



## REGULAR BOARD MEETING MINUTES

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

Date: November 15, 2018

Time: 9:30 AM

Location: CSRD Boardroom  
555 Harbourfront Drive NE, Salmon Arm

|                   |   |   |
|-------------------|---|---|
| Directors Present | K. Cathcart (participated electronically) | Electoral Area A                                  |
|                   | D. Brooks-Hill                            | Electoral Area B                                  |
|                   | P. Demenok                                | Electoral Area C                                  |
|                   | R. Talbot                                 | Electoral Area D                                  |
|                   | R. Martin (Chair)                         | Electoral Area E                                  |
|                   | J. Simpson                                | Electoral Area F                                  |
|                   | C. Moss* (participated electronically)    | Town of Golden                                    |
|                   | G. Sulz*                                  | City of Revelstoke                                |
|                   | T. Rysz*                                  | District of Sicamous                              |
|                   | K. Flynn*                                 | City of Salmon Arm                                |
|                   | T. Lavery* (Alternate)                    | City of Salmon Arm                                |
| Directors Absent  | C. Eliason                                | City of Salmon Arm                                |
| In Attendance     | C. Hamilton                               | Chief Administrative Officer                      |
|                   | L. Shykora                                | Deputy Manager, Corporate Administration Services |
|                   | J. Sham                                   | Assistant Deputy Corporate Officer                |
|                   | J. Pierce*                                | Manager, Financial Services                       |
|                   | S. Haines*                                | Deputy Treasurer                                  |
|                   | D. Mooney*                                | Manager, Operations Management                    |
|                   | D. Sutherland*                            | Team Leader, Protective                           |

|              |  |
|--------------|--|
| G. Christie  | Services<br>Manager, Development<br>Services |
| C. Paiement* | Team Leader, Development<br>Services         |
| D. Passmore* | Senior Planner                               |
| E. Hartling* | Development Services<br>Assistant            |
| B. Payne*    | Manager, Information Systems                 |

\*Attended a portion of the meeting

## **1. Call to Order by the Chief Administrative Officer**

Meeting called to order at 9:31 AM

## **2. Inaugural Proceedings**

CAO: Proposed a procedural change so Director Moss and Director Cathcart can send their vote by email to Lynda Shykora, appointed scrutineer if required, because the two Directors are participating electronically and cannot vote in the conventional secret ballot method.

No objections.

### **2.1 Election of Chair Conducted by Chief Administrative Officer**

The Chief Administrative Officer called for nominations for the position of Chair for 2018/2019.

Director Cathcart nominated Director Martin

Director Martin consented to the nomination.

Alternate Director Lavery nominated Director Flynn.

Director Flynn declined the nomination.

The Chief Administrative Officer called three times for nominations. Hearing no further nominations for the position of Chair, the Chief Administrative Officer declared Director Martin as Chair of the CSRD Board for 2018/2019 by acclamation.

### **2.2 Election of Vice-Chair Conducted by Chief Administrative Officer**

The Chief Administrative Officer called three times for nominations for the position of Vice-Chair for 2018/2019.

Director Flynn nominated Director Moss.

Director Moss consented to the nomination.

Director Talbot nominated Director Demenok.

Director Demenok consented to the nomination.

After calling three times for nominations, the Chief Administrative Officer provided the nominated Directors the opportunity to make presentations to the Committee prior to the election by ballot. Scrutineers appointed when Chair was elected Ballots were distributed and the vote was conducted.

#### SCRUTINEERS FOR THE COUNTING OF BALLOTS

##### **2018-1101**

**Moved by** Director Flynn

**Seconded by** Director Talbot

THAT: The Deputy Manager of Corporate Administration Services and Assistant Deputy Corporate Officer be appointed as scrutineers for the counting of ballots associated with the election of Vice-Chair.

**CARRIED**

Ballots were distributed and the vote was conducted.

Following the counting of the ballots, the Chief Administrative Officer declared Director Moss as Vice-Chair of the Electoral Area Directors' Committee for 2018/2019.

##### **2018-1102**

**Moved by** Director Rysz

**Seconded by** Director Talbot

THAT: the ballots be destroyed.

**CARRIED**

#### **2.3 Chair's Remarks 9:44 AM**

**3. Board Meeting Minutes**

**3.1 Adoption of Minutes**

**2018-1103**

**Moved by** Director Talbot

**Seconded by** Director Demenok

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

**CARRIED**

Announce Agenda Change.

***Item 13.1 has been withdrawn.***

**3.2 Business Arising from the Minutes**

- None.

ADMINISTRATION

**6. Correspondence**

- None.

**7. Reports**

**7.1 Area A Local Advisory Committee Meeting Minutes - September 25,**

**2018-1104**

**Moved By** Director Demenok

**Seconded By** Director Talbot

THAT: the minutes of the September 25, 2018 Area A Local Advisory Committee meeting be received for information.

Discussion on motion:

Area C Director would like to discuss Area A's experience with her Advisory Committee at the EAD meeting.

**CARRIED**

## **8. Business General**

### **8.1 Official Results - General Local Election - October 2018**

Overview Report (Verbal) from Lynda Shykora, Chief Election Officer.

**2018-1105**

**Moved by** Director Talbot

**Seconded by** Alt. Director Lavery

THAT: the Declaration of Official Results from the 2018 local general election be received for information.

**CARRIED?**

**2018-1106**

**Moved By** Director Talbot

**Seconded By** Alt. Director Lavery

THAT: the Declaration of Official Results from the 2018 local general election be received for information.

Brief discussion of the election and suggestions for next time (i.e. outside signage of voting place). Positive comments regarding social media.

**CARRIED**

### **8.2 2019 Board and Committee Meeting Schedule**

Report from Lynda Shykora, Deputy Manager, Corporate Administration Services, dated October 31, 2018.

**2018-1107**

**Moved By** Director Rysz

**Seconded By** Director Flynn

THAT: the proposed 2019 Board and Committee meeting schedule be approved this 15<sup>th</sup> day of November, 2018, including a change in date for the February 20, 2019 Committee of the Whole (Financial Plan) to February 27, 2019.

**CARRIED**

**8.3 Amendment to Policy A-24 “Disposal of Assets Policy”**

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

**2018-1108**

**Moved By** Director Flynn

**Seconded By** Director Rysz

THAT: the Board endorse the amendment to Policy A-24 “Disposal of Assets Policy” and approve its inclusion into the CSRD Policy Manual.

**CARRIED**

**8.4 Area A Local Advisory Committee (LAC) Terms of Reference Update**

Report from Lynda Shykora, Deputy Manager, Corporate Administration Services, dated October 31, 2018.

Update Area A Local Advisory Committee Terms of Reference for 2019-2022.

**2018-1109**

**Moved By** Director Talbot

**Seconded By** Director Demenok

THAT: the Board endorse the Area A Local Advisory Committee Terms of Reference dated October 31, 2018.

**CARRIED**

**8.5 Shuswap Watershed Council Contribution Agreement**

For Board approval.

Minutes from the September 19, 2018 Shuswap Watershed Council meeting are attached for reference, previously received by Board at October, 2018 Regular Board.

**2018-1110**

**Moved By** Director Demenok

**Seconded By** Director Talbot

THAT: the Board approve the Shuswap Watershed Council contribution agreement to extend funding from the CSRD for 2019 and 2020.

**CARRIED**

*Coffee Break 10:22 AM*

**4. 10:30 - 10:45 AM: Recess - New Board Photo Session**

***Resumed at 10:51 AM***

**9. Business By Area**

**9.1 Newsome Creek – Property Erosion at Caen Road**

Report from Derek Sutherland, Team Leader, Protective Services, dated November 1, 2018. Newsome Creek - Property Erosion at Caen Road in Sorrento, BC.

**2018-1111**

**Moved By** Director Demenok

**Seconded By** Director Talbot

THAT: the Board send a letter to Minister of Forests, Lands, Natural Resource Operations and Rural Development and the Solicitor General with notification that the Province under the Water Act is clearly responsible for stream activity and as such should fund the necessary studies and mitigation works to protect the Newsome Creek stream banks along Caen Road from further erosion.

**CARRIED**

**5. Delegations**

**5.1 11:00 - 11:15 AM: Newsome Creek Watershed Action Group**

(Related to Item 9.1)

Representatives of the Newsome Creek Watershed Action Group in attendance to elicit Board support for the actions of the Group in regards to the ongoing issues of erosion and threats to public safety on Caen Road, Sorrento.

A PowerPoint presentation, depicting the seriousness of the creek erosion and road damage, was displayed for the Board's information.

## **5.2 11:15 - 11:30 AM: Building Bridges - Food Security**

Melissa Hemphill, Food Security Coordinator, Community Connections (Revelstoke) Society, attended to provide the Board with a presentation about the work being done to grow the local food system and to describe area programs that support the local food system: Food Recovery, Farmer's Market, Farmer Networking Group & education events, Community food events, Resource guides, Revelstoke Local Food Initiative.

**\*\*PowerPoint presentation attached to the Late Agenda.**

## **9. Business By Area**

### **9.2 Agent for Agricultural Land Reserve (ALR) Land Exclusion Application – Balmoral Lands**

Report from Darcy Mooney, Manager of Operations Management, dated November 1, 2018. Update on ALR Exclusion Application Shuswap Lake Estates at Balmoral Road.

**2018-1112**

**Moved By** Director Demenok

**Seconded By** Director Talbot

THAT: the report containing the decision of the Agricultural Land Commission Executive Committee in regards to the ALR Exclusion Application – Shuswap Lake Estates (Balmoral Road) to develop 35.5 ha into the Balmoral Village Centre and to utilize 13.5 ha for a lagoon for wastewater storage effluent facility (the "wastewater facility") for the Columbia Shuswap Regional District (CSRD) spray irrigation program, be received for information this 15<sup>th</sup> day of November, 2018.

**CARRIED**

### **9.3 Community Resiliency Investment Grant**

Report from Derek Sutherland, Team Leader Protective Services, dated November 2, 2018. Update on new provincial grants to provide funds to mitigate forest fuels on crown lands surrounding communities.



**2018-1113**

**Moved By** Director Rysz

**Seconded By** Director Flynn

THAT: the CSRD Board adopt a resolution of support for the new Community Resiliency Investment Grant program provisions that provide opportunities to not-for-profit groups, provincial governments and provincial government contractors to access funding and manage treatment programs on provincial land.

Discussion took place in regards to the funding criteria for forest fuels mitigation on Crown land; the need for wildfire planning in communities, and the need to advance FireSmart education.

**Moved by** Director Flynn

**Seconded by** Director Sulz

THAT: the above Resolution No. 2018-1113 be deferred to December 2018 Board Agenda.

**CARRIED**

**9.6 Electoral Area B: City of Revelstoke Recreation Facilities and Programs Agreement Extension**

Report from Charles Hamilton, Chief Administrative Officer, dated November 1, 2018.

Extension to existing Recreation Facilities and Programs Agreement with the City of Revelstoke.

**2018-1114**

**Moved By** Director Brooks-Hill

**Seconded By** Director Talbot

THAT: the Board empower the authorized signatories to extend the existing Recreation Facilities and Programs Agreement with the City of Revelstoke for an additional two year term expiring on December 31, 2020 for the provision of recreation services for property owners within the Electoral Area B Recreation Facilities and Programs Specified Area, this 15<sup>th</sup> day of November, 2018.

**CARRIED**

#### **9.7 Request for Support - District of Sicamous - Grant Application**

Request from District of Sicamous for Grant Application Support – Natural Resource Canada Clean Energy for Rural and Remote Communities BioHeat, Demonstration and Deployment Program Stream - Advancement of Biomass Heating Project

Verbal Update from Manager, Operations Management

**2018-1115**

**Moved By** Director Sulz

**Seconded By** Director Demenok

THAT: the Board write a letter to the District of Sicamous in support of its grant application to Natural Resources Canada's Clean Energy for Rural and Remote Communities: BioHeat, Demonstration and Deployment Program Stream for advancement of a biomass heating project for the District of Sicamous;

AND THAT: the CSRD express interest in understanding how the bio-energy program could benefit the CSRD owned Sicamous and District Recreation Centre.

**CARRIED**

**Lunch 12:39 PM**

**Resumed at 1:12 PM**

Directors Sulz and Rysz left the meeting at this time..

#### **9.4 Grant in Aid Requests**

Report from Jodi Pierce, Manager, Financial Services dated October 24, 2018.

**2018-1116**

**Moved By** Director Talbot

**Seconded By** Director Demenok

THAT: the Board approve the following allocations from the 2018 electoral grant-in-aids:

#### Area A

\$500 Wildsight Golden (Truck stop electrification feasibility study)

\$400 Golden and District Community Foundation (Peter Bowle-Evans Award for two years)

\$1,000 Tourism Golden (Reception for Freeride World Tour 2019)

\$1,100 Kicking Horse Country Chamber of Commerce (Community Excellence Awards sponsorship)

\$3,111 Little Mittens Animal Rescue Association (Dog Rescue Mission)

#### Area C

\$2,000 Sorrento Memorial Hall (2018 Annual Christmas Light-up)

#### Area D

\$2,000 Falkland & District Curling Club (Operational costs),  
this 15<sup>th</sup> day of November, 2018.

**CARRIED**

#### **9.5 Area F Community Works Fund – North Shuswap Chamber of Commerce**

Report from Jodi Pierce, Manager, Financial Services dated October 24, 2018.

**2018-1117**

**Moved By** Director Talbot

**Seconded By** Director Simpson

THAT: in accordance with Policy F-3 “Electoral Area Community Works Fund – Expenditure of Monies”, access to the Community Works Fund be approved up to \$6,369 plus applicable taxes from the Area F Community Works Fund to the North Shuswap Chamber of Commerce for completion of three Visitor Information Kiosks.

**CARRIED**

#### **10. Administration Bylaws**

**10.1 Outcome of Assent Vote October 20, 2018 and Adoption of Bylaw No. 5777**

Report from Lynda Shykora, Deputy Manager, Corporate Administration Services, dated October 31, 2018.

**2018-1118**

**Moved by** Director Talbot

**Seconded by** Alt. Director Lavery

THAT: the Declaration of Official Results – Assent Voting – October, 2018 in respect of “Electoral Area A Core Facilities Funding Contribution Service Establishment Bylaw No. 5777” be received this 15<sup>th</sup> day of November, 2018.

**CARRIED**

**2018-1119**

**Moved by** Director Talbot

**Seconded by** Alt. Director Lavery

THAT: “Electoral Area A Core Facilities Funding Contribution Service Establishment Bylaw No. 5777” be adopted this 15<sup>th</sup> day of November, 2018.

**CARRIED**

Municipal Directors left the meeting at this time.

**11. IN CAMERA 1:17 PM**

\*Item added to the Late Agenda

**2018-1120**

**Moved by** Director Flynn

**Seconded by** Alt. Director Lavery

THAT: pursuant to Sections 90(1)(e) of the Community Charter:

(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;

the Board move In Camera.

Alt. Director Lavery, Directors Moss and Flynn left the meeting at this time.

DEVELOPMENT SERVICES

**12. Business General**

- None.

**13. ALR Applications**

**13.1 Electoral Area B: Agricultural Land Commission (ALC) Application  
Section 20(3) – Non Farm Use LC2559B (Stephen Revell)**

\*\*Application removed from Agenda at the request of the Applicant.

ELECTORAL AREA DIRECTORS

**15. Business by Area**

**15.1 Electoral Area C: Development Permit No. 725-156 (Vandekerkhove)**

Report from Erica Hartling, Development Services Assistant, dated  
October 29, 2018.

3974 Sunnybrae-Canoe Pt Road, Tappen, BC

\*Public submissions attached to the Late Agenda, refer to supporting  
document enclosures 5, 6 and 7.

Received 7 written submissions.

The Applicant was in attendance.

**2018-1121**

**Moved By** Director Demenok

**Seconded By** Director Talbot

THAT: in accordance with Section 490 of the Local Government Act  
Development Permit No. 725-156 (Vandekerkhove), on Lot A, Section 12,  
Township 21, Range 10, West of the 6<sup>th</sup> Meridian, Kamloops Division Yale  
District, Plan 4927, except part lying east of the line drawn parallel to and

perpendicularly distant 60 feet west from the easterly boundary of said lot, be approved for issuance this 15<sup>th</sup> day of November, 2018.

**CARRIED**

**16. Planning Bylaws**

**16.1 Electoral Area F: Scotch Creek/Lee Creek Amendment (Pinegrove RV Park) Bylaw No. 825-38**

Report from Dan Passmore, Senior Planner, dated October 29, 2018.  
1131 Pine Grove Road, Scotch Creek.

The Applicant was not in attendance.

**2018-1122**

**Moved By** Director Simpson

**Seconded By** Director Demenok

THAT: "Scotch Creek/Lee Creek Amendment (Pinegrove RV Park) Bylaw No. 825-38" be given second reading, as amended, this 15<sup>th</sup> day of November, 2018.

**CARRIED**

**2018-1123**

**Moved By** Director Simpson

**Seconded By** Director Demenok

THAT: a public hearing to hear representations on Scotch Creek/Lee Creek Amendment (Pinegrove RV Park) Bylaw No. 825-38 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 Jay Simpson, as Director for Electoral Area 'F' being that in which the land concerned is located, or his Alternate to be named, if Director Simpson is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

**CARRIED**

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

Report from Dan Passmore, Senior Planner, dated October 31, 2018.  
#8, 1022 Scotch Creek Wharf Road, Scotch Creek.

Applicant was not in attendance.

**2018-1124**

**Moved By** Director Simpson

**Seconded By** Director Talbot

THAT: "Scotch Creek/Lee Creek Zoning Amendment (Yakashiro) Bylaw No. 825-39", be given second reading this 15<sup>th</sup> day of November, 2018.

**CARRIED**

**2018-1125**

**Moved By** Director Simpson

**Seconded By** Director Demenok

THAT: a public hearing to hear representations on Scotch Creek/Lee Creek Amendment (Yakashiro) Bylaw No. 825-39 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 Jay Simpson, as Director for Electoral Area 'F' being that in which the land concerned is located, or his Alternate to be named, if Director Simpson is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

**CARRIED**

**16.3 Electoral Area F: Lakes Zoning Amendment (Meadow Creek Properties Park Association) Bylaw No. 900-9**

Report from Dan Passmore, Senior Planner, dated October 30, 2018  
5140 Squilax-Anglemont Road, Magna Bay.

**2018-1126**

**Moved By** Director Simpson

**Seconded By** Director Demenok

THAT: "Lakes Zoning Amendment (Meadow Creek Properties Park Association) Bylaw No. 900-9", be given third reading this 15<sup>th</sup> day of November, 2018.

**CARRIED**

**2018-1127**

**Moved By** Director Simpson

**Seconded By** Director Demenok

THAT: adoption of "Lakes Zoning Amendment Meadow Creek Properties Park Association) Bylaw No. 900-9" be withheld until documentation has been received regarding the locations of the buoys within the zone area confirmed with a map with GPS coordinates, that the buoys comply with setback requirements, and confirmation that the buoys have been tagged with identification and 'BL900-9'.

**CARRIED**

**20. Adjournment**

**2018-1128**

**Moved By** Director Demenok

**Seconded By** Director Talbot

THAT: the regular Board meeting of November 15, 2018 be adjourned.

**CARRIED**

**Meeting adjourned at 2:25 PM**

---

CHAIR

---

CHIEF ADMINISTRATIVE OFFICER