water System Operating Permit is required under the *BC Drinking Water Protection Act*. It is recommended the applicant contact Brian Gregory, Environmental Health Officer at (250) 833 – 4170 or Brian.Gregory@interiorhealth.ca to discuss these requirements.

If you have any questions or concerns please feel free to contact me directly at 250-833-4114.

Sincerely,

Anita Ely, CPHI(C)
Specialist Environmental Health Officer
Healthy Communities Team
Population Health


COLUMBIA SHUSWAP REGIONAL DISTRICT

P.O. Box 978 SALMON ARM, BC V1E 4P1
 Telephone: 1-250-832-8194 Fax: 1-250-832-1083

FILE NO.

BL851-12

DATE RECEIVED:

Nov 15, 2017

OPERATIONS MANAGEMENT

Comments: Marianne Mertens

Terry Langlois
 Team Leader Utilities

no concerns

Derek Sutherland
 Team Leader
 Protective Service

No Concerns

Sean Coubrough
 Fire Services Coordinator

No concerns

Ben Van Nostrand
 Team Leader
 Environmental Health

No Concerns

Ryan Nitchie
 Team Leader
 Community Services

No Concerns

Darcy Mooney
 Manager
 Operations Management


COLUMBIA SHUSWAP REGIONAL DISTRICT

P.O. Box 978 SALMON ARM, BC V1E 4P1

Telephone: 1-250-832-8194 Fax: 1-250-832-3375

Staff Contact: Christine LeFloch
clefloch@csrd.bc.ca

TUP No.:850-10

DATE:

RESPONSE SUMMARY

- | | |
|--|---|
| <input type="checkbox"/> Approval Recommended for Reasons Outlined Below | <input type="checkbox"/> Interests Unaffected by Bylaw. |
| <input type="checkbox"/> Approval Recommended Subject to Conditions Below. | <input checked="" type="checkbox"/> Approval not Recommended Due To Reasons Outlined Below. |
| <input type="checkbox"/> No Objections | |

Hi Christine, as discussed, our policies do not allow us to issue a liquor licence unless the property is permanently zoned to allow for liquor service.

Theresa


Signed By: Theresa Killoran

Title Manager, Licensing

Date: Oct 16 / 17

Agency Liquor Control & Licensing Branch



Your File #: TUP850-10
(CV:
PL2017_0171)
eDAS File #: 2017-05958
Date: Oct/31/2017

c/o Columbia Shuswap Regional District
Marianne S Mertens
Box 978
Salmon Arm, British Columbia V1E 4P1
Canada

Attention: Marianne S Mertens

**Re: Proposed Temporary Use Permit for Lot A Section 14 Township 23 Range 2
West of the 6th Meridian Kootenay District Plan 5575, Except Parts included in
Plans 5614, 10031, and 10533 - 3451 Trans-Canada Highway, Revelstoke**

Thank you for referring the proposed Temporary Use Permit to allow beer and wine to be served for après ski activities at the Eagle Pass and Glacier helicopter base.

The Ministry interests are unaffected by this proposal. If you have any questions please feel free to call Cliff Razzo at (250) 426-1516.

Yours truly,

Cliff Razzo
Development Approvals Technician

Local District Address

Rocky Mountain District
129 10th Avenue S
Cranbrook, BC V1C 2N1
Canada

Phone: (250) 426-1500 Fax: (250) 426-1523

Marianne Mertens

From: Referrals Coordinator <referrals@simpcw.com>
Sent: Friday, February 16, 2018 8:50 AM
To: Marianne Mertens
Subject: RE: Bylaw 851-12 Paul and Kelly Tigchelaar (Eagle Pass Heli-Skiing)

Good Morning,

This amendment is outside of Simpcw's territory.

Please note for future referrals that a lack of response from Simpcw cannot be assumed or misconstrued as lack of interest, concern, or impact on Simpcw's Aboriginal Rights and Title.

Thank you,

Ashley Churchill
Referrals Coordinator
Referrals@simpcw.com



SimpCW First Nation
500 Dunn Lake Road
P.O. Box 220
Barriere, BC V0E 1E0
Phone 250.672.9995 ext. 241
Cell: 778.220.9025
Toll Free 800.678.1129
Fax 250.672.9928
<http://www.simpcw.com>

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From: Marianne Mertens [mailto:mmertens@csrd.bc.ca]
Sent: Monday, February 05, 2018 3:09 PM
To: abergles@akisnuk.org; info@ktunaxa.org; referrals@slslib.com; info@lowerkootenay.com; referrals@neskonlith.net; okibreferrals@okanagan.org; jpepper@syilx.org; referrals@pib.ca; info@shuswapband.net; Referrals Coordinator <referrals@simpcw.com>; adam.neil@splatsindc.com; jcouse@aqam.net; tphillips@tobacco plains.org
Cc: Christine LeFloch <CLeFloch@csrd.bc.ca>
Subject: Bylaw 851-12 Paul and Kelly Tigchelaar (Eagle Pass Heli-Skiing)

File: BL851-12
CV: PL20170000213

Good afternoon:

RE: Referral for Electoral Area B Zoning Amendment Bylaw No. 851-12
Paul and Kelly Tigchelaar c/o Shawn West – Eagle Pass Heli-Skiing (Agent)

You are requested to comment on the attached Bylaw Amendment for potential effect on your agency's interests. We would appreciate your response by **April 9, 2018**. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

I have attached the following referral documents:

1. the APC Report which contains all of the property information
2. the referral Form
3. the Referral Response Form, and
4. and a zip file containing mapping for those who require it

Have a great day

Marianne

Marianne Mertens | Clerical Assistant

Development Services

COLUMBIA SHUSWAP REGIONAL DISTRICT

PO Box 978, 555 Harbourfront Drive NE, Salmon Arm, BC V1E 4P1

T 250.833.5924 | F 250.832.3375

E mmertens@csrd.bc.ca | W www.csrd.bc.ca



 Please consider the environment before printing this e-mail

This e-mail is CONFIDENTIAL. If you are not the intended recipient, please notify me immediately and delete this communication, attachment or any copy. Thank you.

Columbia Shuswap Regional District
Electoral Area 'B' Advisory Planning Commission Minutes

Date: February 21, 2018

Time: 12:00 PM

Location: Revelstoke Community Centre

Members Present:

B. Gadbois	Chairperson
K. Wiley	Secretary
J. Maitre	Member
M. Cummings	Vice Chair
J. Hooge	Member
A. Parkin	Member

Members Absent: none

Staff: none

<u>Guests:</u>	L. Parker	Regional Director
	D. Stuart	Alternate Regional Director

Call to Order: 12:10 PM

Additions to the Agenda: none

Application: Zoning Amendment Bylaw No. 851-12 (Eagle Pass Heliskiing/Tigchelaar)

Delegation: none

Discussion: A Committee member was concerned that the property is zoned Rural Holdings and a commercial activity is taking place on a portion of the property. It was suggested that the property be zoned Highway Commercial or subdivided and zoned accordingly. Taxes, it was noted, are lower on Rural Holdings zonings.

Moved by J. Maitre, second by, M. Cummings and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

APC recommendation to the Board

0360 40
LC2530

To not approve Electoral Area B Zoning Amendment Bylaw No. 851-12 (Eagle Pass Heliskiing/Tigchelaar) until the following issues are addressed.

- zone commercial the entire property or subdivide and zone accordingly.
- ensure that the Notice of Development sign is erected and visible
- ensure the Interior Health concerns regarding the design flow of the sewage disposal system are addressed as well as obtaining the required Drinking Water Operating Permit.

#for the motion	6
#opposed	0

The APC would like to thank Staff and the Board for their initiative in encouraging the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to take a leadership role and update and modernize land use management plans.

Concerns have been raised by members of the public about Eagle Pass Heliskiing operations and the APC would like to request a meeting with staff regarding those concerns.

Motion to adjourn, K. Wiley, 13:20

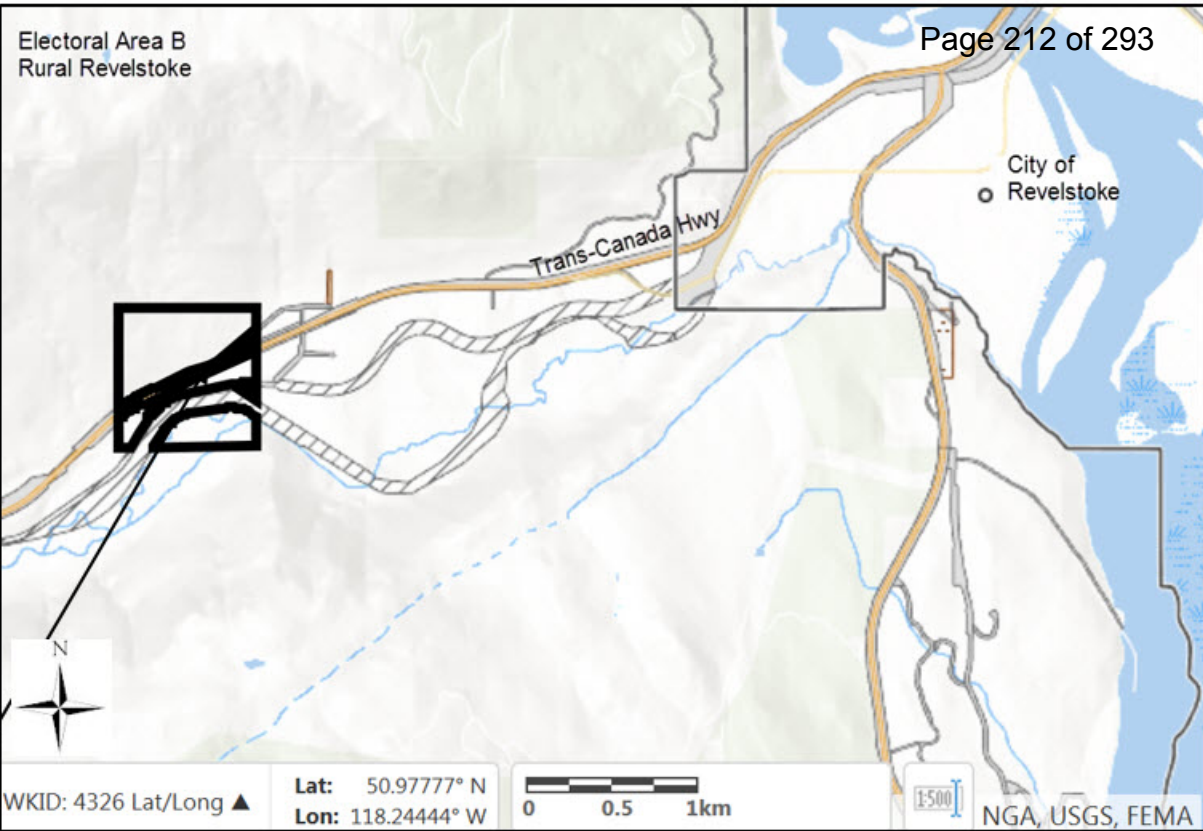
0360 40
LC2530

CERTIFIED CORRECT

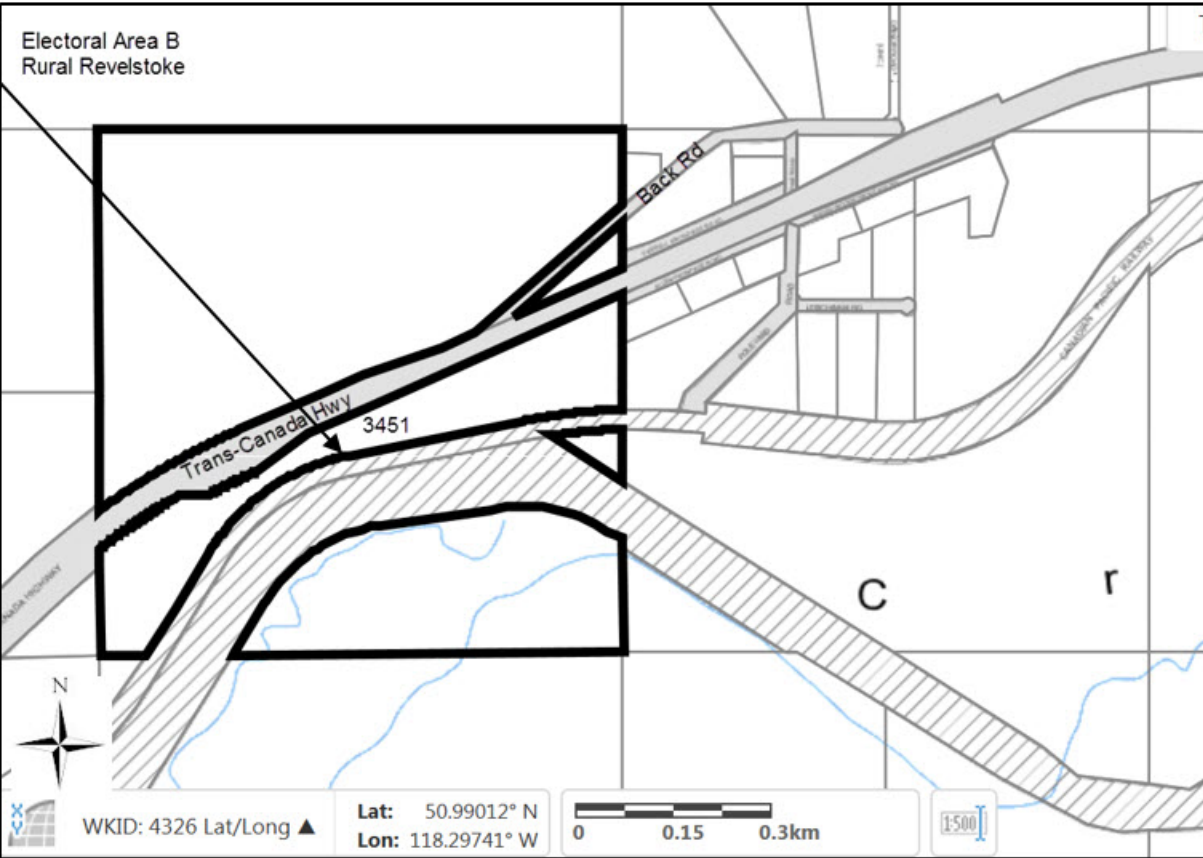
Chair

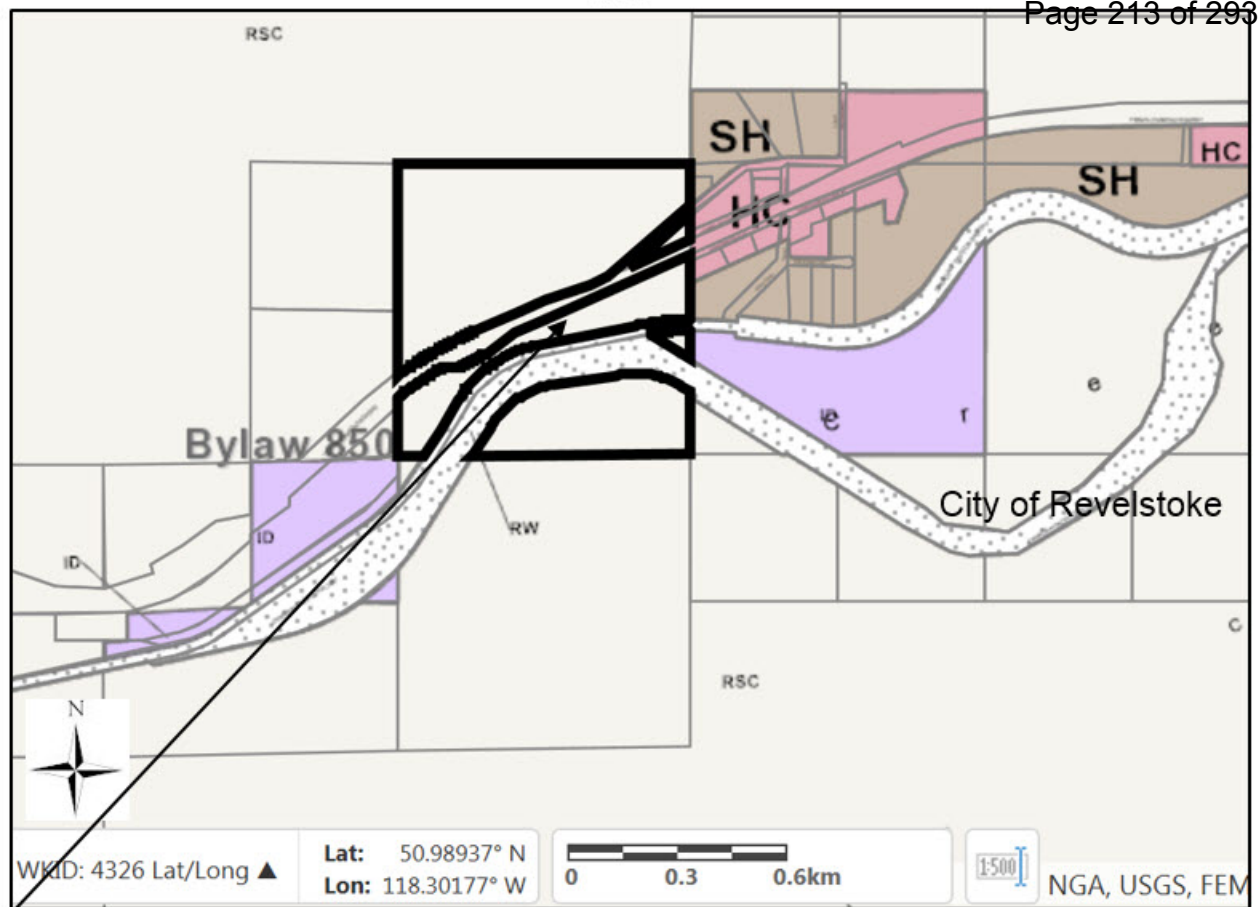
Kip Wiley
Secretary

Location Maps



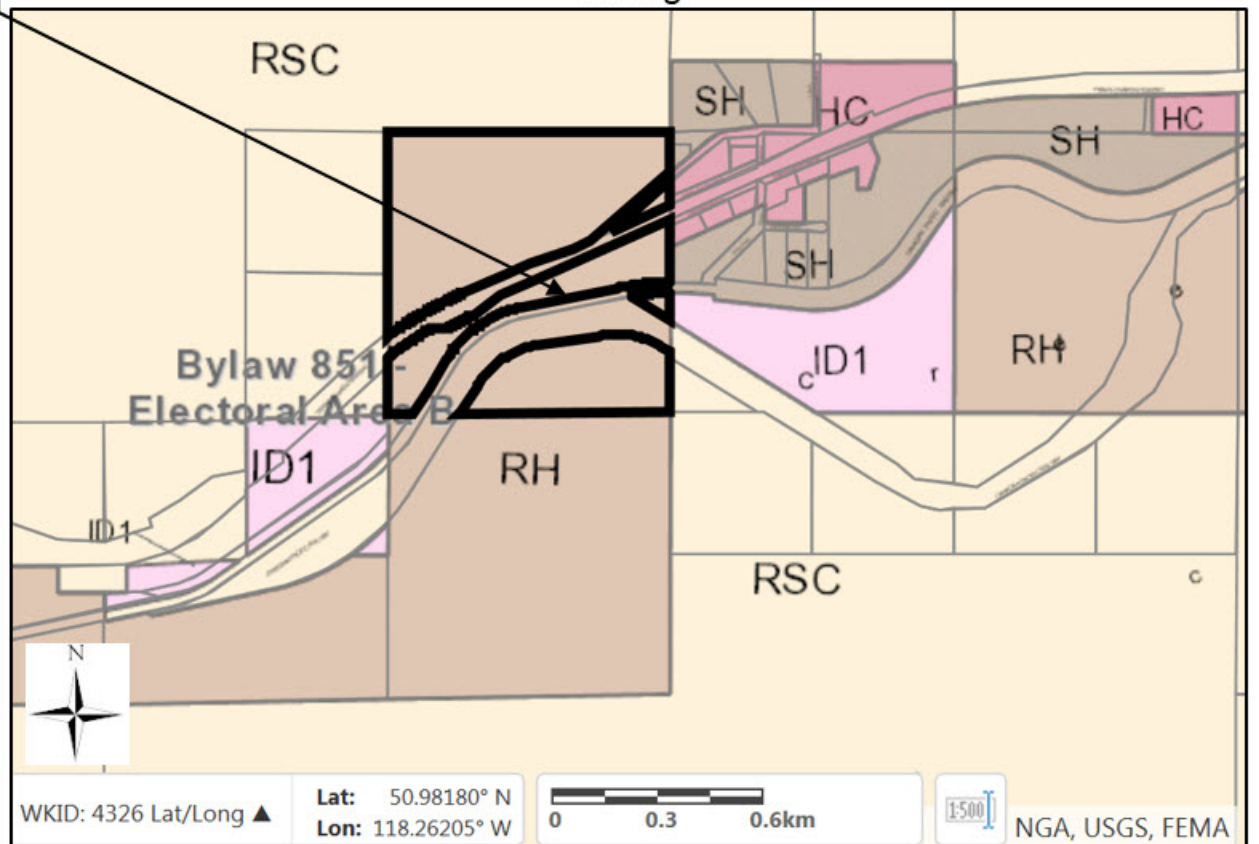
Subject Property





Subject Property

Zoning



Site Plan

Distances:

Glacier Helicopters \Rightarrow Eagle Pass is 300m.

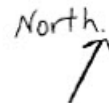
Eagle Pass Base \Rightarrow Railway tracks is 100m.

Trans Canada Highway \Rightarrow Eagle Pass Base is 35m.

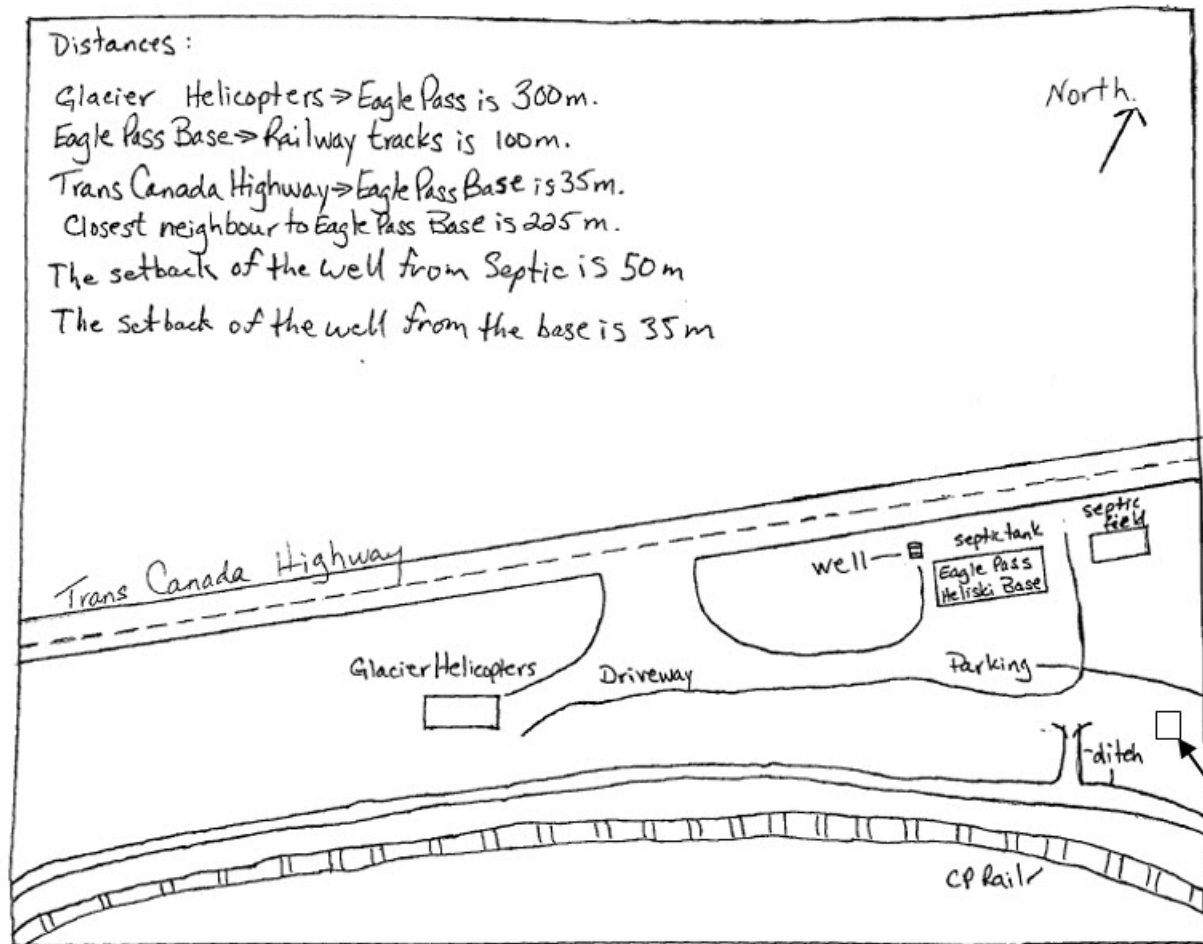
Closest neighbour to Eagle Pass Base is 225m.

The setback of the well from Septic is 50m

The setback of the well from the base is 35m



Property is
1.2 km
North-South



closest house \rightarrow

Parking lot is
51m x 45m
we could park 75+ cars

fuel storage tank

Property is 850m. wide East-West



Eagle Pass building and parking area facing north



Eagle Pass building facing west



View of access to property facing east



View of access to property facing west



Fuel storage tank for helicopter refueling



BOARD REPORT

TO: Chair and Directors

File No: BL2560
PL20180000086

SUBJECT: Electoral Area D: Salmon Valley Land Use Amendment (Walters) Bylaw No. 2560

DESCRIPTION: Report from Erica Hartling, Development Services Assistant, October 1, 2018.
2972 & 3020 Yankee Flats Road, Yankee Flats

RECOMMENDATION #1: THAT: "Salmon Valley Land Use Amendment (Walters) Bylaw No. 2560" be read a first time this 18th day of October, 2018.

RECOMMENDATION #2: THAT: the Board utilize the simple consultation process for Bylaw No. 2560, and it be referred to the following agencies and First Nations:

- Interior Health;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – FrontCounter BC;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Archaeology Branch;
- Ministry of Transportation and Infrastructure;
- Agricultural Land Commission;
- CSR D Operations Management;
- CSR D Financial Services; and,
- All relevant First Nations Bands and Councils.

AND THAT:

Pursuant to Section 477 of the Local Government Act, the Board has considered this "Salmon Valley Land Use Amendment (Walters) Bylaw No. 2560" in conjunction with the Columbia Shuswap Regional District's Financial Plan and its Waste Management Plan.

SHORT SUMMARY:

The subject property is located at 2972 & 3020 Yankee Flats Road in Electoral Area D. The applicant is applying to amend the zone and designation of the Salmon Valley Land Use Bylaw No. 2500 from R – Rural to RH – Rural Holdings for the subject property. The applicant has made this bylaw amendment application to be able to apply to subdivide the subject property.

VOTING:	Unweighted Corporate	<input type="checkbox"/>	LGA Part 14 (Unweighted)	<input checked="" type="checkbox"/>	Weighted Corporate	<input type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
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BACKGROUND:

REGISTERED OWNER(S):
Jessica and Rylan Walters

ELECTORAL AREA:

D

LEGAL DESCRIPTION:

Parcel A (DD V44313) of the Northwest ¼ of Section 6, Township 18, Range 10, West of the 6th Meridian, Kamloops Division Yale District

CIVIC ADDRESS:

2972 & 3020 Yankee Flats Road, Yankee Flats

SURROUNDING LAND USE PATTERN:

North = Rural Residential west side Yankee Flats Road and Agriculture east side of Road

South = Crown Land and Rural Residential

East = Agriculture

West = Crown Land

CURRENT USE:

Two dwellings, six outbuildings, hobby farm and grazing land

PROPOSED USE:

Current use and the current proposal is to subdivide into two lots to have a separate title for each dwelling

PARCEL SIZE:

63.99 ha

DESIGNATION & ZONE:

Salmon Valley Land Use Bylaw No. 2500

R - Rural (60 ha minimum parcel size)

PROPOSED DESIGNATION & ZONE:

Salmon Valley Land Use Bylaw No. 2500

RH – Rural Holdings (8 ha minimum parcel size)

AGRICULTURAL LAND RESERVE:

20%

SITE COMMENTS:

See "Maps_Plans_Photos_BL2560.pdf" attached.

A site visit was not conducted for this redesignation and rezoning application, however staff did perform a site visit for the LC2538 ALC file that the Board reviewed September 21, 2017. The subject property has a single family dwelling (3020 Yankee Flats Road) and a manufactured home (2972 Yankee Flats Road), both on the west side of Yankee Flats Road. The proposed 8 ha parcel would surround the manufactured home at 2972 Yankee Flats Road and is completely outside the Agricultural Land Reserve (ALR). The remainder of 55.99 ha would contain the single family dwelling, outbuildings, hobby farm, and grazing land at 3020 Yankee Flats Road; this dwelling and grazing land on the remainder lot are within the ALR. Both dwellings have their own onsite septic system and currently share one well.

POLICY:

Salmon Valley Land Use Bylaw No. 2500 - Policies and General Regulations

See "BL2500_Excerpts_BL2560.pdf" attached

- 1.7 - Rural and Agricultural Character
- 1.10 - Redesignation Criteria
- 2.2.5 - Agricultural Land Reserve (ALR)

Salmon Valley Land Use Bylaw No. 2500 - Land Use Zones

R Rural

Permitted uses: agriculture; airfield, airstrip; equestrian centre; fish farm; forestry; guest ranch; gun club and archery range; harvesting wild crops; home occupation; kennel; portable sawmill; single family dwelling; trapping; accessory use.

Maximum number of single family dwellings per parcel:

- On a parcel with less than 2 ha in area = 1
- On a parcel with 2 ha or more in area = 2

Minimum area of parcels to be created by subdivision = 60 ha

RH Rural Holdings

Permitted uses: agriculture; church; equestrian centre; fish farms; home occupation; kennel; single family dwelling; accessory use.

Maximum number of single family dwellings per parcel:

- On a parcel with less than 2 ha in area = 1
- On a parcel with 2 ha or more in area = 2

Minimum area of parcels to be created by subdivision = 8 ha

FINANCIAL:

There are no financial implications to the CSRD with regard to this application.

KEY ISSUES/CONCEPTS:

Previous ALC Applications

1. Prior to their passing, previous property owners James and Trena Scott applied to subdivide the property into two lots (LC2479), divided by Yankee Flats Road. CSRD staff and the Board recommended approval of this application. The ALC refused the application in 2015.
2. At the August 28, 2017 Regular Board Meeting, staff presented a second ALC application for Subdivision (LC2538D) and Inclusion (LC2539D) for the subject property. The proposal was to subdivide the 63.99 ha property divided by Yankee Flats Road, into two parcels of approximately 10 ha and a remainder of 53.99 ha for the two owners (daughters of the late James and Trena Scott) to each have a titled lot with a dwelling. Further, if the ALC approved the subdivision, the applicant would include approximately 4.42 ha of the property into the ALR. Staff recommended approval of the subdivision and inclusion, the Board agreed with staff recommendation and the applications were forwarded to the ALC recommending approval. The ALC Panel refused both the subdivision and inclusion application as proposed.

Proposal

See "Maps_Plans_Photos_2560.pdf" attached.

As the ALC denied the subdivision (LC2538D) in the ALR, the applicant has now applied to redesignate and rezone the property from R (Rural) (60 ha minimum parcel size) to RH (Rural Holdings) (8 ha minimum parcel size), in order to subdivide the property. ALC approval will not be required if new parcel lines do not include land within the ALR.

Since the proposed subdivision boundary is no longer separated by Yankee Flats Road, it does not qualify as a minimum parcel area exception under the Section 2.2.13.4 of Bylaw No. 2500. Under the R zone the minimum parcel size is 60 ha and a redesignation and rezoning to RH is required to allow for subdivision of the subject property. As the subject property is ~63.99 ha, the RH zone may permit up to a maximum of seven 8 ha lots. The applicant's current proposal is for a one 8 ha parcel surrounding the manufactured home at 2972 Yankee Flats Road, which is completely outside the ALR. The proposed remainder of 55.99 ha would contain the single family dwelling, outbuildings, hobby farm, and grazing land at 3020 Yankee Flats Road; the dwelling and grazing land on the remainder lot are within the ALR (remainder lot has a total of 20% within the ALR). If the Board gives Bylaw No. 2560 first reading, the bylaw will be referred to the ALC.

If the Board approves this bylaw amendment application, the applicant may proceed with a subdivision application through the Ministry of Transportation and Infrastructure and the CSRD.

Subdivision for a Relative

There is a section (Section 514) of the Local Government Act (LGA) regarding subdivision to provide residence for a relative; however, an application under Section 514 is not an option in this case because under Section 514, the owner must have owned the property for 5 years and the purpose of the application is to provide a separate residence for the owner, a parent of the owner or of the owner's spouse, the owner's child or the spouse of the owner's child, or the owner's grandchild. The current owner has not owned the parcel for 5 years, and the proposed subdivision is to provide a separate title for a sister, which is not in the list above.

Rural and Agricultural Character Policies

The Rural and Agricultural Character policies in Bylaw No. 2500 may consider new RH designations not located on good agricultural land. Land within the ALR and Class 4 or better agricultural land are considered 'good' agricultural land in Bylaw No. 2500. Around 80% of the subject property is located outside the ALR and contain Class 6 soils; approximately 20% of the subject property is within the ALR and contain Class 5 soils with moisture limitations and topography. The soils are improvable to 60% Class 4 with topography and stoniness limitations and 40% Class 5 with topography and moisture limitations.

Many of the neighbouring rural properties to the north and south of the subject property are designated and zoned RH (8 ha minimum) along Yankee Flats Road and the subject proposal is consistent with the current land use of the Yankee Flats community. The proposed redesignation and rezoning and potential subdivision are consistent with Bylaw No. 2500 policies and would not significantly change or negatively impact the surrounding rural and agricultural properties.

Sewage Disposal

The proposed 8 ha parcel has a manufactured home at 2972 Yankee Flats Road and is serviced by its own on-site septic system. The applicant has provided staff with a Record of Sewerage System for the manufactured home, dated May 2, 2013 and a Sewerage System Letter of Certification, dated July 31,

2013. The remainder of 55.99 ha would contain the single family dwelling at 3020 Yankee Flats Road and is currently serviced by a septic system with field, established 34 years ago. Proof of adequate sewage disposal on each lot will be required during the subdivision stage.

Water Supply

The water supply for each dwelling is currently from a shared well, but the dwelling at 2972 Yankee Flats Road will be drilling its own well if approved to be separated through subdivision. Proof of water requirements will be required during the subdivision stage.

Access and Parking

The subject property currently has two separate driveway accesses off of Yankee Flats Road. One access is to the manufactured home at 2972 Yankee Flats Road and the other is to the single family dwelling at 3020 Yankee Flats Road.

SUMMARY:

The applicant has applied to amend the designation and zone of the Salmon Valley Land Use Bylaw No. 2500 from R – Rural to RH – Rural Holdings for the subject property. The applicant has made this bylaw amendment application to be able to apply to subdivide the subject property.

Staff recommends Bylaw No. 2560 be given first reading and sent to the referral agencies for the following reasons:

- The majority of the subject property does not contain good agricultural land, as defined in the agricultural policies of Bylaw No. 2500;
- The current rural residential uses on each proposed lot are consistent with the land use pattern policies in Bylaw No. 2500 and with neighbouring properties along Yankee Flats Road;
- The redesignation and rezoning and the potential subdivision would not significantly change or negatively impact the surrounding rural and agricultural properties; and,
- Proof of adequate water requirements and sewage disposal on each lot will be required during the subdivision stage if Bylaw No. 2560 is approved.

IMPLEMENTATION:

Consultation Process

CSRD Policy P-18 regarding Consultation Processes – Bylaws, staff recommends the simple consultation process. Neighbouring property owners will first become aware of the application when a notice of application sign(s) is posted on the subject property.

Referral Process

The following list of referral agencies is recommended:

- Interior Health;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – FrontCounter BC;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Archaeology Branch;
- Ministry of Transportation and Infrastructure;
- Agricultural Land Commission;
- CSRD Operations Management;
- CSRD Financial Services; and,

- All relevant First Nations Bands and Councils including:
 - Adams Lake Indian Band
 - Coldwater Indian Band
 - Cook's Ferry Indian Band
 - Little Shuswap Indian Band
 - Lower Nicola Indian Band
 - Lower Similkameen Indian Band
 - Lytton First Nation
 - Neskonlith Indian Band
 - Nlaka'pamux Nation Tribal Council
 - Okanagan Indian Band
 - Okanagan Nation Alliance
 - Oregon Jack Creek Band
 - Penticton Indian Band
 - Siska Indian Band
 - Skeetchestn Indian Band
 - Splots'in First Nation
 - Stk'emlups te Secwepemc
 - Tk'emlups Indian Band
 - Upper Nicola Band; and,
 - Esh-kn-am Cultural Resources Management Services

COMMUNICATIONS:

If the Board gives Bylaw No. 2560 first reading, the bylaw will be sent out to referral agencies. Referral responses will be provided to the Board with a future Board report, prior to delegation of a public hearing.

DESIRED OUTCOMES:

That the Board endorse staff recommendations.

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Salmon Valley Land Use Bylaw No. 2500
2. 2017-09-21_Board_DS_LC2538_LC2539_Walters-Scott.pdf
3. LC2538_LC2539_ALC_Decision.pdf

Report Approval Details

Document Title:	2018-10-18_Board_DS_BL2560_Walters.docx
Attachments:	- BL2560_First.pdf - BL2500_Excerpts_BL2560.pdf - Maps_Plans_Photos_BL2560.pdf
Final Approval Date:	Oct 5, 2018

This report and all of its attachments were approved and signed as outlined below:



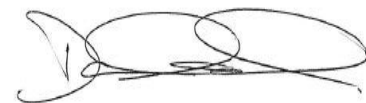
Corey Paiement - Oct 4, 2018 - 2:00 PM



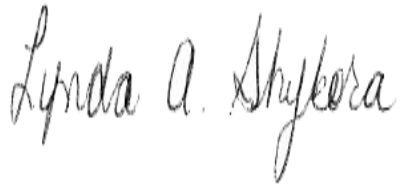
Gerald Christie - Oct 4, 2018 - 2:22 PM



Jodi Pierce - Oct 4, 2018 - 3:10 PM



Darcy Mooney - Oct 4, 2018 - 4:10 PM

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Lynda Shykora - Oct 4, 2018 - 4:29 PM

A handwritten signature in cursive script, reading "Charles Hamilton".

Charles Hamilton - Oct 5, 2018 - 8:39 AM

COLUMBIA SHUSWAP REGIONAL DISTRICTSALMON VALLEY LAND USE AMENDMENT (WALTERS) BYLAW NO. 2560A bylaw to amend the "Salmon Valley Land Use Bylaw No. 2500"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 2500;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 2500;

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

1. "Salmon Valley Land Use Bylaw No. 2500" is hereby amended as follows:

A. MAP AMENDMENTS

- i) Schedule A, the OCP Designation Maps, which form part of the "Salmon Valley Land Use Bylaw No. 2500", as amended, is hereby further amended by:

redesignating Parcel A (DD V44313) of the Northwest ¼ of Section 6, Township 18, Range 10, West of the 6th Meridian, Kamloops Division Yale District, which part is more particularly shown hatched on Schedule 1 attached hereto and forming part of this bylaw from R – Rural to RH – Rural Holdings.

- ii) Schedule C, Land Use Zoning Maps, which form part of the "Salmon Valley Land Use Bylaw No. 2500", as amended, is hereby further amended by:

rezoning Parcel A (DD V44313) of the Northwest ¼ of Section 6, Township 18, Range 10, West of the 6th Meridian, Kamloops Division Yale District, which part is more particularly shown hatched on Schedule 1 attached hereto and forming part of this bylaw from R – Rural to RH – Rural Holdings.

2. This bylaw may be cited as "Salmon Valley Land Use Amendment (Walters) Bylaw No. 2560"

READ a first time this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

PUBLIC HEARING held this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

Bylaw No. 2560

2

CORPORATE OFFICER

CHAIR

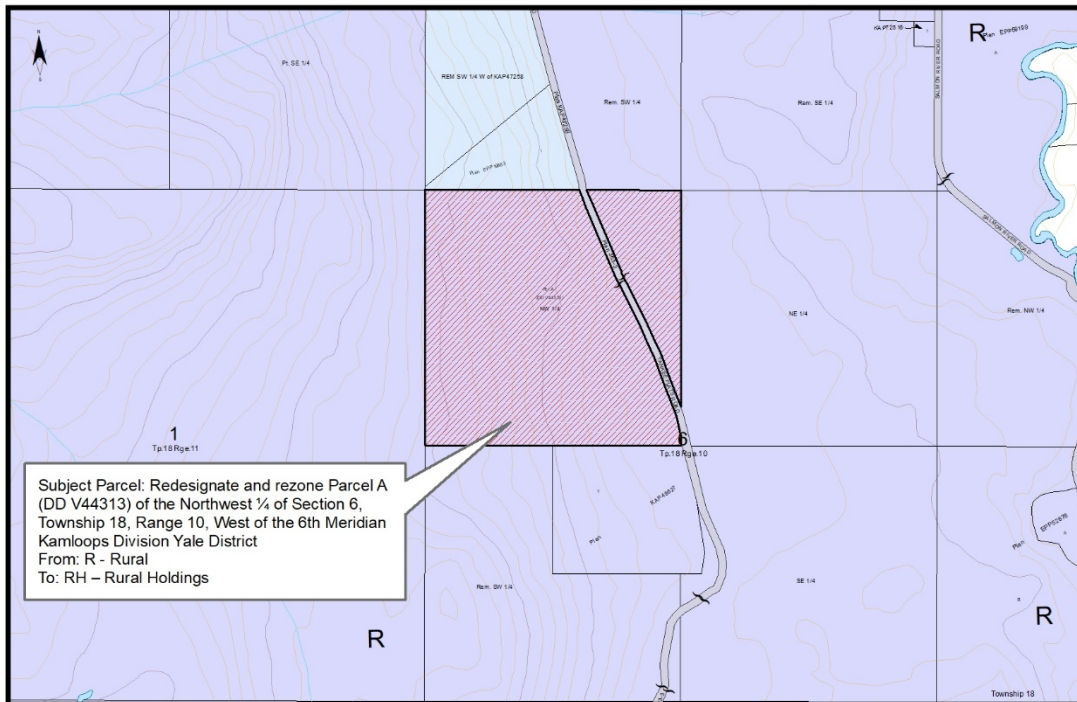
CERTIFIED a true copy of Bylaw No. 2560
as read a third time.

CERTIFIED a true copy of Bylaw No. 2560
as adopted.

Corporate Officer

Corporate Officer

Schedule 1
Salmon Valley Land Use Amendment (Walters) Bylaw No. 2560



Relevant Excerpts from Salmon Valley Land Use Bylaw No. 2500

(See Bylaw No. 2500 for all policies and land use regulations)

1.7 Rural and Agricultural Character

Objective

- 1.7.1** An objective of the Regional Board is to generally preserve the rural and agricultural character of the area and ensure the continued viability of economic activities based on agriculture and forestry resources.

Policies

- 1.7.2.1** The policies of the Regional Board are as follows:

.1 On Schedule A, the OCP Designation Maps, the rural and agricultural areas are designated as R (Rural);

.2 Existing rural areas include parcels greater than 60 ha in area and land under resource or agricultural use. Rural areas shall be preserved to the greatest extent possible to provide for continued agricultural and resource production as the main elements of the local economy;

.4 The rural holdings areas, with a minimum parcel size of 8 ha, are designated as RH (Rural Holdings);

.5 The Regional Board wishes to discourage residential intrusion in agricultural areas. The Board sees the creation of 8 hectare parcels from larger parcels of good agricultural land (including land within the Agricultural Land Reserve and Class 4 or better agricultural land) as the first step toward residential intrusion on agricultural land. To prevent this intrusion, the Regional Board discourages new Rural Holding designations (8 ha minimum parcel size) on good agricultural land;

.6 The Regional Board may consider new Rural Holding designations not located on good agricultural land;

.7 The Regional Board prefers to see rural residential use concentrated on parcels approximately 1 ha (2.5 acres) in size and located in areas where the residential use clearly will not have a negative impact on agricultural uses;

1.10 Redesignation Criteria

Objective

- 1.10.1** An objective of the Regional Board is to manage changes in land use in a manner that generally avoids future servicing problems and prevents unnecessary conflicts between different land uses.

Policies

- 1.10.2** The policy of the Board is to consider redesignations based on the following:

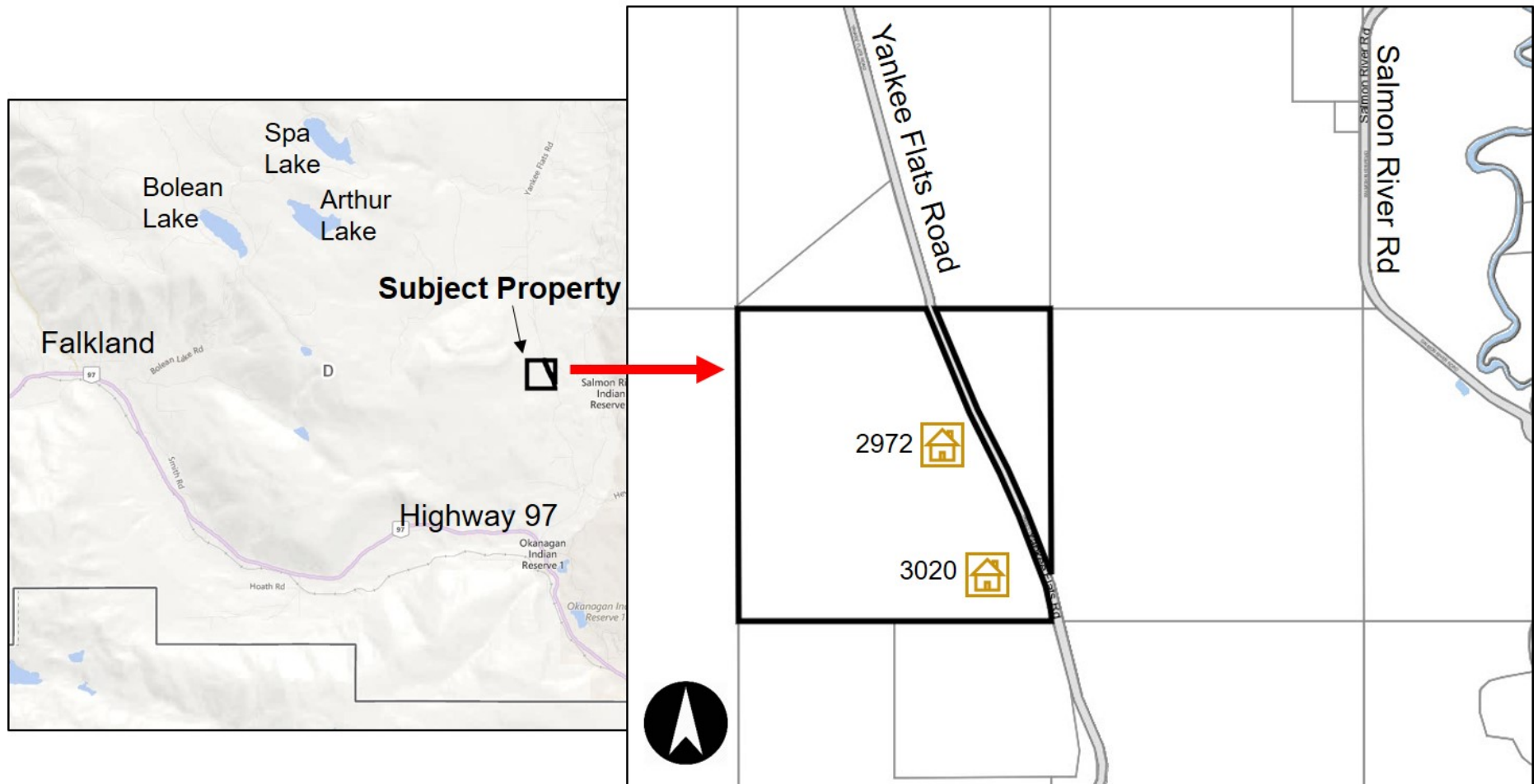
.1 Applications for redesignation to RH (Rural Holdings) or RR (Rural Residential) shall be evaluated against the following criteria:

- soils should be suitable for sewage disposal;
- water supply should be adequate to meet development needs;
- the redesignation should not have a negative impact on the viability of agricultural uses;
- the area shall meet the locational requirements set out in other policies of this bylaw.

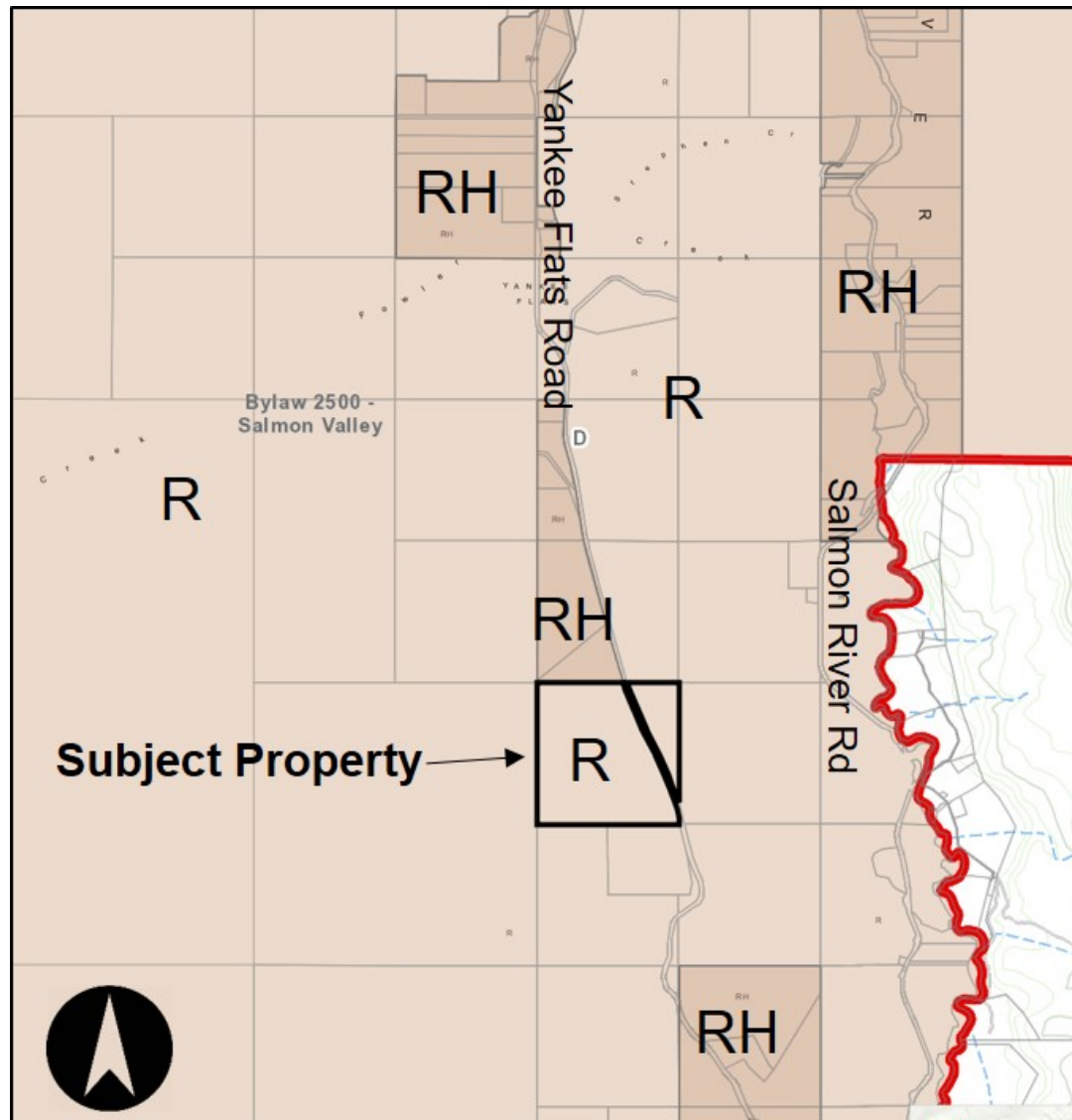
Agricultural Land Reserve (ALR)

- 2.2.5** In addition to the regulations established in this Bylaw, all lands within the Agricultural Land Reserve are also subject to the provisions of the Agricultural Land Commission (ALC) Act, regulations and orders of the ALC (thereby not permitting the subdivision of land or the development of non-farm uses unless approved by the ALC).

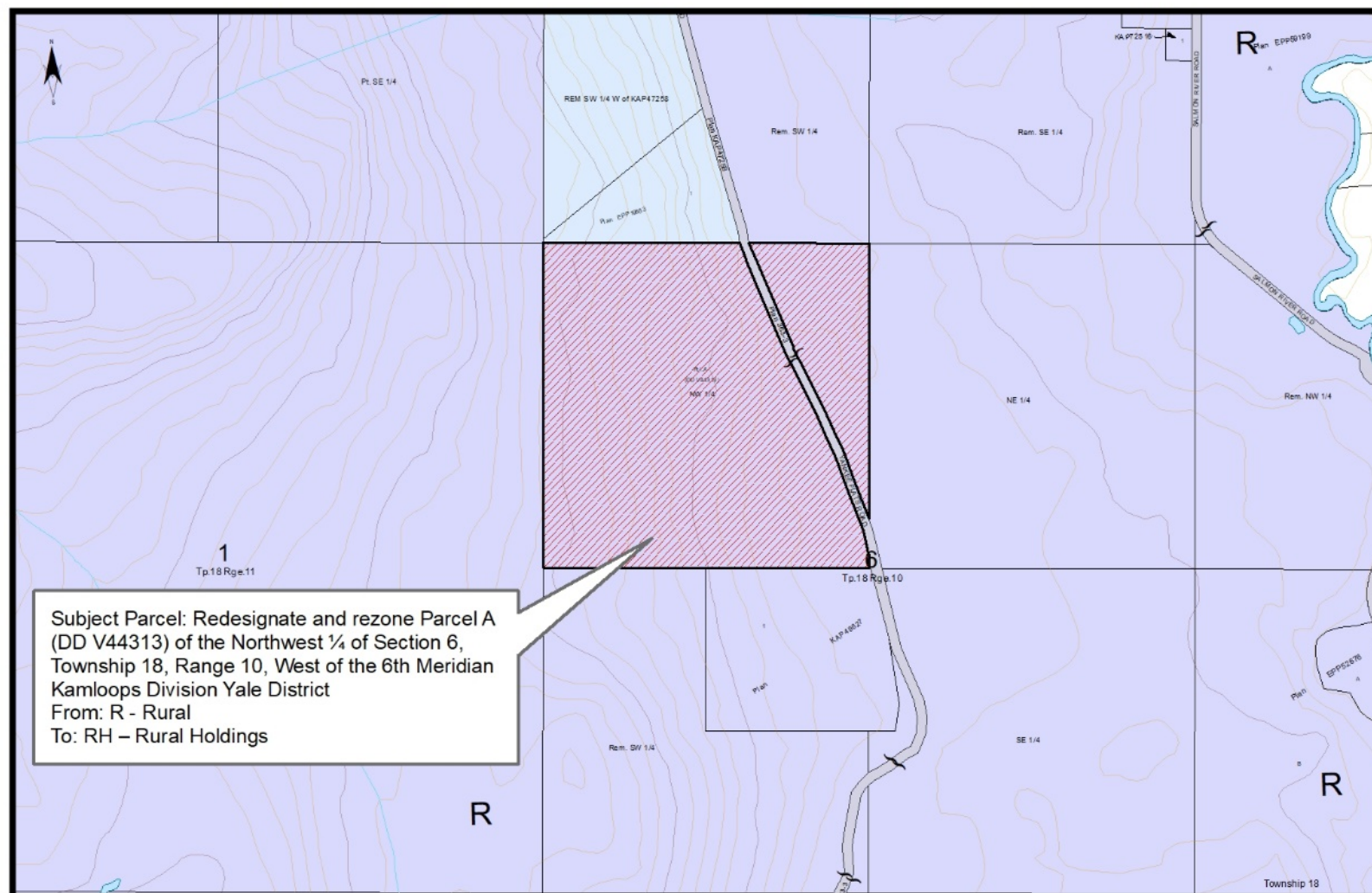
Location



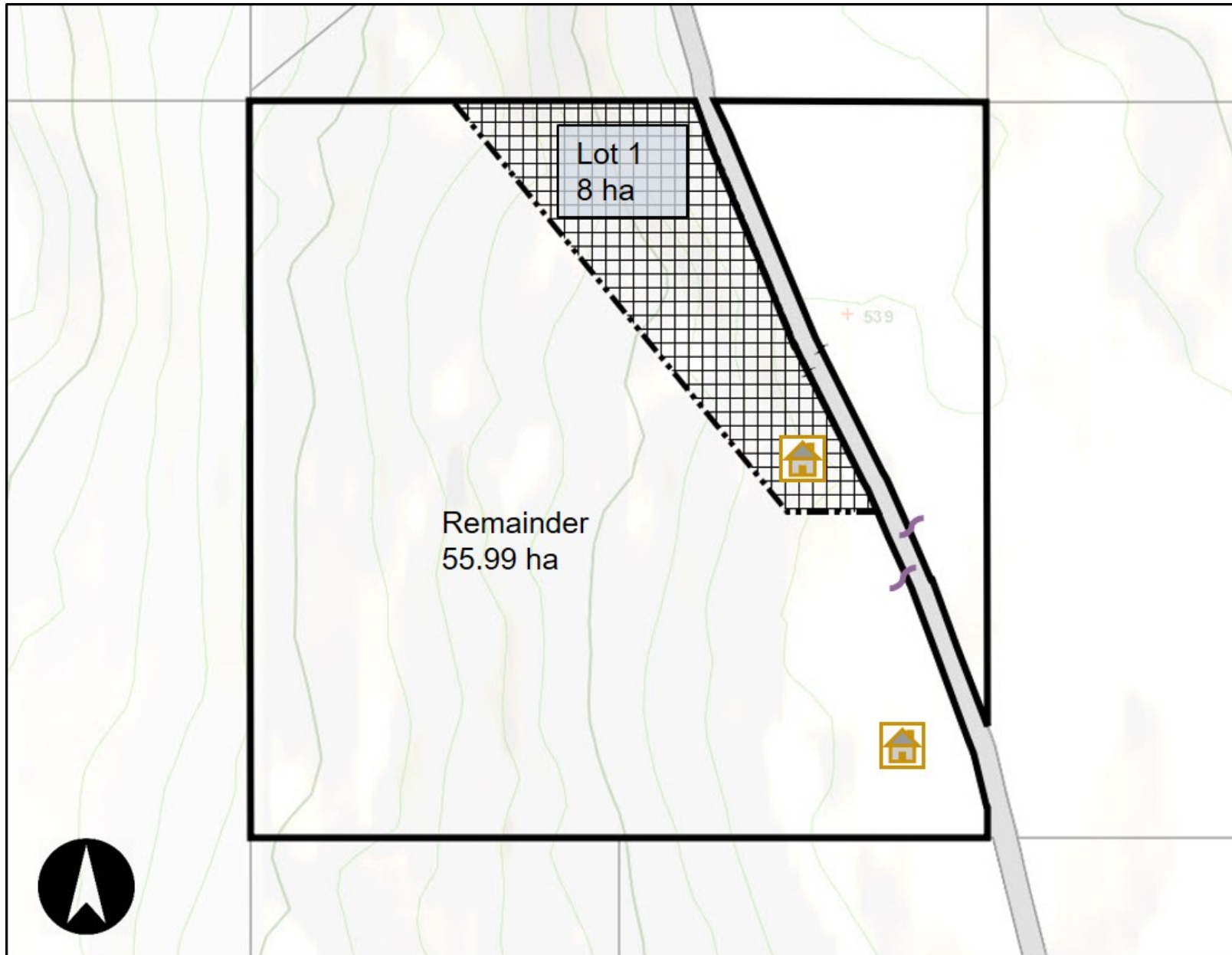
Salmon Valley Land Use Bylaw No. 2500
Designation and Zone
R – Rural



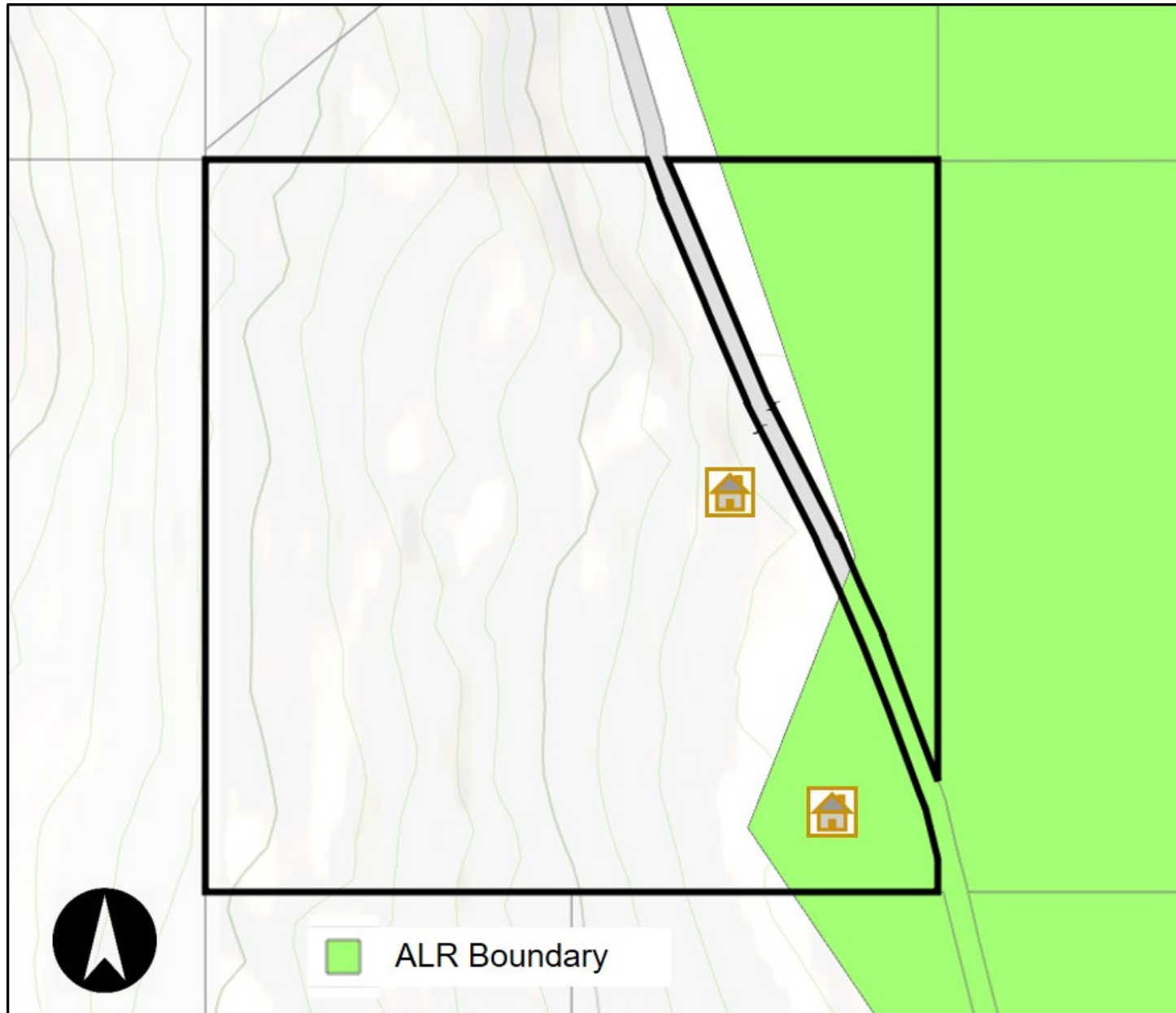
Salmon Valley Land Use Bylaw No. 2500 Proposed Designation and Zone RH – Rural Holdings



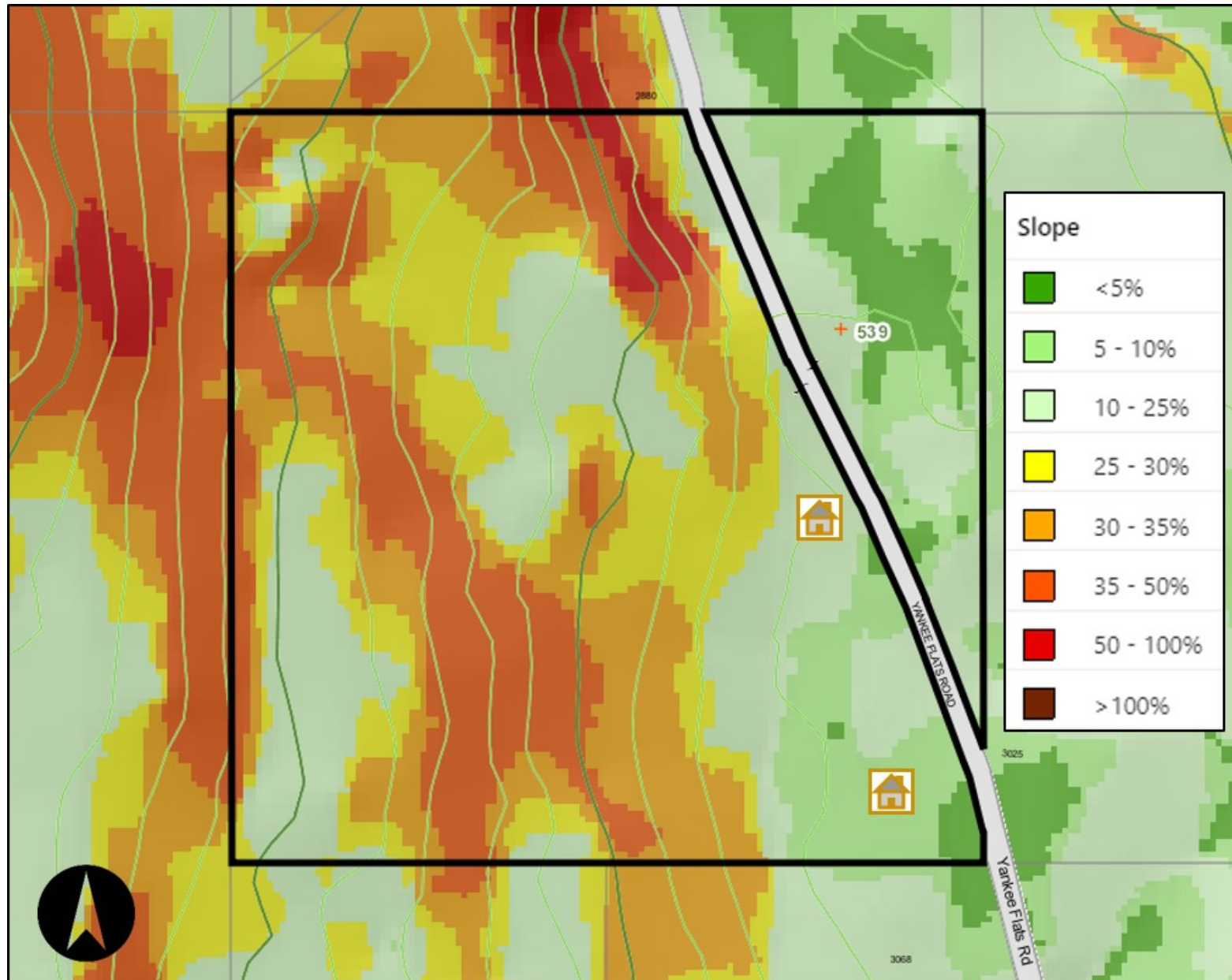
Applicant's Current Proposal – Two Lot Subdivision



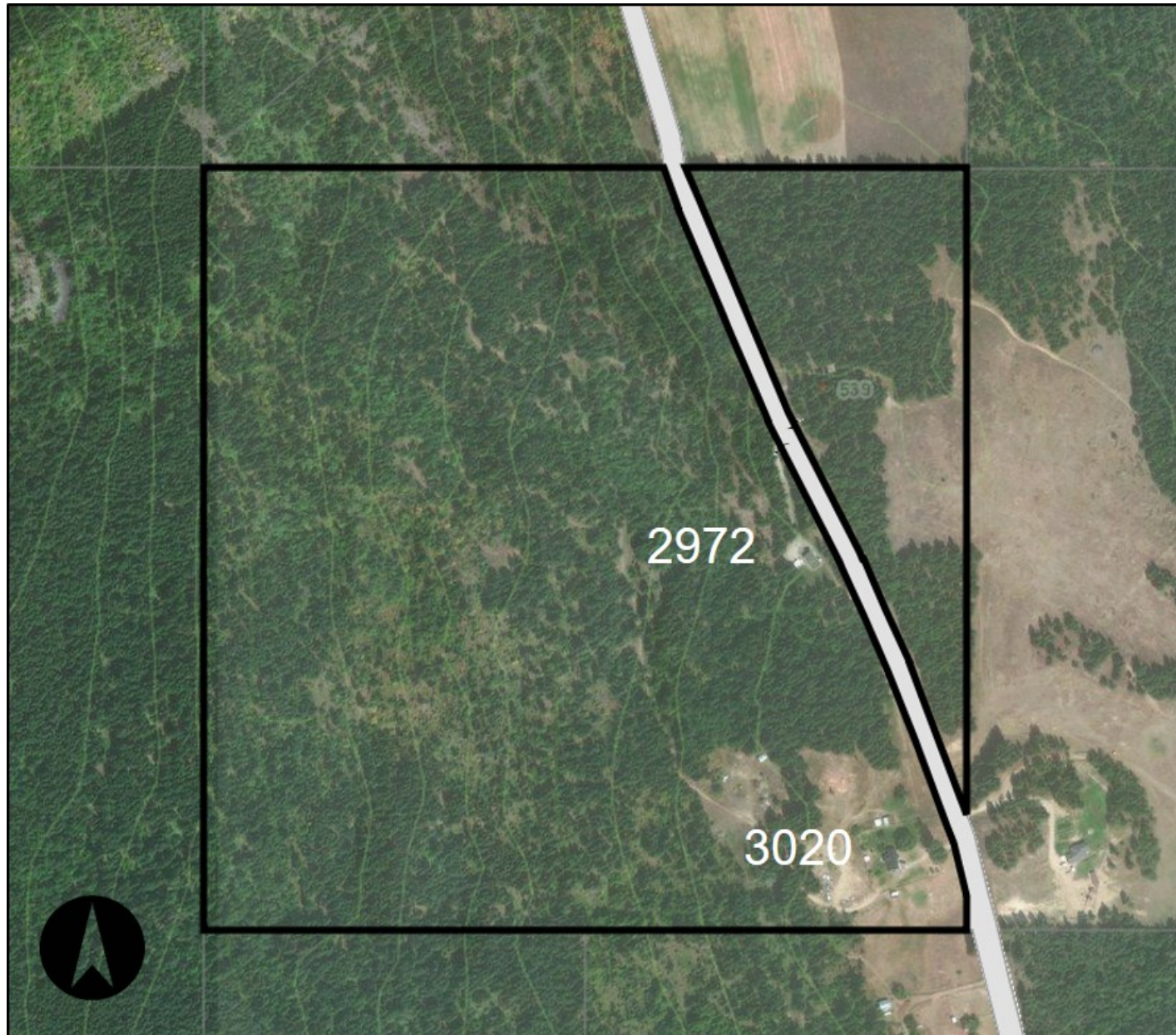
Agricultural Land Reserve (ALR)



Slopes



Orthophoto





BOARD REPORT

TO: Chair and Directors

File No: BL2559 PL2018080

SUBJECT: Electoral Area D: Salmon Valley Land Use Amendment
(Desimone/McMullen) Bylaw No. 2559

DESCRIPTION: Report from Candice Benner, Development Services Assistant, dated October 4, 2018.
5781 Highway 97, Falkland

RECOMMENDATION #1: THAT: "Salmon Valley Land Use Amendment (Desimone/McMullen) Bylaw No. 2559" be read a first time this 18th day of October, 2018;

RECOMMENDATION #2: THAT:
The Board utilize the simple consultation process for Bylaw No. 2559, and it be referred to the following agencies and First Nations:

- Ministry of Transportation and Infrastructure;
- Interior Health Authority;
- Ministry of Forests, Lands and Natural Resources – Archaeology Branch;
- CSR D Operations Management;
- CSR D Financial Services; and
- Relevant First Nations Bands and Councils.

AND FURTHER THAT:

Pursuant to Section 477 of the Local Government Act, the Board has considered this "Salmon Valley Land Use Amendment (Desimone/McMullen) Bylaw No. 2559" in conjunction with the Columbia Shuswap Regional District's Financial Plan and its Waste Management Plan.

SHORT SUMMARY:

The subject property is located at 5781 Highway 97 in Falkland of Electoral Area D. The property is currently zoned C-Commercial in Salmon Valley Land Use Bylaw No. 2500. A two-storey two-family dwelling was built on the property in 2009; it consists of one self-contained dwelling per floor. The owner has applied to redesignate and rezone the property from C-Commercial to RS-Single and Two Family Residential in order to recognize the current two-family dwelling use on the property.

VOTING:

Unweighted
Corporate

☐

LGA Part 14
(Unweighted)

☒

Weighted
Corporate

☐

Stakeholder
(Weighted)

☐

BACKGROUND:

OWNERS:

Stephen McMullen
Lenae Desimone

ELECTORAL AREA:
D (Falkland)

CIVIC ADDRESS:
5781 Highway 97

LEGAL DESCRIPTION:
Lot 4 Block 7 Section 2, Township 18, Range 12, W6M, KDYD, Plan 1295

PID:
008-582-173

SIZE OF PROPERTY:
0.052 ha

SURROUNDING LAND
USE PATTERN:
NORTH: Highway 97, residential
SOUTH: access lane, residential
EAST: Residential
WEST: residential

CURRENT DESIGNATION/ZONE:
Salmon Valley Land Use Bylaw No. 2500
C-Commercial

PROPOSED DESIGNATION/ZONE:
Salmon Valley Land Use Bylaw No. 2500
RS-Single and Two Family Residential

CURRENT USE:
Two-family dwelling and accessory buildings

PROPOSED USE:
Two-family dwelling and accessory buildings

SITE COMMENTS:

The subject property is west of downtown Falkland on the south side of Highway 97. The two-family dwelling sits centrally on the property with a grassed yard in the front, which is also the location of the septic system and parking at the back. Though the property fronts the Highway, access is from an established laneway at the rear of the property.

On both sides of the highway are various mixed uses including residential, commercial, community library, and vacant lots.

POLICY:

See attached "BL2500_Excerpts_BL2559" for applicable policies and land use regulation. To review policies and land use regulation in their entirety, see Salmon Valley Land Use Bylaw No. 2500 (Bylaw No. 2500).

Bylaw No. 2500 supports single family and multi-family residential uses within the community of Falkland.

Any new highway and service commercial uses are encouraged to be concentrated in Falkland, fronting on Highway 97.

FINANCIAL:

If the subject property is redesignated and rezoned from C to RS, the BC Assessment Authority may value the land and improvements differently.

If given first reading, this amendment will be referred to the CSRD Operations Management Department for review regarding water connection to the Falkland Water System.

This application is not the result of bylaw enforcement, but the existing two-family dwelling is not a use permitted in the C zone.

KEY ISSUES/CONCEPTS:

The two-family dwelling located on the subject property was built in 2009 and has maintained a residential use since; there is no commercial use being operated on the property.

The subject property is currently zoned commercial which permits only one single family dwelling per parcel and must be an accessory use to an established principle commercial use. The owners have applied to rezone the property from its current commercial zone to residential in order to recognize the existing two-family dwelling residential use on the property.

The two-family dwelling is connected to the CSRD owned Falkland Water System; the owner has indicated that the two dwellings share a water connection.

The two-family dwelling shares a single septic system; staff have requested the owner to provide further information regarding the existing system. A referral will also be sent to Interior Health for comment.

The subject property is in the Bolean Creek Floodplain Area; staff will discuss floodplain requirements and criteria with the subject property owners prior to second reading.

The community of Falkland is identified in Bylaw No. 2500 as being along Highway 97 between Wetaskiwin Road to the west and Lynes Road to the east.

Although the Highway 97 corridor in Falkland is predominately zoned Commercial for properties fronting the highway between Seaman Road to the west and Gyp Road to the east, a significant number of properties in this area also have residential uses. Staff completed an analysis of the 5700 block (between Seaman Road and Churchill Road) that the subject property is located within and determined that out of the approximate 45 properties on either side of Highway 97 and within this block area; 18 are residential properties, 8 are commercial properties, and the rest are a mix of park land, parking, and vacant lots. Some of the older residential properties may be considered to be legally non-conforming if they were constructed prior to Bylaw No. 2500 being adopted.

The majority of the commercially used properties within this block are located centrally and close to each other, in what would be considered the downtown area of Falkland around the intersection of Chase-Falkland Road and Highway 97. The residential properties are located intermittently through the highway corridor with most located on the outskirts, at the east and west ends of the corridor.

The subject property is one of the last properties located at the far west end of the 5700 block of the highway corridor. The properties further west of the subject property are residential with the last property in the 5700 block being the Boleen Creek Community Park, adjacent to Seaman Road. To the east of the subject property, and closer to the downtown area of Falkland, are vacant properties with the closest commercial property being Okanagan Regional Library located two lots east of the subject property.

The RS zone permits home occupation use and so if the subject property were zoned as such, there would still be opportunity for some form of commercial use on the property.

SUMMARY:

The owner has applied to redesignate and rezone the property from C-Commercial to RS-Single and Two Family Residential in order to recognize the current two-family dwelling use on the property.

Staff recommend that this amendment be given first reading and be sent out to referral agencies for the following reasons:

- The policies of Bylaw No. 2500 support single family and multifamily residential uses within the community of Falkland;
- The subject property's residential use is consistent with the existing mix of residential and commercial uses located along the Highway 97 corridor within the community of Falkland; and,
- The two-family dwelling residential use on the property has existed since 2009 without any bylaw enforcement complaints from the neighbouring community, possibly indicating community acceptance for this use in this location.

IMPLEMENTATION:

The following list of referral agencies is recommended:

- Ministry of Transportation and Infrastructure;
- Interior Health Authority;
- Ministry of Forests, Lands and Natural Resources – Archaeology Branch;
- CSRD Operations Management;
- CSRD Financial Services; and,
- Adams Lake Indian Band
- Coldwater Indian Band
- Cook's Ferry Indian Band
- Little Shuswap Indian Band
- Lower Nicola Indian Band
- Lower Similkameen Indian Band
- Lytton First Nation
- Neskonlith Indian Band
- Nlaka'pamux Nation Tribal Council
- Okanagan Indian Band
- Okanagan Nation Alliance
- Oregon Jack Creek Band

- Penticton Indian Band
- Siska Indian Band
- Skeetchestn Indian Band
- Splots'in First Nation
- Stk'emlups te Secwepemc
- Tk'emlups Indian Band
- Upper Nicola Band
- Esh-kn-am Cultural Resources Management Services

COMMUNICATIONS:

Staff is recommending the simple consultation process because the proposed amendment should not have a significant impact on properties in the bylaw area. Neighbouring property owners will first become aware of the application for the zoning amendment when a notice of development sign is posted on the subject property.

DESIRED OUTCOMES:

That the Board endorse staff recommendations.

BOARD'S OPTIONS:

1. *Endorse the Recommendations.*
2. *Deny the Recommendations.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Salmon Valley Land Use Bylaw No. 2500

Report Approval Details

Document Title:	2018-10-18_Board_DS_BL2559_Desimone_McMullen.docx
Attachments:	<ul style="list-style-type: none">- BL2559_first.pdf- BL2500_Excerpts_BL2559.pdf- Maps_Plans_Photos_BL2559.pdf
Final Approval Date:	Oct 9, 2018

This report and all of its attachments were approved and signed as outlined below:



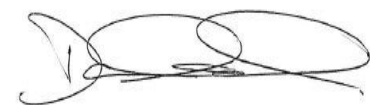
Corey Paiement - Oct 5, 2018 - 11:35 AM



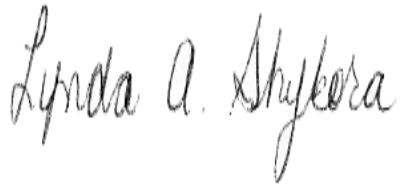
Gerald Christie - Oct 5, 2018 - 11:57 AM



Jodi Pierce - Oct 5, 2018 - 12:04 PM



Darcy Mooney - Oct 5, 2018 - 5:42 PM

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Lynda Shykora - Oct 9, 2018 - 10:42 AM

A handwritten signature in cursive script, reading "Charles Hamilton".

Charles Hamilton - Oct 9, 2018 - 10:46 AM

COLUMBIA SHUSWAP REGIONAL DISTRICT

SALMON VALLEY LAND USE AMENDMENT (DESIMONE/MCMULLEN) BYLAW NO. 2559

A bylaw to amend the "Salmon Valley Land Use Bylaw No. 2500"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 2500;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 2500;

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

1. "Salmon Valley Land Use Bylaw No. 2500" is hereby amended as follows:

A. MAP AMENDMENT

- i) Schedule A, the OCP Designation Maps, which form part of the "Salmon Valley Land Use Bylaw No. 2500", as amended, is hereby further amended by:
 - a. redesignating Lot 4 Block 7 Section 2, Township 18, Range 12, W6M, KDYD, Plan 1295, which is shown hatched on Schedule 1 attached hereto and forming part of this bylaw from C-Commercial to RS-Single and Two Family Residential.
- ii) Schedule C, Land Use Zoning Maps, which form part of the "Salmon Valley Land Use Bylaw No. 2500", as amended, is hereby further amended by:
 - a. rezoning Lot 4 Block 7 Section 2, Township 18, Range 12, W6M, KDYD, Plan 1295, which is shown hatched on Schedule 2 attached hereto and forming part of this bylaw from C-Commercial to RS-Single and Two Family Residential.

Bylaw No. 2559

2

2. This bylaw may be cited as "Salmon Valley Land Use Amendment (Desimone/McMullen) Bylaw No. 2559."

READ a first time this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

PUBLIC HEARING held this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

CORPORATE OFFICER

CHAIR

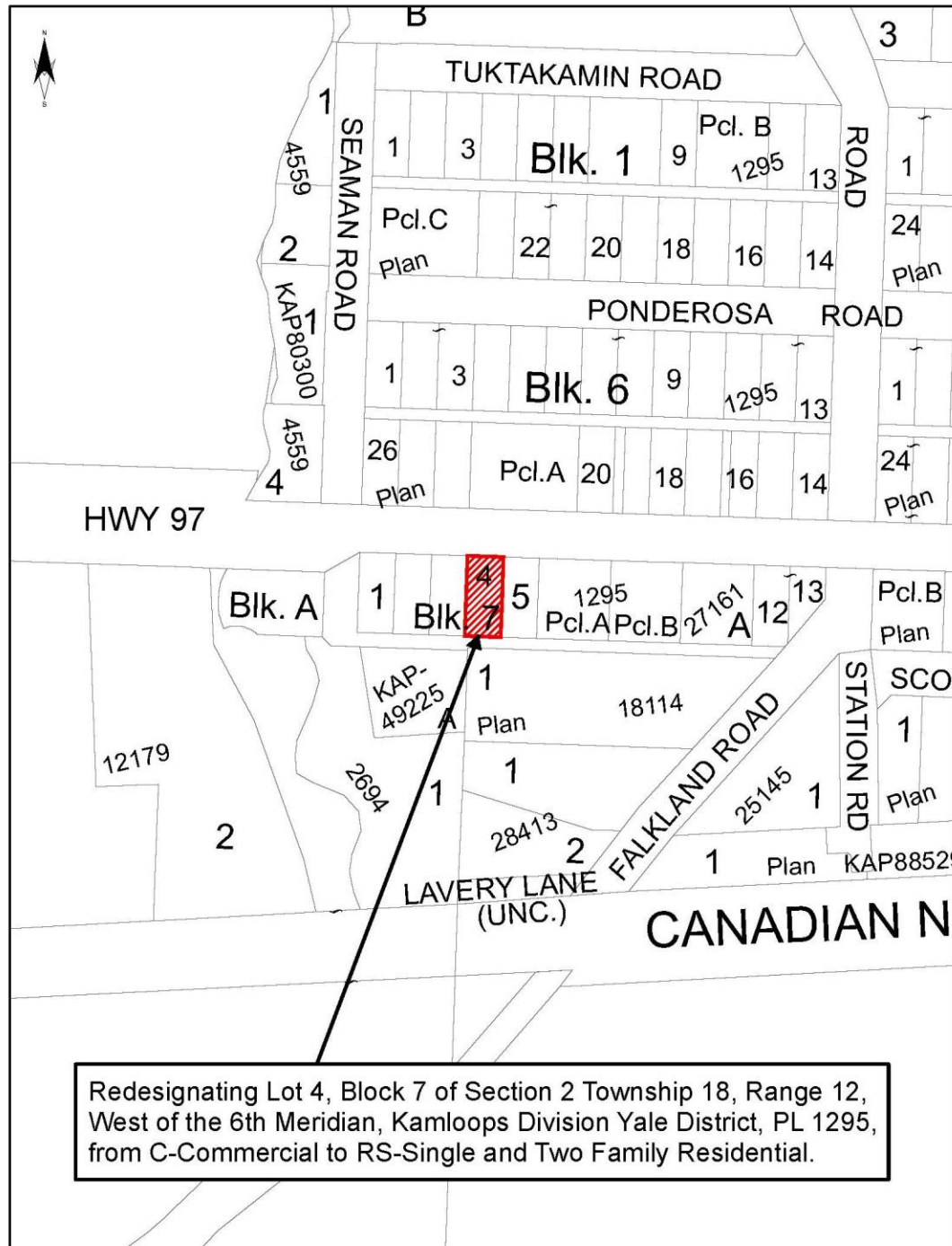
Certified true copy of Bylaw No. 2559
as read a third time.

Certified true copy of Bylaw No. 2559
as adopted.

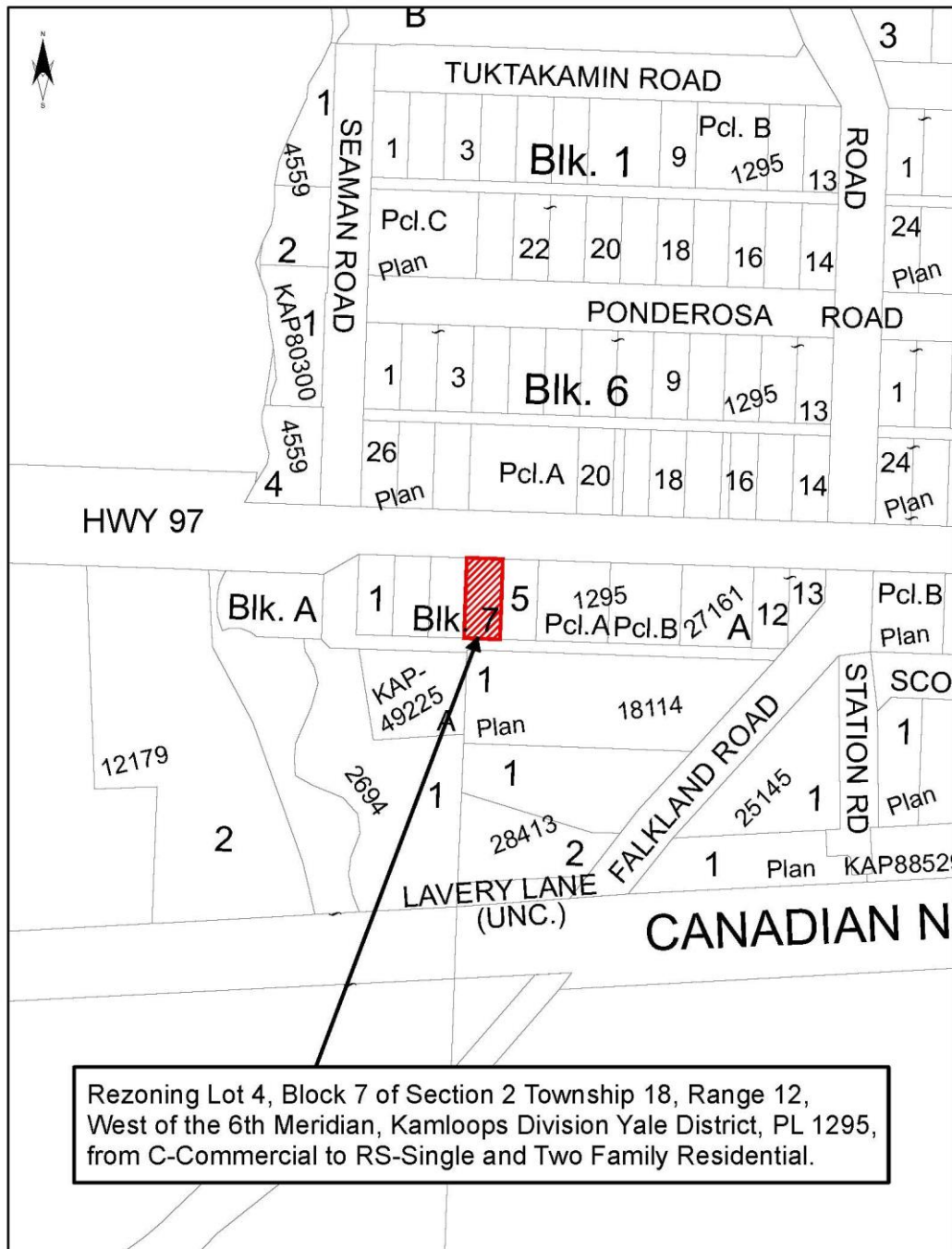
Corporate Officer

Corporate Officer

Schedule 1
 OCP Designation Maps Amendment
 Salmon Valley Land Use Amendment (Desimone/McMullen)
 Bylaw No. 2559



Schedule 2
Land Use Zoning Maps Amendment
Salmon Valley Land Use Amendment
(Desimone/McMullen)
Bylaw No. 2559



Relevant Excerpt From Salmon Valley Land Use Bylaw No. 2500 – BL2559

(See Bylaw No. 2500 for all policies and zones)

Part I Broad Objectives and Policies

1.9 Land Use Pattern

1.9.1 An objective of the Regional Board is to generally maintain the area's historical pattern of land use in which small-lot residential, commercial, and institutional uses concentrate in the rural communities, leaving the majority of the land for agricultural uses as well as forestry, fishery, and wildlife uses.

1.9.2 The policies of the Regional Board are as follows:

.3 On Schedule A, the OCP Designation Maps, single family and multiple family residential areas within the community of Falkland are designated as RS (Single family Residential) and RM (Multiple Family Residential) respectively;

.4 Future single family residential uses with a minimum parcel size of 1400 m² or less and multifamily residential uses shall be limited to areas within the community of Falkland;

.7 New highway commercial and service commercial uses are encouraged to concentrate in Falkland, fronting on Highway 97;

1.10 Redesignation CriteriaObjective

1.10.1 An objective of the Regional Board is to manage changes in land use in a manner that generally avoids future servicing problems and prevents unnecessary conflicts between different land uses.

1.12 Hazardous AreasObjective

1.12.1 An objective of the Regional Board is to prevent development on hazardous areas except in compliance with this bylaw.

Policies

1.12.2 The policies of the Regional Board are as follows:

.1 The Regional Board designates the following as hazardous areas:

Relevant Excerpt From Salmon Valley Land Use Bylaw No. 2500 – BL2559

(See Bylaw No. 2500 for all policies and zones)

.areas within the floodplain (as defined in the Salmon Valley Floodplain Management Bylaw No. 2600) of the Salmon River, Bolean Creek and other water courses and water bodies within the plan area;

.alluvial fans, as defined in the Salmon Valley Floodplain Management Bylaw No. 2600, due to potential flooding and stream shifting hazards;

.slopes having a gradient of 30% or greater;

.areas on or below unstable slopes and slide areas.

.2 To protect against loss of life and to minimize property damage associated with flooding events the Regional Board encourages agricultural, park, and open-space recreational uses of flood prone lands. Where flood prone lands are required for development, the construction and siting of buildings and mobile homes to be used for habitation, business or the storage of goods damageable by floodwaters shall be floodproofed to those standards specified in the Salmon Valley Floodplain Management Bylaw No. 2600.

.3 Development on other hazardous areas will be prohibited unless adequate protective measures have been taken by the Owner to address the relevant hazard.

1.13 Transportation Network

Objective

1.13.1 An objective of the Regional Board is to encourage a safe and efficient transportation network.

Policies

1.13.2 The policies of the Regional Board are as follows:

.1 Highway No. 97, Salmon Valley Road, Chase - Falkland Road, Yankee Flats Road, and Heywood Road are recognized as major roadways as shown on Map 4 Major Road Network Map;

.2 Off-street parking is required to avoid parking on highway rights-of-way;

.3 Land owners are encouraged to use local and collector roads to access land rather than providing multiple access points to highways and major roads.

Relevant Excerpt From Salmon Valley Land Use Bylaw No. 2500 – BL2559

(See Bylaw No. 2500 for all policies and zones)

Part II Land Use Regulations

2.2 General RegulationsHome Occupation

2.2.3 Home occupations shall comply with all of the following regulations:

.1 no outdoor storage of materials, equipment, containers, finished products or other items associated with the home occupation is permitted;

.2 the home occupation shall be carried out wholly within a completely enclosed dwelling or permitted accessory building;

.3 no retail sales other than the sale of goods produced on the premises shall be permitted;

.4 persons employed in a home occupation shall be restricted to the residents of the dwelling located on the parcel where the home occupation is taking place, and one additional person.

2.7 RS Single and Two Family Residential Permitted Uses

2.7.1 The following uses and no others are permitted in the area zoned as RS:

- .1 single family dwelling;
- .2 two family dwelling;
- .3 home occupation;
- .4 accessory use.

Regulations

2.7.2 On a parcel located in an area zoned as RS, no land shall be used; no building or structure shall be constructed, located or altered; and no plan of subdivision approved which contravenes the regulations set out in the table below in which Column I sets out the matter to be regulated and Column II sets out the regulations.

Column IColumn II

- | | |
|---------------------------------|---|
| .1 maximum number of dwellings: | 1 single family dwelling
or 1 two family dwelling
per parcel; |
|---------------------------------|---|

Relevant Excerpt From Salmon Valley Land Use Bylaw No. 2500 – BL2559

(See Bylaw No. 2500 for all policies and zones)

- | | | |
|----|--|---|
| .2 | minimum siting of buildings, structures or uses from parcel lines: | |
| | * front parcel line: | 6 metres; |
| | * rear parcel line: | 5 metres; |
| | * side parcel line: | 2 metres; |
| | * exterior side parcel line | 4.5 metres |
| | | |
| .3 | minimum parcel size for subdivision for a single family dwelling: | |
| | * serviced by both a community water and community sewer system | 700 m ² |
| | * serviced by a community water system | 4000 m ² |
| | | |
| .4 | minimum parcel size for subdivision for a two family dwelling or church: | |
| | * serviced by both a community water and community sewer system | 1000 m ² |
| | * serviced by a community water system | 4000 m ² |
| | | |
| .5 | minimum servicing standard: | on-site sewage disposal;
community water supply. |
| | | |
| .6 | maximum height for: | |
| | * principal buildings and structures | 11.5 m (37.73 ft.) |
| | * accessory buildings | 6 m (19.69 ft.) |

Relevant Excerpt From Salmon Valley Land Use Bylaw No. 2500 – BL2559

(See Bylaw No. 2500 for all policies and zones)

2.10 C CommercialPermitted Uses

2.10.1 The following uses and no others are permitted in the area zoned as GC:

- .1 automotive part supply;
- .2 bank;
- .3 boat building;
- .4 botanical and zoological garden;
- .5 building material supply;
- .6 campground, recreation vehicle park;
- .7 car wash;
- .8 commercial recreation establishment;
- .9 contractor and tradesman office and worksyard;
- .10 convenience store;
- .11 farm and garden supply;
- .12 fruit and vegetable sales;
- .13 gasoline service station, key-lock fuel establishment;
- .14 hotel, motel;
- .15 institutional use;
- .16 insurance, finance or real estate office;
- .17 licensed establishment; (this includes neighbourhood pub)
- .18 medical and dental office;
- .19 museum and archive;
- .20 personal service establishment;
- .21 printing and publishing;
- .22 radio, TV, and telephone communication facility;
- .23 repair shop;
- .24 restaurant, cafe;
- .25 retail establishment;
- .26 sale, rental, service and repair of motor vehicles, recreation vehicles, and boats;
- .27 sign shop;
- .28 theatre;
- .29 trucking and storage;
- .30 upholstery shop;
- .31 wholesale establishment;
- .32 accessory use;
- .33 single family dwelling in conjunction with uses listed in 2.10.1.1 to 2.10.1.31 above.
- .34 accessory dwelling in conjunction with permitted uses listed in 2.10.1.1 to 2.10.1.31 above.

Relevant Excerpt From Salmon Valley Land Use Bylaw No. 2500 – BL2559

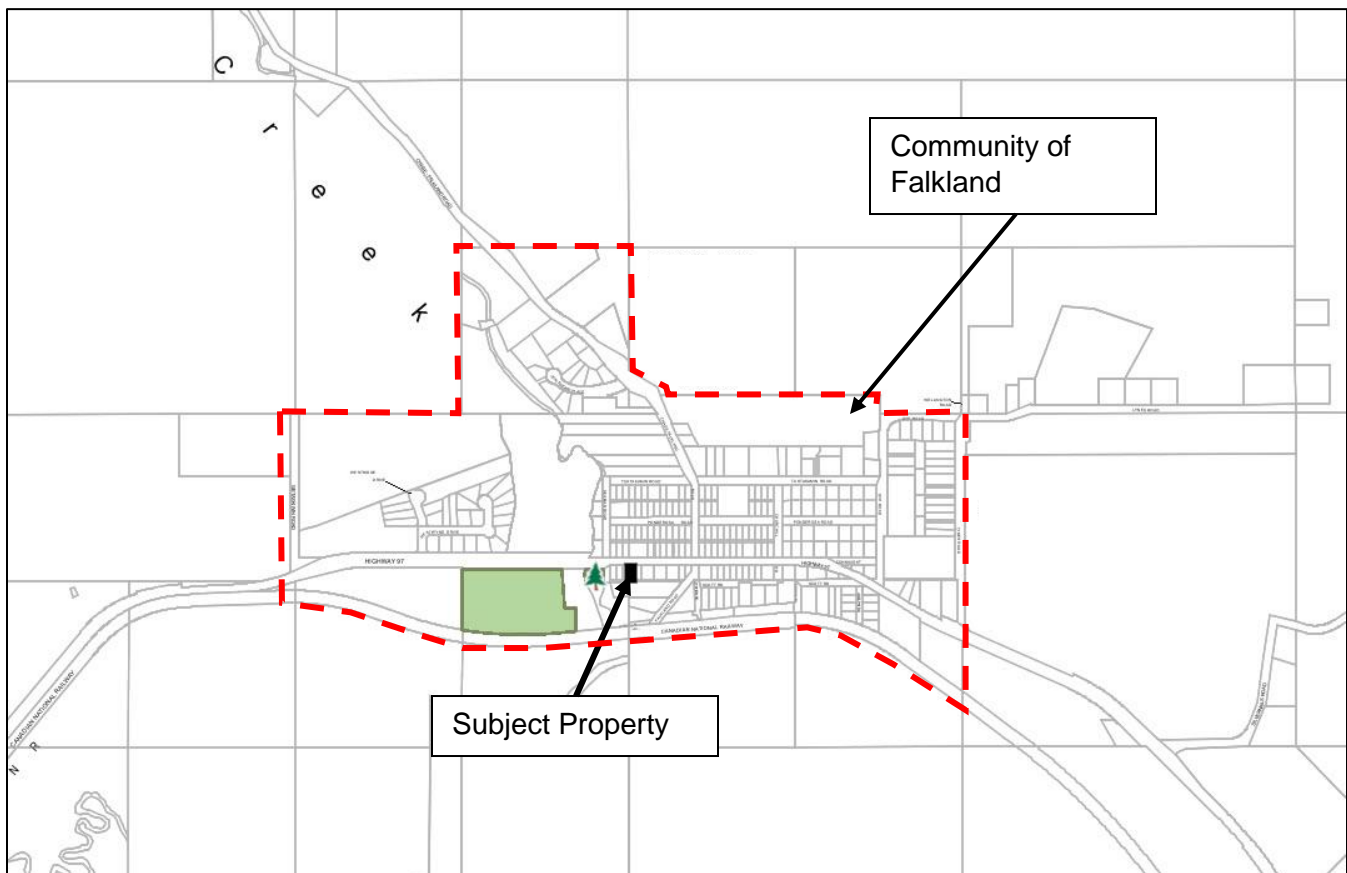
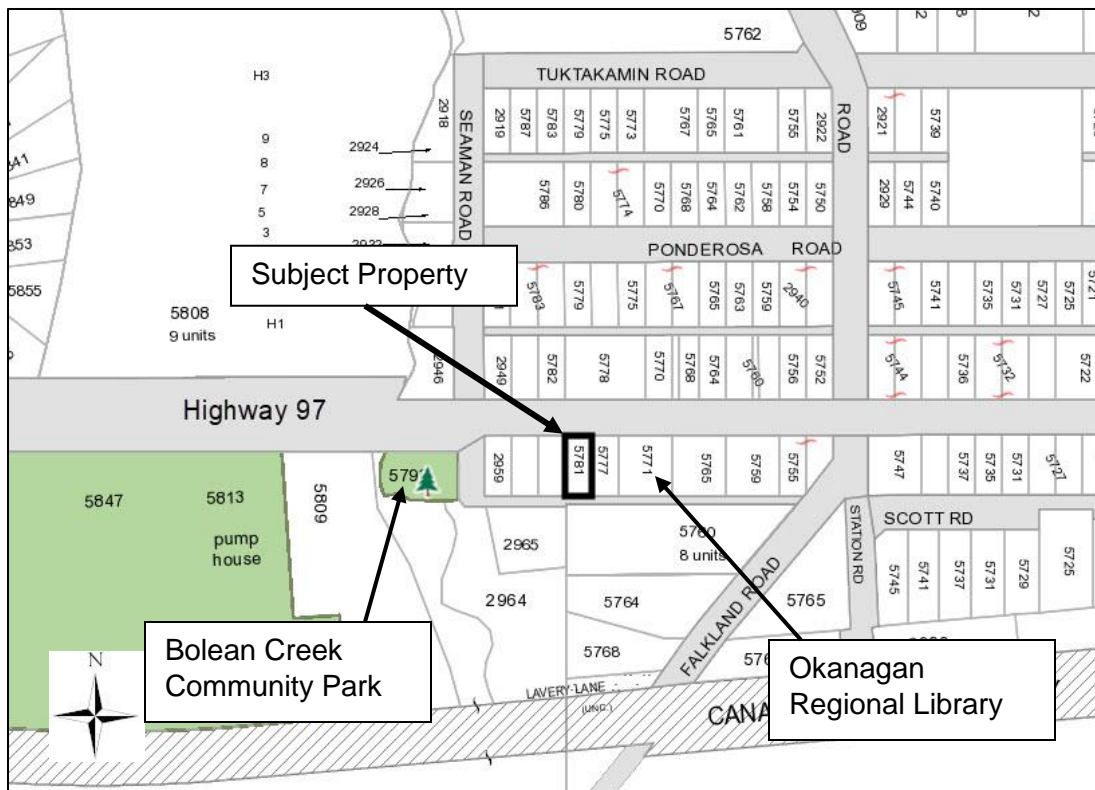
(See Bylaw No. 2500 for all policies and zones)

Regulations

2.10.2 On a parcel located in an area zoned as GC, no land shall be used; no building or structure shall be constructed, located or altered; and no plan of subdivision approved which contravenes the regulations set out in the table below in which Column I sets out the matter to be regulated and Column II sets out the regulations.

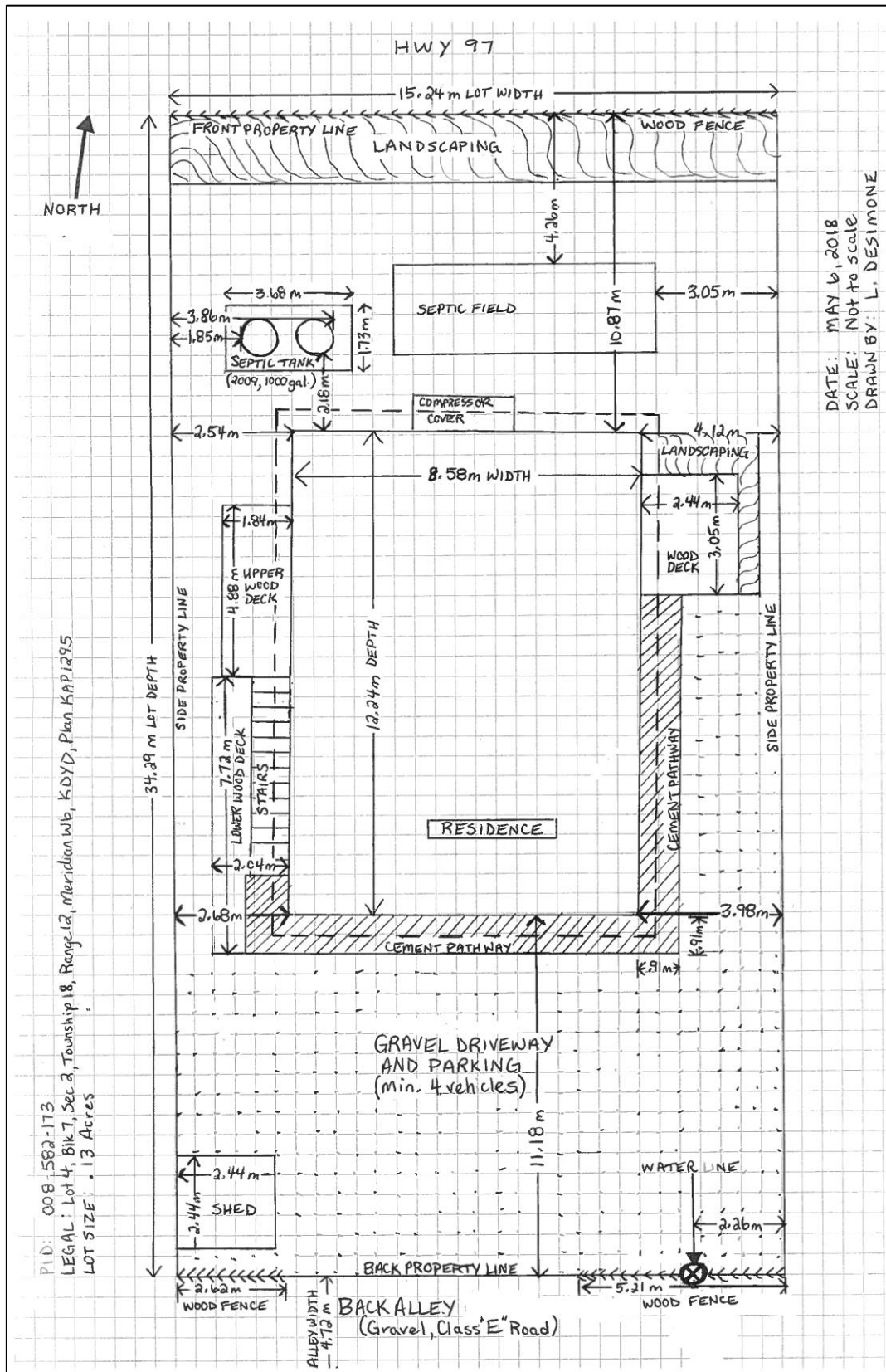
	<u>Column I</u>	<u>Column II</u>
.1	maximum number of dwellings per parcel	1 dwelling per parcel
.2	minimum siting of buildings, structures, or uses from parcel lines:	
	* front parcel line	4.5 metres;
	* rear parcel line	4.5 metres;
	* side parcel line	2.5 metres;
	* exterior side parcel line	4.5 metres
.3	minimum parcel size for subdivision:	
	* serviced by both a community water and community sewer system	1400 m ²
	* serviced by community water system:	4000 m ²
	* in all other cases	1 ha
.4	maximum parcel coverage	40%
.5	minimum servicing standard:	on-site sewage disposal; on-site water supply.
.6	maximum height for:	
	* principal buildings and structures	11.5 m (37.73 ft.)
	* accessory buildings	10 m (32.81 ft.)

Location



The map displays a residential area with various lots and zoning codes. A callout box labeled "Subject Property" points to a specific lot at the intersection of Ponderosa Road and Church Road. The map includes labels for "Falkland Rodeo Grounds", "Canadian National Railway", and "Highway 97". A north arrow is located in the bottom right corner.

Site Plan



Orthophotograph



Photos



View of subject property with two-storey two family dwelling, vacant lot to the right



View of subject property with two-storey two family dwelling, neighbouring lot with storage to the left



View of subject property to the far right, vacant lots in the middle, and Okanagan Regional Library to the far left



View of residential properties directly north and across the highway from the subject property



BOARD REPORT

TO: Chair and Directors

File No: BL900-23
PL20170211

SUBJECT: Electoral Area E: Lakes Zoning Amendment (Coleman) Bylaw No. 900-23

DESCRIPTION: Report from Christine LeFloch, Development Services Assistant, dated September 11, 2018.
709 Swanbeach Road, Swansea Point

RECOMMENDATION #1: THAT: "Lakes Zoning Amendment (Coleman) Bylaw No. 900-23" be given second reading, as amended this 18th day of October, 2018.

RECOMMENDATION #2: THAT: a public hearing to hear representations on "Lakes Zoning Amendment (Coleman) Bylaw No. 900-23" be held;

AND THAT: notice of the public hearing be given by staff of the Regional District on behalf of the Board in accordance with Section 466 of the Local Government Act;

AND FURTHER THAT: the holding of the public hearing be delegated to the Director for Electoral Area E being that in which the land concerned is located, or Alternate Director if the Director for Electoral Area E is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

SHORT SUMMARY:

At their August 16th meeting the Board reviewed a bylaw amendment proposing to rezone the foreshore adjacent to the subject property to allow for placement of a fixed dock with an upward facing surface area of 37.9 m² (408 ft²) as a site specific permitted use in the FR1 Zone. The Board defeated the resolution to grant second reading as it was felt that there was not enough rationale provided to support a fixed dock and the size of dock proposed. The applicant has submitted a revised proposal and further reduced the size of the proposed fixed dock to 26 m² (280 ft²).

VOTING:

Unweighted
Corporate

☐

LGA Part 14
(Unweighted)

☒

Weighted
Corporate

☐

Stakeholder
(Weighted)

☐

BACKGROUND:

See "2018-08-16_Board_DS_BL900-23_Coleman.pdf", attached.

POLICY:

See "2018-04-19_Board_DS_BL900-23_Coleman.pdf" attached.

FINANCIAL:

There are no financial implications to the CSRD with regard to this application.

KEY ISSUES/CONCEPTS:

At their August 16th meeting the Board reviewed a bylaw amendment proposing to rezone the foreshore adjacent to the subject property to allow for placement of a fixed dock instead of a floating dock with an upward facing surface area of 37.9 m² (408 ft²) instead of a maximum upward facing surface area of 24 m² (258 ft²) as a site specific permitted use in the FR1 Zone. The motion to grant second reading of the bylaw was defeated by the Board as it was felt that there was not enough rationale provided to support the proposal.

Following the August Board meeting staff communicated the decision of the Board regarding this application to the applicant and advised them of the discussion surrounding this decision. The applicant subsequently submitted a revised proposal showing a substantial reduction in the proposed dock size from 37 m² down to 26 m². This was achieved by removing the finger section from the end of the dock. The proposed dock exceeds the currently permitted size of 24 m², however staff have recommended previously to the Board that they consider increasing the permitted dock size to 30 m² as an amendment to Bylaw No. 900. The dock is still proposed to be fixed rather than floating as the applicant feels that this is necessary due to the environmental conditions prevalent in the area. No further supporting documentation has been provided by the applicant regarding the need for a fixed dock, but it is noted that the Board has approved fixed docks for two other properties on the north side of Swansea Point based in part on the same anecdotal evidence. The proposed dock would include a 1.5 m walkway as permitted in Bylaw 900. It also includes two ramps to allow access over the walkway for people walking the beach and the site plan indicates that the shore end of the dock is proposed to be sited 2.4 m from the property line. These measures should allow for public access over or around the proposed dock as required by the Province. This was an area of concern noted by the Board.

SUMMARY:

Staff are of the opinion that the applicant has made efforts to adjust their proposal to bring it more in line with the standards the Board has expressed they would like to see upheld. As such the staff recommendation suggests that BL900-23 be considered for second reading as amended and referral to a public hearing in order to hear the views of the public on this matter.

IMPLEMENTATION:**Consultation Process**

CSRD Policy P-18 regarding Consultation Processes-Bylaws, indicates that a simple consultation process can be followed. Neighbouring property owners became aware of the application following first reading when a Notice of Development sign was posted on the property. If the Board approves the staff recommendation, a public hearing will be scheduled to receive input from the public.

COMMUNICATIONS:

If a public hearing is delegated, staff will set a date for the public hearing, and proceed with notification of property owners within 100 metres and publication of notices as required by the Local Government Act.

DESIRED OUTCOMES:

That the Board endorse the staff recommendations.

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

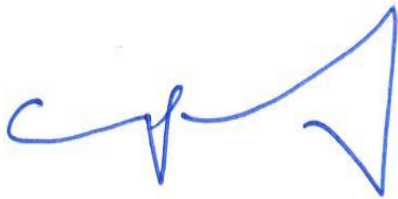
LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Lakes Zoning Bylaw No. 900

Report Approval Details

Document Title:	2018-10-18_Board_DS_BL900-23_Coleman.docx
Attachments:	<ul style="list-style-type: none"> - BL900-23_Second_as_amended.pdf - 2018-08-16_Board_DS_BL900-23_Coleman.pdf - BL900-23_Second.pdf - 2018-04-19_Board_DS_BL900-23_Coleman.pdf - BL 900-23_First.pdf - BL900-23_20180816_minutes.pdf - Maps_Plans_Photos_BL900-23.pdf
Final Approval Date:	Oct 10, 2018

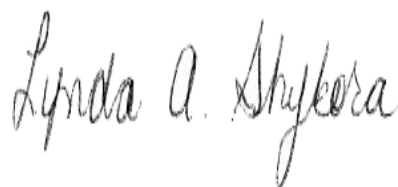
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Oct 10, 2018 - 12:49 PM



Gerald Christie - Oct 10, 2018 - 2:03 PM



Lynda Shykora - Oct 10, 2018 - 2:52 PM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Oct 10, 2018 - 3:05 PM

COLUMBIA SHUSWAP REGIONAL DISTRICT

LAKES ZONING AMENDMENT

(Coleman) BYLAW NO. 900-23

A bylaw to amend the "Lakes Zoning Bylaw No. 900"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No.900;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 900;

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

1. Bylaw No. 900 cited as "Lakes Zoning Bylaw No. 900" is hereby amended as follows:

A. TEXT AMENDMENT

1. Schedule A, Zoning Bylaw Text, Part 4 Zones, Section 4.4, Foreshore Residential 1 Zone is hereby amended by:

i) Adding the following after subsection (c) Location and Siting:

"(e) Site Specific Permitted Uses

For the surface of the *lake* adjacent to Lot 2, Section 11, Township 21, Range 8, W6M, KDYD, Plan 26543, a *fixed dock* with a maximum upward facing surface area of 26 m² is a permitted use.
{Swanbeach Road}

2. This bylaw may be cited as "Lakes Zoning Amendment (Coleman) Bylaw No. 900-23."

READ a first time this _____ 19th _____ day of _____ April _____, 2018.

READ a second time as amended this _____ day of _____, 2018.

PUBLIC HEARING held this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

CORPORATE OFFICER

CHAIR

CERTIFIED a true copy of Bylaw No. 900-23
as read a third time.

CERTIFIED a true copy of Bylaw No. 900-23
as adopted.

Corporate Officer

Corporate Officer



BOARD REPORT

TO:

Chair and Directors

File No: BL900-23 PL20180211
--

SUBJECT:

Electoral Area E: Lakes Zoning Amendment (Coleman) Bylaw No. 900-23

DESCRIPTION:

Report from Christine LeFloch, Development Services Assistant, dated June 19, 2018.
709 Swanbeach Rd.

RECOMMENDATION #1: THAT: "Lakes Zoning Amendment (Coleman) Bylaw No. 900-23" be given second reading this 16th day of August, 2018.

RECOMMENDATION #2: THAT: a public hearing to hear representations on "Lakes Zoning Amendment (Coleman) Bylaw No. 900-23" be held;

AND THAT: notice of the public hearing be given by staff of the Regional District on behalf of the Board in accordance with Section 466 of the Local Government Act;

AND FURTHER THAT: the holding of the public hearing be delegated to Director Rhona Martin, as Director for Electoral Area E being that in which the land concerned is located, or Alternate Director Brian Thurgood, if Director Martin is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

SHORT SUMMARY:

The applicant would like to rezone the foreshore adjacent to the subject property to allow for placement of a fixed dock with an upward facing surface area of 37.9 m² (408 ft²) as a site specific permitted use in the FR1 Zone. The bylaw was given first reading by the Board at their meeting held on April 19, 2018 and directed staff to refer the bylaw to applicable agencies and First Nations for comment. Comments have been received and are summarized in this report. It is now appropriate for the Board to consider the bylaw for second reading and referral to a public hearing.

VOTING:

Unweighted
Corporate

☐

LGA Part 14
(Unweighted)

☒

Weighted
Corporate

☐

Stakeholder
(Weighted)

☐
BACKGROUND:

REGISTERED OWNER:

Blair and Regan Coleman

ELECTORAL AREA:

E

LEGAL DESCRIPTION:

Lot 2, Section 11, Township 21, Range 8, West of the 6th Meridian, Kamloops Division Yale District, Plan 26543

PID:

005-105-129

CIVIC ADDRESS:

709 Swanbeach Road

SURROUNDING LAND USE PATTERN:

North: Mara Lake

South: Residential

East: Residential, Park

West: Residential

CURRENT USE:

Single Family Dwelling on upland parcel, foreshore vacant

PROPOSED USE:

Placement of fixed 37.9 m² dock on foreshore

PARCEL SIZE:

0.22 Ha (0.54 ac)

OCP/ZONING - Rural Sicamous Land Use Bylaw No. 2000:

RS – Residential

CURRENT FORESHORE ZONING – Lakes Zoning Bylaw No. 900:

FR1 - Foreshore Residential 1

PROPOSED LAKE ZONING:

FR1 – Foreshore Residential 1 with site specific regulation permitting a fixed dock with an upward facing surface area of 37.9 m² (408 ft²)

AQUATIC HABITAT INDEX RATING:

Low

SHORE TYPE & VEGETATION:

Gravel beach with imported sand

SITE COMMENTS:

The subject property is located on Swanbeach Road in the Swansea Point area. The property was redeveloped in 2017 with a new single family dwelling and has approximately 30 m of lake frontage. A number of structures including a boathouse were removed in 2017. There was a large dock located on the property line between the subject property and the lot to the east for a number of years, which was shared between the owners. However, this dock was lost during last year's high water event. The applicants would now like to place a dock that would be centered in front of the subject property for their use only. The old pilings will be removed. The majority of the lots along this stretch of beach on the north side of Swansea Point have fixed docks with long walkways and fingers.

POLICY:

See "2018-04-19_Board_DS_BL900-23_Coleman" attached.

FINANCIAL:

There are no financial implications to the CSRD with regard to this application.

KEY ISSUES/CONCEPTS:

The owners have indicated that there was previously a shared dock located on the property line between Lots 2 and 3 of Plan 26543. Lot 3 is located to the east of the subject property (Lot 2). The original dock was fixed with pilings and was approximately 92 m² in upward facing surface area. The owner advised that this original dock came loose from the pilings and floated away during a high water event last year. He initially applied to have a fixed dock of the same size to be located in front of his property. However, after some discussion with staff the upward facing surface area of the platform was scaled back to 37.9 m². It is noted that the length of the dock including the walkway and finger would be just over 34 metres. New pilings would be used as part of the dock construction and the old pilings removed. The owner has advised that the new dock would be constructed of aluminum with composite decking and is basing his design on the other existing docks in the neighbourhood. He also advised that he is able to purchase some used sections of dock that he would like to use to cut costs and this has been factored into the design.

The majority of the properties along Swanbeach Road on the north side of the point have fixed docks with long walkways while the majority of the properties along Swanshore Road on the south side of the point have floating docks. Many of these docks have been in place for a long time. The owner has advised that a fixed dock is required due to the geography of the area and the dramatic lake level fluctuations experienced. He would like to have a finger on the dock for boat mooring purposes (without the finger the proposed dock size would be 29.7 m²). The subject property is considerably wider than many of the properties to the east resulting in more space between the docks on this section of beach. The site plan indicates that the proposed dock would be placed in accordance with the required setbacks from adjacent properties.

A Specific Permission was issued by the Province for the old dock. Staff have been advised by the Ministry that this tenure is up for renewal and that the Ministry will await the outcome of this zoning amendment application prior to issuing new tenure documents.

There have been two previous applications for fixed docks on Swanbeach Road. These were located at 643 Swanbeach Rd (Remington) and 655 Swanbeach Rd (Layden). These docks were 37 m² and 24 m² respectively in upward facing surface area. Both fixed docks were rebuilt by their owners contrary to the foreshore zoning and were subject to bylaw enforcement. These bylaw amendments were adopted in 2017. It is noted that the staff operational interpretation of upward facing surface area has changed recently to include fingers in the total area. As these were not previously included in the calculation, the size of the two docks previously approved would be larger if they were being reviewed at this time.

A referral response was received from the Little Shuswap Lake Indian Band (LSLIB) requesting that a preliminary site review (PLR) be completed for this project. Staff advised the LSLIB to contact the owner regarding this request. The owner was advised by Archaeology Branch staff that whether or not to have a PLR completed is a risk management decision which must be made by the owner. The owner opted not to undertake this work at this time. They have been advised that should any heritage artifacts be encountered during work on the property all work must cease and the Archaeology Branch contacted for direction.

It is noted that other than anecdotal information regarding the geography and lake level fluctuations in the general area, to date the rationale provided by the applicant regarding the need for an oversized fixed dock in this location is limited. Staff have advised the applicant of the proposed housekeeping amendments to Lakes Zoning Bylaw No. 900 which suggest a modest increase to the permitted maximum size for residential docks and provided them with the applicable staff report which was presented at the June 7, 2018 Electoral Area Directors Committee (EAD) meeting. No further changes have been proposed by the applicant at this time.

SUMMARY:

Staff are recommending that BL900-23 be considered for second reading and referral to a public hearing in order to hear the views of the public on this matter. Any further recommendations from staff would be based on a review of all public input received along with any further supporting documentation the applicant may wish to provide.

IMPLEMENTATION:

Consultation Process

CSRD Policy P-18 regarding Consultation Processes-Bylaws, indicates that a simple consultation process can be followed. Neighbouring property owners became aware of the application following first reading when a Notice of Development sign was posted on the property. If the Board approves the staff recommendation, a public hearing will be scheduled to receive input from the public.

COMMUNICATIONS:

If a public hearing is delegated, staff will set a date for the public hearing, and proceed with notification of property owners within 100 metres and publication of notices as required by the Local Government Act.

Bylaw 900-23 was referred to the following agencies and First Nations:

Area E Director (in lieu of Advisory Planning Commission)	No response.
Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Lands Branch	Approval recommended. If the zoning amendment is approved a Section 11 authorization under the <i>Water Sustainability Act</i> must be obtained before doing any works in or about a stream (or lake).
Ministry of Forests, Lands and Natural Resource Operations – Stewardship Branch	No response.
Ministry of Forests, Lands and Natural Resource Operations – Archaeology Branch	According to Provincial Records there are no known archaeological sites recorded on the property. However, archaeological potential modeling for the area indicates there is the possibility for unknown/unrecorded sites to exist on the property. Archaeological sites (both recorded and unrecorded, disturbed and intact) are protected under the Heritage Conservation Act and must not be altered or damaged without a permit from the Arch Branch. Prior to any land alterations (e.g. addition to home, property redevelopment, extensive landscaping, service installation) an Eligible Consulting Archaeologist should be contacted to review the proposed activities and, where warranted, conduct a walk over and/or detailed study of the property to determine whether the work may impact protected archaeological materials. If the archaeologist determines that development activities will not impact any archaeological deposits, then a permit is not required. <u>In the absence of a confirmed archaeological site, the Archaeology Branch cannot require the proponent to conduct an archaeological study or obtain a permit prior to development. In</u>

	<u>this instance it is a risk management decision for the proponent.</u>
CSRD Operations Management	No concerns.
Navigation Canada	No response.
Adams Lake Indian Band	No response.
Little Shuswap Indian Band	After careful consideration we request that you provide us with the following: Conduct a Preliminary Field Review (PFR) on site, area of disturbance. Without this information, we cannot proceed with our desktop review. (Staff provided information on the area of disturbance and directed LSIB staff to contact the owner regarding the PFR).
Lower Similkameen Band	No response.
Neskonlith Indian Band	No response.
Okanagan Indian Band	No response.
Okanagan Nation Alliance	No response.
Penticton Indian Band	No response.
Shuswap Indian Band	No response.
Splat'sin First Nations	No response.

DESIRED OUTCOMES:

That the Board endorse staff recommendations.

BOARD'S OPTIONS:

1. *Endorse the Recommendations.*
2. *Deny the Recommendations.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Lakes Zoning Bylaw No. 900

Report Approval Details

Document Title:	2018-08-16_Board_DS_BL900-23_Coleman.docx
Attachments:	<ul style="list-style-type: none">- BL 900-23_First.pdf- BL900-23_Second.pdf- 2018-04-19_Board_DS_BL900-23_Coleman.pdf- Maps_Plans_Photos_BL900-23.pdf
Final Approval Date:	Jul 30, 2018

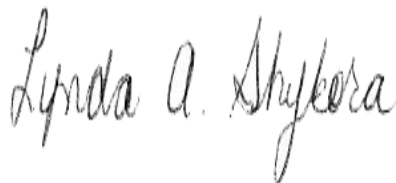
This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Corey Paiement was completed by workflow administrator Tommy Test

Corey Paiement - Jul 27, 2018 - 10:48 AM



Gerald Christie - Jul 27, 2018 - 2:18 PM



Lynda Shykora - Jul 30, 2018 - 1:51 PM



Charles Hamilton - Jul 30, 2018 - 4:03 PM

COLUMBIA SHUSWAP REGIONAL DISTRICT

LAKES ZONING AMENDMENT

(Coleman) BYLAW NO. 900-23

A bylaw to amend the "Lakes Zoning Bylaw No. 900"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No.900;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 900;

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

1. Bylaw No. 900 cited as "Lakes Zoning Bylaw No. 900" is hereby amended as follows:

A. TEXT AMENDMENT

1. Schedule A, Zoning Bylaw Text, Part 4 Zones, Section 4.4, Foreshore Residential 1 Zone is hereby amended by:

i) Adding the following after subsection (c) Location and Siting:

"(e) Site Specific Permitted Uses

For the surface of the *lake* adjacent to Lot 2, Section 11, Township 21, Range 8, W6M, KDYD, Plan 26543, a *fixed dock* with a maximum upward facing surface area of 37.9 m² is a permitted use.
{Swanbeach Road}

2. This bylaw may be cited as "Lakes Zoning Amendment (Coleman) Bylaw No. 900-23."

READ a first time this 19th day of April, 2018.

READS a second time this _____ day of _____, 2018.

PUBLIC HEARING held this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

CORPORATE OFFICER

CHAIR

CERTIFIED a true copy of Bylaw No. 900-23
as read a third time.

CERTIFIED a true copy of Bylaw No. 900-23
as adopted.

Corporate Officer

Corporate Officer



BOARD REPORT

TO:

Chair and Directors

File No: BL900-23 PL20170211
--

SUBJECT:

Electoral Area E: Lakes Zoning Amendment (Coleman) Bylaw No. 900-23

DESCRIPTION:

Report from Christine LeFloch, Development Services Assistant, dated March 6, 2018.

709 Swanbeach Road, Swansea Point

RECOMMENDATION #1:

 THAT: "Lakes Zoning Amendment (Coleman) Bylaw No. 900-23" be read a first time this 19th day of April, 2018.

RECOMMENDATION #2:

THAT: The Board utilize the simple consultation process for Bylaw No. 900-23 and it be referred to the following agencies and First Nations:

- Department of Fisheries and Oceans;
- Navigation Canada;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Lands Branch;
- CSRD Operations Management; and
- All relevant First Nations bands and councils.

SHORT SUMMARY:

The applicant would like to rezone the foreshore adjacent to the subject property to allow for placement of a fixed dock with an upward facing surface area of 37.9 m² (408 ft²) as a site specific permitted use in the FR1 Zone. Staff recommend that the proposed bylaw amendment be given first reading and referred to applicable agencies and first nations for comment.

VOTING:

 Unweighted
Corporate

☐

 LGA Part 14
(Unweighted)

☒

 Weighted
Corporate

☐

 Stakeholder
(Weighted)

☐
BACKGROUND:
REGISTERED OWNER:

Blair and Regan Coleman

ELECTORAL AREA:

E

LEGAL DESCRIPTION:

Lot 2, Section 11, Township 21, Range 8, West of the 6th Meridian, Kamloops Division Yale District, Plan 26543

PID:

005-105-129

CIVIC ADDRESS:

709 Swanbeach Road

SURROUNDING LAND USE PATTERN:

North: Mara Lake

South: Residential

East: Residential, Park

West: Residential

CURRENT USE:

Single Family Dwelling on upland parcel, foreshore vacant

PROPOSED USE:

Placement of fixed 37.9 m² dock on foreshore

PARCEL SIZE:

.22 Ha (.54 ac)

OCP/ZONING - Rural Sicamous Land Use Bylaw No. 2000:

RS – Residential

CURRENT FORESHORE ZONING – Lakes Zoning Bylaw No. 900:

FR1 - Foreshore Residential 1

PROPOSED LAKE ZONING:

FR1 – Foreshore Residential 1 with site specific regulation permitting a fixed dock with an upward facing surface area of 37.9 m² (408 ft²)

AQUATIC HABITAT INDEX RATING:

Low

SHORE TYPE & VEGETATION:

Gravel beach with imported sand

SITE COMMENTS:

The subject property is located on Swanbeach Road in the Swansea Point area. The property was

redeveloped in 2017 with a new single family dwelling and has approximately 30 m of lake frontage. A number of structures including a boathouse were removed in 2017. There was a large dock located on the property line between the subject property and the lot to the east for a number of years, which was shared between the owners. However, this dock was lost during last year's high water event. The applicants would now like to place a dock that would be centered in front of the subject property for their use only. The old pilings will be removed. The majority of the lots along this stretch of beach on the north side of Swansea Point have fixed docks with long walkways and fingers.

POLICY:

Rural Sicamous Land Use Bylaw No. 2000

Part 1.4 POLICIES

1.4.1 General Form and Character of Development

(o) Two separate types of OCP designations providing for private and public uses supporting water-based recreation uses. It is intended that these two land use categories will only be applied to the foreshore and water of Shuswap and Mara Lakes. The Foreshore Water OCP designation primarily provides for uses associated with existing residential development that is located on parcels contiguous with the natural boundary and where the uses will be compatible with the uses and character of the land above the natural boundary. The Foreshore Water Commercial OCP designation is intended to be limited to those locations where there is a commercial land use category on a parcel that is contiguous with the area in the Foreshore Water Commercial OCP designation and where the uses will be compatible with the uses and character of the land above the natural boundary.

Lakes Zoning Bylaw No. 900

Definitions:

BERTH is a moorage space for a single vessel at a fixed or floating dock.

FIXED DOCK is a structure used for the purpose of mooring boat(s) which may include multiple berths and may have permanent links to the shore and lakebed, such as piles or fixed decks.

FLOATING DOCK is a structure used for the purpose of mooring boat(s) which may include multiple berths but which does not include permanent physical links to shore or lakebed, except cables.

PRIVATE MOORING BUOY is a small floating structure used for the purpose of boat moorage, typically composed of rigid plastic foam or rigid molded plastic, and specifically manufactured for the intended use of boat moorage, but does not include a fixed or floating dock or swimming platform.

FR1 – Foreshore Residential 1 Zone

Permitted uses:

- 1 floating dock, including removable walkway that is accessory to a permitted use on an adjacent waterfront parcel. The floating dock surface must not exceed 24 m² in total upward facing surface area (not including removable walkway), and 3 m in width for any portion of the dock. Removable walkway surface must not exceed 1.5 m in width.

The minimum setback of a floating dock, private mooring buoy or boat lift accessory to an adjacent waterfront parcel (and adjacent semi-waterfront parcel in the case of private mooring buoys) is as follows:

- 5 m from the side parcel boundaries of that waterfront parcel (and adjacent semi-waterfront parcel in the case of private mooring buoys), projected onto the foreshore and water.
- 6 m from a Foreshore Park (FP) zone or park side parcel boundaries projected onto the foreshore and water.

Additional setbacks for private mooring buoys:

- 20 m from any existing structures on the foreshore or water.
- 50 m from any boat launch ramp or marina.
- Private mooring buoy(s) that is accessory to a permitted use on an adjacent waterfront parcel or an adjacent semi-waterfront parcel. (1 per adjacent semi-waterfront parcel, 1 per adjacent waterfront parcel having a lake boundary length of less than 30 m, and 2 per adjacent waterfront parcel having a lake boundary length of 30 m or more).
- Boat lift(s) that is accessory to a permitted use on an adjacent waterfront parcel.

The surface of the lake adjacent to the subject property is zoned FR1. The FR1 zone permits one floating dock with a maximum upward facing surface area of 24 m², and 2 private mooring buoys for the subject property as it has more than 30 m of lake frontage.

The proposal would add a site specific regulation to the FR1 Zone to permit a fixed dock in association with the subject property only, with a maximum upward facing surface area of 37.9 m².

FINANCIAL:

This rezoning is not the result of bylaw enforcement action. There are no financial implications as a result of this application.

KEY ISSUES/CONCEPTS:

The owners have indicated that there was previously a shared dock located on the property line between Lots 2 and 3 of Plan 26543. Lot 3 is located to the east of the subject property. The original dock was fixed with pilings and was approximately 92 m² in upward facing surface area. The owner advised that this original dock came loose from the pilings and floated away during a high water

event last year. He initially applied to have a fixed dock of the same size to be located in front of his property. However, after some discussion with staff the size was scaled back to 37.9 m². New pilings will be used as part of the dock construction and the old pilings will be removed. The owner has advised that the new dock will be constructed of aluminum with composite decking.

The majority of the properties along Swanbeach Road on the north side of the point have fixed docks with long walkways while the majority of the properties along Swanshore Road on the south side of the point have floating docks. The owner has advised that a fixed dock is required due to the geography of the area and the dramatic lake level fluctuations experienced. He would like to have a finger on the dock for boat mooring purposes (without the finger the proposed dock size would be 29.7 m²). The subject property is considerably wider than many of the properties to the east resulting in more space between the docks on this section of beach. The site plan indicates that the dock will be placed in accordance with the required setbacks from adjacent properties.

A Specific Permission was issued by the Province for the old dock. Staff have been advised by the Ministry that this tenure is up for renewal and that they will await the outcome of this zoning amendment application prior to issuing new tenure documents.

There have been two previous applications for fixed docks on Swanbeach Road. These were located at 643 Swanbeach Rd (Remington) and 655 Swanbeach Rd (Layden). These docks were 37 m² and 24 m² respectively in upward facing surface area. Both fixed docks were rebuilt by their owners contrary to the foreshore zoning and were subject to bylaw enforcement. These bylaw amendments were both adopted in 2017. It is noted that the staff operational interpretation of upward facing surface area has changed recently to include fingers in the total area. As these were not previously included in the calculation, the size of the two docks previously approved would be larger if they were being reviewed at this time.

SUMMARY:

Staff are recommending that BL900-23 be given first reading and referred to applicable agencies for the following reasons:

- fixed docks appear to be preferred by property owners on the north side of Swansea Point possibly due to topographical considerations;
- the proposed dock size and configuration is similar to others in the surrounding neighbourhood;
- the size of the proposed dock is similar to one of the docks approved by the Board in 2017;
- reading the bylaw a first time and sending referrals will provide the opportunity for the Board to hear comments from applicable agencies and First Nations regarding the proposed bylaw amendment.

IMPLEMENTATION:

Consultation Process

CSRD Policy P-18 regarding Consultation Processes-Bylaws, indicates that a simple consultation process can be followed. Neighbouring property owners will become aware of the application following first reading when a Notice of Development sign is posted on the property.

COMMUNICATIONS:

If the Board gives Bylaw No. 900-23 first reading, the bylaw will be sent out to referral agencies. Referral responses will be provided to the Board with a future Board report, prior to delegation of a public hearing.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation.

BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

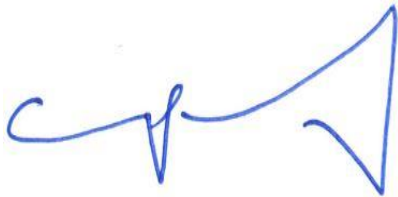
LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Lakes Zoning Bylaw No. 900

Report Approval Details

Document Title:	2018-04-19_Board_DS_BL900-23_Coleman.docx
Attachments:	- BL 900-23_First.pdf - Maps_Plans_Photos_BL900-23.pdf
Final Approval Date:	Apr 9, 2018

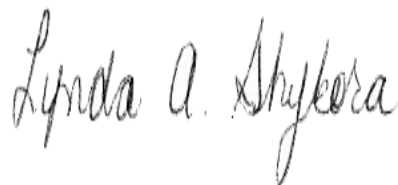
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Apr 6, 2018 - 11:06 AM



Gerald Christie - Apr 6, 2018 - 11:19 AM



Lynda Shykora - Apr 6, 2018 - 3:49 PM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Apr 9, 2018 - 11:37 AM

COLUMBIA SHUSWAP REGIONAL DISTRICT

LAKES ZONING AMENDMENT

(Coleman) BYLAW NO. 900-23

A bylaw to amend the "Lakes Zoning Bylaw No. 900"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No.900;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 900;

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

1. Bylaw No. 900 cited as "Lakes Zoning Bylaw No. 900" is hereby amended as follows:

A. TEXT AMENDMENT

1. Schedule A, Zoning Bylaw Text, Part 4 Zones, Section 4.4, Foreshore Residential 1 Zone is hereby amended by:

i) Adding the following after subsection (c) Location and Siting:

"(e) Site Specific Permitted Uses

For the surface of the *lake* adjacent to Lot 2, Section 11, Township 21, Range 8, W6M, KDYD, Plan 26543, a *fixed dock* with a maximum upward facing surface area of 37.9 m² is a permitted use.
{Swanbeach Road}

2. This bylaw may be cited as "Lakes Zoning Amendment (Coleman) Bylaw No. 900-23."

READ a first time this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

PUBLIC HEARING held this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

ADOPTED this _____ day of _____ 2018.

CORPORATE OFFICER

CHAIR

CERTIFIED a true copy of Bylaw No. 900-23
as read a third time.

CERTIFIED a true copy of Bylaw No. 900-23
as adopted.

Corporate Officer

Corporate Officer

15.7 Electoral Area E: Lakes Zoning Amendment (Coleman) Bylaw No. 900-23

Report from Christine LeFloch, Development Services Assistant, dated June 19, 2018.
709 Swanbeach Rd.

The Applicant was not in attendance.

2018-0834

Moved By Director Parker

Seconded By Director Demenok

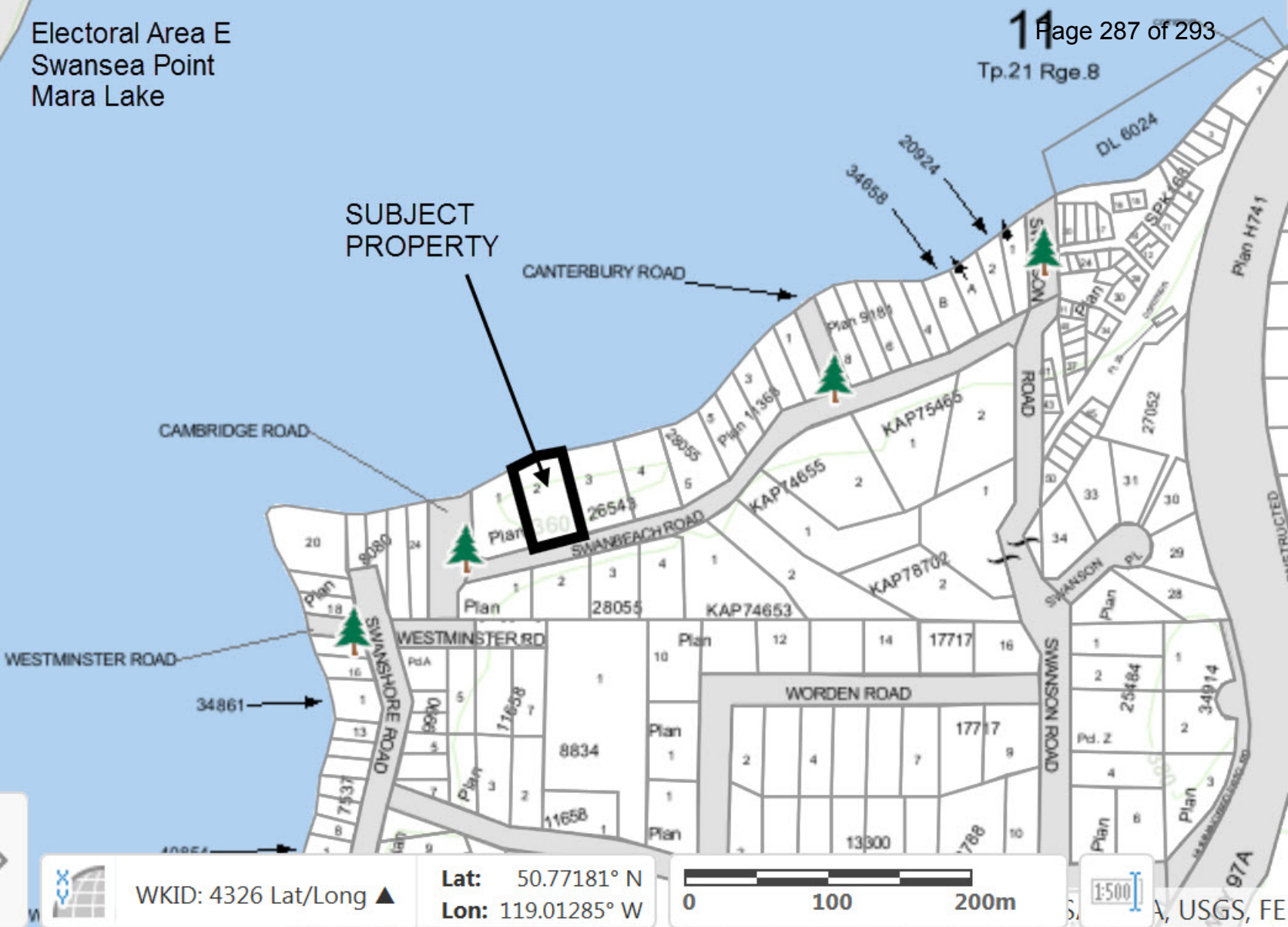
THAT: "Lakes Zoning Amendment (Coleman) Bylaw No. 900-23" be given second reading this 16th day of August, 2018.

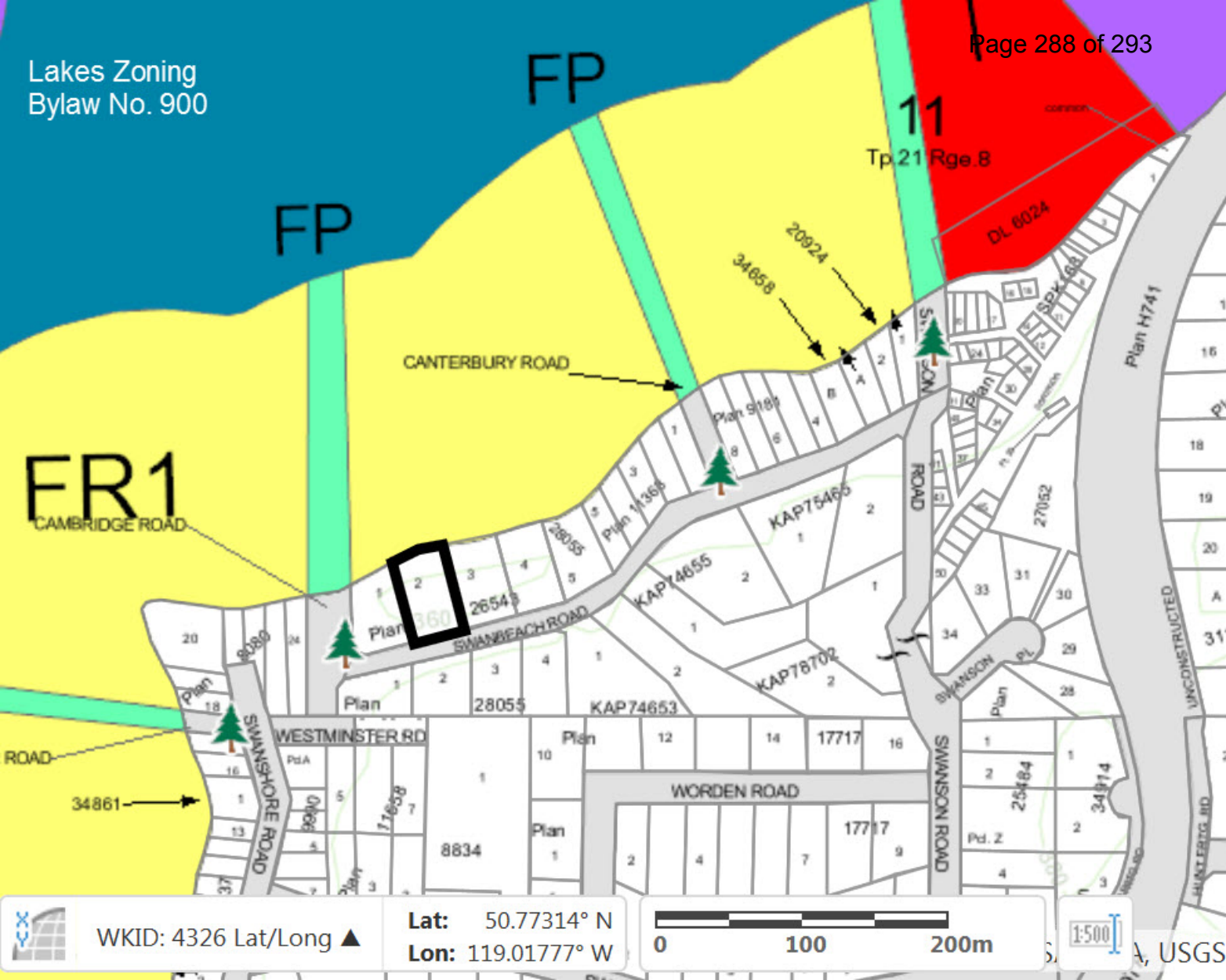
Discussion on motion:

- Area C Director does not support the staff recommendation; the proposal is for a new dock and it should be built under the bylaw provisions. An alternative would be for the applicant to submit a proposal for a 30m² dock size;
- Chair expressed concerns with the proposed size and commented she would be more supportive of a joint (neighbours) proposal; she is concerned about the potential of another larger dock in the area, versus one shared dock in past;
- Area D Director and Area F Alternate Director suggested proceeding with second reading of the bylaw followed by hearing comments from the public at a public hearing; hear what the neighbours have to say;
- DS Team Leader, paraphrased some information contained in the Board Report when the Board considered first reading of this bylaw amendment. In the report, there was mention of two previous applications on the north side of Swansea Point, Remington and Layden, which were both approved by the Board with fixed docks and of larger size, though the situations differed. From a staff perspective, on the north side there is a tendency to install fixed docks due to weather;
- Area C Director comment that the weather is not solely an issue in Swansea Point and he will be voting to defeat the motion;

- Area A Director indicated the applicants should follow the current guidelines;
- Area F Alternate Director pointed out that one size does not fit all and there may be legitimate reasons for the large size requested.

MOTION DEFEATED





FR1

FP

11

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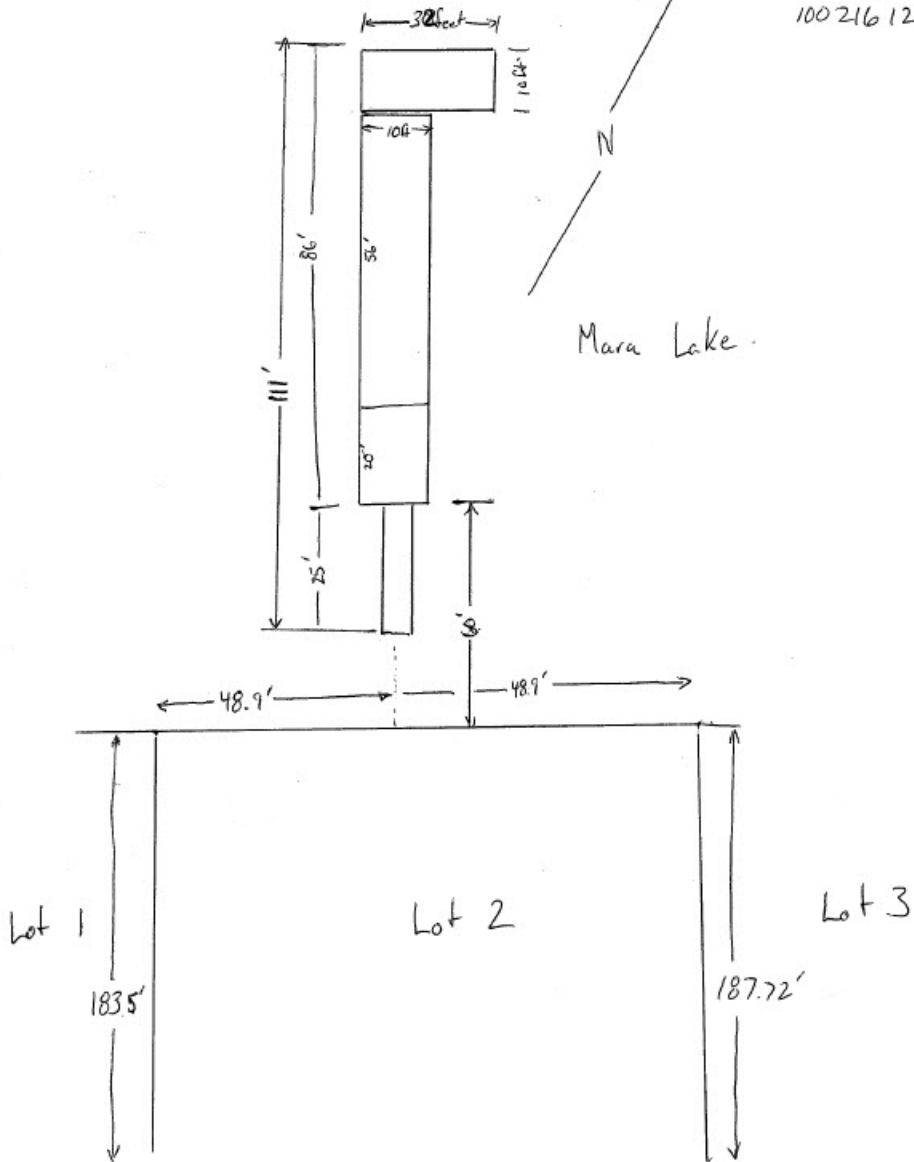
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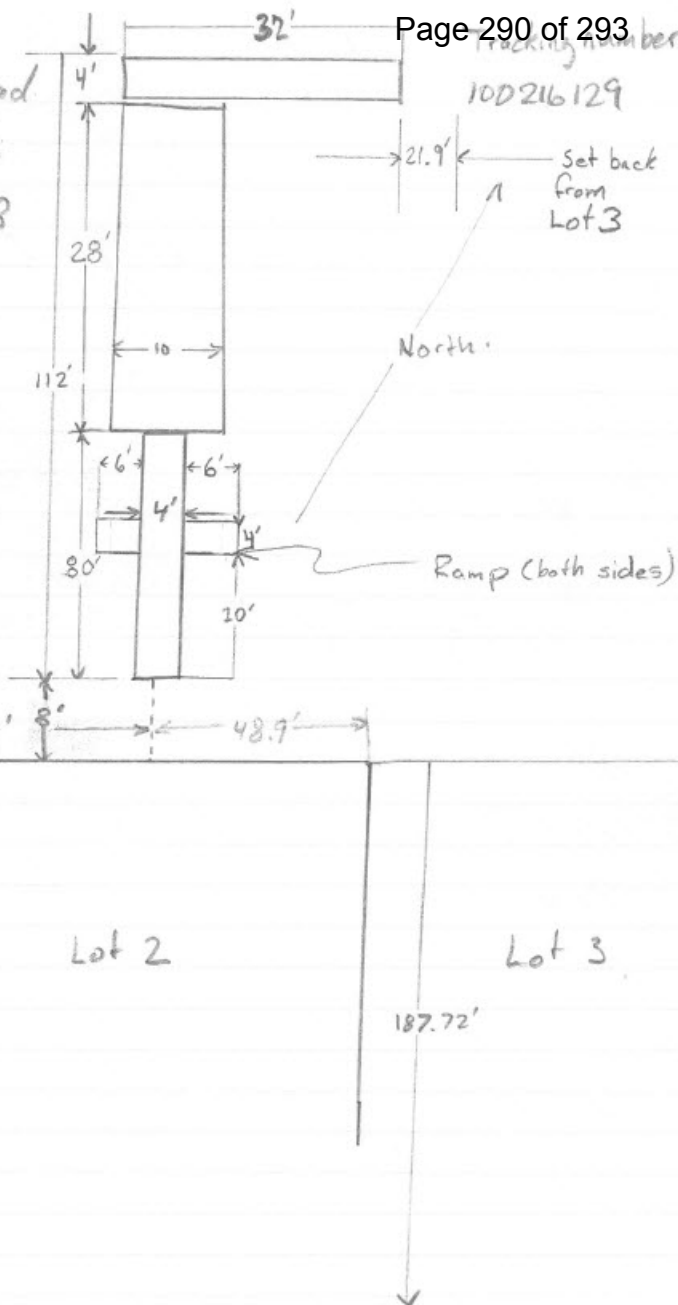
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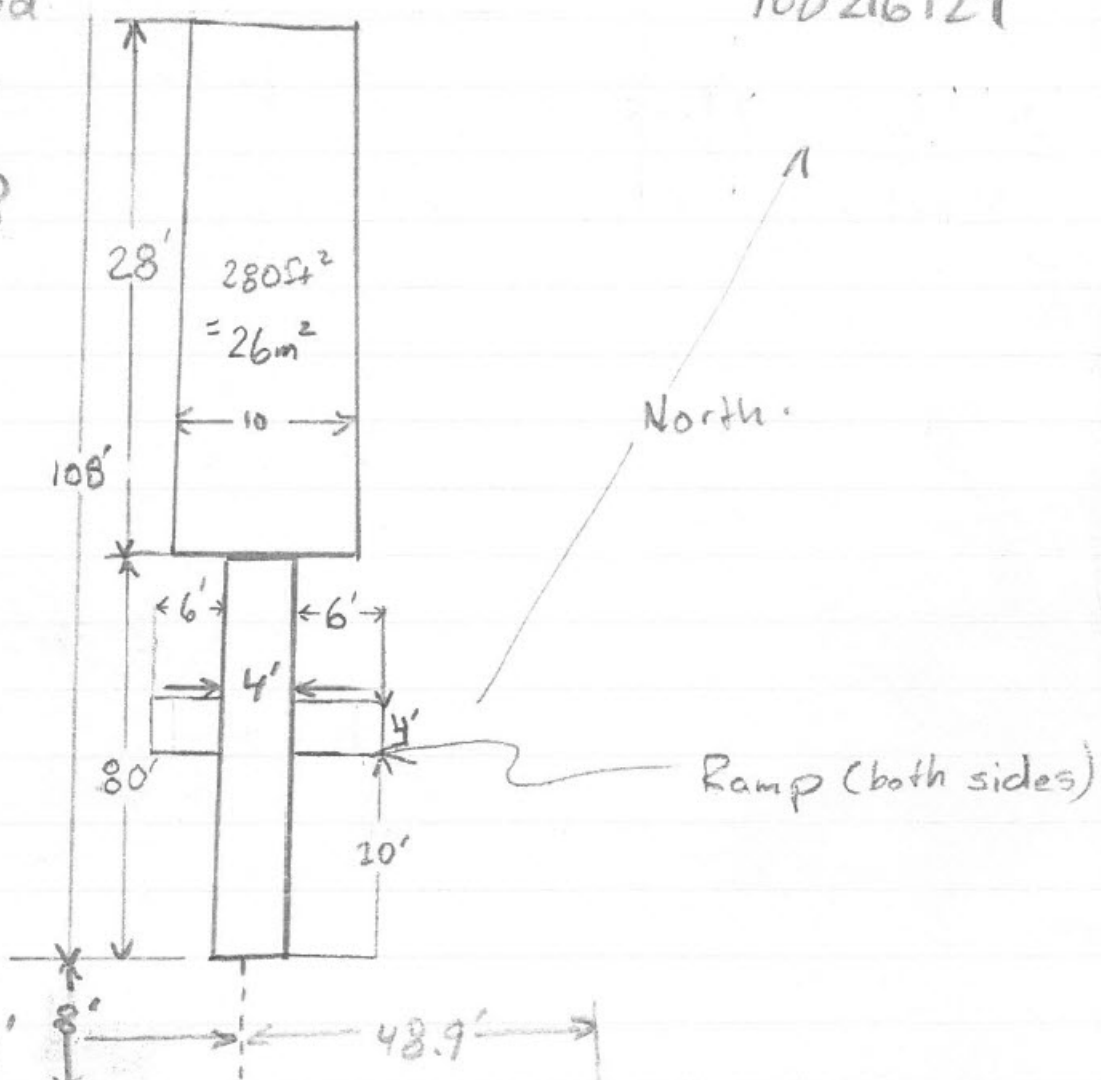


709 Swanbeach Road
 Swansea Point B.C.
 Lot 2 Section 11
 Township 21 Range 8
 W6M KDYD
 Plan 26543



Tracking number
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709 Swanbeach Road
Swansea Point B.C.
Lot 2 Section II
Township 21 Range 8
W6M KDYD
Plan 26543



Lot 1

Lot 2

Lot 3

183.5'

187.72'



Old dock at subject
property

