



# COLUMBIA SHUSWAP REGIONAL DISTRICT

## Regular Board Meeting

### AGENDA

Date: Friday, December 7, 2018  
Time: 9:30 AM  
Location: CSR D Boardroom  
555 Harbourfront Drive NE, Salmon Arm

Pages

1. Call to Order
2. Board Presentation of Planning Institute of British Columbia to Candice Benner, Development Services Assistant

Chair Martin to present to Candice Benner a certificate designating her as a "Registered Professional Planner" in British Columbia and Canada.

3. Board Meeting Minutes

- 3.1 Adoption of Minutes

1

**Motion**

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

- 3.2 Business Arising from the Minutes

- None.

4. Delegations

- None.

**ADMINISTRATION****5. Correspondence****5.1 BDO Canada LLP (October 19, 2018) 16**

Report from Angie Spencer, CPA, CA, from BDO Canada LLP presenting their audit plan for the audit of CSRD consolidated financial statements for the year ending December 31, 2018.

For information.

**5.2 The Adams River Salmon Society (November 22, 2018) 43**

Letter from Don Paterson, President, The Adams River Salmon Society, requesting a representative from the CSRD be appointed to their Board of Directors.

**Motion**

THAT: the correspondence contained on the December 7, 2018 Regular Board Meeting agenda be received for information.

**6. Reports****6.1 Electoral Area Directors' Committee Meeting (September 25, 2018) 44****Motion**

THAT: the minutes of the September 25, 2018 Electoral Area Directors' meeting be received for information.

**6.2 Shuswap Tourism Advisory Committee Meeting (October 3, 2018) 55****Motion**

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

**6.3 Area A Local Advisory Committee Meeting (October 30, 2018) 67****Motion**

THAT: the minutes of the October 30, 2018 Area A Local Advisory Committee meeting be received for information.

**7. Business General****7.1 Social Media Policy 70**

Report from Tracy Hughes, Communications Coordinator, dated November 26, 2018.



**Motion**

THAT: the Board approve the inclusion of Policy A-72 – Social Media into the CSRD Policy Manual this 7<sup>th</sup> day of December, 2018.

**7.2 Purchase of Self-Contained Breathing Apparatus**

78

Report from Derek Sutherland, Team Leader, Protective Services, dated November 22, 2018. Authorization for the sole source purchase of Self Contained Breathing Apparatus (SCBA).

**Motion**

THAT: the Board empower the authorized signatories to acquire MSA G1 Self Contained Breathing Apparatus packs and cylinders for CSRD fire departments from Rocky Mountain Phoenix for a maximum cost of \$217,000 including applicable taxes in January 2019 in accordance with the 2018 Five Year Financial Plan, this 7<sup>th</sup> day of December, 2018.

**7.3 Community Resiliency Investment Program**

81

Report from Derek Sutherland, Team Leader, Protective Services, dated November 20, 2018. Update on new provincial grant to provide funds to mitigate forest fuels on Crown lands surrounding communities.

**Motion**

THAT: the Board adopt a resolution of support for the new Community Resiliency Investment program grant 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, this 7<sup>th</sup> day of December, 2018.

**Motion**

THAT: the Board support an application to the Community Resiliency Investment Program for a FireSmart Community Funding & Supports Program grant for the development and implementation of localized FireSmart educational activities and tools up to a maximum amount of \$100,000.

AND THAT: the Board support the provision of in-house contributions to support overall grant and project management, this 7<sup>th</sup> day of December, 2018.

**7.4 Community Emergency Preparedness Fund Grant Application**

85

Derek Sutherland, Team Leader, Protective Services, dated November 21, 2018. Community Emergency Preparedness Fund Grant.

**Motion**

THAT: the Board support the application of a Community Emergency Preparedness Fund Evacuation Route Planning grant in the amount of \$25,000 to complete evacuation route plans for the electoral areas encompassed within the Shuswap Emergency Program service area.

AND THAT: the Board support the provision of in-house contributions to support overall grant and project management, this 7<sup>th</sup> day of December, 2018.

**7.5 CSRD Staff Headcount and Board Governance**

88

Brought forward from the Electoral Area Directors' Committee meeting on September 25, 2018.

Memorandum from J. Pierce, Manager Financial Services, to C. Hamilton, Chief Administrative Officer, regarding Staffing Complement dated September 19, 2018 attached for information.

For discussion.

**7.6 Road Rescue Feasibility Study**

90

Brought forward from the Electoral Area Directors' Committee meeting on September 25, 2018.

Report attached for the Board's information.

**Motion**

THAT: the Electoral Area Directors forward the Road Rescue Feasibility Report to the Board for information

**Motion**

THAT: the Board direct staff to work with existing road rescue service providers to determine strengths and weaknesses in the existing programs and work collectively towards finding solutions to servicing issues;

AND THAT: staff provide a report to the Board at a future date on the process and steps necessary to establish road rescue service and the associated implications.

**7.7 2019 Appointments to Committees and other External Boards/Agencies**

Report from Lynda Shykora, Deputy Manager, Corporate Administration Services, will be attached to the Late Agenda.

**8. Business By Area**

**8.1 Grant in Aid Requests**

142

Report from Jodi Pierce, Manager, Financial Services dated November 23, 2018.

**Motion**

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

Area A

\$856 Golden Agricultural Society (Christmas Parade)

Area E

\$10,000 Eagle Valley Community Support Society (Operational funding)

\$7,500 Malakwa Playschool Society (Roof repair and operational funding)

\$2,000 Eagle Valley Senior Meals Society (Operational funding)

Area F

\$1,500 Seymour Arm Snowmobile Club (Snowmobile trail maintenance and development)

\$5,000 Imai Park Foundation (Dugout roofs and operational funding)

**8.2 Golden/Area A EOF Application – Imagine Kootenay Program**

145

Report from Jodi Pierce, Manager, Financial Services dated November 23, 2018.

**Motion**

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 Kicking Horse Country Chamber of Commerce in the amount of \$13,000 annually for three years, beginning January 2019, for the Imagine Kootenay program.

**8.3 Revelstoke and Area B Emergency Management Agreement**

157

Report from Darcy Mooney, Manager, Operations Management, dated November 20, 2018. Agreement for Emergency Management Services from the City of Revelstoke for Revelstoke and Electoral Area B.

**Motion**

THAT: the Board empower the authorized signatories to enter into an Agreement with the City of Revelstoke for the provision of emergency management services for the City of Revelstoke and Electoral Area B for a five year term commencing January 1, 2019 to December 31, 2023 with an option to extend the agreement for an additional five year term to December 31, 2028.

AND THAT: annual remuneration for the service will be based on the City of Revelstoke's submission of a proposed five year budget to provide the service on an annual basis for the Board's consideration in the deliberations and adoption of its annual Five Year Financial Plan, this 7<sup>th</sup> day of December, 2018.

#### **8.4 Electoral Area C Community Works Fund - Sunnybrae Waterworks Acquisition and Upgrade**

167

Report from Terry Langlois, Team Leader Utilities, dated November 23, 2018. Authorization to access the Community Works Fund monies from the Electoral Area C allocation for the Sunnybrae Waterworks Acquisition and Upgrade.

**Motion**

THAT: in accordance with Policy No. F-3 "Community Works Fund - Expenditure of Monies" access to the Community Works Fund be approved for up to \$50,000 plus applicable taxes from the Electoral Area C Community Works Fund allocation for costs associated with the Sunnybrae Waterworks acquisition and upgrade project, this 7<sup>th</sup> day of December, 2018.

#### **8.5 Potential Residential Curbside Collection Service – Electoral Area C**

170

Report from Ben Van Nostrand, Team Leader, Environmental Health Services dated November 21, 2018. Electoral Area C - Residential Curbside Collection Service.

**Motion**

THAT: the Board authorize staff to commence a public education and outreach program within Electoral Area C to gauge the level of support for the establishment of a Residential Curbside Collection program, this 7<sup>th</sup> day of December, 2018.

#### **8.6 Update Dog Control Contract Electoral Area C, D and F**

174

Report from Ryan Nitchie, Team Leader, Community Services, dated November 21, 2018. Dog Control services update.

**Motion**

THAT: the Board receive the staff report for information this 7<sup>th</sup> day of December, 2018.

## 9. Administration Bylaws

### 9.1 2018 Five Year Financial Plan Amendment Bylaw No. 5792 177

Report from Jodi Pierce, Manager, Financial Services, dated November 23, 2018.

#### **Motion**

THAT: “2018 Five Year Financial Plan Amendment Bylaw No. 5792” be read a first, second and third time this 7<sup>th</sup> day of December, 2018.

#### **Motion**

THAT: “2018 Five Year Financial Plan Amendment Bylaw No. 5792” be adopted this 7<sup>th</sup> day of December, 2018.

### 9.2 Sorrento Water Service Area Amendment Bylaw No. 5791 187

Report from Terry Langlois, Team Leader, Utilities, dated November 8, 2018. Sorrento Waterworks Service Area Amendment.

#### **Motion**

THAT: Sorrento Waterworks Service Area Amendment Bylaw No. 5791 be read a first, second and third time this 7<sup>th</sup> day of December, 2018.

### 9.3 MacArthur Heights/Reedman Heights Waterworks Service Amendment Bylaw No. 5793 195

Report from Jodi Pierce, Manager, Financial Services dated November 28, 2018. Proposed amendment to MacArthur Heights/Reedman Heights Waterworks Service Bylaw No. 5491 to increase the maximum parcel tax requisition.

#### **Motion**

THAT: “MacArthur Heights/Reedman Heights Waterworks Service Amendment Bylaw No. 5793” be read a first, second and third time this 7<sup>th</sup> day of December, 2018.

## 10. IN CAMERA

### **Motion**

THAT: pursuant to Sections 90(1)(a)(c):

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;
- (c) labour relations or other employee relations;

of the Community Charter, the Board move In Camera.

## ***DEVELOPMENT SERVICES***

## 11. Business General

### 11.1 All Electoral Areas: Procedure to address Cannabis Retail and Production Referrals 200

Report from Jan Thingsted, Planner, dated November 23, 2018.

### **Motion**

THAT: the Board adopt Cannabis Related Business Referral Procedure (PR-32), this 7<sup>th</sup> day of December, 2018.

## 12. ALR Applications

- None.

## ***ELECTORAL AREA DIRECTORS***

## 13. 1:00 PM - Business by Area

### 13.1 Electoral Area B: Temporary Use Permit (TUP) No. 850-11 (Moore) 235

Report from Dan Passmore, Senior Planner dated November 16, 2018.  
3108 Airport Way, South Revelstoke.

**Motion**

THAT: in accordance with Section 493 of the Local Government Act, Temporary Use Permit No. 850-11 for Lot A, Section 14, Township 23, Range 2, W6M, KD, Plan NEP20670, be authorized for issuance this 7<sup>th</sup> day of December, 2018, for the temporary use of a 5 bedroom Bed and Breakfast operation within a single family dwelling proposed to be constructed on the property, subject to the applicant providing documentation fulfilling the following conditions:

- a) proof of an adequate sewer system for the proposed new development;
- b) water servicing documentation advising that the IHA has approved a small water system for the proposed development; and,
- c) that the TUP stipulate that proposed construction complies with Obstacle Limitation Surfaces for safety requirements involving both the outer surface and the take-off/landing surface of the Revelstoke aerodrome.

#### 14. Planning Bylaws

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

285

Report from Erica Hartling, Development Services Assistant, dated November 21, 2018.

Unsurveyed Crown land, Twin Butte area, East of Revelstoke

**Motion**

THAT: "Electoral Area B Zoning Amendment (Revelstoke Backcountry Guides) Bylaw No. 851-14" be given second reading this 7<sup>th</sup> day of December, 2018.

**Motion**

THAT: a public hearing to hear representations on "Electoral Area B Zoning Amendment (Revelstoke Backcountry Guides) Bylaw No. 851-14" 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 Brooks-Hill, Electoral Area B, being that in which the land concerned is located, or the Alternate Director Parkin, if the Director is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

**14.2 Electoral Area B: Electoral Area B Zoning Amendment (Boulder Mountain Resort) Bylaw No. 851-13**

351

Report from Erica Hartling, Development Services Assistant, dated November 21, 2018.

3069 Trans Canada Hwy, West Revelstoke

**Motion**

THAT: "Electoral Area B Zoning Amendment (Boulder Mountain Resort) Bylaw No. 851-13" be given second reading, as amended, this 7<sup>th</sup> day of December, 2018.

**Motion**

THAT: a public hearing to hear representations on Electoral Area B Zoning Amendment (Boulder Mountain Resort) Bylaw No. 851-13 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 Alternate Director Andy Parkin of Electoral Area B, being that in which the land concerned is located, and the Alternate Director give a report of the public hearing to the Board.

**15. Release of In Camera Resolutions**

- If any.

***MEETING CONCLUSION***

**16. Upcoming Meetings/Events**

**16.1 Electoral Area Directors' Committee Meeting**

Tuesday, December 11, 2018 at 9:30 AM

CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm

**16.2 Shuswap Watershed Council Meeting**

Wednesday, December 12, 2018 at 10:00 AM

CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm

**16.3 Shuswap Economic Development Advisory Committee Meeting**

Thursday, December 13, 2018 at 9:00 AM

CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm



**16.4 Shuswap Tourism Advisory Committee Meeting**

Thursday, December 13, 2018 at 1:00 PM  
CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm

**17. Next Board Meeting**

Thursday, January 10, 2019 at 9:30 AM  
CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm

**\*Note: Not the third Thursday**

**18. Adjournment**

**Motion**

THAT: the regular Board meeting of December 7, 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: October 18, 2018  
 Time: 9:30 AM  
 Location: CSRD Boardroom  
 555 Harbourfront Drive NE, Salmon Arm

Directors Present	R. Martin (Chair)	Electoral Area E
	K. Cathcart	Electoral Area A
	L. Parker	Electoral Area B
	P. Demenok	Electoral Area C
	R. Talbot	Electoral Area D
	L. Morgan	Electoral Area F
	C. Moss	Town of Golden
	M. McKee	City of Revelstoke
	T. Rysz	District of Sicamous
	K. Flynn	City of Salmon Arm
	T. Lavery (Alternate)	City of Salmon Arm
Absent	C. Eliason	City of Salmon Arm
Staff In Attendance	C. Hamilton	Chief Administrative Officer (CAO)
	L. Shykora	Deputy Manager, Corporate Administration Services
	J. Sham	Assistant Deputy Corporate Officer
	T. Hughes	Communications Coordinator
	* J. Pierce	Manager, Financial Services
	* D. Mooney	Manager, Operations Management
	* R. Nitchie	Team Leader, Community Services
	* D. Sutherland	Team Leader, Protective Services
	* G. Christie	Manager, Development Services
	* C. Paiement	Team Leader, Development Services
	* C. Benner	Development Services Assistant

* C. LeFloch	Development Services Assistant
* E. Hartling	Development Services Assistant
* R. Cyr	Economic Development Officer
* M. Herbert	Team Leader, Building and Bylaw Services
* E. Johnson	Electronic Records Management Facilitator
* S. Coubrough	Fire Services Coordinator
* B. Payne	Manager, Information Systems

\* 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**

**2018-1001**

**Moved By** Director Talbot

**Seconded By** Director McKee

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

**CARRIED**

### 2.2 **Business Arising from the Minutes**

None.

## 3. **Delegations**

None.

## ADMINISTRATION

## 4. **Correspondence**

### 4.1 **Columbia Basin Trust (May 31, 2018)**

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

**2018-1002****Moved By** Director Cathcart**Seconded By** Director Moss

THAT: the Board nominate Ron Oszust, Mayor, Town of Golden, to represent the Columbia Shuswap Regional District on the Columbia Basin Trust's Board of Directors for a two-year term commencing January 1, 2019.

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

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)**

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)****2018-1003****Moved By** Director Demenok**Seconded By** Director Cathcart

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

**CARRIED****5.2 Shuswap Tourism Advisory Committee Meeting Minutes (May 3, 2018)****2018-1004****Moved By** Director Talbot**Seconded By** Director Morgan

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

**CARRIED**

**5.3 Report from Southern Interior Local Government Association (SILGA) Youth Delegate - UBCM Attendance**

Report from Gray Sims, CSRD Area D resident, on his UBCM attendance as the SILGA youth delegate.

Board members commented on the benefits and the value of this program, remarking that Gray Simms was a very good youth ambassador and had presented a very thorough report on his attendance at UBCM.

**2018-1005**

**Moved by** Director Talbot

**Seconded by** Director Flynn

THAT: the Board write a letter to SILGA expressing support for the Youth Delegate Program and its continuation.

**CARRIED**

**6. Business General**

**6.1 Establishment of a Regional Junior Firefighter Program**

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

**2018-1006**

**Moved By** Director Morgan

**Seconded By** Director Talbot

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.

**CARRIED**

## **6.2 No Further Borrowing Resolution – Lakeview Place**

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

**2018-1007**

**Moved By** Director Morgan

**Seconded By** Director Talbot

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.

**CARRIED**

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

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.

**2018-1008**

**Moved By** Director McKee

**Seconded By** Director Morgan

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.

**CARRIED**

## **6.4 Columbia Basin Boundary Connectivity Strategy**

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

**2018-1009**

**Moved By** Director Cathcart

**Seconded By** Director Moss

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

**CARRIED**

## **7. Business By Area**

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

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

**2018-1010**

**Moved By** Director Talbot

**Seconded By** Director Morgan

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.

**CARRIED**

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

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

Two members of the Society were in attendance.

**2018-1011**

**Moved By** Director Parker

**Seconded By** Director McKee

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.

Director Rysz gave information about the Society. They would like to purchase an electric car to provide transportation for those who need it (mainly seniors), at no charge.

**CARRIED**

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

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

**2018-1012**

**Moved By** Director Parker

**Seconded By** Director McKee

THAT: the Columbia Shuswap Regional District Board approve in principle the request of the Ktunaxa Kinbasket Treaty Advisory Committee for an annual funding contribution of \$3,500 for the duration of the treaty process, subject to the proof of need and further that the contribution be added to the Financial Plan commencing in 2019.

**CARRIED**

## **8. Administration Bylaws**

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

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.

**2018-1013**

**Moved By** Director Morgan

**Seconded By** Director Talbot

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

**CARRIED**



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

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.

### 2018-1014

**Moved By** Director Moss

**Seconded By** Director Cathcart

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

**CARRIED**

### 2018-1015

**Moved By** Director Moss

**Seconded By** Director Cathcart

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

**CARRIED**

### 2018-1016

**Moved By** Alt. Director Lavery

**Seconded By** Director Talbot

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

**CARRIED**

### 2018-1017

**Moved By** Alt. Director Lavery

**Seconded By** Director Talbot

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

**CARRIED**

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

- Inspector of Municipalities approval received October 12, 2018.
- To add Electoral Area C to the Building Inspection Service in 2019.

**2018-1018**

**Moved By** Director Demenok

**Seconded By** Director Cathcart

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

Discussion on motion:

CAO thanked Director Demenok for his leadership on this.

Director Demenok remarked that residents in Area C are supportive of this.

Director Parker stated that she would like to see the service in Electoral Area D also, adding that she has had positive comments from constituents in Area B about building regulations.

Chair Martin said that building inspection has been discussed at the Board over the years and hopefully one day the entire regional district will have this; new people moving to the area expect building regulations, so the communities are changing.

**CARRIED**

**9. RESOLUTION TO ADJOURN TO IN CAMERA MEETING**

- None.

DEVELOPMENT SERVICES

**10. Business General**

- None.

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

**2018-1019**

**Moved By** Director Demenok

**Seconded By** Director Cathcart

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

**CARRIED**

**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.)**

Report from Candice Benner, Development Services Assistant, dated September 28, 2018.

5159 Line 17 Road, Celista

**2018-1020**

**Moved By** Director Morgan

**Seconded By** Director Talbot

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 18<sup>th</sup> day of October, 2018.

**CARRIED**

**12. Directors' Report on Community Events**

- None.

Chair Presentation of Retirement Gifts to Directors McKee, Parker, & Morgan.

*The meeting recessed at 11:25 AM, reconvening at 12:25 PM.*

Municipal Directors left the meeting at this time.

ELECTORAL AREA DIRECTORS**13. Business by Area****13.1 Electoral Area C: Development Variance Permit No. 701-81  
(Glenwood Beach Properties Ltd.)**

Report from Candice Benner, Development Services Assistant, dated  
October 1, 2018.

#3-6581 Eagle Bay Road, Wild Rose Bay

Applicant was not in attendance.

No public submissions were received.

**2018-1021**

**Moved By** Director Demenok

**Seconded By** Director Cathcart

THAT: in accordance with Section 498 of the Local Government Act, Development Variance Permit No. 701-81 for the fractional northwest  $\frac{1}{4}$  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 18<sup>th</sup> day of October, 2018.

**CARRIED**

**14. Planning Bylaws****14.2 Electoral Area D: Salmon Valley Land Use Amendment (Walters)  
Bylaw No. 2560**

Report from Erica Hartling, Development Services Assistant, October 1,  
2018.

2972 & 3020 Yankee Flats Road, Yankee Flats

Applicant was not in attendance.

**2018-1022**

**Moved By** Director Talbot

**Seconded By** Director Morgan

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

**CARRIED**

**2018-1023**

**Moved By** Director Talbot

**Seconded By** Director Morgan

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.

**CARRIED**

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

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

3451 Trans-Canada Hwy, Revelstoke

Applicant was not in attendance.

**2018-1024**

**Moved By** Director Parker

**Seconded By** Director Demenok

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

**CARRIED**

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

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

5781 Highway 97, Falkland

Applicants were not in attendance.

**2018-1025**

**Moved By** Director Talbot

**Seconded By** Director Morgan

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

**CARRIED**

**2018-1026**

**Moved By** Director Talbot

**Seconded By** Director Morgan

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.

**CARRIED**

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

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

709 Swanbeach Road, Swansea Point

A representative for the owner was in attendance.

**2018-1027**

**Moved By** Director Demenok

**Seconded By** Director Cathcart

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

**CARRIED**

**2018-1028**

**Moved By** Director Demenok

**Seconded By** Director Cathcart

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.

**CARRIED**

**15. Release of In Camera Resolutions**

- None.

**19. Adjournment**

**2018-1029**

**Moved By** Director Parker

**Seconded By** Director Morgan

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

**CARRIED**

Meeting adjourned at 12:47 PM

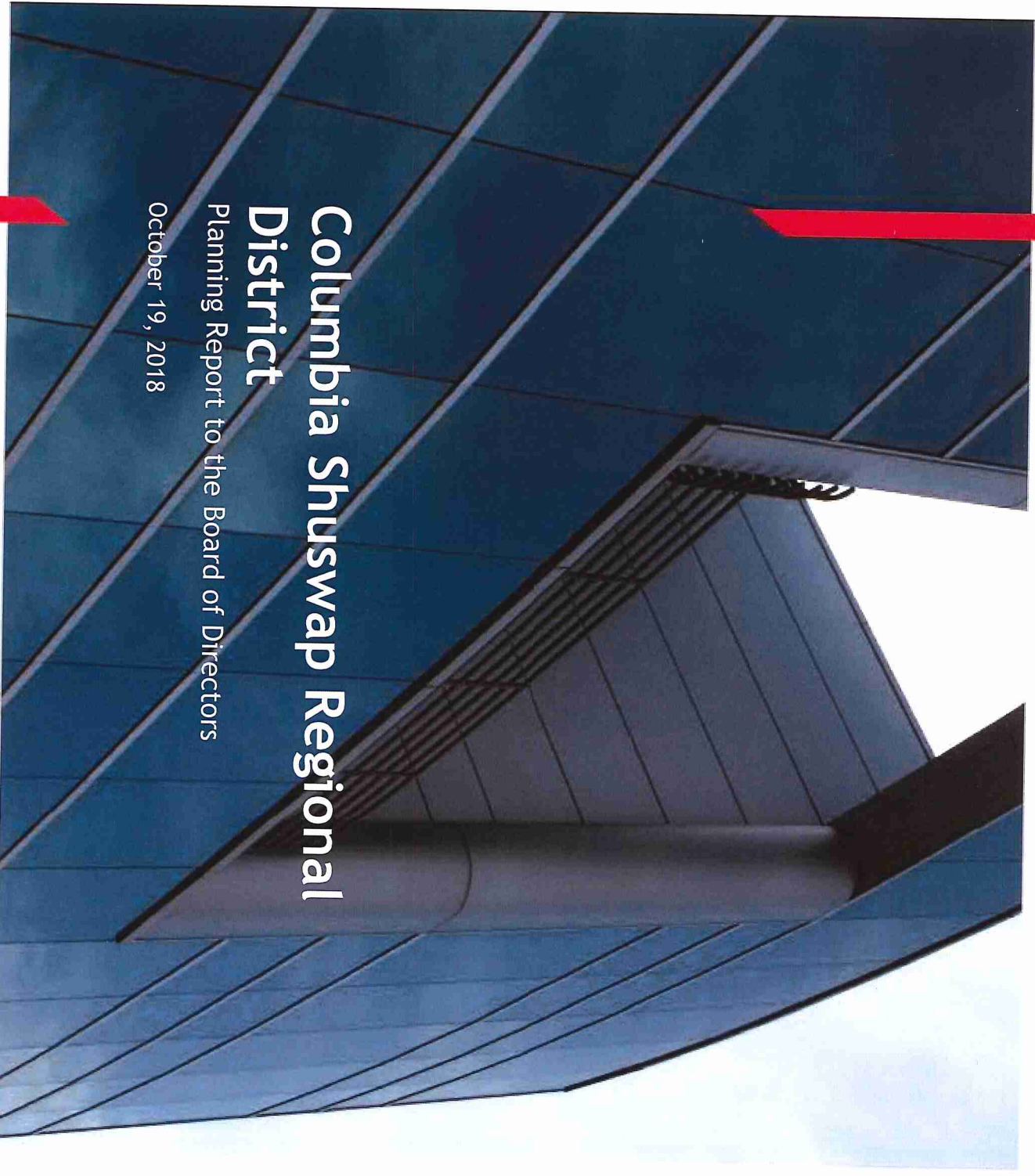
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CHAIR

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CHIEF ADMINISTRATIVE OFFICER





# Columbia Shuswap Regional District

Planning Report to the Board of Directors

October 19, 2018



Tel: 250 832 7171  
Fax: 250 832 2429  
www.bdo.ca

BDO Canada LLP  
571 6<sup>th</sup> Street NE, Suite 201  
Salmon Arm BC V1E 1R6 Canada

October 19, 2018

Board of Directors  
Columbia Shuswap Regional District

Dear Board of Directors:

We are pleased to present our audit plan for the audit of the consolidated financial statements of Columbia Shuswap Regional District the "Regional District" for the year ending December 31, 2018.

Our report is designed to highlight and explain key issues which we believe to be relevant to the audit including audit risks, the nature, extent and timing of our audit work and the terms of our engagement. The audit planning report forms a significant part of our overall communication strategy with the Board of Directors and is designed to promote effective two-way communication throughout the audit process. It is important that we maintain effective two-way communication with the Board of Directors throughout the entire audit process so that we may both share timely information. We will communicate only those matters of governance interest that come to our attention as a result of the performance of the audit. We are not required to design audit procedures for the specific purpose of identifying matters of governance interest. The audit process will conclude with a Board of Directors meeting and the preparation of our final report to the Board of Directors.

This report has been prepared solely for the use of the Board of Directors and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

The Board of Directors plays an important part in the audit planning process and we look forward to meeting with you to discuss our audit plan as well as any other matters that you consider appropriate.

Yours truly,

A handwritten signature in black ink, appearing to read "Angie Spencer", with a checkmark at the end.

Angie Spencer, CPA, CA  
Partner  
BDO Canada LLP  
Chartered Professional Accountants



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## TERMS OF REFERENCE

Our overall responsibility is to form and express an opinion on the financial statements. These financial statements are prepared by management, with oversight by those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities. The scope of our work, as confirmed in our engagement letter (as set out in Appendix A).

### ENGAGEMENT OBJECTIVES

- Forming and expressing an audit opinion on the consolidated financial statements.
- Present significant findings to the Board of Directors including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.
- Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.
- Work with management towards the timely issuance of consolidated financial statements.

## INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian generally accepted auditing standards require us to communicate to the Board of Directors at least annually, all relationships between BDO Canada LLP and its related entities and Columbia Shuswap Regional District and its related entities, that, in our professional judgment, may reasonably be thought to bear on our independence for the forthcoming audit of the Regional District. Refer to Appendix B.





## AUDIT TEAM

In order to ensure effective communication between the Board of Directors and BDO Canada LLP, the contact details of the engagement team are outlined below.

Name	Role	Phone number	Email address
Angie Spencer, CPA, CA	Engagement Partner	250-832-7171 Ext. 5575	aspencer@bdo.ca
Mike Boven, CPA, CA	Specialty and Commodity Tax Partner	250-492-6020 Ext. 6001	mboven@bdo.ca
Jessica Wan, CPA, CA	Assurance Manager	250-832-7171 Ext. 5577	jwanchunwah@bdo.ca
Emily Ready	Assurance Audit Staff	250-832-7171 Ext. 5576	eready@bdo.ca
Conor McCoach	Assurance Audit Staff	250-832-7171 Ext. 5556	cmccoach@bdo.ca
Nathan Wong	Assurance Audit Staff	250-832-7171 Ext. 5578	natwong@bdo.ca



## RESPONSIBILITIES

It is important for the Board of Directors to understand the responsibilities that rest with the Regional District and its management, those that rest with the external auditor and the responsibilities of those charged with governance. BDO's responsibilities are outlined within the annual engagement letter attached as Appendix A to this letter. The oversight and financial reporting responsibilities of management and the Board of Directors are summarized below.

### MANAGEMENT'S RESPONSIBILITIES

- Maintain adequate accounting records and maintain an appropriate system of internal control for the Regional District.
- Select and consistently apply appropriate accounting policies.
- Prepare the annual consolidated financial statements.
- Safeguard the Regional District's assets and take reasonable steps for the prevention and detection of fraud and other irregularities.
- Make available to us, as and when required, all of the Regional District's accounting records and related financial information.

### BOARD OF DIRECTORS' RESPONSIBILITIES

- Oversee the work of the external auditor engaged for the purpose of issuing an independent auditor's report.
- Facilitate the resolution of disagreements between management and the external auditor regarding financial reporting matters.
- Pre-approve all non-audit services to be provided to the Regional District or its subsidiaries by the external auditor.
- Review the consolidated financial statements and Annual Report before the Regional District publicly discloses this information.

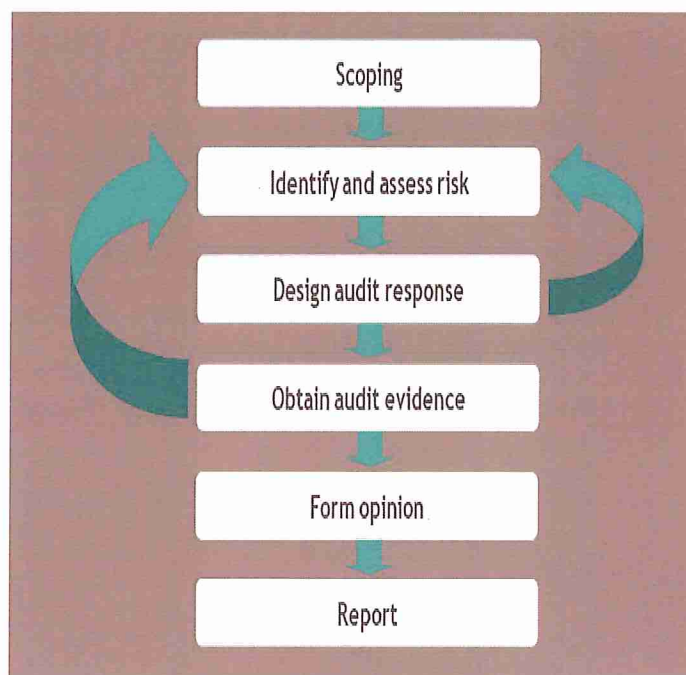
## AUDIT STRATEGY

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the Regional District.

We will perform a risk based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Board of Directors.

To assess risk accurately, we need to gain a detailed understanding of the Regional District's business and the environment it operates in. This allows us to identify, assess and respond to the risks of material misstatement.

To identify, assess and respond to risk, we obtain an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the consolidated financial statements, to determine whether adequate accounting records have been maintained and to assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.



Based on our risk assessment, we design an appropriate audit strategy to obtain sufficient assurance to enable us to report on the consolidated financial statements.

We choose audit procedures that we believe are the most effective and efficient to reduce audit risk to an acceptable low level. The procedures are a combination of testing the operating effectiveness of internal controls, substantive analytical procedures and other tests of detailed transactions.

Having planned our audit, we will perform audit procedures, maintaining an appropriate degree of professional skepticism, in order to collect evidence to support our audit opinion.



## MATERIALITY

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

For purposes of our audit, we have set preliminary materiality at \$ 659,000 for the Regional District.

Our materiality calculation is based on the Regional District's preliminary results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to the Board of Directors as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Board of Directors, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.





## RISKS AND PLANNED AUDIT RESPONSES

Based on our knowledge of the Regional District's business, our past experience, and knowledge gained from management and the Board of Directors, we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special audit consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following significant risks and whether there are any other areas of concern that the Board of Directors has identified.

### Revenue Recognition

Significant Risk	Approach
<ul style="list-style-type: none"> <li>CAS 240.26 states the auditor shall presume that there are risks of fraud in revenue recognition. Per CAS 240.A28, material misstatement due to fraudulent financial reporting relating to revenue recognition often results from an overstatement of revenues through or recording fictitious revenues. It may result also from an understatement of revenues.</li> </ul>	<ul style="list-style-type: none"> <li>Review of controls in place for recording revenue.</li> <li>Review revenue recognition policy for consistency with the professional standards.</li> </ul>

### Risk of Management Override of Controls

Significant Risk	Approach
<ul style="list-style-type: none"> <li>Per Canadian Auditing Standard 240, "the auditor's responsibilities relating to fraud in an audit of financial statements," irrespective of our assessment of the risk of management control override, audit procedures must be performed to address the risk.</li> </ul>	<ul style="list-style-type: none"> <li>Utilize computer-assisted audit techniques to analyze manual journal entries and unusual transactions.</li> <li>Review significant accounting estimates for potential biases.</li> </ul>



### Significant Estimates of Landfill Post Closure Liability

#### Significant Risk

- Post closure liabilities are evaluated each year, and an adjustment is prepared based on current lending rates and inflation, this area is subject to significant fluctuations based on this estimate.

#### Approach

- Review estimates to ensure accurate and reasonable by comparing to third party reports.



## FRAUD DISCUSSION

Canadian generally accepted auditing standards require us to discuss fraud risk with the Board of Directors on an annual basis. We have prepared the following comments to facilitate this discussion.

Required Discussion	BDO Response	Question to Board of Directors
Details of existing oversight processes with regards to fraud.	Through our planning process, and based on prior years' audits, we have developed an understanding of your oversight processes including: <ul style="list-style-type: none"> <li>• Board of Directors charters;</li> <li>• Discussions at Board of Directors meetings and our attendance at those meetings;</li> <li>• Review of related party transactions; and</li> <li>• Consideration of tone at the top</li> </ul>	Are there any new processes or changes in existing processes relating to fraud that we should be aware of?
Knowledge of actual, suspected or alleged fraud.	Currently, we are not aware of any fraud.	Are you aware of any instances of actual, suspected or alleged fraud affecting the Regional District?

## AUDITORS' RESPONSIBILITIES FOR DETECTING FRAUD

We are responsible for planning and performing the audit to obtain reasonable assurance that the consolidated financial statements are free of material misstatements, whether caused by error or fraud, by:

- Identifying and assessing the risks of material misstatement due to fraud;
- Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

During the audit, we will perform risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the entity's internal control, to obtain information for use in identifying the risks of material misstatement due to fraud and will make inquiries of management regarding:



- Management's assessment of the risk that the consolidated financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- Management's process for identifying and responding to the risks of fraud in the entity, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the entity; and
- Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.

In response to our risk assessment and our inquiries of management, we will perform procedures to address the assessed risks, which may include:

- Inquire of management, the Board of Directors, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- Perform disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- Incorporate an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- Perform additional required procedures to address the risk of management's override of controls including;
  - Testing internal controls designed to prevent and detect fraud;
  - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
  - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
  - Evaluating the business rationale for significant unusual transactions.





## BDO RESOURCES

BDO is one of Canada's largest accounting services firms providing assurance and accounting, taxation, financial advisory, risk advisory, financial recovery and consulting services to a variety of publicly traded and privately held companies.

BDO serves its clients through 105 offices across Canada. As a member firm of BDO International Limited, BDO serves its multinational clients through a global network of over 1,000 offices in more than 100 countries. Commitment to knowledge and best practice sharing ensures that expertise is easily shared across our global network and common methodologies and information technology ensures efficient and effective service delivery to our clients.

Outlined below is a summary of certain BDO resources which may be of interest to the Board of Directors.

### PUBLICATIONS

BDO's national and international accounting and assurance department issues publications on the application of Public Sector Accounting Standards (PSAS).

For additional information on PSAS, including links to archived publications and model financial statements, please refer to the following link:

<https://www.bdo.ca/en-ca/services/assurance-and-accounting/a-a-knowledge-centre/psas/>

### TAX BULLETINS, ALERTS AND NEWSLETTERS

BDO's national tax department issues a number of bulletins, alerts and newsletters relating to corporate federal, personal, commodity, transfer pricing and international tax matters.

For additional information on tax matters and links to archived tax publications, please refer to the following link:

<https://www.bdo.ca/en-ca/services/tax/>



## APPENDIX A Engagement Letter



Tel: 250 832 7171  
 Fax: 250 832 2429  
 www.bdo.ca

BDO Canada LLP  
 571 6th Street NE, Suite 201  
 Salmon Arm BC V1E 1R6 Canada

October 19, 2018

Columbia Shuswap Regional District  
 Box 978  
 Salmon Arm, BC V1E 4P1

Dear Sir/Madam,

We understand that you wish for us to continue as the auditors of Columbia Shuswap Regional District for its fiscal year ended December 31, 2018 and subsequent years.

We are pleased to continue as your auditors subject to the terms and conditions of this Agreement, to which the attached Standard Terms and Conditions form an integral part. The definitions set out in the Standard Terms and Conditions are applicable throughout this Agreement. This Agreement will remain in place and fully effective for future years until varied or replaced by another relevant written agreement.

Angie Spencer, CPA, CA will be the Engagement Partner for the audit work we perform for you. The Engagement Partner will call upon other individuals with specialized knowledge to assist in the performance of Services.

### **Our Role as Auditors**

We will conduct our audit(s) in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements ("financial statements") prepared in accordance with Canadian public sector accounting standards are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. Our audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by you, as well as evaluating the overall financial statement presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements, whether by fraud or error, may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to your preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of your internal controls. However, we will communicate to you concerning any significant deficiencies in internal controls relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate matters required by professional standards, to the extent that such matters come to our attention, to you, those charged with governance and/or the board of directors.

## Reporting

Our audit will be conducted on the basis that the financial statements have been prepared in accordance with Canadian public sector accounting standards.

Our independent auditor's report will be substantially in the form set out in Canadian Auditing Standard (CAS) 700. The form and content of our report may need to be amended in the light of our audit findings. If we are unable to issue or decline to issue an audit report, we will discuss the reasons with you and seek to resolve any differences of view that may exist.

## Role of Management and Those Charged with Governance

You acknowledge and understand that you have responsibility for:

- (a) the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards. The audit of the financial statements does not relieve you of your responsibilities;
- (b) such internal controls as you determine are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- (c) providing us with:
  - access, in a timely manner, to all information of which you are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
  - additional information that we may request for the purpose of the audit;
  - unrestricted access to persons within the entity from whom we determine it is necessary to obtain audit evidence;
  - financial and non-financial information (other information) that will be included in document(s) containing financial statements and our audit report thereon prior to the date of our auditor's report. If it is not possible to provide all the other information prior to the date of our auditor's report, you are responsible for provision of such other information as soon as practicable; and
  - written confirmation concerning representations made to us in connection with the audit. If appropriate and adequate written representations are not provided to us, professional standards require that we disclaim an audit opinion.

## Financial Statement Services

We will obtain your approval, if during the course of our engagement we:

- (a) prepare or change a journal entry; or
- (b) prepare or change an account code or a classification for a transaction.

As agreed, we will provide assistance in the preparation of the financial statements.





These services create a threat to our independence. We, therefore, require that the following safeguards be put into place:

- (a) that you create the source data for all accounting entries;
- (b) that you develop any underlying assumptions for the accounting treatment and measurement of entries; and
- (c) that you review and approve the draft financial statements, including the notes to the financial statements.

### **Tax Services**

Our audit is conducted primarily to enable us to express an opinion on the financial statements. The audit process is not designed to provide us with a full understanding of your tax situation and in particular, to allow us to determine whether the entity has specific tax compliance issues. We understand that you are not looking to BDO to provide you with any guidance or advice in regard to tax planning or compliance.

### **Additional Services**

We are available to provide a wide range of services beyond those outlined in this Agreement. To the extent that any additional services that we provide to you that are not provided under a separate written engagement agreement, the provisions of this Agreement will apply to the services.

### **Standard Terms and Conditions**

A copy of our Standard Terms and Conditions is attached as Appendix 1. You should ensure that you read and understand them. The Standard Terms and Conditions include clauses that limit our professional liability.

Please sign and return the attached copy of this Agreement to indicate your agreement with it. If you have any questions concerning this Agreement, please contact us before signing it.

It is a pleasure for us to be of service and we look forward to many future years of association with you.

Yours truly,

Chartered Professional Accountants

Agreement of all the terms and conditions in this Agreement is hereby acknowledged by:

_____ Signature	_____ Position
--------------------	-------------------

October 19, 2018

_____ Name (please print)	_____ Date
------------------------------	---------------

_____ Signature	_____ Position
--------------------	-------------------

October 19, 2018

_____ Name (please print)	_____ Date
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## ***Appendix 1 - Standard Terms and Conditions***

### **1. Overview and Interpretation**

- 1.1 This Agreement sets forth the entire agreement between the parties in relation to Services and it supersedes all prior agreements, negotiations or understandings, whether oral or written, with respect to Services. To the extent that any of the provisions of the accompanying letter conflict with these Standard Terms and Conditions, these Standard Terms and Conditions shall prevail. This Agreement may not be changed, modified or waived in whole or part except by an instrument in writing signed by both parties.

- 1.2 In this agreement, the following words and expressions have the meanings set out below:

**This Agreement** - these Standard Terms and Conditions, the letter to which they are attached, and any supporting schedules or other appendices to the letter

**Services** - the services provided or to be provided under this Agreement

**We, us, our, BDO** - refer to BDO Canada LLP, a Canadian limited liability partnership organized under the laws of the Province of Ontario

**You, your** - the party or parties contracting with BDO under this agreement, including the party's or parties' management and those charged with corporate governance. You and your does not include BDO, its affiliates or BDO Member Firms

**BDO Member Firm or Firms** - any firm or firms that form part of the international network of independent firms that are members of BDO International Limited

**Confidential Information** - information that contains identifying features that can be attributed to you or individual personnel

### **2. BDO Network and Sole Recourse**

- 2.1 BDO is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international network of independent member firms (i.e. BDO Member Firms), each of which is a separate legal entity.
- 2.2 We may use other BDO Member Firms or subcontractors to provide Services; however, we remain solely responsible for Services. You agree not to bring any claim or action against another BDO Member Firm (or their partners, members, directors, employees or subcontractors) or our subcontractors in respect of any liability relating to the provision of Services.
- 2.3 You agree that any of our affiliates, subcontractors, and other BDO Member Firms and any subcontractors thereof whom we directly or indirectly involve in providing Services have the right to rely on and enforce Section 2.2 above as if they were a party to this agreement.

### **3. Respective Responsibilities**

- 3.1 We will use reasonable efforts to complete, within any agreed-upon time frame, the performance of Services.

- 3.2 You shall be responsible for your personnel's compliance with your obligations under this Agreement. We will not be responsible for any delays or other consequences arising from you not fulfilling your obligations.

#### **4. Working Papers and Deliverables**

- 4.1 **Ownership** - Any documents prepared by us or for us in connection with Services belong solely to us.
- 4.2 **Oral advice and draft deliverables** - You should not rely upon any draft deliverables or oral advice provided by us. Should you wish to rely upon something we have said to you, please let us know and, if possible, we will provide the information that you require in writing.
- 4.3 **Translated documents** - If you engage us to translate any documents, advice, opinions, reports or other work product of BDO from one language to another, you are responsible for the accuracy of the translation work.
- 4.4 **Reliance by Third Parties** - Our Services will not be planned or conducted in contemplation of or for the purpose of reliance by any third party other than you and any party to whom the assurance report is addressed. Items of possible interest to a third party will not be addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.
- 4.5 **Consent to use the Report** - If we are requested to consent to the use of our report in connection with a continuous disclosure document, a public or private offering document, an annual report or any other document, we will consider, at the relevant time, providing consent and any conditions applicable to our consent. Our consent must be in writing. In order to provide consent, professional standards require that we read the other information in the related document and consider whether such information is materially inconsistent with the related financial statements. We will require adequate notice of the request for consent to allow us to consider your identification and resolution of events occurring in the period since the date of our report, and to obtain updated written representation letters. Such procedures will be performed at your cost.

#### **5. Confidentiality**

- 5.1 We agree to use Confidential Information provided by you only in relation to the services in connection with which the information is provided and we will not disclose the information, except where required by law, regulation or professional obligation. We may however, give Confidential Information to other BDO Member Firms or other subcontractors assisting us in providing Services. Any party to whom we subcontract work will be required to keep Confidential Information confidential either by professional obligation or contract with us. Any BDO Member Firms or other subcontractors we use will be bound by the same confidentiality obligations.
- 5.2 BDO shall be entitled to include a description of services we render to or for you in marketing and research materials and disclose such information to third parties, provided that all such information will be made anonymous and not associated with you. Additionally, we may analyze information on an industry or sector basis for internal purposes or to provide industry/sector wide information to our clients or potential clients.



You consent to our using information obtained from you in this way provided that the outputs therefrom will not contain any identifying features that can be attributed to you.

## **6. Independence**

- 6.1 Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to our clients in the performance of our services. We will communicate to you any relationships between BDO (including its related entities) and you that, in our professional judgment, may reasonably be thought to bear on our independence.

## **7. Offers of Employment**

- 7.1 Any discussions that you, or any party acting on your behalf, have with professional personnel of our Firm regarding employment could pose a threat to our independence. Your recruitment of an engagement team member from the current or prior year's engagement may compromise our independence and our ability to render agreed services to you. Engagement team members may include current and former partners and staff of BDO, other BDO Member Firms and other firms who work under our direction. Therefore, you agree to inform us prior to any such discussions so that you and we can implement appropriate safeguards to maintain our independence.

## **8. Professional and Regulatory Oversight**

- 8.1 As required by legal, regulatory, or professional authorities (both in Canada and abroad) and by BDO policy, our client files must periodically be reviewed by practice inspectors to ensure that we are adhering to professional and BDO standards. It is understood that by entering into this agreement, you provide your consent to us providing our files relating to your engagement to the practice inspectors for the sole purpose of their inspection.
- 8.2 Certain regulatory bodies may also have the right to conduct investigations of you, including the Services provided by us. To the extent practicable and permitted by law, we will advise you of any such investigation request or order prior to providing our working papers.
- 8.3 You agree to reimburse us for our time and expenses, including reasonable legal fees, incurred in responding to any investigation that is requested or authorized by you or investigations of you undertaken under government regulation or authority, court order or other legal process.

## **9. Privacy and Consents**

- 9.1 You agree we will have access to all personal information in your custody that we require to complete our engagement. We may collect, use, transfer, store, or process such information disclosed by you of a personal nature (personal information). Our Services are provided on the understanding that:
- (a) you have obtained any consents for collection, use and disclosure to us of personal information required under all applicable privacy legislation; and
  - (b) we will hold all personal information in compliance with our Privacy Statement.

## 10. Electronic Communications

- 10.1 Both parties recognize and accept the security risks associated with email communications, including but not limited to the lack of security, unreliability of delivery and possible loss of confidentiality and privilege. Unless you request in writing that we do not communicate by internet email, you assume all responsibility and liability in respect of risk associated with its use.
- 10.2 By signing this agreement, you provide BDO with express consent to communicate with you and your employees, as applicable, electronically, including sending BDO newsletters, publications, announcements, invitations and other news and alerts that may be of interest to you. You and your employees may withdraw such consent at any time by contacting BDO at [www.bdo.ca/unsubscribe](http://www.bdo.ca/unsubscribe).

## 11. Limitation of Liability

- 11.1 In any dispute, action, claim, demand for losses or damages arising out of the Services performed by BDO pursuant to this Agreement, BDO shall only be liable for its proportionate share of the total liability based on degree of fault as determined by a court of competent jurisdiction or by an independent arbitrator as a result of the dispute resolution procedures, notwithstanding the provisions of any statute or rule of common law which create, or purport to create, joint and several liability.
- 11.2 Our liability shall be restricted to damages of a direct and compensatory nature and shall not include indirect, consequential, aggravated or punitive damages, or damages for loss of profits or expected tax savings, whether or not the likelihood of such loss or damage was contemplated.
- 11.3 You agree that BDO shall in no event be liable to you for any actions, damages, claims, liabilities, costs, expenses, or losses in any way arising out of or relating to the Services performed hereunder for an aggregate amount of more than the higher of:
- (a) three times the fees paid by you to BDO in the twelve months preceding the incident giving rise to the claim; and
  - (b) \$25,000.
- 11.4 No exclusion or limitation on the liability of other responsible persons imposed or agreed at any time shall affect any assessment of our proportionate liability hereunder, nor shall settlement of or difficulty enforcing any claim, or the death, dissolution or insolvency of any such other responsible persons or their ceasing to be liable for the loss or damage or any portion thereof, affect any such assessment.
- 11.5 You agree claims or actions relating to the delivery of Services shall be brought against us alone, and not against any individual. Where our individuals are described as partners, they are acting as one of our members.

## 12. Indemnity

- 12.1 To the fullest extent permitted by applicable law and professional regulations, you agree to indemnify and hold harmless BDO from and against all losses, costs (including solicitors'



fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:

- (a) a misrepresentation by a member of your management or board of directors, regardless of whether such person was acting in your interest;
- (b) the services performed by BDO pursuant to this Agreement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the gross negligence of BDO. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by you, failing which, the matter may be referred to dispute resolution in accordance with the terms of this letter.

### **13. Alternative Dispute Resolution**

- 13.1 Both parties agree that they will first attempt to settle any dispute arising out of or relating to this agreement or the Services provided hereunder through good faith negotiations.
- 13.2 In the event that the parties are unable to settle or resolve their dispute through negotiation, such dispute shall be subject to mediation pursuant to the National Mediation rules of the ADR Institute of Canada Inc. All disputes remaining unsettled for more than 60 days following the parties first meeting with a mediator or such longer period as the parties mutually agree upon shall be subject to arbitration pursuant to the National Arbitration Rules of the ADR Institute of Canada Inc. Such arbitration shall be final, conclusive and binding upon the parties, and the parties shall have no right of appeal or judicial review of the decision. The parties hereby waive any such right of appeal which may otherwise be provided for in any provincial arbitration statute made applicable under the National Arbitration Rules.

### **14. Limitation Period**

- 14.1 You shall make any claim relating to Services or otherwise under this Agreement no later than one year after you became aware or ought reasonably to have become aware of the facts giving rise to any such claim.
- 14.2 You shall in no event make any claim relating to the Services or otherwise under this Agreement later than two years after the completion of the Services under this Agreement.
- 14.3 To the extent permitted by law, the parties to this Agreement agree that the limitation periods established in this Agreement replace any limitation periods under any limitations act and/or any other applicable legislation and any limitation periods under any limitations act and/or any other applicable legislation shall not alter the limitation periods specified in this Agreement.

### **15. Québec Personnel**

- 15.1 We may sometimes have individual partners and employees performing Services within the Province of Québec who are members of the Ordre des comptables professionnels agréés du Québec. Any such members performing professional services hereunder assumes full personal civil liability arising from the practice of their profession, regardless of their status within our partnership. They may not invoke the liability of our partnership as grounds for excluding or limiting their own liability. The provisions in Sections 11

(Limitation of Liability) and 14 (Limitation Period) shall therefore not apply to limit the personal civil liability of partners and employees who are members of the Ordre des comptables professionnels agréés du Québec.

## **16. Termination**

- 16.1 This Agreement applies to Services whenever performed (including before the date of this Agreement).
- 16.2 You or we may terminate this Agreement at any time upon written notice of such termination to the other party. We will not be liable for any loss, cost or expense arising from such termination. You agree to pay us for all Services performed up to the date of termination, including Services performed, work-in-progress and expenses incurred by us up to and including the effective date of the termination of this Agreement.

## **17. Fees and Billings**

- 17.1 Our estimated fee is based on an assumed level of quality of your accounting records, the agreed upon level of preparation and assistance from your personnel and adherence to the agreed-upon timetable. Our estimated fee also assumes that your financial statements are in accordance with the applicable financial reporting framework and that there are no significant new or changed accounting policies or issues or internal control or other reporting issues. We will inform you on a timely basis if these factors are not in place.
- 17.2 Should our assumptions with respect to the quality of your accounting records be incorrect or should the conditions of the records, degree of cooperation, results of audit procedures, or other matters beyond our reasonable control require additional commitments by us beyond those upon which our estimated fees are based, we may adjust our fees and planned completion dates.
- 17.3 Our professional fees will be based on our billing rates which depend on the means by which and by whom our Services are provided. We also will bill you for our out-of-pocket expenses, our administrative charge (described below), and applicable Goods and Services Sales Tax, Harmonized Sales Tax, Quebec Sales Tax and Provincial Sales Tax.
- 17.4 Our administrative charge is calculated as a percentage of our professional fee and represents an allocation of estimated costs associated with our technology infrastructure, telephone charges, photocopying and some support staff time costs.
- 17.5 Our accounts are due when rendered. BDO may suspend the performance of Services in the event that you fail to pay an invoice when it is due. Interest may be charged at the rate of 12% per annum on all accounts outstanding for more than 30 days.

## **18. Governing Laws**

- 18.1 The terms of our engagement shall remain operative until amended, terminated, or superseded in writing. They shall be interpreted according to the laws of the province or territory in which BDO's principal Canadian office performing the engagement is located, without regard to such province/territory's rules on conflicts of law.





## **19. Entire Agreement and Survival**

- 19.1 This Agreement sets forth the entire agreement between the parties with respect to the subject matter herein, superseding all prior agreements, negotiations or understandings, whether oral or written, with respect to such subject matter. It is understood that this Agreement will not be superseded by any contract with us for other specific services that are not of the same scope as the Services contemplated in this Agreement, unless the other contract explicitly references this Agreement and an intent to supersede it.
- 19.2 The provisions of this Agreement that give either of us rights or obligations beyond its termination shall continue indefinitely following the termination of this Agreement. Any clause that is meant to continue to apply after termination of this Agreement will do so.

## **20. Force Majeure**

- 20.1 We will not be liable for any delays or failures in performance or breach of contract due to events or circumstances beyond our reasonable control, including acts of God, war, acts by governments and regulators, acts of terrorism, accident, fire, flood or storm or civil disturbance.

## **21. Assignment**

- 21.1 No party may assign, transfer or delegate any of the rights or obligations hereunder without the written consent of the other party or parties. BDO may engage independent contractors and BDO Member Firms to assist us in performing the Services in this Agreement without your consent.

## **22. Severability**

- 22.1 If a court or regulator with proper jurisdiction determines that a provision of this Agreement is invalid, then the provision will be interpreted in a way that is valid under applicable law or regulation. If any provision is invalid, the rest of this Agreement will remain effective.

Version: 201801



## APPENDIX B

### Independence Letter

October 19, 2018

Members of the Board of Directors  
Columbia Shuswap Regional District

Dear Board of Directors Members:

We have been engaged to audit the consolidated financial statements of Columbia Shuswap Regional District (the "Regional District") for the year ended December 31, 2018.

Canadian generally accepted auditing standards (GAAS) require that we communicate at least annually with you regarding all relationships between the Regional District and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, we have considered the applicable legislation and relevant rules of professional conduct and related interpretations prescribed by the appropriate provincial institute/ordre covering such matters as:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since March 29, 2018, the date of our last letter.

We are not aware of any relationships between the Regional District and our Firm that, in our professional judgment may reasonably be thought to bear on independence that have occurred from March 29, 2018 to October 19, 2018.

We hereby confirm that we are independent with respect to the Regional District within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants of British Columbia as of October 19, 2018.

This letter is intended solely for the use of the Board of Directors, the Board of Directors, Management and others within the Regional District and should not be used for any other purposes.



Yours truly,

A handwritten signature in black ink that reads "Angie Spencer" followed by a checkmark.

Angie Spencer, CPA, CA  
Partner  
BDO Canada LLP  
Chartered Professional Accountants

***Salute to the Sockeye***



***The Adams River Salmon Society***

PO Box 24034  
Scotch Creek, BC V0E 3L0

November 22, 2018

Charles Hamilton  
Columbia Shuswap Regional District  
555 Harbourfront Drive NE  
Salmon Arm, BC  
V1E 3M1

***RE: Appointment to our Board as a Appointed Director***

Dear Charles

The Adams River Salmon Society Board of Directors is pleased to request from CSRD that a representative be appointed to our Board as a Director. This appointment will require attendance at monthly meetings to help bring a voice and solutions to the table for the Society. They will not be associated with any committees unless they choose to.

The Society is taking on new directions with salmon conservation and have taken on more directives from our community and abound to put more efforts into the education of salmon issues and look into ways to correct them. We have expanded from not only bringing approximately 200,000 visitors from near and far into our community through the 3-week festival of the Salute to the Sockeye but also now the Shuswap Salmon Symposium has brought stakeholders to the table for solutions and an action plan to put those in motion.

I don't think this person's involvement with the Salmon Society will take any time to the detriment of his CSRD duties. Thank you for your consideration.

Respectfully

*Don Paterson*  
President  
The Adams River Salmon Society



## ELECTORAL AREA DIRECTORS' COMMITTEE MEETING MINUTES

**Note: The following minutes are subject to correction when endorsed by the Committee at the next Electoral Area Directors' Committee meeting.**

**Date:** September 25, 2018

**Time:** 9:30 AM

**Location:** CSRD Boardroom  
555 Harbourfront Drive NE, Salmon Arm

Directors Present	P. Demenok, Chair	Electoral Area C
	S. Knaak, Alternate Director	Electoral Area A
	L. Parker	Electoral Area B
	R. Talbot	Electoral Area D
	R. Martin	Electoral Area E
	R. Misseghers, Alternate Director	Electoral Area F
Directors Absent	K. Cathcart	Electoral Area A
	L. Morgan	Electoral Area F
Staff Present	L. Shykora	Deputy Manager, Corporate Administration Services/Recorder
	G. Christie	Manager, Development Services
	C. Paiement	Team Leader, Development Services
	M. Herbert	Team Leader, Building & Bylaw Services
	D. Mooney*	Manager, Operations Management
	D. Sutherland*	Team Leader, Protective Services
	S. Haines*	Deputy Treasurer

D. Passmore*	Planner
C. Benner*	Development Services Assistant
E. Hartling*	Development Services Assistant
C. LeFloch*	Development Services Assistant

\*Partial meeting attendance

## **2. Adoption of Agenda**

Moved By Alt. Director Misseghers

Seconded By Director Talbot

THAT: the agenda of September 25, 2018 Electoral Area Directors' Committee meeting be approved.

**CARRIED**

## **4. Delegations**

### **4.1 9:30 AM: Ministry of Forests, Lands, Natural Resource Operations & Rural Development**

Karri Lee, Senior Authorization Tenures Officer, and Kimm Magill-Hofmann, RPF, District Resource Manager, Ministry of Forests, Lands, Natural Resource Operations & Rural Development, Okanagan Shuswap Natural Resource attended the meeting to present an overview of the Forest Stewardship Planning process. The presentation included an overview of Forest Stewardship Plans such as legal requirements, the role of a Forest Stewardship Plan, government objectives that a Forest Stewardship Plan must be consistent with the Forest and Range Practices Act, and role of local government. (See [Presentation](#) for reference).

The Chair enquired about a new Strategic Communication Plan to which Ministry representatives indicated they would check with Mr. Cranston at their Ministry.

Q. Is there a timeline for revisiting the Okanagan Shuswap Land and Resource Management Plan (OSSLRMP)?

Ministry staff indicated there is not an end date to the Plan and there is no timeline for introducing a revisited OSLRMP.

Q. What is involvement of First Nations at this time, versus in 2000 when the OSSLRMP came into effect urged the Ministry to review this with climates changing and also better working relationships with First Nations.

Ministry staff acknowledged the comment and indicated that a number of First Nations now have their own OSSRLMP.

In terms of the CSRD's role in FSP's the referral is sent to those who may be affected by FSP, advertised in local newspapers, open houses may be held.

Ministry staff provided examples of valid comments given on actual FSP referral, and some Operational comments i.e. concern how logging is impacting the Shuswap Trail Alliance.

Ministry staff also provided examples of the CSRD's role in cutblock/road referrals and how these referrals are responded to and how the comments are communicated out in the field.

Q. In reference to the importance of range/cattle, how often do these come up for licensing?

A. Grazing plans need to be updated on an annual or regular basis.

Q. Is there any assessment of the grazing land as to quality and the supply?

A. Karrie reviewed the newly approved FSP document table of contents for information of the Directors. Reference was made to the OSRLMP applicable to the Okanagan Shuswap. Team Leader, Development Services, will email the document to the Committee post-meeting.

Ministry staff asked if there are specific issues in the document. The Chair noted several overall issues i.e. water, drainage, lack of consultation from BCTS, the age of some of these plans being so outdated and how long they've been allowed to sit, visual impacts with respect to interface areas, road and noise affects in the interface areas. Area F Director noting the amount of remaining cut and left trees, i.e. dead or not hauled out. Ministry replied they only have jurisdiction on Crown land, but the tenure holder on private lands licensee should be called in to the Ministry. Area D Director mentioned the maps attached to referrals but the map does not properly identify where the area/lakes/roads are, remarking that consultation made with the affected people is not thorough (example being 2 or 3 with water license received notification, but not all license holders receive the communication). Chair added comment that the consultation is not mandatory and it is not consistent. Ministry staff concurred that only consultations with First Nations is mandatory.

The Ministry's role is to monitor, they want to be advised of these issues with specific concerns in the specific operating area. When there are concerns, it is best to contact the operating area licensee first, then if no satisfaction, contact the Ministry. Chair asked Ministry to provide their contact information to Directors, via CSRD staff.

Area B commented that in general there is less timber supply, she provided examples of the need for consultation and the need for improved visual cutblocks. Some simple things to do what is right in the community, her example being a recent harvesting done on Mt. McPherson, the area bike club was notified but with presence of recreational users, the values of all stakeholders is important. The Director's point being one big square cutblock remaining is not what is wanted.

Area E Director commented on the Louisiana Pacific community consultation on their harvesting plans. This helps educate those who come to the meeting, builds relationships, the harvesting areas are public areas and the public deserves to know. Education helps give the community comfort.

Chair Demenok commented on a slide in the Sunnybrae in his electoral area and a loss of life involved. The entire area is an alluvial fan; there is concern in the community about what is going on with the drainage in the area and the prediction of future landslides. A consultation was done in White Lake, but not in Sunnybrae. When consultations are done, there is a need to have someone provide explanation to the forestry lingo in this 114 page document. The need is to get out into the community and talk to them.

Ministry staff commented on the size of their Forestry District and upon their reliance of referral comments from local government.

The Chair thanked representatives for attending the meeting today.

Concluded at 10:35 AM

#### **4.2 9:45 AM Transport Canada Regulation of Private Moorage Buoys and Docks**

Team Leader, Development Services, introduced the topic and the request of the EAD Committee to have Transport Canada (TC) invited to provide an overview of their role and jurisdiction in relation to docks and buoys. The focus will be on private moorage buoys, and some information on docks as well.



Brent Magee, Officer, Navigation Protection Program attended the meeting, to display a [PowerPoint presentation](#) on Private Buoys, including:

- Legislation (list of such as private buoy regulations), NPA, and a few on the list such as CSRD BL 900;
- Private Buoy Regulations (overview);
- Buoys for Navigation Purposes (overview);
- Special Buoys i.e. to provide information, not always for navigation, ie marking a swimming area;
- Mooring Buoys (ie what they are supposed to look like);
- Examples of what types of buoys /markers are out on the water and examples of typical concerns their office hears about and to determine if Transport Canada is able to take action on it, dealt with on a case by case basis; gave examples of compliance notices tagged on a series of buoys (approximately 200) in the Shuswap Lake area recently; typically a 60 day timeframe to comply;
- Description of steps in the Compliance and Enforcement process.

Q. What happens if people aren't there to see the notice that is issued?

A. the Officer advised their staff work with those giving notice to try to achieve compliance.

Q. Does Transport Canada have the authority to deal with the complaints received (example where a- neighbour has placed a buoy in front of neighbour's house, etc.).

A. Officer responded that Transport Canada cannot do much, adding that in instance where a buoy is too close to a complainant's buoy, they suggest it be directly addressed neighbour to neighbour. Transport Canada may take action on a complaint related to too many buoys in the area.

Q. Are there Transport Canada rules about upland owners placing buoys in the water where waterfront owners have their buoys?

A. Transport Canada does not intervene.

Team Leader, Building and Bylaw Services, mentioned the buoy complaints received by the CSRD are similar to those of Transport Canada and it would be beneficial to work with the Ministry, coordinate visits on the water to share data and resources if we have advance

notice. Team Leader pointed out that for the CSRD to have a buoy removed it requires an injunction.

Manager, Development Services, noted there are landowners who place the buoys and they do not know the regulations, some who place but don't care, and companies who place buoys incorrectly, are unidentified, etc.

Q. Has TC has any specific dealing with the industry, better levels of communications in terms of regulations, etc.

A. Officer replied that they have had some dealings with manufacturers to make sure the buoys comply.

Manager, Development Services, commented that the court route to have a buoy removed after the fact is extremely costly. It is best to work with TC to work through their legislation/enforcement abilities.

The Officer mentioned their legislation is changing to provide a bit more proactive approach to dealing with hazardous vessels, etc. and also the availability of some grant and funding opportunity to assist with removal and dispose of an abandoned vessel, through the Abandoned Boats Program.

The remainder of the PowerPoint presentation depicted:

- Buoy Marinas, process and authorization;
- More Buoy FAQs.

Team Leader, Building & Bylaw Services, asked if Transport Canada would share data GPS on buoy locations with the CSRD, indicating it would be helpful for the CSRD to collect this data with the contact information/ID.

A. Transport Canada will check into this and advise CSRD staff.

Chair remarked that the buoys part of Bylaw 900 is difficult for the CSRD to address, whereas Transport Canada has the ability and tools to mark, seek compliance. The Officer acknowledged the collaboration aspect. The Chair noted another aspect on the collaboration is the importance of the CSRD to be aware of Transport Canada activities so that so that we are able to apprise residents.

The presentation ended at 11:29 AM.

### **3. Meeting Minutes**

#### **3.1 Adoption of Minutes**

Moved By Director Martin  
Seconded By Director Talbot

THAT: the minutes the minutes of the June 7, 2018 Electoral Area Directors' Committee meeting be adopted.

**CARRIED**

### **5. Reports by Staff**

#### **5.1 Road Rescue Feasibility Study**

Report from Derek Sutherland, Team Leader Protective Services, dated September 17, 2018.

Staff provided an overview of the Road Rescue Feasibility Study Report.

Directors discussed at length the current road rescue delivery model in the CSRD and the implications of CSRD fire departments providing road rescue services.

Staff indicated that within our current CSRD fire service bylaws, rescue is not a mandated function of the CSRD fire suppression service. If road rescue service is advanced it would require a new service and elector assent.

**Moved By** Director Martin

**Seconded By** Alt. Director Knaak:

THAT: the Electoral Area Directors forward the Road Rescue Feasibility Report to the Board for information;

AND THAT: the Electoral Area Directors recommend to the Board that staff be directed to work with existing road rescue service providers to determine strengths and weaknesses in the existing programs and work collectively towards finding solutions to servicing issues;

AND FURTHER THAT: staff provide a report to the Board at a future date on the process and steps necessary to establish road rescue service and the associated implications.

**CARRIED**

Recess at 12:50 PM.

The meeting reconvened at 1:20 PM

## **6. Reports by Electoral Area Directors**

### **6.1 Scheduling of EAD Land Use Matters for regular Board meetings**

This item requested by Director Demenok was deferred from June 7, 2018 meeting to September Electoral Area Directors' Committee meeting.

Information was circulated that depicted research at other Regional Districts – as to meetings/processes/the effectiveness.

Noted: Director Cathcart unable to attend meeting, has indicated that she will either provide comments via email for the meeting, or via her Alternate Director attending.

The Chair gave an overview of his submission including precise time for applicants to be heard, commenting that staff and directors would be more alert on a Wednesday afternoon rather than at the end of the day in a one-meeting session.

Director Parker favours splitting the Development Services/Electoral Area section from the main Board meeting; her main reason being due to the travel in the winter road conditions. Also she believes that applicants are anxious and they don't want to miss their application so they are waiting, sometimes for a long time. Splitting out the development matters would give more time for Directors to ask questions, not giving the public good service. In terms of expense, only monetary item would be the extra day meeting stipend and the overnight accommodation. Director Parker suggested the idea of hearing Development Services applications at 9:30 AM, followed by Business General later.

Alt. Director Knaak, commented for Director Cathcart, who states that two meetings puts Area A at a disadvantage, every single meeting requires an overnight. From a safety perspective it would be good, but from a time management perspective ie a job, it requires the Director to be off work for two days and Director Cathcart cannot do this. She uses her vacation days to attend single day Board meetings. There is a double expense for directors travelling back and forth. Director Cathcart suggested giving applicants a set time for the applications.

Director Talbot commented that with a long meeting, your attention waivers, it is unfair to applicants to wait for a long time for the Board to hear their application. Applicants are paying money for their application to be dealt with.

Director Martin, taking into account Director Cathcart concerns that she would have to resign on this scenario. She asked what time staff tell applicants to attend. Staff response that applicants are advised to attend for late morning, but some people show up early. Staff suggested a specific start time such as 1:00 PM as an option.

Manager, Development Services, mentioned that one thing that throws off the timelines is the delegations, despite only a 15 minute time slot, some delegations can be lengthy.

Chair comment that some regional district meet late afternoon or even the evenings. However people have paid for applications and we should not make it inconvenient for them.

Staff was asked to give consideration to making the agenda and timing of the land use applications more user friendly for applicants.

**Moved By** Director Talbot

**Seconded By** Director Parker

THAT: staff investigate an effective and efficient, more user friendly system - streamlined method of hearing land use applications at regular Board meetings.

Discussion on motion:

Manager, Development Services - there is opportunity to streamline the meeting agenda (i.e. not have such lengthy presentations, set a time for land use applicants to be heard, compact Board meetings a little more) before further consideration of a second monthly Board meeting.

**CARRIED**

### **6.3 Electoral Area Housing Needs Assessment**

Request by Director Demenok.

The Chair advised of a grant opportunity for housing needs assessments, which was a topic of discussion at the recent UBCM conference.

Manager, Development Services, advised about legislative changes and funding opportunities for these housing studies, with more information expected in November. This funding opportunity would involve multiple organizations and collaboration. The Manager commented on implications to staff time, budgeting, potential for need to update Official Community Plan(s) before studies are undertaken. The Province has indicated that once legislation is in place, any assessments need to be done within a three year period.

Area E Director would support going forward with these assessments; this affects all of our communities.

Manager, Development Services, indicated that if legislation is passed and more information is received, he expects to update the Board in the New Year.

## **6. Reports by Electoral Area Directors**

### **6.2 CSRD Staff Headcount and Board Governance**

Request by Director Demenok

Memorandum from J. Pierce, Manager Financial Services, to C. Hamilton, Chief Administrative Officer, re Staffing Complement dated September 19, 2018 was attached to the agenda for Committee's information.

The Chair introduced the agenda item, asking for any comment from Committee members.

Area E Director stated this topic is a Board issue, should be discussed there.

**Moved By** Director Martin

**Seconded By** Director Parker

THAT: the EAD agenda item 'CSRD Headcount and Board Governance' be forwarded to the Board for discussion.

Discussion on motion:

Chair remarks that it is not his intention to supplant the Board;

Director comment that the Chief Administrative Officer is responsible for overall staff and should be present for discussion.

**CARRIED**

**7. Adjournment**

**Moved By** Director Parker

**Seconded By** Director Talbot

THAT: the Electoral Area Directors' Committee meeting of September 25, 2018 be adjourned at 2:05 PM.

**CARRIED**

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CHAIR

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CHIEF ADMINISTRATIVE OFFICER



## SHUSWAP TOURISM ADVISORY COMMITTEE MEETING MINUTES

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

Date:	October 3, 2018	
Time:	9:00 AM	
Location:	Quaaout Lodge and Spa & Tsútswechw Provincial Park (Roderick Haig-Brown) 1663 Little Shuswap Lake Rd, Chase, BC 2300 Squilax-Anglemont Rd, Chase, BC	
Committee Members Present	D. Lepsoe (Chair) P. Demenok R. Talbot R. Martin R. Misseghers K. Flynn G. Bushell A. Maki P. McIntyre-Paul J. Ziercke	Councillor, Village of Chase Director, Electoral Area C Director, Electoral Area D Director, Electoral Area E Alternate Director, Electoral Area F Councillor, City of Salmon Arm The Eagle Valley Snowmobile Club Chase & District Chamber of Commerce Shuswap Trail Alliance Quaaout Lodge Resort & Spa/Talking Rock Golf
Committee Members Absent	L. Morgan T. Rysz K. Brown S. Hofstetter M. Lane	Director, Electoral Area F Mayor, District of Sicamous Arts Council for the South Shuswap Prestige Hotels Dreamcycle Motorcycle Museum
Staff Present	R. Cyr E. Johnson	Economic Development Officer Electronic Records Management Facilitator

### 1. Call to Order

The Chair called the meeting to order at 9:14 AM.



### 1.1 Guest(s) in Attendance

- Kyle Dearing - Kyle Dearing Consulting, Shuswap Economic Development Consultant
- David Barritt - Columbia Shuswap Film Commission
- Jay Simpson - North Shuswap Chamber of Commerce

### 1.2 Approval of Agenda

**Moved By** P. Demenok

**Seconded By** R. Misseghers

THAT: the agenda of the October 3, 2018 Shuswap Tourism Advisory Committee meeting be approved.

**CARRIED**

### 1.3 Adoption of Minutes

**Moved By** K. Flynn

**Seconded By** A. Maki

THAT: the minutes of the May 3, 2018 Shuswap Tourism Advisory Committee meeting be adopted as circulated.

**CARRIED**

## 2. Video – Quaaout Lodge

<https://www.facebook.com/ThompsonOkanagan/videos/1647940401958795>

R. Cyr introduced this item. Quaaout Lodge created this video as a cultural showcase. The committee watched the video.

J. Ziercke commented that Quaaout Lodge and Talking Rock Golf Course had been nominated for an Indigenous Cultural Tourism Award from the Tourism Industry Association of Canada and made it into the top three finalists for the best cultural experience in Canada.

The Committee congratulated Quaaout for its work.

### 3. Discussion Items

#### 3.1 Shuswap Tourism Activities Update

##### Indigenous Tourism Coordinator Project Coordinator

Frank Antwon was hired as the Indigenous Tourism Coordinator in August/September for this 2-year project. The communities of the Adams Lake Indian Band, Little Shuswap Lake Indian Band, Neskonlith Indian Band and Splatshin First Nation are involved in this, as well as Shuswap Tourism and Community Futures. The Indigenous Tourism Coordinator will look at business development opportunities, working with indigenous partners and the community. Shelly Whitsky has been working with aim as well. R. Cyr's role is to be on the advisory committee.

P. McIntyre-Paul arrived at 9:22 am.

R. Martin arrived at 9:24 am.

##### Secwepemc Landmark Project

Local First Nations and the Shuswap Trail Alliance are working together on a project to implement signage indicating first nations landmarks in the Shuswap. Local Indian bands, through the Sexqeltkemoc te Secwepemc, have already secured \$30,000 for the project, and the plan now is to pursue additional BC Rural Dividend funding. A memo, prepared by Councilor Shelly Witzky of the Adams Lake Indian Band, Phil McIntyre-Paul and Jacob 'Sutra' Brett of the Shuswap Trail Alliance, is attached to the HTML version of these minutes with more information. P. McIntyre-Paul shared their progress on this project with the Committee. Chase has a monument in front of the Chase Museum that is representative of all communities and is an example of what is proposed. This is a reconciliation project that will contribute to the cultural tourism process. Shuswap Trail Alliance is working with elders in the community to know more about what stories need to be told and the presence to be shaped. Shuswap Trail Alliance has applied for grant funding from the BC Rural Dividend for the potential to extend the project for more cardinal/sentinel locations and to showcase trail heads.

The City of Salmon Arm was pleased to approve the potential placement of the first cardinal landmark in the Marine Peace Park and provided a letter of support and contributed \$1500 to leverage support through the BC Rural Dividend Fund. K. Flynn hopes that this can be an example of reconciliation and working together.

### Launch of the BC Ale Trail

[https://www.youtube.com/watch?time\\_continue=6&v=8t5Rzbim-p4](https://www.youtube.com/watch?time_continue=6&v=8t5Rzbim-p4)

BC Ale Trail was created by a dedicated team of craft beer allies to connect BC's world-class brewing scene with tourism organizations across the province. BC Ale trail started on the sunshine coast. The video showcased local craft breweries Crannog Ales and Barley Station.

### Salute to the Sockeye

The Adams River Salmon Society coordinates the celebration known as the "Salute to the Sockeye" during the dominant salmon run years. This festival includes an artisan's market, food vendors, live music, indigenous activities, underwater camera viewing, etc. The official 2018 Salute to the Sockeye celebration will be held from September 28 – October 21 in Tsútswecw Provincial Park (formerly Roderick Haig-Brown Park).

R. Cyr encouraged everyone to come and experience the Salmon Run. R. Cyr sits on the board of the Adams River Salmon Society and has been doing some of the planning. The response from outside of our region has been overwhelming. A. Maki reported that the Chase Visitor Centre has been working hard to help the visitors coming through. A. Maki noted her kudos to the society for their work and pointed out that they did a great job. A. Maki did note that it would be helpful for the Adams River Salmon Society to get out and inform operators with answers to frequently asked questions; the salmon run brochure is helpful but there just aren't enough. Recommendations for next salmon run: have a schedule of events for what's happening on site; there was a notice yesterday about chefs cooking salmon on site - very short notice.

An event like this is a benefit to the entire region, there weren't even enough hotel rooms for the media that wanted to cover this.

Department of Fisheries and Oceans has advised that this year is supposed to be a large run but have not given an indication of actual numbers.

K. Dearing left the meeting.

### Salmon Symposium

Wild Salmon Caravan hosted the Spirit of Wild Salmon Celebration September 22-29, 2018. The final day was in Chase on Saturday with a parade and feast in the park. The Salmon Symposium was on the Sunday and Monday. Sunday's activities included the Tsu'tswecw (Roderick Haig-Brown) renaming ceremony, tours of Tsu'tswecw Park, as well as a showing of "Uninterrupted", a video filmed in 2017 near the Cambie Bridge showing the connection between the Shuswap region and Vancouver with the salmon as they make their journey back to the Adam's river. Monday's activities included meetings and discussion between various organizations, local government and first nations about community development and land management. It looked at the shift with climate change and economic development / land use planning needs to shift a bit to accommodate changes.

The organizers did a great job, excellent mix of Secwepemc led, indigenous and non-indigenous. Quaaout Lodge was a great host: great food and environment. Thanks to Carmen Massey of Adams River Salmon Society and Julie John of Little Shuswap Lake Indian Band.

J. Ziercke commented that Quaaout Lodge had a videographer on site at the symposium to help display the cultural relevance of Quaaout, bringing about a sense of community.

K. Flynn noted that for conferences he's attended, some organizers don't let the hospitality industry know that there is an event and the operators are blindsided and run out of food, etc. He suggested that the Shuswap Tourism Advisory Committee needs to take a role in trying to help communicate to chambers and the business community about events. The Adams River Salmon Society is volunteer run, the Salmon Run event is almost too large to be run by volunteers. The Adams River Salmon Society volunteers like to take ownership and all that the committee can do is offer to help and continually follow through if asked in order to help build trust.

### Experience workshop report

Destination Think! conducted a strategy review to design and develop a four-season Shuswap Experience. To this end, there was an experience workshop conducted to give industry and stakeholders the opportunity to provide input. R. Cyr provided the committee with a report from Destination Think! containing the experience workshop findings and recommendations

([view report](#)). It looked at building the big picture: operators need to be open if Shuswap Tourism is promoting the winter experience. As far as the maturity of the product, there is work to do to get closer to a four season experience.

#### Digital Marketing – Spring 2018 report

Destination Think! conducted a digital marketing campaign in spring 2018 to work towards the development of year-round experiences to drive visitors to the region during low-season periods. Based on the experiences Destination Think! identified in the Experience Workshop, it was able to prioritize the seasonal experiences for development and promotion. The 2018 Spring Campaign Report from Destination Think! is attached to the HTML version of these minutes. The report goes into more depth about key performance indicators and the cost effectiveness of the campaign. R. Cyr noted that this was a great place to start and that Shuswap Tourism has room for improvement. In the absence of a Tourism Marketing Coordinator, K. Dearing has been working on social media for Shuswap Tourism on a separate contract.

#### Digital Assessment Project

Shuswap Tourism created a package requesting proposals for the development of a new website to amalgamate the existing Shuswap Economic Development website, the Shuswap Tourism website and the Columbia Shuswap Film Commission website. The Request for Proposals (RFP) package was sent out to four companies on September 14th based on recommendations from other tourism organizations and proposals will be received until 4PM on October 5, 2018. A copy of the RFP has been attached to the HTML version of these minutes. Rural Dividend grant funding will fund this project as well as Destination BC for the content development. Hoping for the new website to be ready next spring.

The committee discussed event calendars on various community sites like Shuswap Trail Alliance, Shuswap Trails and Shuswap Culture and whether there might be a way to integrate the calendars to help avoid fragmentation. There is the issue with capacity to manage a calendar of that scope. P. Demenok, R. Martin, P. McIntyre-Paul and A. Maki will look into the option of bringing multiple organizations calendars together.

Festival Seekers – Partnership with Roots and Blues, Waterway Houseboats, Shuswap Tourism

Festival Seekers (a private company that works on promoting festivals throughout BC) facilitated a partnership between Roots and Blues, Waterway Houseboats and Shuswap Tourism to publish articles in the Winnipeg Free Press, Okanagan Weekend and Lethbridge Herald to promote Roots and Blues and the Shuswap. The articles provided good exposure across Canada.

Contest – Partnership with Waterway Houseboats, Roots and Blues, Quaaout Lodge, and Shuswap Tourism – Roots and Blues weekend

Waterway Houseboats, Roots and Blues, Quaaout Lodge, and Shuswap Tourism partnered to provide a memorable Roots and Blues weekend experience. There were some logistical challenges but there was a great dinner and a great experience for Roots and Blues. The contest winner invited their family members. Great chance to bring businesses together to showcase the Shuswap experience. Video to come.

“Travelling Mom” Media Tour

<https://thetravellingmom.ca/shuswap-houseboat-rentals/>

Claudia Laroye writes a travel blog and has 100s/1000s of followers; she writes about family adventures. David Barritt (Columbia Shuswap Film Commissioner) got her a media tour with Waterways Houseboats. C. Laroye became a stay at home mom and writes about the best ways to look after kids, how to travel with kids and her blog has grown into a machine. Her kids are in their late teens, 18 and 20. This is like her last hurrah. C. Laroye got two days out on the water and posted quickly and her blog post received a favourable following. She got questions like where was that, how do we get there? Pleased with response. D. Barritt talked about her expression of gratitude for the experience. She made it clear that anyone can go on a houseboat trip. Great promotion for Waterway Houseboats and the area.

### Cultural Tourism

R. Martin brought up the recent events near Three Valley Gap that have brought cultural significance to the area. There were Japanese internment camps from 1942 to 1949 that were located there to build highways. There have been eight signs erected to commemorate the 75th anniversary of internment, the last of which was erected on September 28th. There are six signs between Three Valley Gap and Solsqua. Internment camps were located in Yard Creek, Griffin Lake, New Denver, Kaslo and Malakwa to name a few. R. Martin talked about the unveiling ceremony and the stories of those who got up to speak about their experience being interned in the camps.

### Shuswap Culture – Update

Item tabled for the next meeting of Shuswap Tourism Advisory Committee  
- Karen Brown absent from this meeting.

### Destination Think FAM (familiarization) Tour – May 22-24

Shuswap Tourism hosted a FAM tour with Destination Think! so that they would understand the expanse of our region. Waterways Houseboats lent a boat for the tour. The tour gave Destination Think! a good perspective of the region.

### Thompson Okanagan Tourism Association (TOTA) Travel Trade and Media meetings

R. Cyr introduced this item. TOTA has a lot of new staff and are working with Destination BC (DBC) on media tourism. This is a challenge as they set deadlines for marketing opportunities that are unrealistically short and Shuswap Tourism could miss out on these opportunities. R. Cyr is hoping that Shuswap Tourism can have better media in order to aid in responding to marketing opportunities from DBC and TOTA.

The declaration of a state of emergency in the province affects tourism operators. The tourism industry is a big contributor to the BC economy, are TOTA or DBC trying to find a better way of dealing with the necessity to declare a state of emergency for funding opportunities?

**Moved By** K. Flynn

**Seconded By** G. Bushell

THAT: the Shuswap Tourism Advisory Committee express to Thompson Okanagan Tourism Association (TOTA) that the committee is concerned that TOTA is not doing enough to help tourism organizations through emergency management.

Discussion on Motion:

The onus is on the tourism operators to conduct positive marketing and let the public know that they are still open. J. Ziercke noted that TOTA/DBC have been working with tourism/hospitality operators to know how they have been affected. It may be more appropriate to ask what they are doing.

**Amendment:**

**Moved By** K. Flynn

**Seconded By** G. Bushell

THAT: the Shuswap Tourism Advisory Committee express to Thompson Okanagan Tourism Association (TOTA) that the committee is concerned about the impact of emergencies, and especially a state of emergency, on tourism operators in BC and requests information from TOTA to know more about what TOTA is doing to help tourism organizations in the event of emergencies.

Discussion on Motion:

Although a state or emergency needs to be called to access funding, it is absolutely detrimental for tourism operators. This committee is hoping for lobbying so that there can be another way to access funding.

**CARRIED**

Grand Forks Recovery Team – Tourism Lead Rep - BC Economic Development Association (BCEDA) and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development

R. Cyr provided details to the committee about her experience leading the tourism recovery in Grand Forks after the recent flooding. Only five businesses were open, and many businesses were waiting for insurance funding to go through, funding from the province, etc. Grand Forks was very upset about the response from the province. The regional district Board and the municipal council were not communicating. TOTA came in but didn't



stay for long, didn't do too much to help the tourism operators there. There are a handful of tourism operators that will never open again. Many business owners lost everything, lost the equity in their business, it's going to be a long recovery. The flood events will make for an interesting challenge for the new council.

The Committee asked about a disaster recovery plan for Shuswap Tourism. Shuswap Tourism is looking to hire a consultant to help with this. The Committee discussed the importance of having good relationships with other government agencies in the event of emergencies.

K. Dearing returned to the meeting.

### **3.2 Event Attendance**

R. Cyr gave a quick account of Shuswap Tourism's attendance at events since the May 3, 2018 meeting of the Shuswap Tourism Advisory Committee. Events attended:

- Aboriginal Day Celebrations – Quaaout Lodge – June 21
- Mission Folk Music Festival
- Caravan Farm Theatre – Opening Night
- Sicamous Music in the Park
- Music in the Bay – Blind Bay
- Scotch Creek Canada Celebrations
- RJ Haney Pioneer Days
- Shuswap Marina Open House
- North American Firefighters Tour – Dreamscycle
- Roots and Blues
- Moccasin Trails – FAM (familiarization) Tour – Quaaout

### **3.3 Media Tours Update**

Verbal report from David Barritt, Columbia Shuswap Film Commissioner.

R. Cyr provided the committee with background about why D. Barritt has been assisting with arranging media tours: the Tourism Marketing Coordinator who R. Cyr had hired at the beginning of the summer quit and the summer season has been quite busy, especially when Shuswap Tourism is short staffed.

D. Barritt noted the media tours / fam (familiarization) tours that he's arranged:

- There was a fam tour with Nouveau Magazine to showcase the Salute to the Sockeye. The reporter attended the opening ceremonies and was very happy that she got to experience authentic first nations culture.
- D. Barritt will be leading a Go Media Tour on October 6th with eight individuals through Destination BC and the Thompson Okanagan Tourism Association. It will just be the one day and they will stay one night. They want to experience as much of the indigenous culture as they can. The guests will experience the Salute to the Sockeye, get a tour and attend a rattle making workshop.
- October 14th and 15th internationals from China, France, Germany and across North America will be taking in the Quaaout experience: canoeing, drumming, singing, touring, etc.

### **3.4 Social Media Update**

Verbal report from Kyle Dearing, Kyle Dearing Consulting.

In light of the short staffing in Shuswap Tourism during the bust season, K. Dearing has been brought in to assist in the social media posting for Shuswap Tourism. K. Dearing has been working with Destination Think! as they conducted the spring media campaign and has been looking to create a plan for posting next year to help promote events. Shuswap Tourism is looking at a strategic marketing plan to help move to the next level. K. Dearing asked the committee to use #exploreshuswap in their posts so that the posts go into a library.

A. Maki noted that the social media posting for Shuswap Tourism has improved in the last few months and commended K. Dearing for his work.

### **3.5 Shuswap Trails Update**

Verbal report from Phil McIntyre-Paul.

Rail Trail Corridor: Committee is waiting for a resolution from RDNO. There is a grant in for rural dividend grant funding, the committee is hoping to leverage the \$300,000 invested in the application for \$500,000. P. McIntyre-Paul was able to meet with the previous minister of Infrastructure, the whole meeting was about how the Federal Minister of Infrastructure is waiting for an invitation on how to partner. Once plans are in place, the committee

could look for \$2 million in federal funding. The rail trail wouldn't happen with out Secwepemc leadership.

West Bay Parallel Trails: The proposed West Bay trail runs through the Switsemalph Indian Reserve west of Salmon Arm. There have been many fatalities along this section so MLA Greg Kylo and MP Mel Arnold are interested in moving forward and are supporting this at the provincial and federal level. There have been conversations with the Ministry of Transportation and Infrastructure and CSRD Electoral Area C parks commission and partners.

Various Trail Projects: P. McIntyre-Paul updated the committee about various trail projects including the Sicamous greenways, Glennema, Enderby, Josc Lake, Mabel Lake, Owlhead Hunters, Eagle Pass, etc. and touched base about the three BC Rural Dividend Fund grant applications that are in progress.

Lewiston Ultra Marathon: The Lewiston Ultra took place on September 29th. The course started at Hyde Mountain Golf Course and ran all the way from Sicamous to Salmon Arm through Larch Hills. The event sold out. The media coverage was great.

## 6. Adjournment

**Moved By** R. Misseghers

**Seconded By** R. Talbot

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

**CARRIED**

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Chair

**Columbia Shuswap Regional District  
Area A Local Advisory Committee (LAC) Meeting Minutes  
30th, October, 2018  
Golden Civic Centre, 806 10<sup>th</sup> Avenue South, Golden, BC**

**Present:**

- Karen Cathcart (Electoral Area “A” Director)
- Derek Smith
- Lynda Conway
- Blair Hudson
- Doug Whiting (Chairperson)
- Kathy Simpson (Secretary)

**Regrets:** Diana Taufer  
Craig Chapman  
David Perez  
Ian Rowe

**Gallery:** One member of the public attended the meeting.

**CALL TO ORDER**

Doug Whiting (Chairperson, Area A LAC CSRD) called the meeting to order at 6:00pm

**ADOPTION OF AGENDA**

Moved by Kathy Simpson, Seconded by Lynda Conway: That the agenda for the Tuesday, October 30<sup>th</sup> 2018 Area A Local Advisory Committee meeting be adopted.

Motion Carried

**ADOPTION OF MEETING MINUTES**

Moved by Blair Hudson, Seconded by Lynda Conway: That the minutes of the Tuesday, September 25<sup>th</sup> 2018 Area A Local Advisory Committee meeting be adopted.

Motion Carried

**GENERAL BUSINESS:**

Director's Update and Report on October 18 CSRD Board meeting

- Ron Oszust, was appointed to the CBT Board of Directors. It is critically important to have the Town of Golden represented at the CBT Board table.
- Junior Fire Program: the Board was supportive to move a Junior Fire program forward for the CSRD fire services areas. This was seen as a good way to help build capacity in the recruitment areas as many fire departments are in need of new recruits. This has just been announced – Nicholson fire department is supportive of this program

- CBBC has created a telecommunications strategy for the Basin. The RBBC (Regional Broadband Committee) has endorsed the strategy. The CSRD Board has also endorsed. Director Cathcart spoke about the need of the CSRD Board developing a mandate around telecommunications. This remains a priority for her for moving forward over the next 4 years. Director Cathcart provided a copy of the Regional Broadband Committee's Connectivity Strategy memorandum and the Columbia Basin & Boundary Connectivity Strategy document for LAC members.  
The Federation of Canadian Municipalities is proposing a 3 pillar national broadband strategy: Clear standards and timelines with a new target for rural mobile access, long term predictable funding so governments can plan for rural and remote communities, and affordable and accessible Internet guaranteeing access to hardest to serve populations.
- To this end, Director Cathcart wants to establish a telecommunication advocacy group for Area A. There are a number of people that are interested in working with Director Cathcart on this initiative and anyone from the LAC is welcomed as well.
- Director Cathcart is meeting with Mayor Oszust and Jon Wilsgard on October 31<sup>st</sup> to discuss moving the EDC concept forward for our community e.g. establish a regional steering committee to take the lead in moving services forward.
- Darcy Mooney and Director Cathcart will be meeting with the Champion group – for the pool feasibility study on November 22<sup>nd</sup>. She and the Mayor will be meeting with the group on November 6<sup>th</sup>.
- Director Cathcart met with the Nicholson fire chief Parker Vail and Ken Leonty – who is trained in the Fire Smart Community Program to discuss their support to make application to the Community Resiliency investment program. This is an opportunity for the regional district to apply for funds for wildfire mitigation and fire smart programming for our community. (\$100,000 of funding)

#### Referendum results and next steps

- Director Cathcart was pleased with the outcome of the referendum. 303 to 133 and thanked everyone for his/her support in moving this forward. Especially the calling team – Mike and Mandy Cattle, Alycia and Scott Weir, Stephanie Knaak, Lynda and Steve Conways, etc.
- The tax will appear on the tax roll for 2019 taxes.

#### Call to Action for Local Advisory Committee Members

- Director Cathcart thanked all LAC members for their commitment to the meetings over the past 2 years and let them know that they are all welcomed to stay on as members, however, everyone will need to fill in the application sent from the CSRD.
- Blair Hudson spoke about his decision to not continue for the next two years. Although he has enjoyed the LAC, Director Cathcart, and LAC members over the past 2 years, he believes, with a new baby on its way, that he will need to spend more time with his family.

**DATE OF NEXT MEETING:**

Tuesday, November 27, 2018

**ADJOURNMENT**

MOVED by Lynda Conway, Seconded by Blair Hudson that the meeting be adjourned at 7:45 pm.

Motion Carried



# BOARD REPORT

**TO:** Chair and Directors

**File No:** 0115 20

**SUBJECT:** Social Media Policy

**DESCRIPTION:** Report from Tracy Hughes, Communications Coordinator, dated November 26, 2018.

**RECOMMENDATION:** THAT: the Board approve the inclusion of Policy A-72 – Social Media into the CSR Policy Manual this 7<sup>th</sup> day of December, 2018.

## SHORT SUMMARY:

The Columbia Shuswap Regional District does not currently have any policies governing the use of social media. This policy is designed to establish and outline the principles for use of social media for both CSR Directors and staff when conveying information and engaging with citizens on the CSR's social media platforms.

## VOTING:

Unweighted  
Corporate



LGA Part 14  
(Unweighted)



Weighted  
Corporate



Stakeholder  
(Weighted)



## BACKGROUND:

Prior to the hiring of the Communications Coordinator, the CSR had started to use social media platforms as a way of disseminating information to citizens. The approach, however, was piecemeal and differed between departments. Various partners, including CSR Fire Departments, began to set up and manage their own social media accounts, which caused some challenges with consistency, access and appropriate messaging. A general trend evolved to only use social media as a one-way tool for sending out information. Social media, however, is designed to be used for engagement and interaction with citizens. It became clear that change was needed, both from an informational and customer service perspective. This policy strives to provide clarity, direction and consistency to Directors, staff and volunteers on how the CSR uses social media.

## POLICY:

This is the introduction of a new policy for the consideration of the Board. It is important to set some clear goals and parameters around the use of social media to provide direction and enable staff to react to any potential online issues in an efficient and consistent manner. The policy is attached for your consideration.

**FINANCIAL:**

No additional costs associated with this policy.

**IMPLEMENTATION:**

Upon approval from the Board, the Communications Coordinator, in conjunction with the Corporate Administration department, will implement the provisions of the policy.

**COMMUNICATIONS:**

If approved, the policy will be included in the CSRD Policy Manual and Directors, Alternate Directors staff and volunteers will be provided with an electronic copy. Those individuals who have been authorized to post to social media sites will be asked to sign that they have read the policy and agree to abide by its provisions. The policy will also be added to the CSRD website. Provisions of this policy dealing with appropriate use will be added to the CSRD's social media accounts to make the public aware of our right to remove content.

**DESIRED OUTCOMES:**

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.*



**Report Approval Details**

Document Title:	2018-12-07_Board_CA_011520.docx
Attachments:	- A-72 Social Media Policy.pdf
Final Approval Date:	Nov 27, 2018

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



**Jodi Pierce - Nov 26, 2018 - 1:52 PM**

**No Signature - Task assigned to Lynda Shykora was completed by assistant Jennifer Sham**

**Lynda Shykora - Nov 26, 2018 - 3:29 PM**



**Charles Hamilton - Nov 27, 2018 - 8:46 AM**

## **POLICY**

A-72

### **SOCIAL MEDIA POLICY**

#### **PURPOSE**

The Columbia Shuswap Regional District's (CSRD) social media policy establishes and outlines the principles for use of employees, volunteers and elected officials when engaging and posting on social media accounts.

#### **POLICY STATEMENT**

The policy serves to:

- Help manage the CSRD's online reputation;
- Ensure consistency and professionalism in how the CSRD conducts business online;
- Establish protocols for monitoring and maintaining those channels;
- Ensure appropriate records management related to online forums and the protection of privacy of the public who engage or interact with the CSRD via social media channels.

#### **DEFINITION**

Social media includes, but is not limited to: Facebook; Twitter; video-sharing applications such as YouTube; collaboration applications such as Wikipedia; professional network applications such as LinkedIn; photo-sharing applications such as Instagram; and online forums, message boards, discussion groups, blogs and wikis that are internal and external to the Regional District ("Social Media").

#### **GOALS OF SOCIAL MEDIA USE**

- The CSRD uses official social media channels to inform the community of information or events and to provide additional platforms for direct engagement with citizens. The CSRD's social media accounts are not intended to be used for political forums or information outside the CSRD's mandate or scope of service.

Additional goals for social media use include:

- Building the CSRD's platforms as a trusted source in the community;
- Disseminating time-sensitive information quickly;
- Creating a two-way dialogue with the community;
- Providing additional ways to gather community comments and perceptions regarding the CSRD and its initiatives;

- Making it easier for citizens to participate in local government;
- Correcting misinformation or mistakes;
- Driving traffic to the CSRD website for further information.

## **GENERAL GUIDELINES**

- All information posted to the CSRD's social media channels is considered public and permanent information, similar to information published on the CSRD website.
- All communication on behalf of the CSRD should adhere to the highest professional standards and apply in conjunction with any current or future CSRD policies or procedures around staff conduct and confidentiality. These include but are not limited to: Respectful Workplace (A-64), Bullying and Harassment (A-66), Code of Ethics (A-67), Code of Conduct (A-68) and Internet Access (PR-13).
- The creation of social media content will be guided by common sense and good judgment. It will be friendly, engaging and professional in tone and strive to use simple, clear language.
- CSRD staff will not actively monitor, moderate or engage in third-party pages or online forums, however, the CSRD may correct erroneous information posted directly to the CSRD's social media channels.

## **SCOPE**

This policy is applicable to all corporate CSRD social media accounts, as well as the Shuswap Emergency Program and accounts administered by CSRD member fire departments.

This policy will apply to the CSRD partnering organizations, including Shuswap Economic Development, Shuswap Tourism and the Columbia Shuswap Film Commission, with the exception of provisions in this policy dealing with promotion of private businesses, contractors or commercial services. Due to the nature of their work, these organizations use marketing strategies, promotional campaigns and corporate partnerships as a means to promote business opportunities in the region. This differs from the mandate of other corporate CSRD sites, which is to remain neutral in tone for both political and business dealings.

All official CSRD social media accounts will clearly indicate they are maintained by the CSRD and will include appropriate contact information of the moderator of the account.

## **CSRD STAFF AND SOCIAL MEDIA**

The policy applies to all CSRD employees and others who have been authorized by Deputy Manager of Corporate Administration to post information on corporate social media sites in an official capacity. It does not apply to personal use of social media conducted on personal equipment and on personal time.

The CSRD will authorize specific individuals to utilize social media in an official capacity to ensure that communications through social media channels are accurate, consistent and professional. The names and contact information of these individuals will be collected and maintained by the CSRD.

All social media sites should have more than one administrator and passwords need to be made available to CSRD administration. Those authorized individuals will be required to sign a notice stating they have read the terms of this policy and agree to abide by them.

When representing the CSRD on social media, employees are expected to communicate in a respectful and professional manner and in accordance with all CSRD policies.

Employees are not permitted to discuss personal or confidential information on social media sites, whether through public posts or private messages. Non-compliance may result in discipline.

### **CSRD DIRECTORS AND SOCIAL MEDIA**

Social media profiles, accounts or websites representing Members of the CSRD's Board of Directors are exempt from this policy.

Social media profiles, accounts or websites representing Members of the CSRD's Board of Directors will not act as official information media platforms on behalf of the CSRD. Any information to be communicated to the CSRD's social media users will come directly from authorized CSRD sources.

CSRD Directors can use their social media accounts as a secondary information source, once matters have been disseminated via the CSRD's official channels, including the website or official CSRD social media sites. Directors are welcome and encouraged to share or use other social media tools (for example: Liking, Mentioning or Retweeting) to add official CSRD social media communications to their platforms as a way of connecting with their constituents. If personal comments, follow-up posts or original posts are being made by directors pertaining to CSRD-related business, any content created related to these postings will include an "in my opinion" disclaimer.

CSRD Directors are to be aware that corporate CSRD social media use is intended to be politically neutral, and CSRD platforms should not be used to promote or endorse political candidates.

### **CREATION OF SOCIAL MEDIA CHANNELS**

The CSRD's Corporate Administration division is responsible for authorizing the creation of any new or additional CSRD social media accounts, tools or channels.

New requests must be submitted to the Corporate Administration Department's Communications Coordinator, and will be considered, in consultation with the Deputy Manager of Corporate Administration, on a case-by-case basis.

No employee is permitted to create or establish an account on a Social Media platform with the intent to represent CSRD without explicit, written permission.

## **APPROPRIATE USE**

Those posting on the CSRD's social media channels, as well as users of the CSRD's social media sites, must abide by the following principles of appropriate use or may be subject to removal. The CSRD reserves the right to remove posted online content, comment or links which contain any of the following:

- Comments not relevant to the particular posting by CSRD authorized individuals;
- CSRD's confidential or proprietary information including intellectual property, lawsuits, legal proceedings and other legal information, financial information, operational information, business plans, prospects, management changes, labour relations, strategies, information about residents, members of the public, elected officials, and employees, and information that has not yet been made officially public by CSRD;
- Postings that contain obscene, pornographic, or sexual content or derogatory or offensive language;
- Slanderous or derogatory remarks, obscenities, profane language or sexual content;
- Content that endorses, promotes, or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Promotion of commercial services or products other than sponsors, affiliations or business partnerships.
- Promotion of political candidates;
- Promotion of illegal activity;
- Spam or irrelevant external links;
- Information that may compromise the safety or security of the public or public systems;
- Content that violates a legal ownership interest of any other party.

## **MONITORING**

Social media channels for the CSRD are periodically monitored during business hours 9:00 AM to 4:00 PM Monday to Friday. They are not monitored 24/7 and are not an emergency helpline.

When a general inquiry is posted and the response is deemed useful information to CSRD constituents, responses should be posted back to the original comment thread. Further social media posts could be formulated to help provide information or raise awareness among the general public.

Should the CSRD receive a questionable post, the Communications Coordinator, in conjunction with Management, will determine the appropriate response. Staff shall not counter with an argumentative or defensive post. Anyone with posting authority should consult with the Communications Coordinator, Deputy Manager of Corporate Administration or the Chief Administrative Officer when becoming aware of a questionable post, so a proper response can be determined.

## **SHARING FROM OTHER SOURCES**

Sharing from other sources can be an efficient, effective and accurate way of providing information through the CSRD social's media channels.

Cross posting from the CSRD's member sites (eg. Shuswap Emergency Program, Shuswap Tourism, Shuswap Economic Development, Columbia Shuswap Film Commission, CSRD Fire Department pages) should be encouraged where relevant and appropriate.

In other cases, sharing from outside sources can help provide accurate and consistent messaging, as well as disseminating information rapidly, if necessary. In this case, preferred sources should be used. These include:

- Another CSRD department site;
- A CSRD member municipality's social media channel or webpage;
- Another government agency or a government partnering agency (for example Recycle BC);
- Tourism organizations in CSRD area communities;
- PreparedBC for emergency preparedness information;
- Emergency Info BC for alerts or information;
- BC Wildfire Service for wildfire updates;
- Drive BC for road conditions;
- An established media outlet.

## **RECORDS**

All CSRD social networking sites shall adhere to applicable Provincial, Federal, and local laws, regulations, and policies. The *Freedom of Information and Protection of Privacy Act* applies to social media content and therefore content must be able to be managed, stored and retrieved to comply with this Act.

DECEMBER 7, 2018



# BOARD REPORT

**TO:** Chair and Directors

**File No:** 7200 01

**SUBJECT:** Purchase of Self-Contained Breathing Apparatus

**DESCRIPTION:** Report from Derek Sutherland, Team Leader, Protective Services, dated November 22, 2018. Authorization for the sole source purchase of Self Contained Breathing Apparatus (SCBA).

**RECOMMENDATION:** THAT: the Board empower the authorized signatories to acquire MSA G1 Self Contained Breathing Apparatus packs and cylinders for CSR D fire departments from Rocky Mountain Phoenix for a maximum cost of \$217,000 including applicable taxes in January 2019 in accordance with the 2018 Five Year Financial Plan, this 7<sup>th</sup> day of December, 2018.

## SHORT SUMMARY:

The CSR D has budgeted for the replacement of twenty six self-contained breathing apparatus packs (SCBA) and 52 spare cylinders in 2019 within a number of fire department budgets in the 2018 Five Year Financial Plan. The purchase is within budgeted expectations and the brand utilized by CSR D fire departments is only available from one authorized vendor in this sales region, as defined by the manufacturer. The CSR D has been guaranteed preferential pricing until December 15, 2018 from the vendor. Board approval is required for a sole source purchase over \$10,000, as outlined in CSR D Policy No. F-32 "Procurement of Goods & Services".

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<b>VOTING:</b>	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:

The CSR D has been involved in a gradual replacement program to renew the SCBA equipment at the fire halls throughout the Regional District. The chosen units utilize the newest technology in self-contained breathing apparatus and conform to the latest National Fire Protection Association (NFPA) standards. These units have been purchased in previous years and have been successfully integrated into CSR D fire departments. Currently the only provider of the MSA SCBA units in this region is Rocky Mountain Phoenix in Abbotsford, BC.

## POLICY:

In accordance with Policy No. F-32 "Procurement of Goods & Services", Board authorization must be obtained for any sole sourced contract over \$10,000.

**FINANCIAL:**

The 2019 fire department budgets allocate a total of \$217,000 for the purchase of self-contained breathing apparatus for the Silver Creek, Eagle Bay, and White Lake Fire Departments.

**KEY ISSUES/CONCEPTS:**

The use of similar branded SCBA in the regional fire service allows for ease of use across departments engaging in mutual aid and joint training. It allows for one training program on the SCBA to be delivered to all departments and allows all accessories to be compatible with all packs.

**IMPLEMENTATION:**

Purchase and delivery of new MSA G1 SCBA packs cylinders and accessories will be carried out upon approval of the Board.

**DESIRED OUTCOMES:**

The Board approve the recommendation to purchase the MSA G1 SCBA units and accessories from Rocky Mountain Phoenix.

**BOARD'S OPTIONS:**

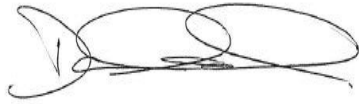
1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*



**Report Approval Details**

Document Title:	2018Dec07 Purchase_of_Self_Contained_Breathing_Apparatus.docx
Attachments:	
Final Approval Date:	Nov 27, 2018

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



**Darcy Mooney - Nov 23, 2018 - 3:48 PM**



**Jodi Pierce - Nov 23, 2018 - 3:56 PM**

**No Signature - Task assigned to Lynda Shykora was completed by assistant Jennifer Sham**

**Lynda Shykora - Nov 26, 2018 - 3:24 PM**



**Charles Hamilton - Nov 27, 2018 - 8:54 AM**



# BOARD REPORT

**TO:**

Chair and Directors

**File No:** 1855 03

**SUBJECT:**

Community Resiliency Investment Program

**DESCRIPTION:**

Report from Derek Sutherland, Team Leader, Protective Services, dated November 20, 2018. Update on new provincial grant to provide funds to mitigate forest fuels on Crown lands surrounding communities.

**RECOMMENDATION #1:** THAT: the Board adopt a resolution of support for the new Community Resiliency Investment program grant 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, this 7<sup>th</sup> day of December, 2018.

**RECOMMENDATION #2:** THAT: the Board support an application to the Community Resiliency Investment Program for a FireSmart Community Funding & Supports Program grant for the development and implementation of localized FireSmart educational activities and tools up to a maximum amount of \$100,000.

AND THAT: the Board support the provision of in-house contributions to support overall grant and project management, this 7<sup>th</sup> day of December, 2018.

**SHORT SUMMARY:**

At the regular Board meeting held on November 15, 2018, CSR D staff presented an overview of the Provincial Community Resiliency Investment (CRI) program grant. Staff reviewed the CRI program grant criteria as it compares to the previous Strategic Wildfire Prevention (SWP) grant and updated the Board that the CRI program grant remains heavily focused on providing funding to local governments interested in completing land forest fuel mitigation on crown land around communities.

Staff understood that the grant criteria and eligibility was that in addition to local governments, not-for-profit groups, provincial governments and provincial government contractors can now access the funding and manage treatment programs on provincial land. Additionally, the development of FireSmart plans and programs were added to the eligibility requirements of the grant. The current application deadline for the CRI program grant is December 7, 2018.

The November 15, 2018 staff recommendation and Board Report was deferred to the December Board meeting and staff was directed to provide additional information to the Board regarding the opportunity to apply for a grant related to the development of a FireSmart Program.

Through additional investigation and discussions with provincial agencies and UBCM, staff now have a clearer understanding that Fuel Mitigation grants are available to local authorities, provincial governments, provincial government contractors, and conservation groups (not-for-profit), of which Regional Districts are limited to fuel mitigation grant applications in regional or provincial (Crown) parks. FireSmart grants are available only to local governments and First Nations. Eligible projects related to the FireSmart program grant can be applied for, up to a maximum of \$100,000. UBCM additionally provided clarification that local governments could apply for a FireSmart grant without having completed a Community Wildfire Protection Plan (CWPP).

Staff has determined that the development and implementation of localized FireSmart educational activities would add significant value to the Emergency Management programs and is in a position to forward an application to UBCM before the grant deadline, upon receipt of Board support.

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<b>VOTING:</b>	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:

In 2018 the long standing Strategic Wildfire Prevention grant program was revamped to encompass some of the changes suggested by various stakeholders outlined in the Abbott/Chapman report *"Addressing the New Normal: 21<sup>st</sup> Century Disaster Management in British Columbia"*. The new CRI program grant includes many of the features of the SWP, such as fuel mitigation on crown land, but includes added components to address mitigation on private land, as well as the development of FireSmart programs.

The CRI program is operated jointly through UBCM and the Forest Enhancement Society (FES). The CRI has \$20 million dollars in funding available for crown land mitigations and FireSmart initiatives at the community level. Funding for the crown land treatments is prioritized and unlimited; funding for private land mitigation projects (FireSmart) is limited to \$100,000. FireSmart initiatives will be funded with remaining funds after treatments programs are funded. Applications for crown land treatment projects are administered directly through FES, and FireSmart initiatives are administered through UBCM.

The most significant improvement to the new CRI program grant is the addition of eligible applicants including not-for-profit groups, provincial governments and provincial government contractors. This improvement allows for special interest groups and provincial government departments to access the funding and manage treatment programs on provincial land.

In 2012, the Board decided against pursuing the SWP grant because it required the local government to manage wildfire mitigation on provincial land surrounding communities. The program was heavily dependent on local governments providing fuel reduction strategies and treatments on crown land. This was viewed by the Board as an attempt by the Province to download provincial responsibility onto local governments. As an alternative, the Board elected to focus efforts and resources on building a structure protection program. To date, three Structure Protection Units (SPU's) have been purchased and equipped to address the protection of homes and structures within the forest interface areas during wildfire emergencies. The SPU's have been deployed throughout British Columbia and have saved countless structures and received revenue in excess of \$750,000 in deployment reimbursements.

### POLICY:

There is no policy restricting the CSRD to assume provincial responsibilities with respect to managing forest fuels on crown land. The CSRD does not have the means to utilize taxes to fund the program costs or to fund the staff time and resources involved in this comprehensive program.

### FINANCIAL:

The CWI program grant provides a one-time 100% program funding for eligible costs and activities.

**DESIRED OUTCOMES:**

Board support to apply for a CRI FireSmart program grant.

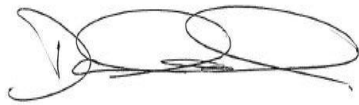
**BOARD'S OPTIONS:**

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

**Report Approval Details**

Document Title:	Community Resiliency Investment Grant Dec 2018.docx
Attachments:	
Final Approval Date:	Nov 26, 2018

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



**Darcy Mooney - Nov 23, 2018 - 2:17 PM**



**Jodi Pierce - Nov 23, 2018 - 3:10 PM**

**No Signature - Task assigned to Lynda Shykora was completed by assistant Jennifer Sham**

**Lynda Shykora - Nov 26, 2018 - 3:14 PM**



**Charles Hamilton - Nov 26, 2018 - 3:21 PM**



# BOARD REPORT

<b>TO:</b>	Chair and Directors	<b>File No:</b> 1855 03
<b>SUBJECT:</b>	Community Emergency Preparedness Fund Grant Application	
<b>DESCRIPTION:</b>	Derek Sutherland, Team Leader, Protective Services, dated November 21, 2018. Community Emergency Preparedness Fund Grant.	
<b>RECOMMENDATION:</b>	<p>THAT: the Board support the application of a Community Emergency Preparedness Fund Evacuation Route Planning grant in the amount of \$25,000 to complete evacuation route plans for the electoral areas encompassed within the Shuswap Emergency Program service area.</p> <p>AND THAT: the Board support the provision of in-house contributions to support overall grant and project management, this 7<sup>th</sup> day of December, 2018.</p>	

## SHORT SUMMARY:

Staff is working on several projects designed to increase the resiliency of the rural areas within the CSR D. These projects include the Bastion Mountain Geomorphic Assessment, the Emergency Support Services Standardization Project and the Electoral Area B Emergency Operation Centre enhancement project. The next component in the capacity building initiative is an evacuation route planning project designed to update the existing evacuation route plans for the unique challenge of evacuating rural communities within the Shuswap Emergency Program (SEP) service area. Many communities within the SEP service area have one access road both in and out of their communities. A comprehensive evacuation plan is critical for large scale evacuations in these areas. The Evacuation Route Planning Grant application deadline was November 30, 2018, and the CSR D did apply through UBCM for the grant. Board support is a requirement of the grant application, however, the support can be submitted as an addendum upon approval from the Board. A grant of this nature will support a comprehensive emergency planning project for the electoral areas encompassed by the SEP.

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<b>VOTING:</b>	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:

The current SEP emergency evacuation plan was completed in 2009 and requires updating. The current plan has served the SEP communities well but is overdue for review and updating. The proposed evacuation route planning project will build on the current plan and will incorporate additional layers of specific resources, communications planning, evacuation route mapping, considerations for aerial and water evacuations, mass transit and personal preparedness education. The plan will be communicated at the community level, as well as with our municipal and First Nation's partners.

## POLICY:

A Board resolution supporting the evacuation route planning update project and the willingness to provide overall grant management is a requirement of the Community Emergency Preparedness Fund Grant submission.

**FINANCIAL:**

The Community Emergency Preparedness Fund grants are 100% funded to a maximum of \$25,000, although a successful grant application requires in-kind contributions of staff time to carry out the project.

**KEY ISSUES/CONCEPTS:**

The CSRD should seek financial contributions through the application of grants and other means to increase product output and efficiency.

**DESIRED OUTCOMES:**

The Board support the project completion with the use of grant funds and in-kind staff resources.

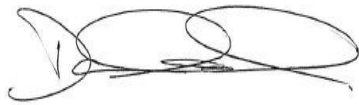
**BOARD'S OPTIONS:**

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

**Report Approval Details**

Document Title:	Evacuation Route Planning Grant Application.docx
Attachments:	
Final Approval Date:	Nov 27, 2018

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



**Darcy Mooney - Nov 23, 2018 - 3:08 PM**



**Jodi Pierce - Nov 23, 2018 - 3:27 PM**

**No Signature - Task assigned to Lynda Shykora was completed by assistant Jennifer Sham**

**Lynda Shykora - Nov 26, 2018 - 3:22 PM**



**Charles Hamilton - Nov 27, 2018 - 8:49 AM**



## INTERNAL MEMO

**TO: Charles Hamilton**

**DATE: Sep 19, 2018**

**FROM: Jodi Pierce**

**SUBJECT: Staffing Complement**

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With respect to the staffing complement (referred to as Headcount Governance) per Director Demenok's email, I offer the following comments. The staff contact list dated January 8, 2014 provided by Director Demenok was missing 5 vacant positions as follows:

- Development Services Assistant/Planning Assistant – this was in the middle of a hiring shuffle and so only one position was listed on the staff contact list. The Planning Assistant position was filled during the early months of 2014.
- Deputy Manager, Operations – this position was left vacant upon the retirement of Gary Holte for future reorganization but was left in the budget. It was subsequently filled by the creation of a new Team Leader position (Team Leader, Protective Services)
- Economic Development/Tourism Clerical Assistant – the position was vacated by Wendy Byhre prior to the creation of the staff list and was subsequently filled by Stephanie Goodey in the spring of 2014.
- Clerical Assistant, Operations – previously we had 2 part-time positions of .6 FTE each. This was subsequently filled by an Operations Assistant for the fire departments.
- Communications Coordinator – this position was originally approved in 2011 and for approximately one year was held by a contract position. The contract position did not provide all of the corporate needs and the position was held in abeyance for a few years during which time a communications committee was struck to determine the best course of action. Eventually the position was rebranded as a Webmaster position during 2015/2016. Upon the departure of Sydney Barron, it was determined that a Communications Coordinator would be more in line with the original vision of the CAO and was filled during 2018.

With these vacancies, the actual staffing as at January 2014 should have been 49 (plus 2 milfoil employees that do not show up on the staff contact list).

As at August 2018, the staff contact list shows 56 employees (plus 2 milfoil employees that do not show up on the staff contact list) which is an increase of 7 positions between 2014 and 2018. These positions are as follows:

- Team Leader, Building and Bylaw Services. A senior bylaw enforcement position had been approved in 2016 which was never filled and upon implementation of sub-regional building inspection, this position had been reclassified to a Team Leader position.
- Building Inspector position created for the implementation of sub-regional building inspection which was approved for the 2017 budget year.
- Building Inspection Assistant position created for the implementation of sub-regional building inspection which was approved for the 2017 budget year.
- Development Services Assistant position created due to the high level of applications within the Development Services department. This position was approved in the 2017 budget.
- Operations Management Administration Assistant II position was approved in the 2015 budget due to the increase in services and projects in the Operations department.
- Operations Management Field Technician II position was approved in the 2015 budget as there had been four additional water systems obtained since I started in 2010. There have been three more since that time, although some of the systems have subsequently amalgamated (ie Lakeview Heights into Cedar Heights, Copperview into Sorrento).
- Electronic Records Management Facilitator approved in the 2017 budget to fully implement eScribe and transition the corporation to electronic records management.

Additionally, there is a ninth position that was approved in the 2018 budget that has not yet been filled, which is the Asset Management Facilitator/Coordinator. We were waiting for a resource plan from Opus Consulting before proceeding to fill this position. I am currently working in conjunction with Darcy Mooney and Phaedra Turner to provide more information to you prior to the development of a job description and the posting of the position.

While all of these positions have had the appropriate approvals, I can concur with Director Demenok that the approvals have not been clearly spelled out in the Mandates of the departments. To this end, within the budget process, I will clearly identify existing staff positions (including vacancies) as well as any proposed positions that may be couched within the department mandates. I trust that this will eliminate any confusion going forward and allow the Board to have better oversight over the staffing complement.

Respectfully,

Jodi Pierce  
Manager, Financial Services

**December 29, 2017**



# **ROAD RESCUE FEASIBILITY STUDY**

SUBMITTED BY:



**FIREWISE**  
**CONSULTING**

PO Box 253  
Shawnigan Lake, BC  
V0R 2W0  
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**A RESCUE SERVICE DOES NOT EXIST  
FOR WHAT IT DOES.  
IT EXISTS FOR WHAT IT MAY HAVE TO DO!**

LBG

## 1.0 EXECUTIVE SUMMARY

We live in a mobile society where people travel in vehicles on highways and roads for a variety of reasons. The Columbia Shuswap Regional District (CSRD) is blessed with some of the most spectacular scenery and recreational opportunities in the world. From time to time as the motoring public travel through the CSRD, motor vehicle accidents (MVA) occur which require road rescue emergency responders to come to their assistance to extricate the injured.

Within British Columbia, there is no mandated responsibility for road rescue. Likewise, there is no legislated mandate to have a fire department. The British Columbia Ambulance Service (BCAS) however, does have a Provincial mandate to provide pre-hospital care.

Emergency Management BC (EMBC) has taken an interest in rescues of all types including road rescue. They have not, however, taken responsibility for road rescue. The interest EMBC has in the issue is to provide some guidance to road rescue groups through the development of a Road Rescue Safety Program Guide (RRSPG) and by granting task numbers to registered road rescue providers so they can claim for operational expenses for providing the service.

In the last ten years, there have been two road rescue societies that provided the service in the CSRD disband. A third has opted out of providing road rescue services. The service gap caused the CSRD to look to other groups who could step up and provide the service ensuring a reasonable level of public safety. In each of these cases, a fire department has continued to provide road rescue services. Road rescue in many communities is a service provided by the local fire department within their service area. The CSRD is fortunate to have two road rescue societies who continue to provide the service with support from municipal or CSRD fire departments.

This feasibility study was requested to look at the current service delivery models and the sustainability of the service plus other issues.

Within the CSRD there are five road rescue service providers. Two are municipal fire departments, Golden Fire Rescue, and Revelstoke Fire Rescue Service, two are Societies registered with the Province under the **Societies Act** and the fifth is Field Fire and Rescue Department Society who provide service under contract to Parks Canada. Thee two societies are the Eagle Valley Rescue Society and the Salmon Arm Rescue Unit. Two more municipal fire departments from outside the CSRD provide road rescue services to other areas in the CSRD close to their municipalities where they are based. The agencies outside the CSRD are Vernon Fire Rescue Service and Chase Fire Rescue. There is no cost to the CSRD for these fire departments to respond to a MVA in the CSRD but there is no guarantee they will always be available.

Information on where and when a MVA occurred was analyzed to determine if the service provided is acceptable. The biggest concern being the time it takes the trained and equipped rescue personnel to arrive at an incident to extract the victims so that they can receive appropriate medical care.

During the time from November 2016 to October 2017, 230 calls for road rescue service were analyzed. Section 7 of this report provides detail on the location of these incidents and response data. The average time for an incident was 1:14:22 (one hour, 14 minutes and 22 seconds). The average response time to an incident was 30:38 (30 minutes and 38 seconds). Emergency service providers have response time standards they strive to meet, which are expressed in the 90<sup>th</sup> percentile. A simple explanation of this is, once a benchmark has been established, it can be used as a performance measuring tool. The performance measuring tool will show if the agency can match or improve on the benchmark 90% of the time? The 90<sup>th</sup> percentile for road rescue events in the CSRD is two hours, forty-one minutes and forty-four seconds (2:41.44). For the previous twelve months ending October 31, 2017, 230 MVA calls or incidents were analyzed to learn what the actual response times were so a 90<sup>th</sup> percentile could be established. More detailed explanation of this benchmark can be found in Section 7 of this report.

Doing more analysis of this benchmark reveals some factors explaining why the figure is so high.

It starts with the 9-1-1 system. Callers to 9-1-1 out in the rural areas of the province often have difficulty explaining where they are. Dispatchers will probe for more accurate information so that the appropriate road rescue group can be sent.

That creates another problem. The dispatchers scramble to figure out who is the nearest agency. Then there is travel time. Responding to a MVA in the Roger's Pass, for example, is a lengthy road trip for the crews coming from Golden or Revelstoke. People who travel through the Roger's Pass need to understand emergency services are going to be a long time coming. Travellers therefore assume and accept that risk. Similarly, it is a long distance from Vernon to the Falkland area and from Chase to Anglemont.

On the south and west sides of the CSRD, things are better. The CSRD has established fire departments who routinely respond inside their specified service areas to a MVA in support of BCAS and road rescue agencies. Response times for a rescue unit coming from Chase or Salmon Arm can take a long time. Some firefighters have expressed frustration at not being able to provide better service while they wait for the specialized rescue tools and equipment to arrive. It is a best practice everywhere there is an established fire department to provide some road rescue. CSRD is an exception to this best practice and the public now have expectations that most fire departments are an all-hazard mitigation service.

Opportunities for improving or enhancing the service exist. The fire service in the CSRD is a local government service funded by taxpayers within a defined service area.

A case can be made for the existing fire departments who have sufficient members and resources to acquire basic auto extrication equipment and take the training on their use. Modern auto extrication tools usually can be added to existing fire apparatus. Auto ex-tools of today are often battery operated and come in convenient carrying cases.

Financial impact on CSRD budgets is manageable and enhancing the level of public safety would be a worthwhile investment. Reimbursement rates for out-of-district response for fire departments are established by EMBC helping to recover operational expenses.

Having CSRD fire departments add auto extrication to services they currently provide does not attract additional liability concerns as confirmed from the experience of fire departments who provide the service. In most situations it complements the training they currently take and can be a strategy to retain volunteers by giving them new personal growth opportunities but more importantly, reducing frustration from feeling undervalued and ineffective at some MVA's.

The report makes one recommendation. That is to allow those CSRD fire departments who are willing to commit additional training to be enabled by the CSRD to provide basic road rescue in support of other emergency services.

The recommendation of having some CSRD fire departments provide the service is to support the existing road rescue groups, particularly the Eagle Valley Rescue Society and the Salmon Arm Rescue Unit. At the very least, the CSRD Protective Services department should establish dialogue with the road rescue service providers to gather information on road rescue incidents for analysis now that benchmarks are established looking for continuous improvement.

Another issue is reciprocity. If most other areas in the Province and other provinces do have road rescue services, is the CSRD obligated in any way to ensure its citizens and visitors from other areas receive similar service when in the CSRD?

The report provides much more detail on the issues so the CSRD can make an informed decision on what steps they should take to enhance the service and keep it sustainable.

## 2.0 INTRODUCTION & DISCLAIMER

The Columbia Shuswap Regional District (Regional District) has engaged FireWise Consulting Ltd. to undertake a feasibility study of the current road rescue service within its boundary. The study included determining the best practices surrounding road rescue service delivery, examining the current service delivery models throughout the Regional District, identifying gaps in service delivery and making recommendations as to how the Regional District can support road rescue service delivery throughout the seven Electoral Areas and four municipalities.



## 2.1 Disclaimer

This report is being submitted for your review and consideration. FWC makes no representation or warranty to the recipient about the information and shall not be liable for any errors or omissions in the information or the use thereof.

## 3.0 BACKGROUND & HISTORY OF ROAD RESCUE IN B.C.

The history of Road Rescue, also known as auto extrication or highway rescue in British Columbia has not been chronicled due to the fragmented approach to the provision of this service, which has been in existence for many years and which is the current reality.

What is Road Rescue? *It is vehicle extrication defined as the process of removing a vehicle from around a person who has been involved in a motor vehicle accident when conventional means of exit are impossible or inadvisable. A delicate approach is needed to minimize injury to the victim during the extrication. This operation is typically accomplished by using chocks and bracing for stabilization hydraulic powered tools, including the “Jaws of Life,” saws, winches, jacks, airbags or combinations thereof. Standards and regulations are found in NFPA 1006<sup>1</sup> NFPA1670<sup>2</sup>.*

As communities developed and the automobile became increasingly popular, accidents regularly occurred. As more automobiles used the road, the frequency and severity of accidents increased resulting in many deaths and serious injuries often due to victims trapped in vehicles involved in accidents.

*“Whose responsibility is it to provide Road Rescue in British Columbia?”*

There is no provincial legislation governing the provision of road rescue services in British Columbia. Road rescue, or highway rescue as it is known in some parts of the province, is a

discretionary service, delivered by an array of service providers. The primary agencies that provide the service are fire departments and volunteer road rescue societies. Where there are gaps in the provision of the service by these agencies, road rescue has been, and continues to be, provided by the British Columbia Ambulance Service, Search and Rescue groups and Tow-truck operators.

Within British Columbia, there is no legislated requirement to have a fire department unlike other emergency services such as police and the British Columbia Ambulance Service. Establishing a fire department is purely a local government decision typically made by the local community who support it financially often through taxation. Once the

<sup>1</sup> NFPA 1006 Standard for Technical Rescue Personnel Professional Qualifications

<sup>2</sup> NFPA 1670 Standard on Operations and Training for Technical Search and Rescue Incidents

local community decides it would like to have fire protection, some form of governance and oversight structure is created. The governing body then determines what type of services its fire department will provide with firefighting as its core service.

In the same manner, the emergence of road rescue services in many situations has been a result of local governments and volunteer organizations recognizing the need for the service and, through local property taxation or fund-raising, the funding to purchase equipment and provide training.

In most metropolitan and urban areas of the province, the service is provided by municipal fire departments. Within the Columbia Shuswap Regional District, road rescue services are provided by Field Fire and Rescue, Golden Fire-Rescue Services, and Revelstoke Fire Rescue Services within their fire protection boundaries as established by the local Authority Having Jurisdiction (AHJ).

In other urban and rural areas, where road rescue service is not provided by the local fire department, the service may be provided by a volunteer road rescue society. Two local examples are the City of Salmon Arm and the District of Sicamous where road rescue services are provided by Salmon Arm Rescue Unit and the Eagle Valley Rescue Society.

For other rural areas of the province, the service is generally provided by agencies which have registered with EMBC as a Road Rescue Service Provider.

EMBC defines a Road Rescue Service Provider as:

*“An organized fire rescue service or volunteer rescue society whose members maintain an on-going competence through participation in a training and exercise program that meets the intent of the current National Fire Protection Association (NFPA) standards on operations and training for technical rescue incidents.”*

EMBC, formerly known as the Provincial Emergency Program or “PEP,” provides oversight to the BC Road Rescue program. The program maintains a registry of agencies who may be requested to provide support to people involved in out-of-jurisdiction motor vehicle accidents, where specialized skills, such as vehicle extrication and other rescue services and equipment, are required.

EMBC defines an “out-of-jurisdiction response” as:

*“The service provided is outside the established municipal and fire protection area and is not covered under a contract, mutual aid agreement, automatic aid agreement, or extended service by-law. This definition applies to organizations that operate without a defined jurisdictional boundary (e.g., road rescue societies not affiliated with a fire department and search and rescue societies).”*

A primary function of the EMBC Road Rescue program is to provide WorkSafeBC coverage, including injury, disability, accidental death, and liability coverage for members who are tasked to respond to incidents. EMBC also provides some financial reimbursement for operational cost recovery, to the registered agencies when task

numbers have been granted. To ensure the reimbursement and coverage outlined above is in place, an EMBC emergency response task number must be obtained by the responding agency at the commencement of the task.

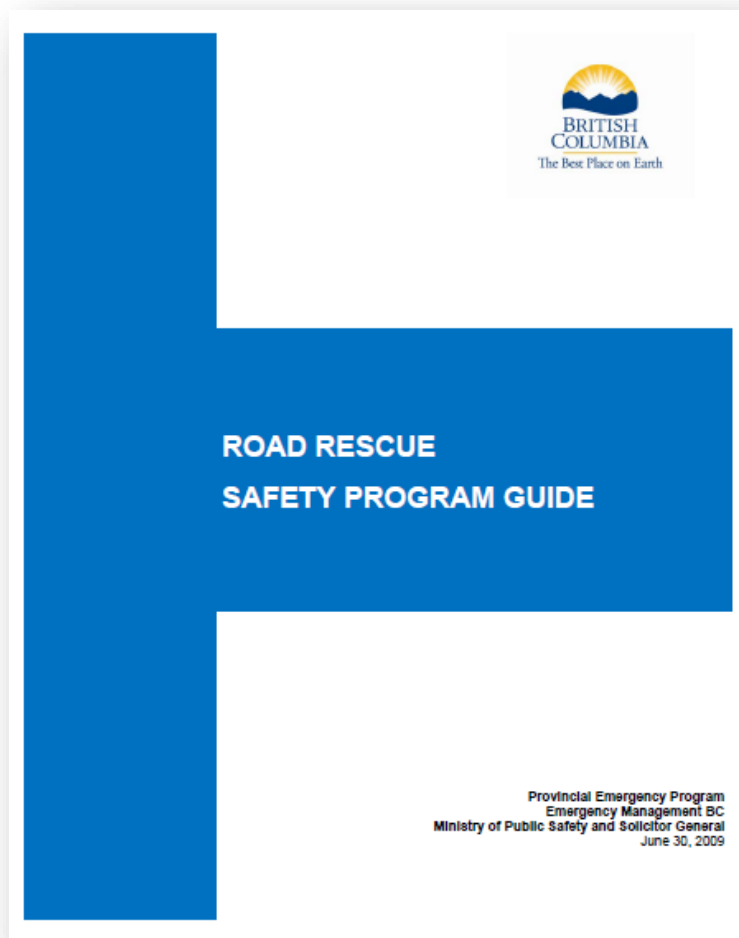
While EMBC has established policies and a safety guide for those agencies which have chosen to provide road rescue services in the rural areas of the province, the delivery of the service at an incident is contingent upon the availability of trained personnel and the equipment they have at their disposal. There is no one consistent service delivery model in place, either within the CSRD or the Province of British Columbia.

The Road Rescue Safety Program Guide (RRSPG), introduced in June 2009 is a comprehensive document developed by EMBC. The RRSPG outlines best practices and safety-focused guidelines. These guidelines are intended to ensure agencies providing road rescue services, but which are not under the authority of an established fire department, are aware of and understand the risks and responsibilities that come with the provision of the service.

In the CSRD, when a motor vehicle accident occurs within the municipal boundaries of the City of Salmon Arm or the District of Sicamous, the local fire department will be dispatched to support the road rescue service provider by providing standby fire suppression resources and additional personnel.

The costs associated with the response by a fire department, under such circumstances, is borne by the AHJ for the fire department.

The provision of fire suppression resources to incidents, which constitute an “out-of-jurisdiction response,” will not automatically be approved by EMBC for reimbursement. The issuance of an EMBC emergency response task number will be dependent on the facts and the circumstances. The key qualifier for reimbursement is where the fire suppression equipment and personnel are required to protect response personnel and subjects involved in the incident where there is an actual or imminent threat to life due to fire.

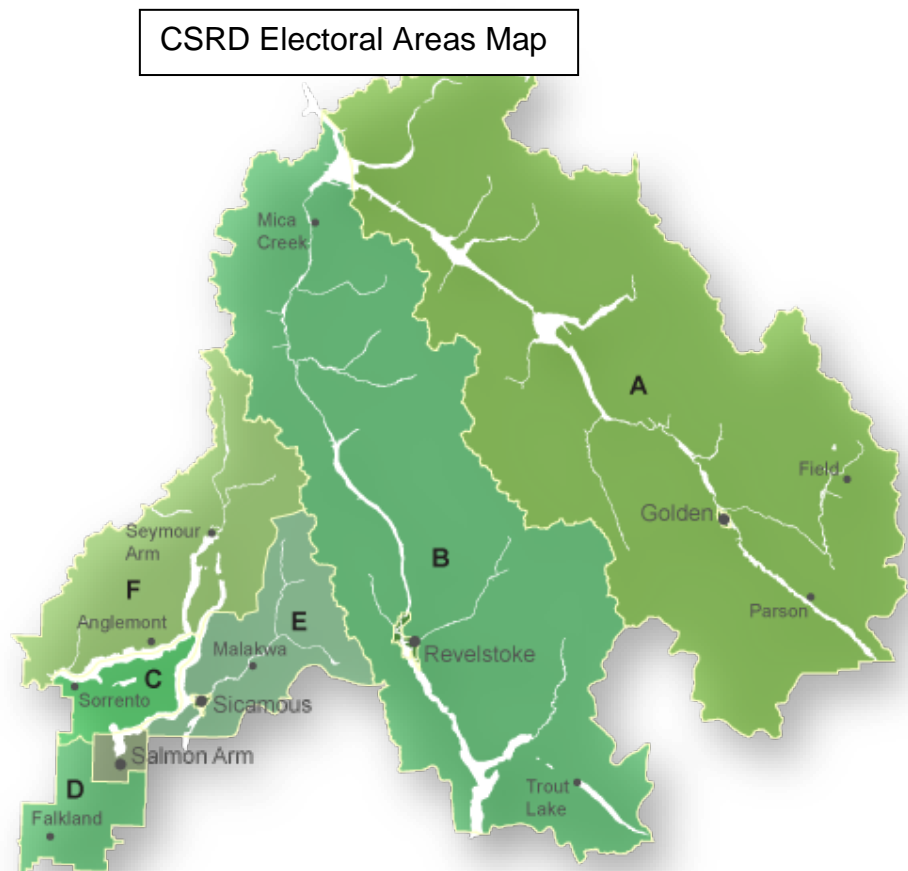


A principle of any life-threatening injury is defined as the “Golden Hour.” Victims suffering serious injuries in a motor vehicle accident have higher survival outcomes when they are extricated and receive appropriate medical attention within one hour of being injured.

The CSRD covers a large area which is sparsely populated with mountains, lakes, and streams and with seasonal population fluctuations. As in all reactive emergency services, response times to a MVI are crucial in saving lives, but it is not practical to provide any emergency service equally and consistently within the CSRD. CSRD has developed the fire service within its jurisdiction and has undertaken this study to understand how it can support road rescue.

The question of whose responsibility it is to provide road rescue remains to be answered.

Any consideration by the CSRD to allow their fire department apparatus and personnel to respond to incidents outside of the defined service area of the fire department will require a policy of the CSRD Board of Directors unless a mutual aid agreement, an automatic aid agreement or some other regional assistance policy is in place. Establishing a new service in the CSRD will require amendments to Bylaw No. 5587.



## 4.0 TRENDS IN ROAD RESCUE DELIVERY

While Road Rescue services continue to vary across BC the trend across the country is for these services to be included within the mandate of organized fire departments. Vehicle rescue has become increasingly technical due to the advances in safety systems, fuel systems, and the design of vehicles. Providers are having to be proactive in both maintaining their skills and learning, to be competent and ensure safety for themselves and victims.

As jobs become more technical the trend is for services to become specialized. This helps to ensure competency and practices and has contributed to the development of special teams and equipment for this purpose. Organized fire departments tend to incorporate this within their existing service mandate. The skills and equipment for road rescue differ from that of search and rescue, or other technical rescues sufficiently enough to require specialized training and support.

From discussions we had with the two rescue societies it would appear they train continuously incorporating new techniques and new vehicle technology.

As detailed in section 7 of this report, response data shows where incidents have occurred. This is another benchmark that should be reviewed annually looking for trends in the frequency of MVA's which could indicate there may be road design flaws or enforcement issues.





## 5.0 OCCUPATIONAL HEALTH AND SAFETY

EMBC has done a commendable job of documenting the various key aspects of introducing and maintaining a road rescue service that is designed to ensure the safety of all road rescue responders who register with the BC Road Rescue program. The Road Rescue Safety Program Guide is extensive and comprehensive and is designed to contribute to the safety of other people on-scene at incidents that road rescue service providers attend.

The municipal fire service agencies who provide out-of-jurisdiction road rescue services are governed by the OG's that their AHJ have approved for this service. The provincial guide provides road rescue societies, such as the Salmon Arm Rescue Unit and the Eagle Valley Rescue Society, provides clear direction to their members who deliver road rescue services so, they understand and are compliant with WorkSafeBC regulations.

As noted previously, when road rescue service is being provided out-of-jurisdiction the Province through EMBC provides responders with injury, disability, accidental death, and liability coverage through the assignment of an EMBC Task Number. Each incident that road rescue responders are called to requires a specific EMBC Task Number.

For fire departments delivering road rescue service within their defined fire protection boundaries, the coverage for injury, disability, accidental death, and liability is provided by the AHJ responsible for the fire department.

Through telephone interviews with the representatives of the various road rescue service providers, it was confirmed that they have procedures ensuring compliance with the WorkSafeBC Occupational Health and Safety Regulation. The two societies who provide Road Rescue in the CSRD, review safety issues at their management meetings, while the fire departments have either safety committees or a health and safety representative appointed by the Fire Chief as required by WorkSafeBC.

Record-keeping is essential concerning all safety-related issues. Confirmation was provided that all agencies understand the requirements in this regard, particularly as they relate to injuries, training, near-misses and the need for appropriate and relative operational guidelines.

One aspect of health and safety that is important to those who provide road rescue services is to have a robust critical incident stress debriefing program. The need to identify the possibility of post-traumatic stress disorder (PTSD) through knowledge of the signs and symptoms is understood. All agencies have a guideline to conduct debriefing sessions after significant events and are aware of the counseling services available through WorkSafeBC when required.

## 6.0 ROAD RESCUE SERVICES IN THE CSRD

The delivery of road rescue services in the CSRD reflects a model that is in place in most parts of the Province of British Columbia with a few unique components.

The following CSRD agencies are registered with EMBC provide road services to the rural areas:

- Golden Fire Rescue
- Revelstoke Fire Rescue Services
- Eagle Valley Rescue Society
- Salmon Arm Rescue Unit

Other parts of the CSRD are serviced by the following CSRD-based road rescue agencies which are not registered with EMBC

- Field Fire and Rescue operates under an agreement with Parks Canada and is responsible for the Yoho National Park will provide service outside of the park boundaries upon request
- BC Hydro Mica Dam Fire Department will and has provided service outside of its' defined fire protection boundary under extraordinary circumstances only.

The following agencies, from outside of the CSRD, have agreed to provide road rescue services within designated areas of the CSRD:

- Vernon Fire Rescue Service provides service along Highway 97 in the Falkland area of Electoral Area D.
- Chase Fire Rescue provides service along the western stretches of the Trans-Canada Highway, within CSRD Electoral Area C, and to the north side of Shuswap Lake area of Electoral Area F as far as Seymour Arm.

It is unusual for communities such as Salmon Arm and Sicamous, with established and mature fire departments, not to provide road rescue services within the boundaries of their fire protection districts. In conversation with the Fire Chiefs of those communities, the long-established relationships with the road rescue societies, who service the areas within their municipal boundaries, are solid and there is no suggestion of any recommended change to the current arrangements. The societies respond to these incidents under an EMBC emergency response task number through which they can obtain reimbursement for the services rendered.

The Salmon Arm Rescue Unit and the Eagle Valley Rescue Society currently provide service to large parts of the CSRD's Electoral Areas C, E, and F.

Another reality of the history of road rescue service in the CSRD which is not unlike other regional districts, is the demise of road rescue service societies. Not many years ago

EMBC reported there were 23 societies providing road and other types of rescue services operating in the province. Today EMBC is aware of only eight societies, now dedicated to the provision of road rescue services.

In the CSRD the disbanding of the Falkland Road Rescue Society and the merging of the Chase Firefighters Association into the Chase Fire Rescue are examples of the changes that have occurred.

As discussed in a later section of this report, it is solely the decision of the CSRD whether they wish to request fire departments, operating under their oversight, to undertake the necessary training and commitment to deliver road rescue service.

Analysis of the delivery of road rescue services within the CSRD indicates that service is being provided upon request and there have been no recorded instances where a request for road rescue service has been denied.

It is recognized that in two areas of the regional district, road rescue service is being provided by two municipalities located in neighbouring regional districts. The arrangements with the City of Vernon and the Village of Chase have been reviewed, and it is noted that in both cases, the CSRD is neither funding nor liable for these services. The CSRD appreciates the service these municipalities provide, but the CSRD may withdraw its consent for the provision of road rescue service by either municipality at any time.

We believe that the arrangements with these two municipalities constitutes an acknowledgment by the CSRD of the importance and the need for road rescue service in two areas. The areas are the Falkland area of Electoral Area D and, in the western extremities of Electoral Area C and along the north side of Shuswap Lake in parts of Electoral Area F. Both arrangements were made to provide the service in the areas that road rescue was previously provided by the Falkland Road Rescue Society and the Chase Firefighters Association.

It is also noted that the CSRD has recognized the importance of road rescue services through the Grant-in-Aid funding support it has provided on an annual basis to the Eagle Valley Rescue Society.





## 7.0 ROAD RESCUE SERVICE IN THE CSRD – EVENT & RESPONSE ANALYSIS

From November 2016 until October 2017, 230 calls for service within the CSRD were analyzed as a part of the study. Seventy-nine (79) of the events did not have a unit arrive leaving 151 events with response times.

Of the 79 calls where no unit arrived, 69 were canceled before a unit left their station. Another ten calls were canceled while units were en route. This can be explained by realizing that often police or BCAS may arrive and determine there is no entrapment and the injuries are not life-threatening so the road rescue services are canceled.

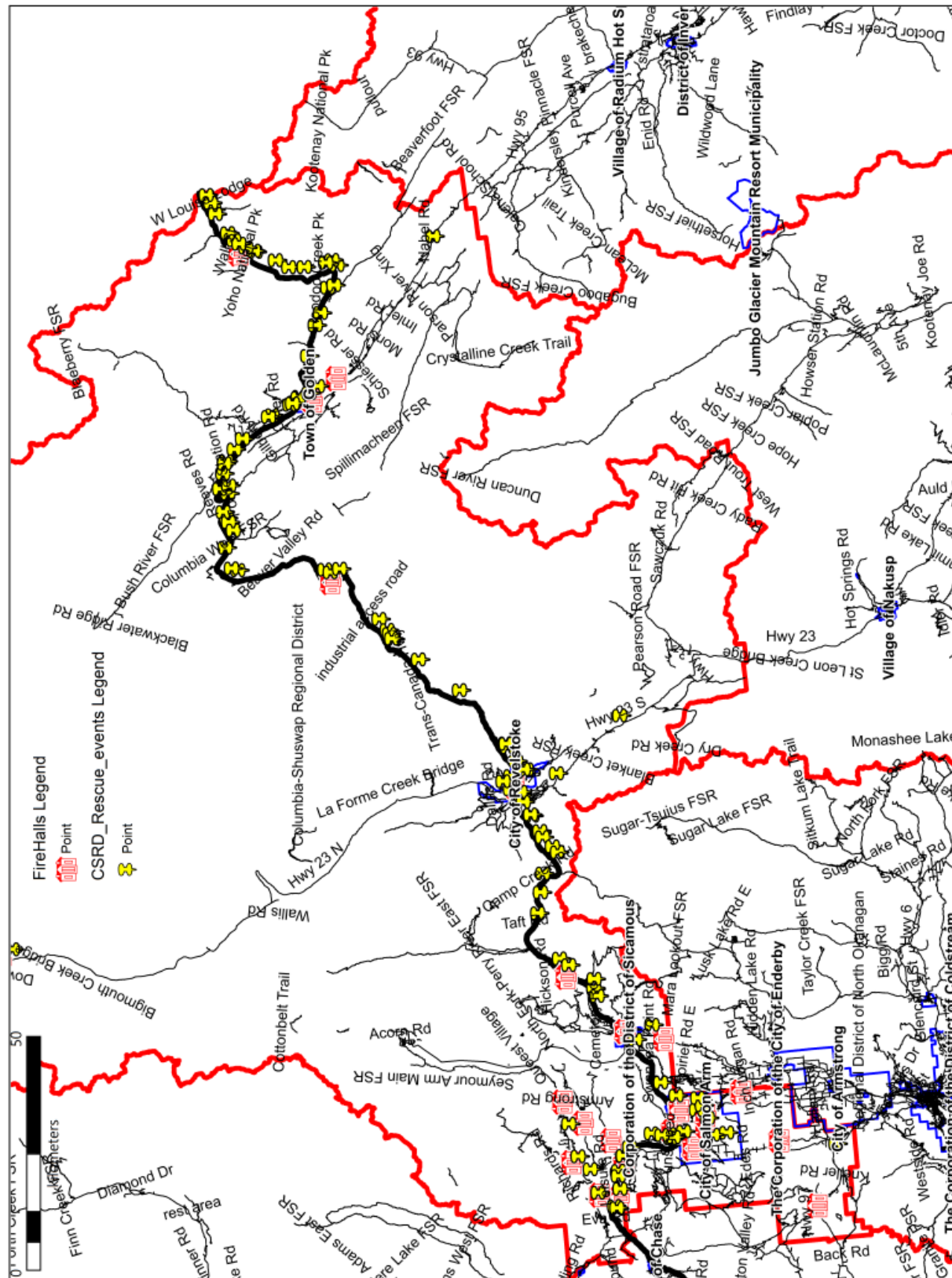
People calling into 9-1-1 see a serious accident and assume there are injuries with possibly people trapped. The 9-1-1 call taker has to assume the information from the caller is accurate and dispatch the appropriate agencies.

Dispatched Events	Number
Event canceled – no response	69
Event canceled en route	10
On scene before complete	151
<b>Total</b>	<b>230</b>

The events include only those cases where Surrey Fire dispatched the call. We are aware the other events may have been dispatched by Kamloops Fire, Vernon Fire or directly by BC Ambulance dispatch to one of the rescue societies. This creates challenges in terms of maintaining event records and is discussed later in the report around dispatch. The map shows that the concentration of events is along the Trans-Canada highway and within the towns along it.

An interesting piece of information we discovered in the process of getting information on where incidents in the CSRD have occurred was from BCAS. When a call comes directly to the BCAS 9-1-1 call takers for a MVA with possible entrapment, they often need to guess which agency should be sent. If a rescue agency is not registered with EMBC or BCAS is not aware of the service an agency may provide dispatching delays can occur while BCAS contacts regional fire dispatch centres for assistance.

Figure 1 Map of CSRD Marking Road Rescue Incidents



Figures 2 and 3 provide a look at the patterns of the events indicating that they concentrate around high traffic times and weekends as expected.

Figure 2 Road Rescue Events by Time Period

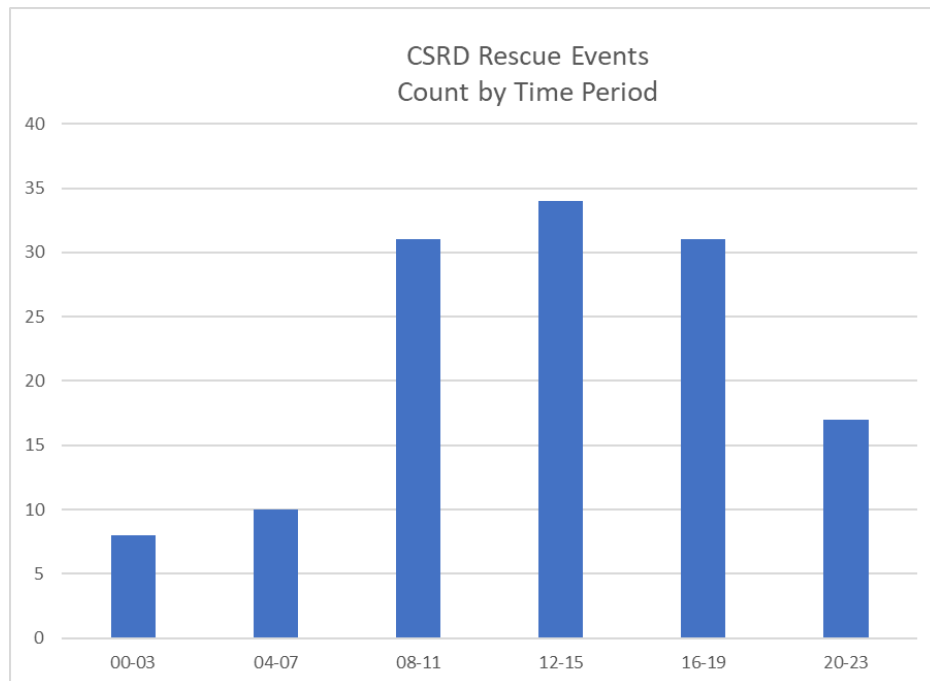
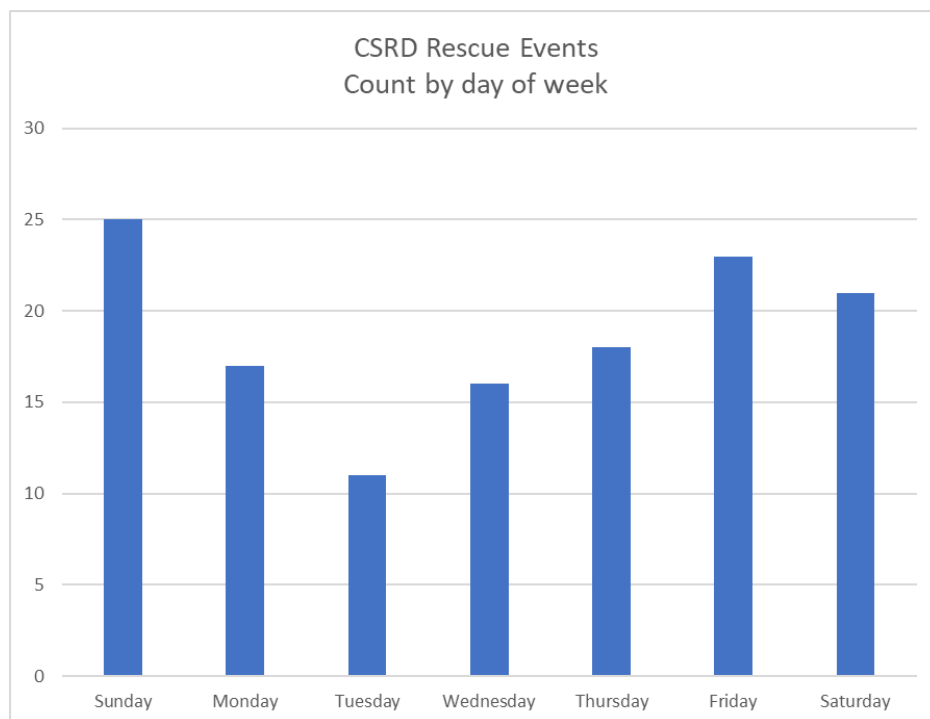


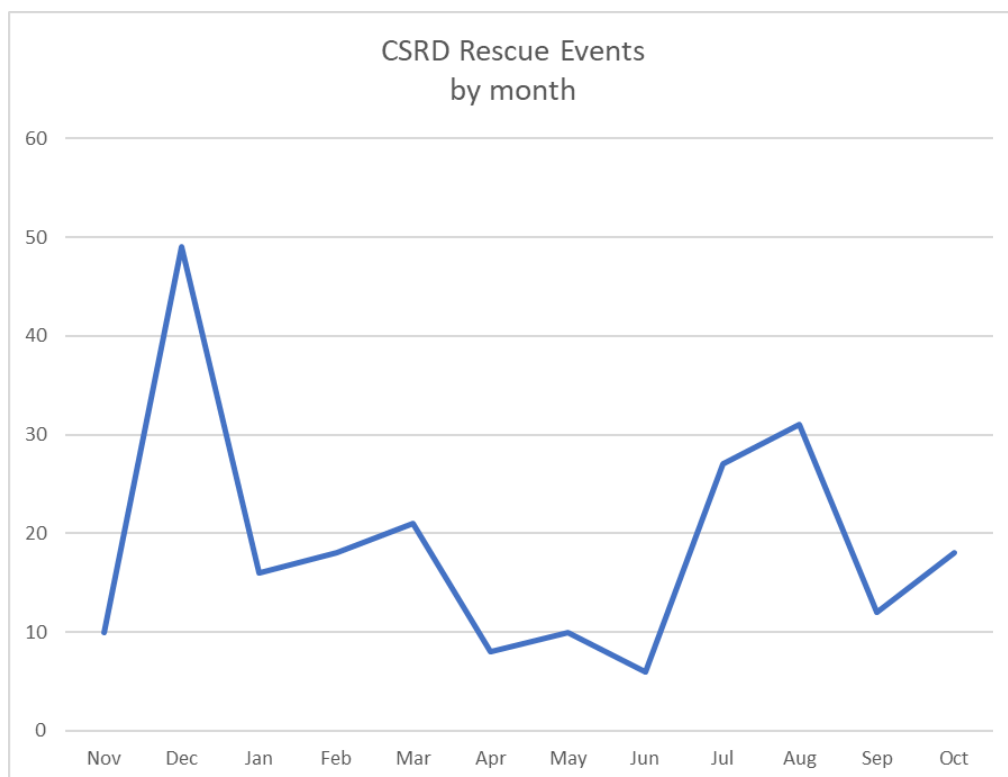
Figure 3 Road Rescue Events by Day of the Week



Figures 2 and 3 show road rescue incidents are most likely to occur between noon and 3:00 pm on Sundays or Fridays in the months of November through February with

another spike in the summer from June to September. There is a seasonal variation of calls (Figure 4) which shows that a combination of weather and seasonal travel contributes to increased road rescue incidents which has the potential to stretch resources.

Figure 4 Rescue Events by Month



### Time Performance

For the 151 events that reached scene we looked at the elapsed time performance as shown in the table below.

	Turnout	Travel	Response	Trip	Call Processing
Average (230 calls – 79 no response)	0:05:26	0:20:40	0:30:38	1:14:22	0:04:32
90th percentile	0:14:02	0:41:17	0:52:04	2:41:44	0:11:57

Definition of times included for an event are:

Turnout – Time from when Road Rescue Service is called, and first unit rescue unit is enroute to the scene

Travel – Travel time for first rescue unit to arrive at the event

Response – Total time from when 9-1-1 call is received to first road rescue unit arrived at the event

Trip – Overall duration of event from when dispatched until road rescue unit is available

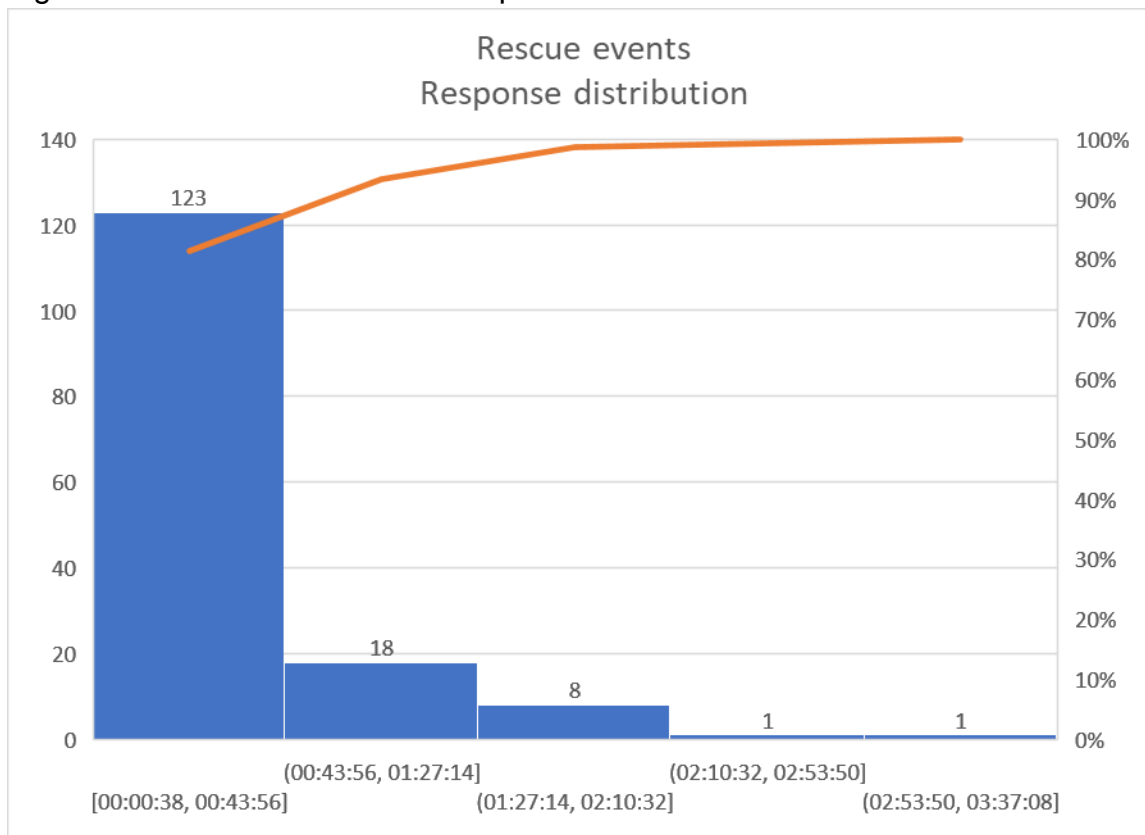
In emergency services, response times are an important performance measuring tool. For example, response standards look at how often a career fire department is able to reach the scene of a fire in under ten minutes. If the fire department can meet that response time standard 90% of the time, then it has met its response time target. If the fire department cannot meet the standard, then new building restrictions come into play. BCAS has response time targets for its ambulance in municipal areas.

By analyzing response data regularly, the AHJ can get a picture of how the service is performing. If the average call response figures are used, one could say the service is performing quite well. When you look at the 90<sup>th</sup> percentile however, you will note that 90% of the time it takes almost 12 minutes for a road rescue unit to be called. This could be because callers to 9-1-1 do not know precisely where they are, and dispatchers have to interrogate them over the telephone to get accurate incident location information. As improvements are made to cell phone technology this issue will get better.

Another nice thing to hope for would be to have Automatic Vehicle Location (AVL) in dispatch centres so dispatchers can quickly figure out which rescue unit is nearest to the incident.

It is evident that there are significant variations in performance in most times and opportunities for improvement exist. Figure 5 shows the distribution of response times for the events. Those beyond the 90<sup>th</sup> percentile when looked at in detail highlight issues with record keeping and dispatch procedure for example. Managing these exceptions properly has the potential to engender continuous improvement and set realistic benchmarks for performance.

Figure 5 Road Rescue Events Response Distribution



## 8.0 REGIONAL DISTRICT COMPARISON

A survey of the following Regional Districts was completed:

<b><u>Regional District</u></b>	<b># of Regional District Fire Departments (# providing Road Rescue Service)</b>	<b>Population (2016 Census)</b>	<b>Size of Regional District in Sq. Km</b>	<b>Communities in RD with populations over 5,000</b>
Thompson-Nicola Regional District	<b>3 (0)</b>	<b>132663</b>	<b>44449</b>	Kamloops Merritt
Regional District of East Kootenay	<b>8 (2)</b>	<b>60439</b>	<b>27542</b>	Cranbrook Fernie Kimberley
Regional District of Bulkley-Nechako	<b>4 (1)</b>	<b>37896</b>	<b>73361</b>	Smithers
Regional District of Kootenay Boundary	<b>8 (2)</b>	<b>31447</b>	<b>8085</b>	Trail
Columbia Shuswap Regional District	<b>13 (0)</b>	<b>51366</b>	<b>28929</b>	Revelstoke Salmon Arm

Attempts to connect with the following Regional Districts were unsuccessful in obtaining specific details of their involvement in providing road rescue services.

<b><u>Regional District</u></b>	<b># of Regional District Fire Departments (# providing Road Rescue Service unknown)</b>	<b>Population (2016 Census)</b>	<b>Size of Regional District in Sq. Km</b>	<b>Communities in RD with populations over 5,000</b>
Cariboo Regional District	<b>14</b>	<b>61988</b>	<b>80610</b>	Quesnel Williams Lake
Regional District of Fraser-Fort George	<b>13</b>	<b>94506</b>	<b>50676</b>	Prince George
Regional District of Central Kootenay	<b>12</b>	<b>59517</b>	<b>22095</b>	Castlegar Creston Nelson

The feedback we received suggested that provision of road rescue service is provided in a manner that is similar to what is occurring within the CSRD. The main difference is, in three of the four regional districts that we were able to speak with, it is the regional district fire departments that are providing road rescue services.

The ability to provide meaningful benchmarking for this report proved challenging as the spokespersons for the various regional districts we connected with did not know the

history or the rationale behind the decision that road rescue service would be undertaken by regional district fire departments.

It was confirmed that each of the regional districts contacted provide financial support to road rescue societies and search and rescue organizations that provide road rescue. This is done through Grants-in-Aid in the same way that the CSRD supports the Eagle Valley Rescue Society.

It was also a challenge to determine what the cost is to provide road rescue services by regional district-funded fire departments. Once the decision is made for road rescue service to be a service provided by a regional district fire department, the capital costs and costs to maintain the specialized equipment, to maintain the training and the compensation of the volunteer firefighters becomes part of the operating budget for the department.

FireWise asked the spokespersons, for the other regional districts, whether the provision of road rescue services was ever a topic of discussion with their elected and appointed officials. The feedback indicated that the new remuneration rates introduced by EMBC for out-of-jurisdiction responses was seen as an improvement to recognizing the value of the service being provided.

A challenge in most of the regional districts contacted is the inconsistent approach to dispatching. Where a fire department is being dispatched, the response request is routed through the 9-1-1 dispatch centre for the fire department. However, when a road rescue society is dispatched the request comes from the BC Ambulance Service. When a road rescue is requested of a search and rescue society that provides road rescue, the call is made by the police force responsible for the area in question. The solution to ensure the most appropriate agency requested to attend an incident in a timely and accurate manner is beyond the scope of this report.

## 9.0 CSRD RISK ASSESSMENT

Risk assessment is a critical component of any feasibility study. There are several considerations that require analysis when road rescue service is the subject of a study.

One of the prime considerations is identifying the various risks when assessing the impact of the CSRD taking a more direct involvement in the delivery of the service.

The first obvious risks are for the first responders who arrive to assist at an accident scene. Awareness of hazards that could cause harm to the responders and others on the scene must be part of the responders training. Team leaders must be prepared to complete a scene assessment. This is a fundamental requirement and the actions one would expect that individual to follow must be laid out in the procedures developed by the agency responsible for providing the road rescue service. The procedures must be



designed to mitigate threats to the first responders and for the safety of all those on scene, including victims.

In addition to the on-scene risk assessment, it is recommended that a general risk assessment, pertaining to issues which are linked to the provision of road rescue services, be conducted by the AHJ, to review risks that could affect the sustainable operational readiness of the road rescue service provider. These risks include the stability of rescue societies. Does the sustainability of the society depend on current leadership? Is funding consistent and where does it primarily come from? Is the equipment well maintained and adequate?

Risk assessment of the ability to deliver road rescue service consistently is fundamental. Factors such as having sufficient and adequately trained personnel available to respond 24/7. Are the qualifications and experience of the team leaders adequate? Are there training records of members? Are maintenance records of the apparatus and equipment kept? Does the agency have appropriate insurance coverages to address worker injuries and potential liability? These are examples of risks that should be considered.

In those instances where the road rescue service is being provided by a fire department, it is reasonable to assume that these issues have already been addressed within the scope of current services being provided by the fire department.

When the service is being provided by a registered society, the AHJ is the society's board of directors. Issues relating to general risk assessment rest with those individuals and they need to be aware of what risks are in play and what steps they can take to ensure they are protected from personal responsibility if the society is cited by WorkSafeBC or if any aspect of the society's operation comes into question.

Once registered with EMBC, if the road rescue society has chosen to be a part of the BC Road Rescue Program, there is no ongoing monitoring or audit of the society's structure and activities to ensure there are no predictable risks evident. Basic requirements such as Directors and Officers Liability insurance, financial reporting practices, appropriate policies to guide the members in adopting and following a code of conduct plus WorkSafeBC compliant record-keeping are examples of responsibilities that perhaps not all societies are aware of.

It should be noted however that conversations FireWise had with leaders of the Eagle Valley Rescue Society and the Salmon Arm Rescue Unit indicates they are well-organized and have completed risk assessments within the realm of their agency's operations.

The reason for including this commentary in the report is that the CSRD may wish to consider providing the road rescue societies with an offer of management oversight to ensure the sustainability of the societies as they continue to provide a valued service to the taxpayers, residents, and visitors to the regional district. Such oversight might include an offer to provide training in subjects such as incident command currently not included in the societies' training program.



When exploring risks, it is reasonable and desirable to strive for a consistent level of service for road rescue across the whole regional district.

The term “level of service” has become very familiar to most AHJs in British Columbia as it was a key element within the Structure Firefighters Competency and Training Playbook developed by the British Columbia Office of the Fire Commissioner.

The terms “level of service” or “service level” are mentioned throughout this report. In the context of risk assessment, it is important to acknowledge that there is no “rule of thumb” or “best practice” concerning response times for a road rescue service provider. Every incident is different.

EMBC refers to a reasonable time frame when addressing response times. To define “reasonable time frame” in minutes is deemed impossible to set and so it is up to the AHJ to determine what it judges to be appropriate in this regard. Some service providers establish what is often referred to as a “chute time” for their agency. A definition of “Chute time” is the length of time from when a call is dispatched, until the time when an emergency vehicle begins continuous travel to a call. Volunteer-staffed first responder emergency services have little control over “chute time” because the volunteers have to get to the rescue station to respond. By comparison, a career fire department has staff in the fire station ready to respond.

*“What is an acceptable level of road rescue service in the CSRD?”*

The question for the CSRD is, considering the current service delivery model, what is an acceptable level of service, (response time, responder safety, specialized training) for road rescue in the CSRD.

It is important that regardless of the structure of the road rescue service provider that the AHJ has policy in place addressing such topics as:

- the training competencies they require their road rescue service providers to have attained
- demonstrated evidence that all occupational health and safety risks have been addressed
- expectations of the AHJ in the event of conflicting priorities where an emergency incident occurs within a fire department’s fire protection area at the same time as a request to attend an “out-of-jurisdiction” motor vehicle incident with confirmed entrapment is received.

These examples speak to, some of the policies the AHJ should have in place to ensure that the agency delivering the service is provided with adequate direction from the AHJ and that expectations of the AHJ are reasonable.

To assess some of the risks described, FireWise completed interviews with senior members of the two road rescue societies operating within the CSRD. In both cases, the societies appear to have good structure, many years of experience, a solid core of dedicated members, well-organized training programs and a good record of providing dependable service. Both organizations enjoy the respect and support of the fire chiefs in the communities where they are based.

As alluded to previously, it is suggested that representatives of the CSRD form a liaison with the current road rescue service providers. The purpose of the liaison would be to provide support, to address issues facing the agencies that may impact the regional district and to demonstrate that the CSRD is aware of the value of the service being provided within its' boundaries to its' residents and visitors.

A couple of examples of how CSRD may be able to offer important guidance and awareness would be to provide the Salmon Arm Rescue Unit with details of the CSRD Grant-in-Aid program, a financial benefit that the Eagle Valley Rescue Society has enjoyed for many years.

The other example would be to reach out to the leadership of the Field Fire and Rescue Department Society to discuss whether they should consider registering with EMBC so that they might enjoy the remuneration and insurance coverages available when they leave the confines of Yoho National Park as they often do. The contract between the Field Fire and Rescue Department Society and Parks Canada does not appear to address this issue, and it is recommended that the CSRD demonstrate leadership by raising the matter and discussing the implications with the Fire Chief of Field Fire and Rescue.

## 10.0 FEASIBILITY OF CSRD ROAD RESCUE SERVICE

### 10.1 Overview

The provision of road rescue services is accepted by many jurisdictions across Canada as a part of their commitment to local public fire and life safety and as a service included in the provision of protective services.

As previously mentioned, the question of who has responsibility for rescue has not been answered. Why would the CSRD consider road rescue service options within its jurisdiction? The simple answer would be to ensure that the CSRD is providing a high level of public safety.

Before discussing the feasibility of the CSRD considering additional involvement in providing road rescue services, we understand that many small fire departments cannot provide the same services as other fire departments. Community demographics, seasonal population, the number of volunteer firefighters, the tax base, budgets, the demand for the service and the analysis of the return on investment to

provide the service, are just some factors preventing a small rural fire department from providing anything more than basic firefighting. Many fire departments are considered to be all hazard mitigation experts. In rural communities, this expectation is not reasonable, so others must provide the mitigation experts.

The level of service that an AHJ may wish to have their fire department provide when considering road rescue can vary from “no service” to “complex vehicle and machinery extrication incidents.” Decision-makers contemplating the introduction of a new emergency response service, such as road rescue, must determine the cost implications of purchasing the appropriate components of the rescue equipment required to deliver the desired level of service and that they are confident that sufficient trained staff can be recruited.

Decision-makers must also research the anticipated costs, so they can be thoroughly evaluated. Will the service add value? Will it be understood in the communities where the primary responsibility of the fire department is to provide fire suppression services? Assurances are required that the introduction of a new service will enhance the value of the fire department, increase public safety and not compromise the safety of the volunteer firefighters in any way.

The requirements for registration with EMBC must be evaluated if the decision is made to ask a fire department or a group of fire departments to form a road rescue team.

If another road rescue service option was to be introduced to replace the service currently being provided in Electoral Areas C, D, and F, by the two municipal fire departments from outside the CSRD, the Salmon Arm Rescue Unit (SARU) could be looked upon to provide supplementary road rescue service. The discussions FireWise had with a representative of the SARU suggested they would be supportive of such an approach. FireWise believes it would be prudent for the CSRD to ensure that any conversation around the introduction of road rescue services include a transparent and open exchange of information with the SARU.

The introduction of additional road rescue response capabilities within select CSRD fire departments should be viewed as complementing the current road rescue service structure. The CSRD has been well-served and well represented by the two road rescue societies, and it is recommended that any decisions made by the CSRD should be designed to enhance the current services provided by these societies and not to replace them.

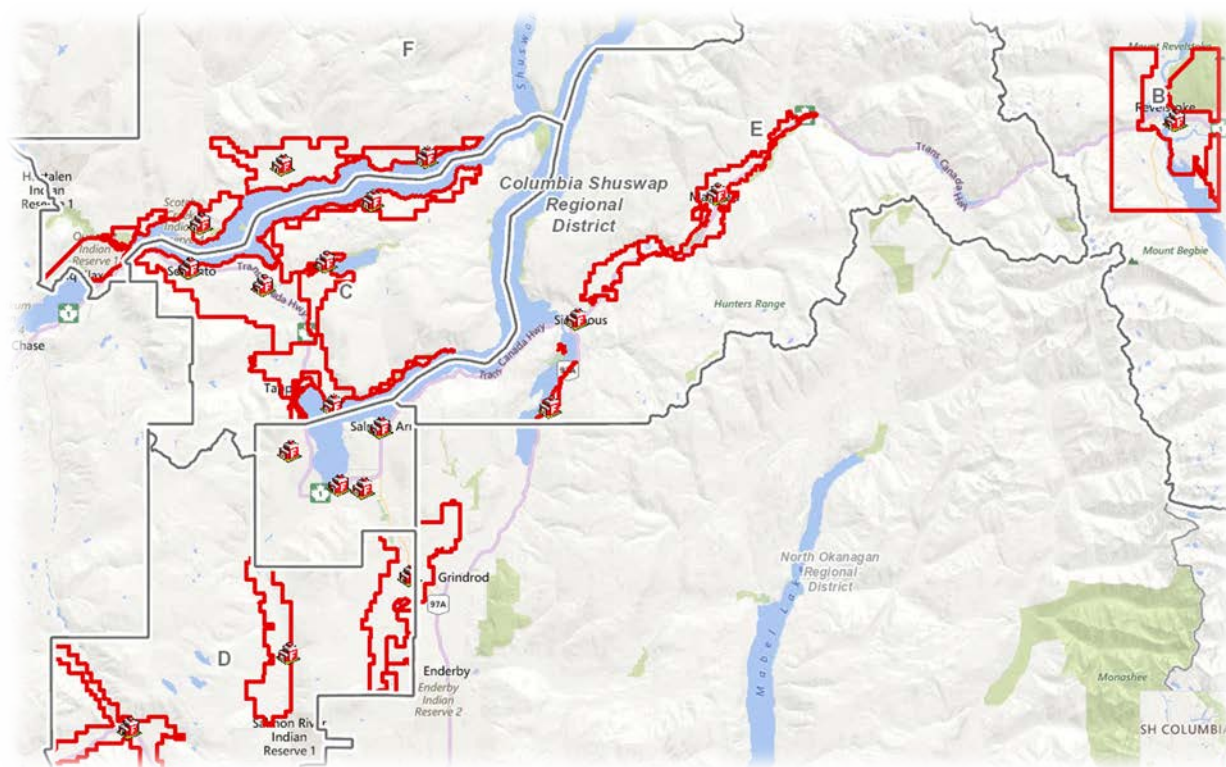
If a decision is made for certain CSRD fire departments to provide road rescue, it will be a relatively straightforward process to accomplish the goal in the existing well organized and well-managed structure of CSRD fire departments.

## 10.2 Prime Considerations

To fully analyze the pros and cons of authorizing one or more of their fire departments to start delivering road rescue services, some questions need to be addressed:

### 10.2.1 Service Gap Analysis

If a person looks at a map of the CSRD such as in Figure 1 in this report, or the snippet below showing some of the CSRD fire service areas, it is easy to see where service gaps exist.



For example, it is approximately 148 kilometers from Revelstoke to Golden through the Roger's Pass. MVA's happen along this stretch of road frequently. Road rescue services are provided by the City of Revelstoke Fire Rescue for 74 kilometers from the west and the Town of Golden Fire Rescue Service provides the service for the east half of the Roger's Pass. Figure 1 provides detail of where accidents have occurred and it is easy to figure out which rescue service would have responded and how long it might have taken to arrive. That could be seen as a service gap. Likewise, MVA's have occurred on the shore roads around Shuswap Lake considerable distance from Salmon Arm or Chase where road rescue units are based. This is also easy to identify as a service gap.

However, people must understand and appreciate the risk they are taking when they venture away from metropolitan areas. The services they expect to receive in a city are not going to be the same in rural British Columbia. The public must take responsibility for their safety and consider the risk of getting in an accident when travelling on rural roads.

The apparent service gap example in the Roger's Pass is not easy to improve and it is a risk people seem willing to accept. Conversely, other service gaps in the CSRD have options to consider on how to enhance the service that are more practical.

As seen on the map above, there are several established volunteer fire departments in the CSRD. These fire departments are often called to an MVA in their response areas. Volunteer firefighters who are frontline first responders within the CSRD have expressed concerns regarding response times from some of the current service providers. These concerns are confirmed by the travel times from the rescue service to the incident. The volunteer firefighters are highly motivated but are frustrated by not having the tools and equipment required to save lives in some situations. Their prime motivation is to help people.

*“Road Rescue service gaps do exist in the CSRD”*

It seems logical therefore, that one way to address the service gaps would be to have the fire departments complement the existing road rescue groups by taking basic auto extrication training and acquire basic tools.

Volunteer firefighters in some CSRD departments would like the CSRD to consider empowering their fire departments to provide the service. It was brought to our attention that some taxpayers expressed surprise that road rescue service is being provided by agencies based outside the CSRD. In some areas of the CSRD, this makes sense from a public safety perspective. Having firefighters trained and equipped to do basic auto extrication would allow them to be more effective at motor vehicle accidents when lives are at risk. Having firefighters trained in auto extrication principles to a basic level will prevent them from being injured when they attempt to extricate people from modern vehicles including transport trucks.

Other situations that have occurred show the vulnerability of the service. In 2013 the Revelstoke Fire Rescue's Rescue truck was severely damaged in a motor vehicle incident jeopardizing their ability to provide out-of-jurisdiction road rescue during the time it took to secure a replacement vehicle. Having additional resources to call upon in such situations is a contingency that is worthy of consideration.

A review of the CSRD fire service completed in 2009 raised the question of expanding the services provided by the fire departments to include road rescue. The question that was raised in the 2009 review has been discussed but no action



taken on adding the service to CSRD departments willing to expand the service they provide.

The demise of the Falkland Road Rescue Society, Chase Volunteer Firefighters Association, and the opting out of road rescue service by the Golden District Search and Rescue Society raised the issue of sustainability and posed the question, who has responsibility to provide the service? The issue has caught the attention of the CSRD administration and elected officials.

## 10.2.2 Availability of Service

The simple answer to this question is “yes,” the service is available. The next question is *“from where and how long will they take to get here?”*

This report has outlined in the section headed “Road Rescue Services in the Columbia Shuswap Regional District” when auto extrication of injured people from vehicles involved in an accident, within the CSRD, one of the eight agencies providing road rescue within the CSRD will be dispatched to attend.

It is believed that in the recent history of road rescue service in the CSRD, a road rescue agency has always responded and there is no record of no agency attending.

This seems to be an important point of discussion. The service is available but are there options on how to improve or enhance it?





As previously discussed under the Risk Assessment section of the report, the term “level of service” for fire departments was introduced to a broader audience of AHJs in September 2014 as a component of the Structure Firefighters Competency and Training Playbook (“Playbook”)

The Playbook does not include any reference to road rescue, so determination of a level of service for this service remains at the discretion of the AHJ, if they have approved the service to be delivered by a fire department.

Standards for the road rescue services provided by fire departments within the CSRD do not appear to have been established at this time as FireWise was unable to find any definition or supporting policy of the relative AHJs stating the level that is acceptable to them. It is the responsibility of the AHJ, as noted in the Playbook, to determine service levels for all services provided by their fire departments.

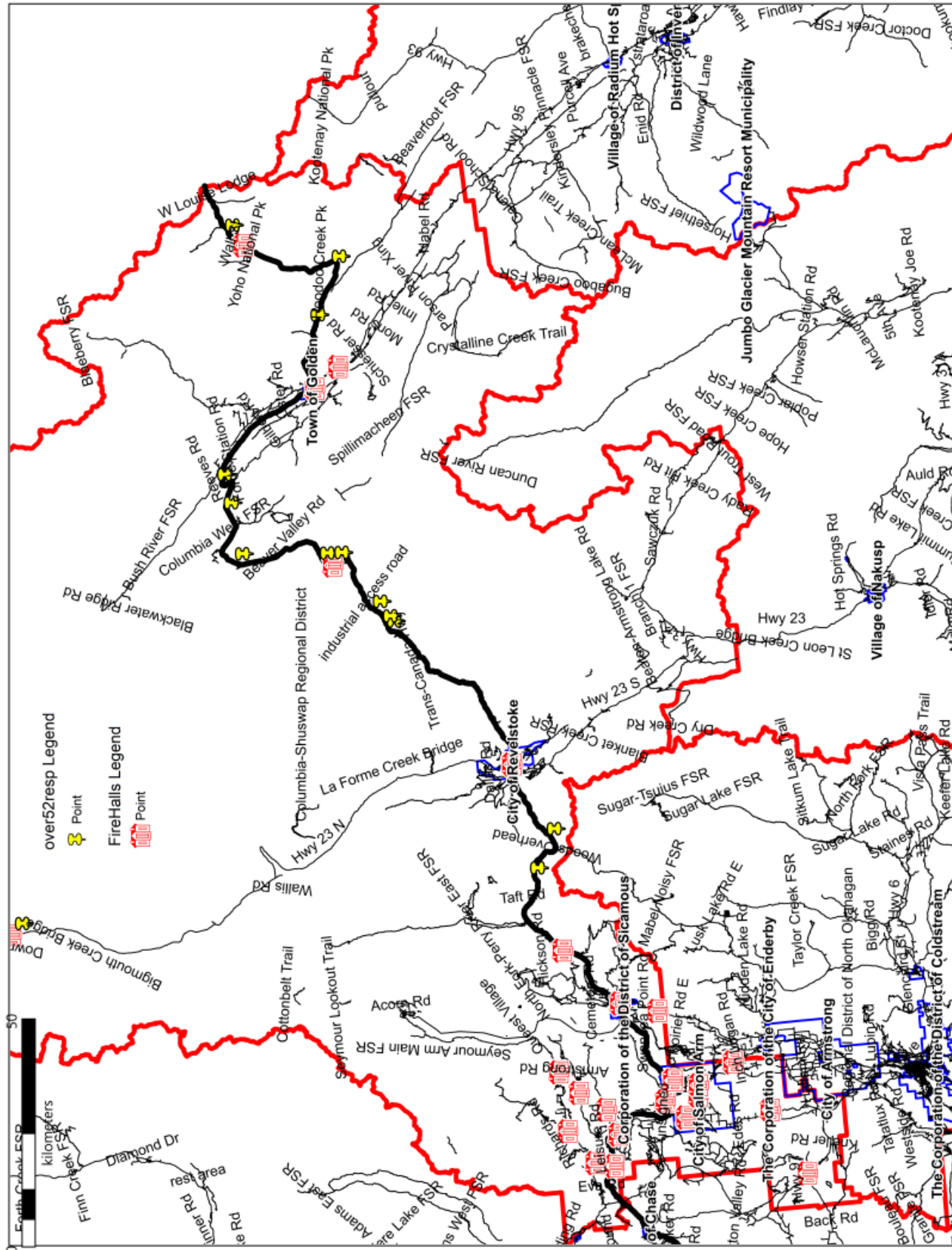
It is evident that the CSRD is aware of their responsibilities to establish a level of service for their fire departments. CSRD Policy No. W-12 has established a level of service for CSRD fire departments to provide concerning fire suppression. The CSRD has declared in this policy that it strives to have all fire service members trained and competent to an Interior Operations service level.

It is suggested that should the CSRD proceed to introduce road rescue as a service that they link their level of service to ensuring their firefighters are trained to the competencies outline in NFPA 1670 Technician Level 1 (Auto component).

Many of the competencies CSRD firefighters must have to meet the declared level of service for interior operations would apply to auto extrication or other type of rescue. Some of the competencies would be size-up, establishing command, developing an incident action plan, safety, rehab, debrief plus many more.

Figure 6 shows those events where the response time exceeded the 90<sup>th</sup> percentile. The locations suggest that a combination of factors contributed to these responses.



Figure 6 Road Rescue Events Over the 90<sup>th</sup> Percentile

## 10.2.4 Support for the Service

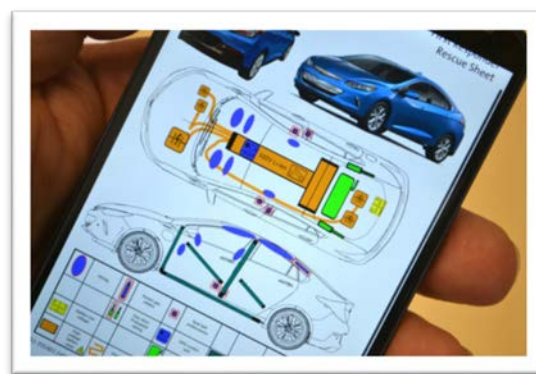
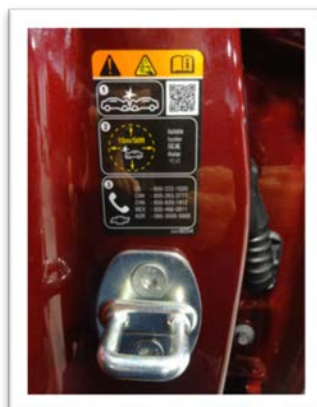
Currently, volunteer firefighters in the CSRD regularly respond to motor vehicle incidents that occur within their defined fire protection districts. It has been reported to FireWise during our research that many of the firefighters feel frustrated that they are unable to assist in the extrication of trapped occupants beyond assuring that “help is on the way.”

CSRD firefighters routinely take action at scenes to mitigate the threat of fire, identify the presence of potentially hazardous materials or, provide emergency scene traffic control to protect their personnel and other on-scene first responders. Their training and OG's prevent them from doing much more due to lack of training and equipment. Auto extrication can be dangerous to both the victim and the rescuer with the advanced technology in vehicles. Giving firefighters who arrive at a MVA knowledge of vehicles and the technology of that vehicle will prevent injury to the rescuers, ambulance personnel, victims and firefighters. We live in a technological advanced society. Firefighters, particularly the millennials embrace technology. One of the recent advancements in auto extrication technology is the addition of QR Codes on vehicles that can be scanned, and important vehicle information displayed on a phone or tablet. This information should be used to develop an incident action plan to prevent the deployment of secondary restraint systems (airbags) or cutting high voltage cables in hybrid and electric vehicles.

WorkSafeBC require all workers, including volunteer firefighters to do a job hazard analysis. Without some knowledge of the complexities of modern vehicles, firefighters could inadvertently be injured by not having enough information to adequately analyze the hazards at a MVA. Having basic information in the hands of firefighters will improve safety and support other rescue agencies building mutual respect and confidence in the process.

The inability to provide a basic extrication service is a cause for volunteer firefighters to feel ineffective,

QR Code on door post and display on smart phone



undervalued and responsible for a delay in those who are injured receiving timely medical intervention. This sentiment was communicated to us during the interviews with some fire department members.

The survey conducted with the CSRD fire departments indicated some departments have personnel, in sufficient numbers, who are interested and willing to take on the provision of road rescue services.

Comments were made referencing time delays and inadequate staffing by current road rescue service providers. For example, one CSRD department indicated on one incident it took the responding road rescue agency ninety minutes to arrive on scene. Other examples were that the road rescue service provider had arrived with only 2 or 3 personnel.

Some of the respondents indicated that the introduction of new services such as vehicle rescue would assist them with their recruitment and retention of volunteer firefighters. This topic is more fully discussed later in the report.

It was also mentioned that the equipment previously owned by the Falkland Road Rescue Society has been purchased by a CSRD fire department and that residents of that community have questioned firefighters why the equipment has not been put back into service by their community fire department.

The CSRD fire departments are in a position to support and enhance the existing service. Allowing those who choose to be involved should be allowed to do so if only to provide a safer work environment for the firefighters.

At a minimum, vehicle technology training should be provided to all CSRD firefighters as a work place safety initiative.

### 10.2.5 CSRD Benefit Analysis

The primary benefit to the taxpayers of the CSRD would be improved response times by road rescue crews to motor vehicle incidents in certain parts of the regional district where past experiences resulted in lengthy delays.

As referred to previously, one of the other major benefits of introducing a new service, such as vehicle rescue, would be the value it has in assisting CSRD fire departments in the recruitment and retention of their volunteer firefighters.

The recruitment and retention of volunteer firefighters is an issue for many fire departments across North America, and smaller communities especially have difficulty because the pool of potential recruits is not as large.

The introduction of the new service is not the be-all-end-all for recruitment and retention as there will continue to be barriers which are beyond the ability of the fire department and the AHJ to overcome. Some of these barriers are family-related, some are work-related. Others relate to the time commitment and competing interests and some are a result of aptitude and attitude to fit the demands of being a member.

It is evident that the CSRD is making a significant investment in equipping and training their firefighters. It is obvious that they have understood that while recruiting volunteers is essential, retaining volunteers can also present a significant challenge. The labour that volunteers provide to the community through their fire department is a gift and it is important that every strategy and idea on how to retain volunteers should be explored to keep CSRD fire departments sustainable.

It has been stated that the most successful fire departments are those willing to adapt to the realities of a new kind of volunteer and evolving expectations about volunteering. Examination of successful fire departments with members who serve many years has shown that the provision of a structured, certified, and challenging training program is a key element of successful retention strategies. A well-planned, consistent training program demonstrates that the time volunteers invest in the department is highly valued.

Providing training for new recruits skills maintenance of veteran firefighters is demanding both of time and financial resources. The CSRD has recognized this and has put in place the appropriate human resources and financial resources to reflect how important the training of firefighters is. The investment in the training of volunteer firefighters also reflects the high standards of risk management set by the CSRD to ensure the health and welfare of the volunteer firefighters. Having a stable work force is critical to achieve the service deliverables that the CSRD wishes to provide and to ensure they meet the declared Level of Service.

Another recognized strategy for both recruitment and retention is to offer to provide new skills to the volunteer firefighters. The ability to provide an enhanced list of service deliverables, at a modest cost to the taxpayers, by introducing a new service can bring more value to the regions served by the fire departments.

Road rescue is such a service. There are many fire departments around the province who provide this service, because their AHJs have seen the importance of providing this potentially life-saving service. When a serious motor vehicle incident occurs both the CSRD's taxpayers and their visitors expect that road rescue service will be provided in a timely and professional manner. As previously mentioned, changes that have occurred in the manufacture of vehicles, require





trained, knowledgeable personnel to take charge when a motor vehicle incident occurs with entrapment. The introduction of electric and hybrid vehicles, the inherent danger of undeployed air-bags and the exposures that can occur from injuries sustained by trapped vehicle occupants requires careful scene management by qualified emergency responders.

A challenge that occurs is well-meaning citizens who arrive on scene, may put themselves at significant personal risk if they take matters into their own hands without the knowledge of the hazards that may be present. Having a trained firefighter on scene may prevent adding to the victim count by establishing a safe zone on the scene and helping other authorities on scene keep everyone safe from harm.

### 10.2.6 Road Rescue Service and Liability

FireWise cannot provide a legal opinion but it does recommend that legal counsel be consulted whenever a new service is being introduced for a fire department to deliver as good risk management.

While the CSRD is not currently directly funding the provision of road rescue services, their actions in some ways may suggest they have an interest in ensuring a viable road rescue service is being provided in all parts of their regional district.

As mentioned previously in the risk assessment section of the report, the provision of grants-in-aid to emergency service providers and the engagement with the City of Vernon and Village of Chase are examples of where the CSRD has been actively involved.

Legal opinions may suggest that an unacceptable risk exists and that those risks may have legal implications to stakeholders associated with any motor vehicle incident to which a road rescue service provider responds. Having an area of the regional district underserved by virtue of its location from the base of a road rescue service provider or having service provided by agencies managed by AHJs that fall outside the CSRD may constitute an unacceptable risk. An example would be where those agencies may not be able to respond due to conflicting interests in their jurisdictions. A structure fire in Chase may not allow Chase Fire Rescue to respond to a rollover motor vehicle incident with trapped occupants in Anglemont.

Motor vehicle incidents can certainly present a hazard and the delayed response of an agency, with the capacity to mitigate the impact of the hazard must be assessed as to whether such a situation is acceptable or unacceptable for the CSRD in terms of life safety.

Additionally, while attending out-of-jurisdiction incidents the insurance coverages provided under the EMBC task number cover most of the key aspects, it is unclear

whether indemnification is automatically in place for fire departments providing service outside of their defined boundaries without clear policies of the AHJ granting authority and fire department OG's for out-of-district response.

## 10.2.7 Other Risk Factors

Most of the discussion on risk appears previously in the report. There are a few other considerations for the CSRD to think about.

Firstly, as has been seen with the examples previously cited with respect to Falkland and Chase, the leadership and recruitment and retention history of road rescue societies providing road rescue service must be considered to determine if they are sustainable. A drop in the number of calls, impacts members interest in maintaining their skills through training which can lead to members resigning and investing their disposable volunteer time elsewhere.

Not having a reliable funding source for road rescue societies could be detrimental to their survival although that does not appear to be an issue in the CSRD at this time. Fund raising activities put demands on volunteers and having people who are capable and experienced in fund raising is important for societies. New government reporting rules for registered societies requires administrative support which can be a challenge in some situations.

Secondly, it must be respected that some volunteer firefighters join the fire service to provide fire suppression services only. They wish to help their neighbours when a fire occurs. They do not wish to deal with situations which often result in post traumatic stress. They will accept the stress brought upon by fire but do not wish to increase the percentage of calls where images of badly injured individuals, particularly children, will impact their day-to-day lives. The risk would be the loss of valuable firefighters if a department took on the added responsibility for road rescue and insisted that all members of the department must take the required training and be prepared to respond to road rescue calls. It is recommended that if road rescue is deemed viable for a CSRD fire department to deliver, the choice be given to the current firefighters to opt out of being trained to deliver such a service.

Respect and appreciation of current road rescue societies may be in the minds of some firefighters and they do not want to jeopardize the good working relationship they have with existing groups. It was expressed to us that the fire departments do not want to be viewed as wanting to take over the service, just support it and enhance it where opportunities may exist.

Many volunteer fire departments have gone through a similar dilemma when they chose to engage in providing a medical first response service. Members of the fire departments who did not wish to commit to the additional training or to increase

their time commitment to the fire department elect to not participate in the new service. First medical response does have specific training and licencing requirements with regular recertification. First medical response certainly adds to the call volume of a fire department and there are no cost recovery opportunities, so it is not recommended for the CSRD to take on that additional service. Pre-hospital care is a provincially mandated service of the BCAS unlike road rescue which is not.

### 10.3 Governance and Authority Implications

Throughout this report it has been stated that there is currently no provincial legislation nor are there any related provincial regulations that directly address the matter of who has responsibility for road rescue services

The Emergency Program Act defines an "emergency" as *"a present or imminent event or circumstance that is caused by accident, fire, explosion, technical failure or the forces of nature, and requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property."*

This reference is too broad to draw the conclusion or to raise the expectation that the Province through EMBC has assumed responsibility to provide oversight for the provision of road rescue services. Through the development of policy, the Province has established a process to provide financial reimbursement and injury, disability, accidental death, and liability coverage to agencies who have registered to deliver out-of-jurisdiction responses. Agencies engaged in providing road rescue services are responsible for ensuring that their AHJ has provided them, by means of a Bylaw, the authority to provide the services and through Policy to define a level of service.

The starting point in a feasibility study is to examine the bylaws, policies and records of the AHJ to determine if any agency under the auspices of the AHJ has the authority to provide road rescue services or, as it is sometimes referred to, Highway Rescue services.

In the case of the CSRD there is currently no agency operating as a department of the CSRD that is sanctioned through policy or funding to deliver road rescue service other than by grants-in-aid.

While the CSRD is under no obligation to undertake the provision of road rescue service, the fact is that road rescue services are being provided within the CSRD. Despite having no direct cost to the CSRD, there is an implied expectation on the part of the taxpayers that in the event that a current service provider is unable to continue to provide the service, that the CSRD will take the necessary actions to ensure the service is available. In the last ten years, three service providers in the CSRD ceased operations and fire departments have filled in the service gap. In

two of these circumstances the CSRD made arrangements with fire departments outside of the CSRD (Vernon and Chase) and in the third, the Town of Golden Fire Rescue added the service. The implied expectation of road rescue services being available resulted in the CSRD taking being affirmative action in the matter ensuring reasonable level of public safety.

The resolution passed by the Board of Directors on October 13, 2013 provides consent to the City of Vernon to provide road rescue service within the jurisdiction of the CSRD. It should be noted that the service being provided by Vernon Fire Rescue Services will be at no cost to the CSRD, may be canceled at any time and that the City of Vernon will indemnify and hold harmless the CSRD.

A similar resolution had been passed in April 2010 when the Village of Chase assumed responsibility to continue to provide the service previously provided by the Chase Firefighters Association.

Although no cost analysis was done, it is possible that the Vernon and the Village of Chase taxpayers are subsidizing road rescue in the CSRD. Even if these two fire departments do get reimbursed by EMBC for cost recovery, they do not get any funding through the rate structure process for capital costs.

The CSRD does have Board policies relating to the delivery of highway rescue services.

The CSRD has declared through Policy No. A-52, dated February 1996, that volunteer fire departments under the auspices of the CSRD shall not be granted the authority to provide "highway rescue" services.

The CSRD has also determined through Policy A-53, dated February 1996 that they will offer encouragement and any available support for the provision of "highway rescue" under the auspices of an independent, non-profit society.

The CSRD is a regional district as defined by Part 6 of the Local Government Act from which it derives authority to deliver specified services as determined by its elected Directors. The CSRD Board of Directors have chosen to exercise their discretionary powers to establish and maintain fire departments providing fire protection to parts of the CSRD not covered by the municipal fire departments.

In addition to the policies, referred to above, the CSRD through Bylaw No. 5587 has stated that the authorized service, that their fire departments shall provide, shall be fire suppression and all related, ancillary or necessary services in connection therewith, including suppression of Interface Fires.

It is noted however that under Paragraph 22 of Bylaw No. 5587, the Area Directors of the CSRD may, by separate Bylaw, approve the provision of such other services, including rescue, by one or more Fire Departments, on the recommendation of the CSRD Fire Services Coordinator.



It appears that the reference to these sections of Bylaw No. 5587 outlines the steps that the CSRD should follow if the introduction of road rescue services, for one or more of their fire departments, was deemed to be in the best interest of public safety in the CSRD.

The authority to amend the services delivered by CSRD fire departments lies solely in the hands of the CSRD's elected officials.

## 10.4 Operational Structure Options

There appears to be only two choices concerning the operational structure that can deliver road rescue.

One is to have the AHJ, in this case the CSRD, provide direction to one or more of their volunteer fire departments to be equipped and trained to deliver the service. The other is to find a group of community-minded residents who would be willing to form a registered society to provide road rescue services within a specified service area of the CSRD.

This report will limit discussion to the first of these two options as that option seems to make the most sense for the CSRD to consider.

When the feasibility of adding services to the fire departments operating under the administration of the CSRD is considered, it is important to do so in the context of the obligation to meet a duty of care and simultaneously, a corresponding standard of care.

Currently the CSRD fire departments owe a duty of care to those within their defined service area. In plain terms, this means that the CSRD must take reasonable steps to equip and train its fire department and that the firefighters must take reasonable measures when implementing their activities, which are currently limited to fire suppression as outlined above.

The standard of care is measured against what is reasonable in the circumstances based upon standards of training and available resources. On the provision of road rescue services, this may allow for greater risks to be taken, but it will also require heightened vigilance. Any change to the services provided by a fire department will require careful consideration of both the duty of care and standard of care implications.

If the CSRD determines that there are areas of the regional district that may be underserved with respect to road rescue services, or areas that they feel should be serviced by agencies based within the regional district, the impact on current fire departments is obviously a primary concern.

The current members of the fire departments, from where it makes the logical sense to develop a road rescue team, should be given the opportunity to become

a road rescue team member but their continuing membership in their current fire department should not be contingent upon them doing so.

If a new service is instituted in certain CSRD fire departments, the job profile of a volunteer firefighter job profile should be included so they can decide at that time if they wish to join. Regardless if a new service is implemented, the opinions of the current experienced and dedicated firefighters should be respected. Recognition of their continuing value to the fire department should be acknowledged including those who may decide not to “sign-up” for training in the new service.

## 10.5 Administrative Requirements

The primary responsibility from an administrative support perspective would be to ensure records are maintained in a similar manner to how they are kept for fire departments.

Personnel records, training records, incident reports, occupational health and safety documents, paid-on-call related data, operational guidelines, equipment service records, report compilation, personnel management and correspondence are some of the aspects of administrative support that are already in place for a fire department. To add a new service would have limited impact to the work-load.

If not already in place, a robust records management system is recommended to keep all the pertinent records, including those outlined above. It is further recommended that the administrative support be provided by the CSRD and that the volunteer firefighters focus on keeping their fire departments operationally ready.

An annual report from all service providers should be received by the Protective Services department of the CSRD so the matter of road rescue can be analyzed regularly looking trends and methods for continuous improvement.

## 10.6 Financial Issues

There are many options available to the CSRD if they choose to expand the services provided by some of their fire departments. Before identifying the specific budget line items, consideration must be given to the type of rescue truck or apparatus to carry the necessary road rescue equipment. It would be assumed that when the service is introduced, a vehicle within the fleet of apparatus owned by the AHJ could be identified to be a rescue unit. Alternatively, many fire departments have rescue engines that carry basic rescue tools, those being hydraulic spreaders, cutters, chains and perhaps low-pressure air bags.

The initial purchase of equipment should reflect the level of service that the fire department, as a first response unit to a motor vehicle incident, is authorized to provide. Based on what is the most likely scenario to occur, the past experience of the fire department responding to motor vehicle incidents inside their current response boundaries should help in this regard, the equipment purchased should fit within one or two re-configured compartments of an existing apparatus. Having one multi-purpose fire/rescue unit arrive at a MVA is a common practice. The multi-purpose unit should be able take care of the threat of fire providing some protection to personnel at the scene.

Many rescue units have been originated from a general-purpose utility truck providing a solution for the space necessary for road rescue equipment and accommodation for a team of four firefighters.

In the opinion of FireWise the cost of equipping a road rescue team with basic life saving tools should not exceed a one-time cost of \$100,000.00 per team. Sources that may be looked at to assist with this expense are discussed later in the report under the cost-recovery considerations.

The financial implications of undertaking the provision of road rescue are closely aligned to the current budgets of the fire departments.

Key line items that would be impacted are as follows:

### Enhancements to Personal Protective Equipment.

It is expected that the fire department might have all the appropriate items to ensure the personal safety of their firefighters during a road rescue incident. An operation guideline should provide details of the policy and procedures to be followed. The EMBC operational guideline suggests that at a minimum, the personal protective equipment for road rescue will consist of helmet with face shield/approved eye protection, Nomex or similar material coveralls, and rescue approved boots and gloves.

### Training

Training is discussed later in the report, but the costs associated with the specialized training required to provide firefighters with the required competencies would be less than those that would be incurred to acquire fire suppression skills. This is because many of the same competencies will be used in the new service.

### Firefighter Compensation

The anticipated increase in costs associated with the rates outlined in CSRD Policy No. F-42 would be modest as it is anticipated that the call outs for road rescue would be unlikely to exceed one per quarter based on the

statistical information made available to FireWise in the areas of the CSRD where introduction of road rescue service is most likely.

### Out-of-Jurisdiction Call-outs

It is recommended that if a decision is made to enter the “road rescue service” as an employer, the CSRD register the chosen fire departments with EMBC. The rationale for doing so is referred to earlier in the report.

The ability to respond to out-of-jurisdiction call-outs will allow the CSRD to submit a claim for reimbursement at the rates outlined in the following link:

[https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/policies/inter-agency\\_working\\_group\\_report\\_reimbursement\\_rates\\_2016.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/policies/inter-agency_working_group_report_reimbursement_rates_2016.pdf)

The current all-found rate for a rescue vehicle responding under an EMBC Task Number, with a maximum of four rescue team members, is \$300.00 per hour.

### CSRD Administrative Costs

Direct costs to the CSRD, outside those discussed above are estimated to be minimal.

As indicated previously the increase in call-outs will be minimal and the cost-recovery process for calls out-of-jurisdiction is deemed reasonable for the service being provided.

One aspect that the CSRD may wish to explore is any increase in insurance premiums related to adding road-rescue to the services provided by the CSRD. The comprehensive liability insurance coverage considerations and the vehicle insurance for responding out of defined fire protection boundaries are worthy of investigating as are any WorkSafeBC cost implications for providing the service inside current fire protection districts.

It is the experience of the FireWise team that it is unlikely that insurance costs will change but it is recommended that the CSRD’s insurance broker be made aware of any change to the services being provided.

## Financial Responsibility of the CSRD

Regional District Boards have been elected by the taxpayers to manage their tax dollars in the most cost-effective manner. The Directors and the CSRD Administration have the responsibility to compare the actual performance of the services they provide with the potential performance of their service providers. Fire departments are expensive to establish and maintain so occasionally a review needs to be done to ensure the service offered is performing at a reasonable level for the money spent before the introduction of any additional services is evaluated.

There is little argument that the current staffing model of the CSRD fire departments is within the financial capacity of the taxpayer. When looking at performance measures, the CSRD fire departments of today provide excellent value to the taxpayer. However, in terms of equity, will the taxpayer assume the local fire department will be able to provide auto extrication and that is part of what they have invested in through the payment of their taxes.

In addition, consideration must be given to whether the introduction of any additional services being provided by a fire department will be seen as an effective risk management strategy and whether the CSRD administration can provide the necessary oversight.

FireWise believes that the CSRD has the capacity both financial and structurally to introduce road rescue services, in some form.

### 10.7 Training Demands

The CSRD has an extensive and impressive manual of Standard Operating Guidelines. Section 3 of that manual is dedicated to Fire Service Training Standards.

The manual indicates that the fire department will train all fire department members on a regular basis to applicable Provincial standards. The manual also defines what those standards are.

When submitting a registration request to EMBC to become a part of the BC Road Rescue program the following question is asked: *“Does your organization’s training meet the intent of the current NFPA standards on operations and training for technical rescue incidents?”*

Any amendments to the CSRD Standard Operating Guidelines manual should be straightforward.

The EMBC Road Rescue Safety Program Guide is an excellent source of information on all aspects of road rescue, particularly in the operational guidelines they have established. The EMBC standard for training to the Operations Level refers to Chapter 8 Vehicle Search and Rescue of NFPA 1670, Standard on Operations and Training for Technical Search and Rescue Incidents, specifically the section dealing with Vehicle Extrication. This standard identifies and establishes levels of functional capability for efficiently and effectively conducting operations at technical road rescue incidents while minimizing threats to rescuers.

For the CSRD to contemplate becoming a road rescue service provider, the content of NFPA 1670 outlines some of the decisions that must be made with respect to the level of service they may wish their fire departments to provide. FireWise suggests that the goal of NFPA 1670 is to outline how to manage an incident efficiently and effectively, to maximize personal safety, and to bring about the successful rescue of victims and the eventual termination of the incident.

EMBC also recommends that the road rescue training described above be complemented with Hazardous Materials training to the Awareness Level, training that some CSRD firefighters already have.

In discussion with the current road rescue service providers operating within the CSRD, they have indicated that they subscribe to the EMBC requirement outlined above. Specifically, their training programs align with NFPA 1006 which is the Standard for Technical Rescue Personnel Professional Qualifications. This standard identifies the minimum job performance requirements (JPRs) for fire service and other emergency response personnel who perform technical rescue operations. Chapter 8 of this standard addresses Vehicle Rescue.

The CSRD Fire Departments have a well organized and focused training program and if the decision is made to add road rescue to the services some of them provide, the CSRD should modify its' established policy and training standards to reflect the level of service they have chosen to deliver.

Access to accredited training should not present a challenge. There are several respected training sources in the province of British Columbia. These include the Justice Institute of British Columbia, the College of the Rockies, as well as several well-established vendors who, in addition to selling vehicle rescue equipment, provide excellent training programs which meet the relative NFPA Standards.

Consideration should also be given to having joint training sessions with the two road rescue societies operating within the CSRD. These agencies have many

years of experience and lessons could certainly be learned for those entering the field of road rescue.

## 10.8 Cost Recovery Options

As discussed earlier the decision for a CSRD department to offer road rescue services is discretionary. There is no automatic funding agency who will provide financial assistance to purchase the equipment required to effectively and efficiently deliver the service.

The federal government cancelled the Joint Emergency Preparedness Program (JEPP) a number of years ago and has not replaced it with any alternate sources of funding.

Registered societies in BC, who offer road rescue service, may be eligible for government community gaming grants to support their programs and services. A review of the gaming grants paid to community organizations in the last fiscal year identifies a number of rescue-related organizations who have been successful with their applications.

The representatives of the CSRD road rescue societies spoke highly of the program and the benefits provided by gaming grants.

If the CSRD has access to someone with grant-writing skills, there may be an avenue they could explore on behalf of registered societies to access the equipment required to establish a road rescue program.

Where it is determined that the initial cost of purchasing road rescue equipment will put undue budgetary pressure on the fire departments, many road rescue services have been established as a result of community fund-raising efforts. These efforts are often driven by the volunteer firefighters who wish to provide the service. Such initiatives frequently have attracted support from community service clubs and businesses who value the fire department and wish to show their support. Community events of this nature have proven to have the added benefit of being unofficial recruitment opportunities.

FireWise has reviewed the list of grants-in-aid distributed by the CSRD in the past year and has reviewed CSRD Policy F-30 – Electoral Area Grants in Aid. It is unsure if this mechanism can be used to assist in the purchase of the road rescue equipment. Many emergency response organizations, search & rescue, first responder & fire departments have benefited from this program.



FireWise is aware that the CSRD was able to fund the introduction of Structure Protection Unit trailers without impacting their fire department budgets and such out-of-the-box thinking may assist in seeking options to assist in covering the cost of road rescue equipment.

The issue of cost recovery for agencies providing road rescue services has been a point of discussion and debate for many years.

In eight Canadian jurisdictions (province/territory) vehicle insurance companies are billed in at least some circumstances for road rescue services. For example, service providers in Saskatchewan may bill Saskatchewan Government Insurance (SGI) for all vehicle fires, and road rescue calls whether inside or outside the established fire protection boundaries if the service is being provided by a fire department. In Ontario, the Ministry of Transportation reimburses fire departments for road rescue calls on provincial highways. Insurance companies of vehicle owners are billed directly for extrication service in four provinces.

In British Columbia some agencies can charge ICBC for services rendered in connection with motor vehicle incidents. These are the same incidents that fire departments respond to within their fire protection districts.

Police can assess a fee for providing ICBC with copies of their motor vehicle incident reports.

The British Columbia Ambulance Service bills the patient, not the insurer for services they provide to victims of accidents, and the patient then gives the bill to the insurance claims office as part of their claim. It is understood that ICBC and BCAS have developed a cooperative agreement whereby BCAS provides periodic reports of billings to ICBC so that they may check their files to ensure payment has been made.

Towing Companies are at a distinct advantage when dealing with billings to ICBC; they can hold the vehicle as collateral until their fees have been settled.

Road rescue service providers in British Columbia have no access to a cost recovery process through ICBC. Ironically ICBC will pay invoices received in connection with out-of-province motor vehicle incidents where an ICBC insured party has incurred costs assessed by a road rescue service provider in that province or territory. This is not an option in our province.

Proposals for introducing a cost-recovery process within BC have been developed, but at the current time, neither the Province of British Columbia nor ICBC have initiated any changes to legislation, regulation or policy that would adopt such a proposal.



In the opinion of FireWise, the efforts of local governments to come together under the auspices of the Union of British Columbia Municipalities should be renewed to bring the matter to the attention of government.

## **11.0 CONCLUSIONS**

This report has been designed with two primary goals in mind.

It has tried to provide an overview of today's road rescue program in British Columbia and more importantly, the structure of the road rescue service within the CSRD. One outcome of this effort has been to provide a benchmark for response times. This benchmark can be used as a performance measuring tool for continuous improvement and to assess the effectiveness of the service delivery model.

Secondly, the report has attempted to lay out the many and varied implications that the CSRD must consider if it chooses to enhance the services provided by volunteer firefighters in the regional district through the introduction of road rescue service.

To determine whether to add road rescue to the services provided requires careful evaluation of the risks by adding this service. Providing a higher level of public safety would be the highest benefit and would likely offset any perceived risk.

FireWise offers the following observations to assist the CSRD in the decision-making process:

## 11.0.1 SWOT Analysis:

	FUNDAMENTAL	ROAD RESCUE RELATED
Strengths	<ul style="list-style-type: none"> <li>The CSRD has strong and experienced management in their Protective Services Department</li> <li>The CSRD has a well-established fire service supported by a robust training program</li> </ul>	<ul style="list-style-type: none"> <li>The elected officials and senior management have access to knowledge and experience in delivering road rescue services.</li> <li>The mechanism and structure to provide the service is in place</li> </ul>
Weaknesses	<ul style="list-style-type: none"> <li>Reliance on current service providers based outside the regional district</li> <li>Very limited number of trained firefighters to deliver service</li> </ul>	<ul style="list-style-type: none"> <li>Timeliness of responses is unpredictable</li> <li>Need to evaluate, select and train volunteer firefighters</li> </ul>
Opportunities	<ul style="list-style-type: none"> <li>Recruitment and Retention of Firefighters</li> <li>To improve level of service in parts of the regional district</li> </ul>	<ul style="list-style-type: none"> <li>Firefighters are keen to learn new skills</li> <li>Current arrangements in Falkland and North Shore of Shuswap Lake areas not ideal</li> </ul>
Threats	<ul style="list-style-type: none"> <li>Current service providers elect to discontinue service</li> <li>Volunteer firefighters leave departments</li> <li>Volunteer firefighters might consider the introduction of road rescue as a first step to adding more services, such as first response medical aid.</li> </ul>	<ul style="list-style-type: none"> <li>Vernon and Chase may choose to discontinue current arrangements.</li> <li>Road rescue societies are forced to disband.</li> <li>Firefighters who do not wish to participate in road rescue skills training may chose to retire.</li> <li>In conversations with stakeholders no expression of interest to be involved in providing medical aid was expressed</li> </ul>

## 11.0.2 PEST Analysis

	ROAD RESCUE RELATED
Political	<ul style="list-style-type: none"> <li>The Board of Directors must be fully aware of the implications of taking on a new service.</li> <li>They must understand the service under consideration is road rescue not patient care.</li> <li>They must be convinced that the introduction of road rescue serves the best interests of the regional district as a whole</li> </ul>
Economic	<ul style="list-style-type: none"> <li>The cost of introducing the service is reasonable.</li> <li>Once the initial cost of equipment is determined and approved, the year-to-year operational costs are modest.</li> <li>Planning to replace equipment and to configure new apparatus can be strategically incorporated with the current long-term capital cost plans for the CSRD fire service</li> </ul>
Socio-Cultural	<ul style="list-style-type: none"> <li>The residents and taxpayers have expectations of road rescue service being provided in a timely manner.</li> <li>The early intervention to provide medical treatment to occupants of motor-vehicle incidents is the objective of road rescue service as long as it is accomplished in a manner that is safe for all persons on scene.</li> </ul>
Technological	<ul style="list-style-type: none"> <li>The management of the protective services team have the ability and knowledge to select the most appropriate equipment for the level of service chosen by the CSRD.</li> <li>The support for servicing the equipment and the availability of accredited training are primary considerations and must be costed in evaluating the most appropriate equipment.</li> <li>There is a need to review the dispatching procedures relating to road rescue calls as there are currently some inconsistencies being experienced as to dispatchers selecting the closest agency to the incident.</li> </ul>

### 1. Determining the appropriate Level of Service

The CSRD's decision in this regard should be based upon the same criteria as they considered when establishing the level of service for fire suppression.

Issues such as input from the management and current leadership of the CSRD fire departments, the availability of firefighters to provide the service and their ability to respond. The ability of the CSRD to financially support its fire department to enable it to meet all applicable training, safety and operational requirements for the chosen Service Level and the assessment of the communities under consideration in terms of demographics, risks, travel distances, fire hall locations and apparatus.

## 2. Where and when to introduce the service

The focus throughout this report has been to look at the relationship between the CSRD and the current delivery of road rescue services throughout the regional district.

As has been identified, the provision of road rescue service is a time sensitive issue and when an AHJ identifies parts of its jurisdiction that are not receiving a reasonable level of service as compared to other areas, it requires assessment to determine if the service can be improved and if it can, what service delivery model makes the most sense.

Once gaps are identified the risk assessment analysis must occur and the various cost implications evaluated.

In the opinion of FireWise, the CSRD should explore the opportunity to develop road rescue teams in the Falkland area, using the resources of the Falkland Volunteer Fire Department and in the Celista area using the resources of the Celista, Scotch Creek/Lee Creek and Anglemont Volunteer Fire Departments.

It is also recommended that before any formal evaluation is undertaken, that the CSRD has transparent conversations with all stakeholders to ensure that the reason for the initiative is fully explained and understood. The primary reason is to upgrade the service in the defined areas.

From the research completed by FireWise it is clear that other CSRD fire departments are keen to become involved in road rescue, particularly in the Shuswap sub-region. It is important that any actions taken by the CSRD are not at the expense of current viable and well-established agencies but by entering the arena of providing road rescue service the CSRD is mitigating some of the risks that have been documented previously in the report.

### 11.1 Recommendation

*The CSRD should enable those fire departments within the regional district who are willing to provide road rescue services to indeed provide the service in support of emergency services and to improve the safety of the public and firefighters.*

## 12.0 SUMMARY

Providing road rescue in the CSRD is challenging. This is due to the terrain of the CSRD which has large mountains, beautiful large lakes but a relatively small population that is located predominantly in small communities throughout the district. Many of the small communities have major seasonal population variances compounding the issue at times throughout the year.

Incidents requiring road rescue as defined in this report, occur throughout the year. The peak time for a MVA is from November until the end of January with another spike occurring in the summer. The frequency of road rescue incidents occurs along the Trans Canada Highway with most those in the Roger's Pass where there are very few emergency services. More specifically, some of these incidents occur in one of the National Parks which raise another jurisdictional issue.

The first question asked is "who has responsibility for road rescue." EMBC has taken limited interest in the greater issue of rescue of people from all types of life threatening issues including road rescue. The CSRD also taken some interest to ensure the service is available and has contributed financially by a grant in aid to support one society providing the service.

In many communities, fire departments provide road rescue and it has become an accepted best practice. CSRD is an exception to what is expected of fire departments elsewhere. By enabling some fire departments in the CSRD to provide even basic road rescue services, public safety would be improved.

It is hoped that this report provides enough information for the CSRD to consider the recommendation made on how to enhance the service and keep it sustainable.

It has been a privilege to provide this report for the CSRD.

Respectfully,

Dave Ferguson

Dan Bishop

## 13.0 GLOSSARY

<b>AHJ -</b>	Authority Having Jurisdiction
<b>BCAS -</b>	British Columbia Ambulance Service
<b>CSRD -</b>	Columbia Shuswap Regional District
<b>EMBC -</b>	Emergency Management BC formerly known as the Provincial Emergency Program or PEP
<b>JEPP -</b>	Joint Emergency Preparedness Program
<b>MVA/MVI -</b>	Motor Vehicle Accident or Motor Vehicle Incident
<b>OG -</b>	Operating Guideline
<b>Playbook -</b>	Structure Firefighters Competency and Training Playbook (“Playbook”)
<b>PTSD -</b>	Post Traumatic Stress Disorder
<b>RRSPG -</b>	Road Rescue Safety Program Guide
<b>SARU -</b>	Salmon Arm Rescue Unit



# BOARD REPORT

**TO:** Chair and Directors **File No:** 1850 20 18

**SUBJECT:** Grant in Aid Requests

**DESCRIPTION:** Report from Jodi Pierce, Manager, Financial Services dated November 23, 2018.

**RECOMMENDATION #1:** THAT: the Board approve the following allocations from the 2018 electoral grant-in-aids:

Area A

\$856 Golden Agricultural Society (Christmas Parade)

Area E

\$10,000 Eagle Valley Community Support Society (Operational funding)

\$7,500 Malakwa Playschool Society (Roof repair and operational funding)

\$2,000 Eagle Valley Senior Meals Society (Operational funding)

Area F

\$1,500 Seymour Arm Snowmobile Club (Snowmobile trail maintenance and development)

\$5,000 Imai Park Foundation (Dugout roofs and operational funding)

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

These requests meet the requirements of Policy F-30, are approved by the respective Area Director, and the required source documentation has been received. These requests are within the Electoral Area's grant-in-aid budget for 2018.

## COMMUNICATIONS:

The respective Electoral Director will advise each organization of the Board's decision. Successful organizations will be sent a cheque accompanied by a congratulatory letter.

## 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.*

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

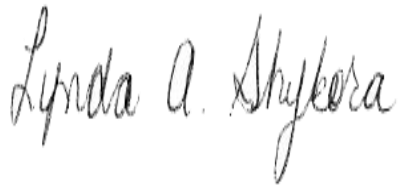
1. Grant in Aid application forms



**Report Approval Details**

Document Title:	2018-12-07_Board_FIN_Grant in Aids.docx
Attachments:	
Final Approval Date:	Nov 23, 2018

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



**Lynda Shykora - Nov 23, 2018 - 10:15 AM**



**Charles Hamilton - Nov 23, 2018 - 2:54 PM**



# BOARD REPORT

**TO:** Chair and Directors

**File No:** 1850 31

**SUBJECT:** Golden/Area A EOF Application – Imagine Kootenay Program

**DESCRIPTION:** Report from Jodi Pierce, Manager, Financial Services dated November 23, 2018.

**RECOMMENDATION #1:** 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 Kicking Horse Country Chamber of Commerce in the amount of \$13,000 annually for three years, beginning January 2019, for the Imagine Kootenay program.

## SHORT SUMMARY:

Information relating to this EOF request is attached and is supported by the Electoral Area A Director and the Town of Golden.

In March 2016, the Board approved funding for Imagine Kootenay for three years utilizing Economic Opportunity Funds. The Kicking Horse Country Chamber of Commerce has provided administrative services and management for this program and support is being sought for a three year extension of funding to the program. Economic opportunity will be stimulated in the community through being the first point of contact for business investment queries in the Town of Golden and Electoral Area A. This is an overall economic opportunity stimulator for the benefit of the Town and surrounding area.

## 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 Golden/Area A area.

## FINANCIAL:

The approximate balance of the Golden/Area A EOF (less commitments) as at November 30, 2018 is \$165,000. This balance includes the 2018 distribution that was received in July 2018.

## IMPLEMENTATION:

Upon Board and Town of Golden approval, EOF funds will be made available annually to the Kicking Horse Country Chamber of Commerce beginning in 2019 for three years.

## COMMUNICATIONS:

The Town of Golden will be advised of the Board's decision.

**DESIRED OUTCOMES:**

That the Board endorse the recommendation.

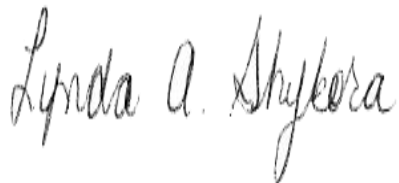
**BOARD'S OPTIONS:**

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

**Report Approval Details**

Document Title:	2018-12-07_Board_FIN_EOF Golden Area A Imagine Kootenay.docx
Attachments:	- Imagine Kootenay request 2018.pdf
Final Approval Date:	Nov 23, 2018

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



**Lynda Shykora - Nov 23, 2018 - 10:17 AM**



**Charles Hamilton - Nov 23, 2018 - 2:53 PM**



## Briefing Note

To: Council  
 From: Jon Wilsgard, Chief Administrative Officer  
 Date: November 6<sup>th</sup>, 2018  
 File: 2240-20-Invest Kootenay

**RE: Imagine Kootenay Renewal**

### SUMMARY OF ISSUE

Council and Area 'A' subscribed to the regionally oriented *Imagine Kootenay* website platform and associated services in 2016 for a three year period. Council must now determine whether to continue this contractual engagement and funding model.

### BACKGROUND

Following a one-year trial period, at its regular meeting held November 17<sup>th</sup>, 2015 the Town of Golden Council passed the following resolution:

*THAT Council SUPPORTS the renewal of agreements for a regional membership subscription with Community Futures of Central Kootenay and first contact representation by the Kicking Horse Country Chamber of Commerce associated with the Invest Kootenay Program for a period of three years beginning January 1<sup>st</sup>, 2016;*

The intent was to enter into both a regional and local contractual arrangement to subscribe from a community context to a regionally branded initiative to promote life, investment, and business opportunity in the Kootenay region. *Imagine Kootenay* is the trade name for a member driven website and associated services website platform which is currently subscribed to by 12 communities between the West and East Kootenay sub-regions.

The platform has been in place for over a decade and provides a medium for each community to post actual business sale opportunities as well as general information. It has been a proven success in many communities and is managed centrally by the Community Futures of Central Kootenay (CFCK) corporation. It is funded by member subscriptions and governed by a 'board' which includes Golden's mayor and Area 'A' Director.

A more in depth look at the platform can be found at <https://imaginekootenay.com/>

The two administrative mechanisms for the program include signing on to a regional MOU between the partner communities and the CFCK, the annual fee for which is \$7,500 for Golden. The current MOU has been signed by the Mayor and Area Director and is effective to 2022.

The second mechanism is a Local Partner Agreement for the front counter presence and local manager of the platform – in our case the Chamber of Commerce, the annual fee for which has been \$5,500. This agreement expires December 31<sup>st</sup>, 2018 and the Chamber has expressed an interest to renew.

The entire initiative has been funded locally by the Economic Opportunity Fund to date.

### DISCUSSION

The renewal proposal by the Chamber of Commerce is attached including a request to remove two deliverables. Under revised local partner requirements stated within the latest MOU, these deliverables are no longer specifically listed anyway, but there are also other changes to the list and the Chamber will be required to uphold them in order to remain a local partner. There has been no request for a change in the delivery fee. The Chamber's required annual report for 2018 is attached.

Notwithstanding the re-signing of an MOU that ostensibly binds the two local governments till March 31<sup>st</sup>, 2022, any party may withdraw from the partnership providing written notice prior to October 1<sup>st</sup>. This would technically bind our region for another 12 months, but given that it is an MOU this is likely more of a courtesy provision. Should Council and the Area Director favour a renewal of the program, staff suggest timing the next local delivery partner contract to expire December 1<sup>st</sup>, 2021.

Should Council favour a renewal of this agreement, staff would then make application to regional district staff under Policy F-29 EOF with pre-approval unless Council feels this to be better financially sourced through local taxation.

## IMPLICATIONS

### Strategic

#### (Guiding Documents Relevancy -Strategic Plan, OCP)

Relevant OCP excerpts:

Community Economic Development Objectives

2. to ensure collaboration with all stakeholders including Columbia Shuswap regional District (CSRD) Area 'A', Kicking Horse Mountain Resort (KHMR), Kicking Horse Country Chamber of Commerce and Tourism Golden in economic development initiatives.

8. To explore partnership opportunities with local private and public sector and other organizations to achieve community improvements, local business support, external investment, joint marketing initiatives and to position Golden to support economic growth.

### Financial

#### (Corporate Budget Impact)

Total cost of the program in 2015 was \$14,500 which included:

Membership fee (based on population):	\$7,500
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Chamber of Commerce Local Fee	\$5,500
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\$13,000 per annum

### Administrative

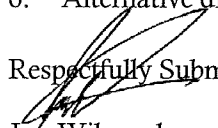
#### (Policy/Procedure Relevancy, Workload Impact and Consequences)

This was a new work plan item for administration in 2016 requiring approximately 8 hours of staff time to implement, monitor, and report upon. Renewal will approximate this.

## OPTIONS

1. THAT Council COMMITS to maintain requisite funding under the Imagine Kootenay Memorandum of Understanding between Partner Communities and the Community Futures of Central Kootenay to March 31<sup>st</sup>, 2022;  
AND THAT Council SUPPORTS the renewal of a three year Local Partner Agreement with the Kicking Horse Country Chamber of Commerce under the Imagine Kootenay initiative subject to administrative approval in the amount of \$5,500 per annum to December 31<sup>st</sup>, 2021;  
AND FURTHER THAT the monies for both be sourced from the Economic Opportunity Fund.
2. Maintain MOU commitment; implement a procurement process for the Local Partner.
3. Maintain MOU commitment; stipulate negotiation terms with the current Local Partner.
4. Maintain all commitments; resolve to fund through taxation.
5. Resolve to terminate the program.
6. Alternative direction deemed appropriate by Council.

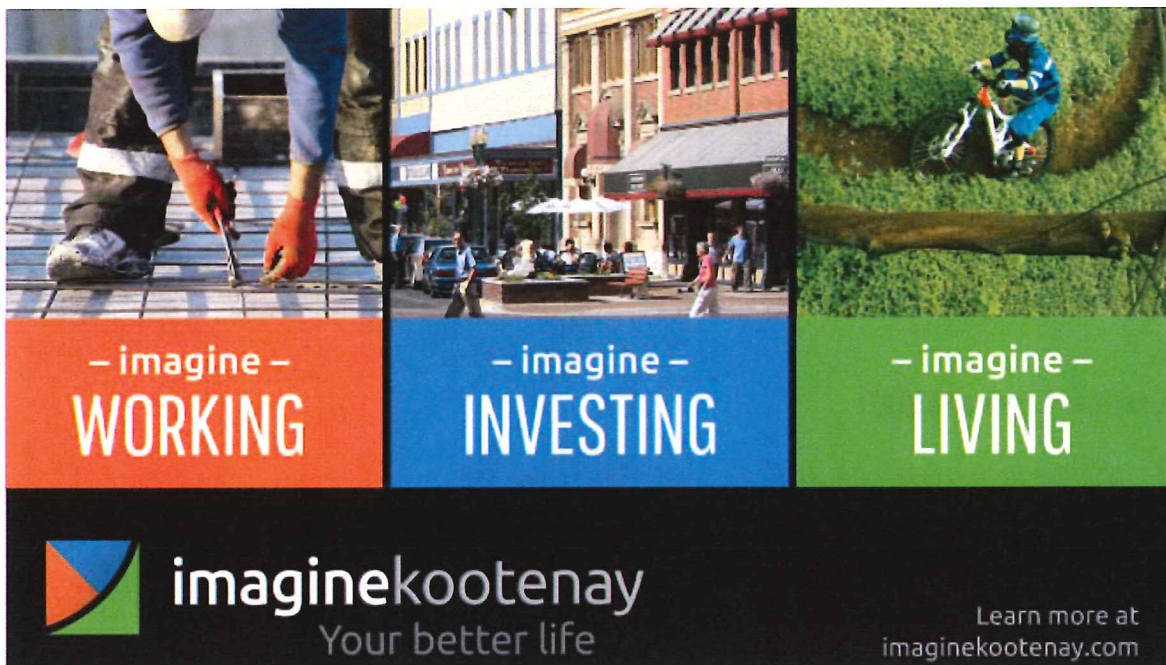
Respectfully Submitted,

  
Jon Wilsgard

Chief Administrative Officer

Attachments- Chamber of Commerce 2018 Report, MOU, Current Local Partner Agreement

Imagine Kootenay Annual Report - Golden, BC  
November, 2018



Prepared by:

Shelly Wadden | Executive Director  
Kicking Horse Country Chamber of Commerce

Prepared for:

Columbia Shuswap Regional District  
Town of Golden





## Imagine Kootenay Annual Report - Golden, BC

### **Background**

Imagine Kootenay has a 12-year history of connecting investment opportunity holders (e.g. businesses) with investors from within the region, nationally and internationally. As the first of its kind in rural BC, this successful model of regional collaboration has been recognized by the provincial government, economic development professionals, and been replicated across the province.

Twelve Partner Communities are now involved in Imagine Kootenay (IK). The 'First Points of Contact' in each community promotes IK within their community and liaise with opportunity holders, help promote them with IK and to support these opportunities to be investor ready.

### **Lessions Learned (2017)**

1. Marketing too many things to too many people too fast.
2. Still a role for print media that is strategically placed (Western Investor Magazine featuring the Kootenays next month).
3. Destination BC study among others indicate that not a lot of people are aware of the Kootenays.
4. Importance of role models (Kootenay Rockies Tourism). What are they doing well? How can we replicate it?
5. Tourism is a gateway drug to bring people to the Kootenay's.
6. Boomerangs: The easiest people to attract are the ones that have been here before.
  - Retention strategy: B2B collaboration to convert PT's into FT's.
7. People coming to the IK platform are those that are interested in moving to the Kootenay's.
8. Complicating factors: Affordable housing; Transportation. Prospects want the rural lifestyle but they also want to keep their urban amenities (transportation, internet, green-tech, movie theatres, etc.)
  - Highlight/market ALL the things Golden has to offer, while being honest and transparent about what we do not offer.
9. Recruiting workers is tied with recruiting investors. How long is the new business owner going to be able to keep the business operating without employees?

### **Marketing Plan (2018-2019)**

Under the Sun Consulting Corp. was hired to develop new marketing plan. The marketing plan aims to seven step marketing strategy that drives the 2018 - 2019 marketing plan will aid in achieving the following goals:



1. Attract a diverse workforce to the region.
2. Connect investors to Kootenay opportunities.
3. Stimulate Expanded Kootenay investment.
4. Achieve long term sustainability: CBT not providing funding after 2020.

The go-forward external and internal target audiences are data driven and have been defined for each of the above priorities.

### **Imagine Kootenay (2020)**

- Sell the region versus community partners / Regional messaging versus community specific messaging.
- Cooperate where we would normally compete.
- Message content: complimentary messaging (i.e, Kootenay communities are all working together to be stronger together and sustainable.)
- Highlighting IK's value proposition and FPC's.
- Create awareness of the IK platform. The whole community needs to have knowledge of the IK platform and tools - "Hey, here's a really great resource that you could be using..." "We have these tools, here is how you can use them to your advantage."

### **2017 - 2018 Website Indicators for Golden**

	Q1	Q2	Q3	Q4	Total
Page views	3,011	2,651	2,212	2,749	10,623
Click-throughs	31	35	21	20	107
Prospect Inquiries	6	12	5	7	30
Job Searches	84	86	140	116	426
New Listings	2	1	2	4	9

### **2018 - 2019 Website Indicators for Golden**

	Q1	Q2	Q3	Q4	Total
Page views	2,898	2,464			5,362
Click-throughs	46	43			89
Prospect Inquires	11	12			23
Job Searches	116	31			147
New Listings	2	1			3

### **2018 - 2019 Website Indicators for Golden - Summary**

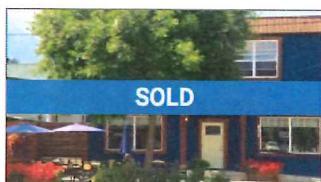
As you can see, Golden's web traffic in Q1 (2018) was about 5% higher than in the previous quarter. The click-through rates and number of prospect inquiries on the listings are also higher. The number of job searchers remained constant. Golden's Investment/Opportunities Page remains a top performer.

For Golden, page views in Q2 were down 16% from Q1. However click throughs and prospects are steady, therefore we do not believe there's any reason to worry about the dip in page views. It should be noted that Imagine Kootenay page views were down about 10% site-wide in Q2

because they have paused their paid ads on Google, while they review their SEO strategy and keyword targeting with an online marketing consultant. The numbers will come back up when Imagine Kootenay gets their Google ads running again.

To help increase web traffic the Chamber included a “Your Better Life”, “You Can Do That Here”, “Investment Opportunities” and “Job Opportunities” link within the top header on the new website. In addition to this, new opportunity listings within the community continue to be contacted and encouraged to post on our IK page, as these always bring in additional traffic.

As of November 2018 we have 55 job opportunities and 22 investment opportunity listings on our site, 12 of which are turn-key businesses. To date, two businesses listed on the site have sold and one signed a lease deal, for a combined total of \$1,145,000. Investors have all confirmed that the IK platform played a role in the purchase of their new business.



**Restaurant for Lease**



**Kicking Horse Janitorial**



**Dreamcatcher Hostel**

### **Imagine Kootenay Capacity Funds Project**

In December 2017, Chamber staff obtained funds in the amount of \$3,000 to complete a capacity building project for Golden and Area A. Elora Braden Creative Studios was hired to create a series of videos that highlighted an investment opportunity, showcased business success stories and promoted why people love living and working in Golden.

The videos were launched in sequence over a period of four weeks. During this time they reached a combined 7000 viewers and were shared 110 times. In addition to this, and while the videos were being rolled out, the Chamber saw an increase in followers on social media at a rate of 1.5 likes per day. When compared to the daily average of 0.1 likes per day, we can conclude that the new and engaging content helped raise the profile of the local business community as well as the Chamber of Commerce.

### **Summary**

To further stimulate and expand Kootenay investment, Imagine Kootenay continues to create strategies to increase communication of opportunities and social media sharing. Aware that the capacity of FPC's is often limited, Imagine Kootenay staff will continue to support FPC's in



Attn: Honourable Mayor and Members of Council  
Town of Golden

Attn: Karen Cathcart, Area A Director  
Columbia Shuswap Regional District Area A

September 28th, 2018

RE: Imagine Kootenay Local Partner Contract Renewal

Dear Honorable Mayor, Members of Council and Karen,

On behalf of the Kicking Horse Country Chamber of Commerce please accept this letter of intent to renew the Imagine Kootenay Local Partner Contract.

Given the labour shortages that many local businesses are challenged with, thus the need to attract a diverse workforce to Golden and Area A, the Imagine Kootenay partnership will continue to be an invaluable one. Through their shareable content, web platform, social media initiatives, and sector partnerships, Imagine Kootenay is able to promote the unique advantages of working and living in our community.

In addition to workforce attraction, Imagine Kootenay has also identified Connecting Investors to Kootenay Opportunities and Stimulating Expanded Kootenay Investments as priorities.

By renewing the Imagine Kootenay Local Partnership Agreement, our community will continue to be resourced with a First Point of Contact (the Chamber) for those seeking entrepreneurship or investment in Golden and Area A via the Imagine Kootenay Platform. As the First Point of Contact, the Chamber plays a vital role by providing knowledgeable insight and information about local opportunities, thereby supporting incoming entrepreneurs and investors.

Last year the Chamber responded to a total of 30 prospect inquiries and supported 9 entrepreneurs in setting up and/or modifying a new/existing listing on the Imagine Kootenay site. The partnership also enabled the Chamber to create a video series highlighting why those exploring Golden as a potential place to work and live would love it here. Four local business success stories were also filmed. One of which was listed on the Imagine Kootenay Platform and sold just months after the video launch.

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*Kicking Horse Country Chamber of Commerce*

Phone 250-344-7125  
Toll Free 1-800-6224653

[info@goldenchamber.bc.ca](mailto:info@goldenchamber.bc.ca)

Box 1320  
500 10 Ave North  
Golden BC  
VOA 1H0

outreach to local investor networks and real estate agents. In addition to this, Imagine Kootenay plans to provide Imagine Kootenay partners with community investor-readiness tools and strategies under Imagine Kootenay branding.



If the Town of Golden and Columbia Shuswap Regional District, Area A chooses to renew the Local Partnership Contact, the Chamber would like to continue with all previous contract terms and conditions, removing only those items listed below:

1. Under Schedule A Responsibilities and Services
  - Remove item g. *Recruit Ambassadors and manage the Ambassador Program.*
  - Remove item h. *Identify and coordinate 3 facilitated local partner sessions.*

Sincerely,

***Shelly Wadden***

Shelly Wadden | Executive Director  
Kicking Horse Country Chamber of Commerce  
[manager@goldenchamber.bc.ca](mailto:manager@goldenchamber.bc.ca)  
Ph: 250.344.7125

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*Kicking Horse Country Chamber of Commerce*

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Box 1320  
500 10 Ave North  
Golden BC  
VOA 1H0



# BOARD REPORT

**TO:** Chair and Directors

**File No:** 7130 98 01

**SUBJECT:** Revelstoke and Area B Emergency Management Agreement

**DESCRIPTION:** Report from Darcy Mooney, Manager, Operations Management, dated November 20, 2018. Agreement for Emergency Management Services from the City of Revelstoke for Revelstoke and Electoral Area B.

**RECOMMENDATION:** THAT: the Board empower the authorized signatories to enter into an Agreement with the City of Revelstoke for the provision of emergency management services for the City of Revelstoke and Electoral Area B for a five year term commencing January 1, 2019 to December 31, 2023 with an option to extend the agreement for an additional five year term to December 31, 2028.

AND THAT: annual remuneration for the service will be based on the City of Revelstoke's submission of a proposed five year budget to provide the service on an annual basis for the Board's consideration in the deliberations and adoption of its annual Five Year Financial Plan, this 7<sup>th</sup> day of December, 2018.

## SHORT SUMMARY:

The Columbia Shuswap Regional District (CSR D) is interested in the City of Revelstoke's continued provision of emergency management services for the residents and property owners within the City of Revelstoke and Electoral Area B. The current agreement expires on December 31, 2018. The new agreement will commence on January 1, 2019 for a five year term to December 31, 2023, with an option to renew for a further five year term.

This matter is scheduled to be discussed and approved by the City of Revelstoke Council at their November 27, 2018 regular Council meeting.

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<b>VOTING:</b>	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:

The CSR D has contracted with the City of Revelstoke for the provision of emergency management services since 2006. A one year extension to the previous agreement (January 1, 2013 to December 31, 2017) was approved by the CSR D Board and Revelstoke Council. This extension will expire on December 31, 2018.

CSR D Bylaw No. 5061 provides the authority to establish and operate the extended service of Emergency Programs (Emergency Program Act) for the CSR D. This bylaw, approved in 1991, defines the overall service area as the entire regional district boundary and identifies all electoral areas and all member municipalities as participants. This bylaw divides the CSR D into three sub-regions: Golden and Area A, (GAEMP), Revelstoke and Area B (RAEMP) and the Shuswap Sub Region of Salmon Arm, Sicamous and Electoral Areas C, D, E and F (SEP). The CSR D has an obligation under Bylaw 5061 to



provide emergency management services to all bylaw participants. The CSRD has historically provided emergency management services to SEP through in-house resources, and to GAEMP and RAEMP through a contracted service agreement with the Town of Golden and the City of Revelstoke respectively.

**POLICY:**

The CSRD is responsible to have emergency management provisions in place for residents and property owners within the entire regional district.

**FINANCIAL:**

The budget for the RAEMP service is managed by the CSRD through tax requisition from the taxpayers of the City of Revelstoke and Electoral Area B. The projected contracted amount for the City of Revelstoke to provide the service to the RAEMP area averages at \$95,000 in each year, over the next five years.

**KEY ISSUES/CONCEPTS:**

To deliver efficient and effective services to stakeholders within the service area.

**IMPLEMENTATION:**

The CSRD will forward the new agreement to the City of Revelstoke for execution prior to December 31, 2018.

**COMMUNICATIONS:**

If approved, notification of the resolution and action items will be immediately distributed to the City of Revelstoke.

**DESIRED OUTCOMES:**

The Board approve the recommendations.

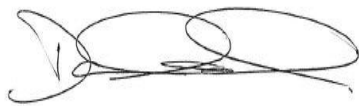
**BOARD'S OPTIONS:**

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

**Report Approval Details**

Document Title:	RAEMP Agreement.docx
Attachments:	- Revelstoke and Area B Emergency Management Services Agreement.pdf
Final Approval Date:	Nov 27, 2018

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



**Darcy Mooney - Nov 23, 2018 - 2:18 PM**



**Jodi Pierce - Nov 23, 2018 - 3:16 PM**

**No Signature - Task assigned to Lynda Shykora was completed by assistant Jennifer Sham**

**Lynda Shykora - Nov 26, 2018 - 3:17 PM**



**Charles Hamilton - Nov 27, 2018 - 9:07 AM**



**REVELSTOKE/ELECTORAL AREA B  
EMERGENCY MANAGEMENT SERVICES AGREEMENT**

THIS AGREEMENT dated for reference this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**BETWEEN: COLUMBIA SHUSWAP REGIONAL DISTRICT**

PO Box 978  
555 Harbourfront Drive NE  
SALMON ARM, BC, V1E 4P1

(hereinafter referred to as the "Regional District")

**AND: CITY OF REVELSTOKE**

PO Box 170  
216 Mackenzie Avenue  
REVELSTOKE BC V0E 2S0

(hereinafter referred to as the "City")

**WHEREAS:**

- A. Pursuant to the Emergency Program Act of British Columbia, the Regional District is responsible for the establishment and maintenance of an emergency management service for Electoral Area B;
- B. Pursuant to the Emergency Program Act of British Columbia, the City is responsible for the establishment and maintenance of an emergency management service for the City;
- C. The Regional District and the City have agreed that the emergency management service is best provided as a sub-regional service known as the Revelstoke Subregion as established by the Regional District's Emergency Programs (Emergency Program Act) Extended Service Bylaw No. 5061;
- D. The Regional District has established Bylaw No. 5455, cited as "Revelstoke and Area Emergency Management Program (RAEMP) Regulatory Bylaw No. 5455", which permits the Regional District to contract with the City of Revelstoke for the provision of the Revelstoke and Area Emergency Management Program;
- E. Pursuant to the Emergency Program Act of British Columbia, the Regional District may delegate, in writing, any of its powers and duties under the Act to a committee, emergency management organization or coordinator, except for the power to make a declaration of a state of local emergency.

This Agreement is evidence that in consideration of the mutual covenants and agreements made by each party to the other as set out in this Agreement, and for other good and valuable consideration the Regional District and the City agree as follows:

## 1. Definitions

In this Agreement:

- a) **Annual Fee** means the annual fee for the Services to be paid by the Regional District to the City as determined under Section 4;
- b) **Council** means the Municipal Council of the City of Revelstoke;
- c) **Electoral Area** means Electoral Area B of the Columbia Shuswap Regional District;
- d) **City** means the City of Revelstoke;
- e) **Emergency Operations Centre (EOC) Activation Level 1** means an emergency event has occurred that can be normally managed by agencies on a regular basis. There is potential for the event to escalate and so requires monitoring or limited assistance to the site. There is little or no need for site support activities and may be closed in a relatively short period of time.
- f) **Emergency Operations Centre (EOC) Activation Level 2** means an emergency event has occurred that is of a larger scale or longer in duration as compared to EOC Activation Level 1 and may involve limited evacuations, additional or unique resources or similar extraordinary support activities.
- g) **Emergency Operations Centre (EOC) Activation Level 3** means an emergency event has occurred of a large magnitude or long duration as compared to EOC Activation Level 2. The emergency may have multiple sites that involve multiple agencies and multi-government responses.
- h) **Revelstoke and Area Emergency Management Program (RAEMP)** means the development and implementation of emergency plans and other preparedness, response and recovery measures for emergencies and disasters for the City of Revelstoke and Electoral Area B of the Regional District.
- i) **RAEMP Executive Committee** means a committee as established by Regional District Bylaw No. 5455. The Executive Committee will ensure that the Revelstoke and Area Emergency Management Program is in accordance with the requirements of the Emergency Program Act of British Columbia, Local Authority Emergency Management Regulation, the Emergency Management Program Guides and the Emergency Response and Recovery Plans.
- j) **RAEMP Management Committee** means a committee, as established by Regional District Bylaw No. 5455. The Management Committee will develop and implement plans to address the objectives and strategies adopted for the program.
- k) **Revelstoke and Area** means the Revelstoke Subregion, which consists of the City of Revelstoke and the entire Electoral Area B of the Regional District;
- l) **Regional District** means the Columbia Shuswap Regional District;
- m) **Services** means emergency management services required to be performed by the City as described in Section 2 of this Agreement;
- n) **Year** means a calendar year of the Term.

## 2. Duties and Responsibilities of the City

In accordance with the Emergency Response and Recovery Plan applicable to Revelstoke and Area B, the City will undertake the overall management of the Revelstoke and Area emergency management program and, without limiting the generality of the foregoing, will be responsible for:

- a) The financial management of the emergency program including the establishment and maintenance of a suitable recording system for all transactions;
- b) The incorporation of the British Columbia Emergency Management System (BCEMS) as the organizational structure for the RAEMP;
- c) The direction and control of the preparedness, response and recovery requirements under the Revelstoke and Area Emergency Response and Recovery Plan;
- d) The provision of trained personnel to operate and maintain an effective emergency operation centre for response to EOC Level 1 Activations that occur within Revelstoke and Area;
- e) The provision of trained personnel to operate and maintain an effective emergency operation centre for EOC Level 2 and Level 3 Activations that occur within the jurisdictional boundaries of the City;
- f) The provision of trained personnel provided on a contractual basis to the Regional District for assistance to operate and maintain an emergency operation centre for Level 2 and Level 3 Activations that occur within the jurisdictional boundaries of Electoral Area B;
- g) Management and coordination of the RAEMP Executive Committee and the RAEMP Management Committee in accordance with Bylaw No. 5455;
- h) Provision and management of a RAEMP Coordinator responsible for program coordination throughout Revelstoke and Area;
- i) Prior to June 30 of each subsequent year of the Agreement, deliver an annual report of subsequent year activities to the Regional District in accordance with Bylaw No. 5455;
- j) The development and maintenance of emergency plans and programs for Revelstoke and Area in consultation with the Regional District;
- k) The development and delivery of exercise and training programs for Revelstoke and Area in consultation with the Regional District;
- l) The administration of grant programs and the coordination of disaster recovery programs including Disaster Financial Assistance applications for Revelstoke and Area in consultation with the Regional District;
- m) The compliance with all Regional District policies and bylaws relevant to emergency management within the Electoral Area and the Emergency Program Act of British Columbia;
- n) The declaration of a state of local emergency within the jurisdictional boundaries of the City only; and
- o) Other responsibilities identified in Bylaw No. 5455.

## 3. Duties and Responsibilities of the Regional District

The Regional District will be responsible for:

- a) Advancement of the Annual Fee to the City to operate and manage the RAEMP;
- b) The declaration of a state of local emergency within the jurisdictional boundaries of Electoral Area B;

- c) The provision of trained Regional District personnel provided on a contractual basis to the City for assistance to operate and maintain an effective emergency operations centre for EOC Level 2 and Level 3 Activations that occur within the jurisdictional boundaries of the City;
- d) Assistance in the development and maintenance of emergency plans and programs for Revelstoke and Area;
- e) Assistance in the development of exercise and training programs for Revelstoke and Area;
- f) Assistance in the administration of grant programs and the coordination of disaster recovery programs including Disaster Financial Assistance applications for Revelstoke and Area;
- g) Upon request of the City, the Regional District's Emergency Program Function may act as a resource to the RAEMP's EPC, the RAEMP Executive Committee and the RAEMP Management Committee and support the RAEMP EPC on training opportunities, emergency management exercises, budget preparation, and other needs and activities.

#### **4. Preparation of Annual Budget**

Prior to December 15 of each year, the City will prepare and deliver to the Regional District a proposed contracted service fee (annual operating fee) for the next calendar year. The annual operating fee must be in a form satisfactory to the Regional District, and must contain such information as may be requested by the Regional District, including a statement of goals, objectives and a business plan for that year.

- a) After receipt of the proposed annual operating fee from the City, the Regional District will, in consultation with the City, consider the proposed annual operating fee and develop an overall RAEMP budget for Revelstoke and Area B. Once the RAEMP budget is approved by the Board, the Regional District will pay the annual operating fee to the City for the Services in accordance with Section 5.
- b) The annual operating fee will form part of the RAEMP budget and the Regional District's Five Year Financial Plan.

#### **5. Payment**

The Regional District must pay to the City the Annual Fee no later than August 15 in each year.

#### **6. City to Maintain Financial Records**

The City will prepare, keep and maintain detailed financial records covering all aspects of the Services provided under this Agreement, including all associated expenses and revenues. The City must deliver to the Regional District a copy of its year end financial statements no later than June 1 in each year of the agreement. The City will make all financial books and records available for inspection, audit and copying by the Regional District at all reasonable times.

#### **7. Term**

The Term of this Agreement commences on 1<sup>st</sup> day of January, 2019 and ends on the 31<sup>st</sup> day of December, 2023.

#### **8. Extension**

Upon mutual agreement by both parties, the Term of this Agreement may be extended for an additional five year period to expire on December 31, 2028. The request to extend the term for an additional five year period must be made through written notice by either party on or before June 30, 2023.

## **9. Termination**

The Regional District and the City may at any time during the Term of this Agreement provide notice of termination as follows:

- a) If the notice is given on or before June 1, the Agreement will terminate on December 31 in the year follow notice of termination;
- b) If the notice is given after June 1, the Agreement will terminate on December 31 in the second year following notice of termination.

## **10. Agreement for Services**

This is an agreement for the performance of services and the City is engaged under this Agreement as an independent contractor for the sole purpose of providing the Services. Except as is otherwise expressly prescribed in this Agreement, neither the City nor any of its employees or contractors is engaged by the Regional District as an employee or agent of the Regional District. The City is solely responsible for any and all remuneration and benefits payable to its employees and contractors, and all payments or deductions required to be made by any enactment, including those required for Canada Pension Plan, employment insurance, workers' compensation and income tax. This Agreement does not create a joint venture or partnership, and the City has no authority to represent or bind the Regional District in any way. The City will comply with all current Occupational Health and Safety Regulations.

## **11. Assignment and Subcontracting**

No part of this Agreement may be assigned or subcontracted by the City without the prior written consent of the Regional District, and any assignment or subcontract made without that consent constitutes a breach by the City of this Agreement. The City agrees that, among other things, the Regional District may refuse its consent if the Regional District, in its sole discretion, determines that the proposed assignee or subcontractor does not have the experience or corporate resources necessary to perform the Services. A permitted subcontract does not relieve the City from any obligation already incurred or accrued under this Agreement or impose any liability upon the Regional District.

## **12. Liability and Insurance**

The parties agree to each obtain and maintain a comprehensive general liability insurance policy against claims for bodily injury, including death, property damage or other loss arising out of the provision of the emergency management service. Each party is to be included as additional insured on all policies. Each policy will be written on a comprehensive basis with inclusive limits of not less than \$5,000,000 (Five Million Dollars) per occurrence or such higher limit as the parties may agree to from time to time.

## **13. Indemnity**

The City hereby indemnifies, saves harmless, releases and forever discharges the Regional District from and against any and all manner of actions, causes of actions, claims, debts, suits, losses, liabilities, costs, demands and expenses whatsoever, whether known or unknown, of any person in any way arising from, in connection with or attributable to the service therefrom which is any way contributed to or by reason of the negligence or other fault of the City, its servants, agents or employees in connection with or in consequence of this Agreement.

The Regional District hereby indemnifies, saves harmless, releases and forever discharges the City from and against any and all manner of actions, causes of actions, claims, debts, suits, losses, liabilities, costs, demands and expenses whatsoever, whether known or unknown, of any person in any way arising from, in connection with or attributable to the negligence or other fault of the Regional District, its servants, agents and employees in connection with or in consequence of this Agreement.

#### **14. Time of the Essence**

Time is of the essence of this Agreement.

#### **15. Severance**

If any portion of this Agreement is held to be illegal or invalid by a court of competent jurisdiction, the illegal or invalid portion must be severed and the decision of the court that it is illegal or invalid does not affect the validity of the remainder of this Agreement.

#### **16. Notice**

Any notice, direction, demand, approval, certificate or waiver which may be or is required to be given under this Agreement must be in writing and delivered personally or by courier or sent by fax, addressed as follows:

- a. City of Revelstoke  
PO Box 170  
216 Mackenzie Avenue  
REVELSTOKE BC V0E 2S0  
Fax: 250.837.4930
- b. Columbia Shuswap Regional District  
PO Box 978  
555 Harbourfront Drive NE  
SALMON ARM BC V1E 4P1  
Fax: 250.832.1083

or to such other address or fax number of which notice has been given as provided in this Section.

Any notice, direction, demand, approval or waiver delivered is to be considered given on the next business day after it is dispatched for delivery. Any notice, direction, demand, approval or waiver sent by fax is to be considered given on the day it is sent, if that day is a business day and if that day is not a business day, it is to be considered given on the next business day after the date it is sent.

#### **17. Governing Law**

This Agreement will be governed by and is construed in accordance with the laws of the Province of British Columbia.

#### **18. Binding on Successors**

This Agreement enures to the benefit of and is binding upon the parties and their respective successors, subcontractors, trustees, administrators and receivers, despite any rule of law or equity to the contrary.



## 19. Entire Agreement

This Agreement is the entire agreement between the parties and it terminates and supersedes all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.

## 20. Waiver

Waiver of any default by either party must be express and in writing to be effective, and a waiver of a particular default does not waive any other default.

IN WITNESS WHEREOF this Agreement has been duly executed by the parties hereto.

The Corporate Seal of the  
**COLUMBIA SHUSWAP REGIONAL DISTRICT**  
was hereunto affixed in the presence of:

The Corporate Seal of the  
**CITY OF REVELSTOKE**  
was hereunto affixed in the presence of:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
DIRECTOR OF CORPORATE ADMINISTRATION



# BOARD REPORT

**TO:****Chair and Directors****File No:** 5600 56 01**SUBJECT:****Electoral Area C Community Works Fund - Sunnybrae Waterworks Acquisition and Upgrade****DESCRIPTION:**

Report from Terry Langlois, Team Leader Utilities, dated November 23, 2018. Authorization to access the Community Works Fund monies from the Electoral Area C allocation for the Sunnybrae Waterworks Acquisition and Upgrade.

**RECOMMENDATION:**

THAT: in accordance with Policy No. F-3 "Community Works Fund - Expenditure of Monies" access to the Community Works Fund be approved for up to \$50,000 plus applicable taxes from the Electoral Area C Community Works Fund allocation for costs associated with the Sunnybrae Waterworks acquisition and upgrade project, this 7<sup>th</sup> day of December, 2018.

**SHORT SUMMARY:**

The Sunnybrae Waterworks upgrade project was initiated in two phases. The first phase consisted of the development and directional drilling of a deep water intake, and construction of the wet well. The second phase consists of a new pumping system, the construction of the pump house and the decommissioning of the old pump house structure. The project received a Strategic Priorities Fund grant in the amount of \$1.7 Million dollars. Due to numerous unforeseen scope changes identified throughout the project, the water system budget is currently in a deficit. The water system is anticipating substantial expansion in the near future that will require a large reserve contribution from the expansion area, which will allow for the monies to be repaid to the Area C Community Works Fund should that occur.

**VOTING:**Unweighted  
Corporate☐LGA Part 14  
(Unweighted)☐Weighted  
Corporate☒Stakeholder  
(Weighted)☐**BACKGROUND:**

The Sunnybrae Water System has a long history of water quality issues. In 2010, the owner of the utility abandoned the system, leaving the management and operation of the system to the water users. The community asked the CSR D for assistance and in May of 2010, an Engineering Assessment of the system was completed. A Strategic Priorities Gas Tax Grant was awarded to the CSR D to upgrade this system in 2016. However project contingencies were exceeded due to a number of unforeseen costs associated with both the project and acquisition of the water system.

**POLICY:**

Policy No. F-3 "Community Works Fund - Expenditure of Monies" states that the expenditure of monies from the Community Works Fund will be approved by the Board.



**FINANCIAL:**

Funds will be allocated from the Electoral Area C Community Works Fund allocation. The Electoral Area Director has provided verbal support to this initiative. The funds may be repaid from future connections should they occur.

The balance of the Area C Community Works Fund (Gas Tax) at November 30, 2018 is approximately \$994,000 after all previously approved commitments. The 2018 distribution is included in the above amount. 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:**

As per Policy No. F-3 "Electoral Area Community Works Fund - Expenditure of Monies" authorization to expend monies from the Community Works Fund must be approved by the Board.

**DESIRED OUTCOMES:**

The Board will endorse the recommendation to allow for the budget shortfall to be accounted for.

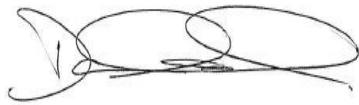
**BOARD'S OPTIONS:**

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

**Report Approval Details**

Document Title:	Sunnybrae Waterworks CWF dec2018.docx
Attachments:	
Final Approval Date:	Nov 26, 2018

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



**Darcy Mooney - Nov 23, 2018 - 2:16 PM**



**Jodi Pierce - Nov 23, 2018 - 3:01 PM**

**No Signature - Task assigned to Lynda Shykora was completed by assistant Jennifer Sham**

**Lynda Shykora - Nov 26, 2018 - 3:06 PM**



**Charles Hamilton - Nov 26, 2018 - 3:15 PM**



# BOARD REPORT

**TO:** Chair and Directors **File No:** 5360 01

**SUBJECT:** Potential Residential Curbside Collection Service – Electoral Area C

**DESCRIPTION:** Report from Ben Van Nostrand, Team Leader, Environmental Health Services dated November 21, 2018. Electoral Area C - Residential Curbside Collection Service.

**RECOMMENDATION:** THAT: the Board authorize staff to commence a public education and outreach program within Electoral Area C to gauge the level of support for the establishment of a Residential Curbside Collection program, this 7<sup>th</sup> day of December, 2018.

## SHORT SUMMARY:

Curbside collection services for refuse and recycling are common place in most Municipalities and many Regional Districts in BC also provide these services to its residents. The CSR D's 2016 Solid Waste Management Plan (SWMP) identified the establishment of a curbside collection program in Area C as a priority. Staff has engaged with a consultant to provide cost estimates and servicing options for the entire electoral area as well as servicing option to the densified areas of the electoral area. The next step in this process is to engage with the residents of the electoral area to determine the level of support of the program. Upon Board approval, staff will distribute information, conduct open houses and distribute a survey. The information is anticipated to be collected by mid-summer 2019 and staff will then review and summarize the information and report back to the Board. The Electoral Area Director supports this initiative.

## VOTING:

Unweighted  
Corporate



LGA Part 14  
(Unweighted)



Weighted  
Corporate



Stakeholder  
(Weighted)



## BACKGROUND:

### Service Details

Based on the SWMP, a follow-up consultant's report, discussions with the Electoral Area Director the proposed residential curbside collection service option for Electoral Area C would consist of weekly automated collection of refuse and bi-weekly unlimited collection of mixed recycling.

The following table describes elements of the proposed service:

Method of Collection	All home owners in the established service area will be issued one 120 litre wildlife resistant refuse collection cart. Each cart will be equipped with a Radio Frequency Identification (RFID) tags. RFID tags allow the CSR D to track usage and charge based on number of collection events.
Curbside Refuse Collection	Refuse is defined as discarded or abandoned materials, substances or objects. Refuse will be limited to the size of the cart. (i.e. must fit in the cart). Refuse will be collected weekly and the size of the cart will accommodate approximately two regular sized garbage bags.

Curbside Organics Collection	Organics (food waste) could be phased in at a later date.
Curbside Recycling Collection	Recycling is defined by the Recycle BC (RBC) program definition for curbside recycling collection. Recycling will be placed in a reusable container. Unlimited recycling will be collected every other week (bi-weekly).
Rates	It is anticipated that home owners would pay a mandatory annual base rate of approximately \$150. A user pay rate of \$3 would be charged for each week that garbage was collected. Recycling collection would be free for recycling collection events.
Collection Service Bylaw	A bylaw for implementing the automated collection of recycling and refuse in a curbside service will be established as a part of this service delivery.
Collection Schedule	A collection schedule will be developed as a part of the curbside collection services contract award and will be delivered to all residents in the service area prior to program start up.
Service	Residents receive access to weekly automated refuse collection and bi-weekly collection of unlimited recycling.
Opting Out	The base rate fee would be mandatory and remaining weekly fees assessed and collected based on whether garbage is placed at the curb. There is no option to opt out of the program if the property is within the service area.
Impacts to Existing Transfer Stations	The introduction of a curbside service would not immediately impact existing CSRD recycling depots and transfer stations in Electoral Area C. A review would be conducted post program implementation to evaluate if depot changes are warranted.

### **POLICY:**

The 2009 Solid Waste Management Plan (SWMP) identified a policy activity which stated that the CSRD would determine costs and benefits to developing curbside recycling collection systems within high density areas in electoral areas of the CSRD and in member municipalities. Since 2009, curbside programs now exist in the Town of Golden, City of Revelstoke and City of Salmon Arm. The 2014 SWMP review further identified the need for continued adoption of curbside collection programs.

The establishment of a service area would be created in accordance with provincial legislation.

### **FINANCIAL:**

The Waste Reduction Budget has ample funds to carry out the necessary public engagement work.

### **KEY ISSUES/CONCEPTS:**

- Curbside collection of refuse will accomplish goals in the SWMP related to the reduction of greenhouse gas emissions by reducing the total amount of traffic driving to transfer stations or landfills and higher diversion rates.

- There are currently two known service providers in the area, offering only weekly pickup of garbage for a fee of \$180 - \$300 per year, depending on subscription level. A CSRD collection service would provide refuse and recycling collection for approximately \$150 - \$300 per year, depending on a homeowner's use of the service.
- Consultation and community engagement will occur to gauge support of a curbside collection service.
- The required approval process, necessary to establish a service area and borrowing under the Local Government Act, will be followed to establish the service.

### **IMPLEMENTATION:**

The implementation of a curbside collection service in Electoral Area C would only proceed based on broad and sufficient support from the community. The community engagement process will help guide staff to determine a feasible service area, should there be support. In order to gauge the support for a curbside collection service, staff is proposing the following course of action:

<b><u>Timeline</u></b>	<b><u>Action</u></b>
January - February 2019	Distribute information regarding the program elements which will explain the proposed service.
March - July 2019	Distribute an online/mail out survey to solicit feedback on the proposed service. Conduct informational sessions and open houses.
July - August 2019	Review the survey results and determine next steps. Bring forward a report and recommendation to the Board, based on the results.

### **DESIRED OUTCOMES:**

The Board approve the recommendation.

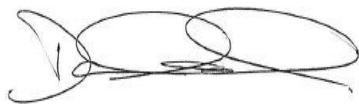
### **BOARD'S OPTIONS:**

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

**Report Approval Details**

Document Title:	Area C_Curbside Collection_Timeline Proposal.docx
Attachments:	
Final Approval Date:	Nov 27, 2018

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



**Darcy Mooney - Nov 23, 2018 - 3:38 PM**



**Jodi Pierce - Nov 23, 2018 - 3:43 PM**

**No Signature - Task assigned to Lynda Shykora was completed by assistant Jennifer Sham**

**Lynda Shykora - Nov 26, 2018 - 3:27 PM**



**Charles Hamilton - Nov 27, 2018 - 9:00 AM**



# BOARD REPORT

**TO:**

Chair and Directors

<b>File No:</b>	5510 03
	5510 02
	5510 04

**SUBJECT:**

Update Dog Control Contract Electoral Area C, D and F

**DESCRIPTION:**

Report from Ryan Nitchie, Team Leader, Community Services, dated November 21, 2018. Dog Control services update.

**RECOMMENDATION:**
THAT: the Board receive the staff report for information this 7<sup>th</sup> day of December, 2018.
**SHORT SUMMARY:**

The contract between the CSR D and K9 Control to provide dog control services in Electoral Area C, the Ranchero area of Electoral Area D and a dangerous dog control service to Electoral Area F expires on December 31, 2018. Although the contract contains an extension option for up to a two year term upon the request of the contractor, the contractor has provided notice to the CSR D that it does not wish to extend the contract. CSR D staff is currently exploring available options to provide dog control services including a possible collaboration with the City of Salmon Arm. It is likely that a contractor will not be in place before December 31, 2018 and the CSR D anticipates a temporary disruption in dog control service until a new contractor is obtained.

**VOTING:**
Unweighted  
Corporate
☐
LGA Part 14  
(Unweighted)
☐
Weighted  
Corporate
☐
Stakeholder  
(Weighted)
☐
**BACKGROUND:**

The CSR D has established a full dog control service in Electoral Area C and in the Ranchero area of Electoral Area D. Electoral Area F has an established dangerous dog control service. The CSR D entered into a three year contract with K9 Control in 2015 to provide dog control services to these areas.

In 2015, a public tender was issued by the CSR D requesting qualified contractors submit pricing to provide the dog control service and received only one submission from K9 Control. K9 Control is also the contracted dog control service provider for the City of Salmon Arm and its contract expires on December 31, 2018. CSR D staff is in ongoing discussions with the City of Salmon Arm to investigate opportunities to collaborate on dog control services.

If a suitable contractor is not secured by December 31, 2018, dog control service within the CSR D will be temporarily disrupted until a suitable option is determined. In this case, the CSR D will conduct an informational campaign and notify the affected residents.

**POLICY:**

The dog control service is regulated by the Electoral Area C Dog Control Bylaw No. 5747, Ranchero Dog Control Regulation Bylaw No. 5748 and the Area F Dangerous Dog Control Regulation Bylaw No. 5669.

**FINANCIAL:**

The enacted dog control service in the three areas are funded through tax requisition and the sale of dog licences.

**KEY ISSUES/CONCEPTS:**

To notify the Board of a possible service disruption for dog control services in Electoral Area C, the Ranchero area of Electoral Area D and Electoral Area F beginning January 1, 2019.

**IMPLEMENTATION:**

Staff will determine all possible opportunities to advance the continuation of dog control.

**COMMUNICATIONS:**

Should a disruption in service occur, staff will develop a communications strategy and advise the public.

**BOARD'S OPTIONS:**

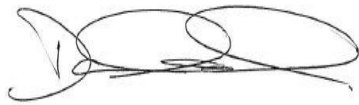
1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*



**Report Approval Details**

Document Title:	Dog Control Update 2018.docx
Attachments:	
Final Approval Date:	Nov 26, 2018

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



**Darcy Mooney - Nov 23, 2018 - 2:16 PM**



**Jodi Pierce - Nov 23, 2018 - 3:04 PM**

**No Signature - Task assigned to Lynda Shykora was completed by assistant Jennifer Sham**

**Lynda Shykora - Nov 26, 2018 - 3:08 PM**



**Charles Hamilton - Nov 26, 2018 - 3:12 PM**



# BOARD REPORT

**TO:** Chair and Directors

**File No:** Bylaw No. 5792

**SUBJECT:** 2018 Five Year Financial Plan Amendment Bylaw No. 5792

**DESCRIPTION:** Report from Jodi Pierce, Manager, Financial Services, dated November 23, 2018.

**RECOMMENDATION #1:** THAT: "2018 Five Year Financial Plan Amendment Bylaw No. 5792" be read a first, second and third time this 7<sup>th</sup> day of December, 2018.

**RECOMMENDATION #2:** THAT: "2018 Five Year Financial Plan Amendment Bylaw No. 5792" be adopted this 7<sup>th</sup> day of December, 2018.

## SHORT SUMMARY:

The 2018 Five Year Financial Plan was adopted at the March 29, 2018 regular meeting. A budget amendment is necessary to authorize the amendments to the Sunnybrae Water System budget.

## VOTING:

Unweighted  
Corporate

☐

LGA Part 14  
(Unweighted)

☐

Weighted  
Corporate

☒

Stakeholder  
(Weighted)

☐

## BACKGROUND:

The Sunnybrae Water System budget has been amended to reflect the higher upgrade costs and other higher operational costs. The funding for these expenditures is from a combination of capital and operating reserves and Gas Tax funds. The Electoral Area Director has been advised of the requirement for an amended budget.

## POLICY:

In accordance with section 374(2) of the Local Government Act, the Financial Plan may be amended by bylaw at any time.

## FINANCIAL:

The amendments have all been summarized on the attached Summary of Budget Amendments and all key changes have been highlighted in yellow on Schedule A for the 2018 Five Year Financial Plan Amendment Bylaw No. 5792.

## KEY ISSUES/CONCEPTS:

An increase in the budget is a requirement to legally meet the financial liabilities undertaken within the affected function.

## IMPLEMENTATION:

Payments from the affected functions will be made in accordance with budget.

## COMMUNICATIONS:

The 2018 Five Year Financial Plan Amendment Bylaw No. 5792 will be posted to the CSRD website.

**DESIRED OUTCOMES:**

To have financial responsibility for meeting expenses of the Sunnybrae Water System.

**BOARD'S OPTIONS:**

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

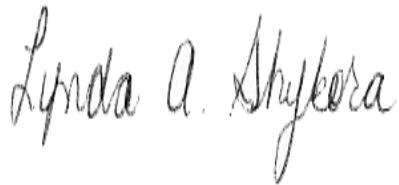
**LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:**

1. Sunnybrae Water System budget

**Report Approval Details**

Document Title:	2018-12-07_Board_FIN 5 Year Financial Plan Amendment.docx
Attachments:	- SCHEDULE A Amendment Bylaw No 5792 Dec 7 2018.pdf
Final Approval Date:	Nov 23, 2018

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



**Lynda Shykora - Nov 23, 2018 - 11:43 AM**



**Charles Hamilton - Nov 23, 2018 - 2:52 PM**

**Columbia Shuswap Regional District**  
**2018 Five Year Financial Plan Amendment Bylaw No. 5792**  
**Schedule A**

				2018	2019	2020	2021	2022
<b>REVENUES:</b>								
	Tax Requisition			\$ 14,743,837	\$ 15,286,820	\$ 15,635,681	\$ 15,668,440	\$ 15,843,460
	Parcel Taxes			1,308,728	1,515,198	1,545,595	1,366,264	1,385,894
	Railway Tax Mitigation			362,407	362,407	362,407	362,406	362,400
	Grants and transfers from other government			8,968,639	3,395,574	3,393,710	3,365,886	3,366,935
	Surplus			1,463,762	-	-	-	-
	Transfer from Capital Reserve			3,711,143	1,915,000	2,730,000	1,270,000	440,000
	Transfer from Operating Reserve			381,828	361,313	348,743	202,794	246,640
	Other			16,644,443	13,542,158	12,917,443	12,557,138	12,587,659
<b>TOTAL REVENUES:</b>				<b>\$ 47,584,787</b>	<b>\$ 36,378,470</b>	<b>\$ 36,933,579</b>	<b>\$ 34,792,928</b>	<b>\$ 34,232,988</b>
<b>EXPENDITURES:</b>								
<b>Corporate Services and Finance</b>								
	Regional General Government	010		\$ 1,287,480	\$ 1,221,515	\$ 1,239,700	\$ 1,252,700	\$ 1,277,700
	Electoral Area General Government	011		1,572,342	1,486,060	1,500,957	1,514,670	1,563,200
	Administrative Cost Allocation and IT	012		1,498,750	1,517,750	1,530,550	1,289,050	1,206,050
	Vehicle Fleet	013		120,800	90,000	93,000	90,000	90,000
	Feasibility Study	015		20,000	20,000	20,000	20,000	20,000
	Asset Management	016		187,932	-	-	-	-
	BC Hydro Grant Distribution	019		2,051,004	2,060,000	2,060,000	2,060,000	2,060,000
	Electoral Area GIA	025		694,703	405,500	405,500	405,500	405,495
	Regional Waterworks	200		226,600	230,850	235,100	239,350	243,600
<b>Total Corporate Services and Finance</b>				<b>\$ 7,659,611</b>	<b>\$ 7,031,675</b>	<b>\$ 7,084,807</b>	<b>\$ 6,871,270</b>	<b>\$ 6,866,045</b>
<b>Information Technology</b>								
	GIS/Mapping	260		\$ 374,644	\$ 382,664	\$ 391,084	\$ 399,564	\$ 408,044
	House Numbering	264		29,080	30,120	31,160	32,200	33,240
<b>Total Information Technology</b>				<b>\$ 403,724</b>	<b>\$ 412,784</b>	<b>\$ 422,244</b>	<b>\$ 431,764</b>	<b>\$ 441,284</b>

**Columbia Shuswap Regional District**  
**2018 Five Year Financial Plan Amendment Bylaw No. 5792**  
**Schedule A**

		2018	2019	2020	2021	2022
<b>Development Services</b>						
EA F Building Inspection	171	\$ 176,511	\$ 173,402	\$ 177,095	\$ 181,388	\$ 185,681
Building Inspection - Sub-Regional	172	205,640	193,040	196,284	200,524	204,764
By-Law Enforcement	180	411,704	412,208	420,876	429,624	438,372
Development Services	265	1,202,900	1,223,684	1,250,044	1,278,044	1,306,124
Planning Special Projects	266	188,149	85,730	130,030	63,030	33,830
<b>Total Development Services</b>		<b>\$ 2,184,904</b>	<b>\$ 2,088,064</b>	<b>\$ 2,174,329</b>	<b>\$ 2,152,610</b>	<b>\$ 2,168,771</b>
<b>Environmental Health Services</b>						
Hummingbird Creek Maintenance	183	\$ 580	\$ 580	\$ 580	\$ 580	\$ 580
Sims Creek Maintenance	184	3,500	1,000	1,000	1,000	1,000
Recycling	218	2,149,929	1,760,213	1,760,793	1,631,373	1,641,633
Regional Solid Waste Management	219	4,450,000	3,684,000	4,522,000	4,011,000	3,487,000
Shuswap Milfoil Control	280	305,827	314,736	325,082	518,421	342,590
Weed Control/Enforcement	286	106,805	83,885	86,509	87,253	87,877
Revelstoke/EA B Mosquito Control	290	75,368	78,988	79,788	79,988	80,988
Golden/EA A Mosquito Control	291	170,008	172,200	174,806	176,412	178,018
EA E Mosquito Control	292	8,870	8,980	9,037	9,126	9,217
Scotch/Lee Creek Mosquito Control	294	56,750	40,370	40,896	40,502	41,108
Sterile Insect Release Program	295	67,401	68,729	70,084	71,465	72,875
<b>Total Environmental Health Services</b>		<b>\$ 7,395,038</b>	<b>\$ 6,213,681</b>	<b>\$ 7,070,575</b>	<b>\$ 6,627,120</b>	<b>\$ 5,942,886</b>

**Columbia Shuswap Regional District**  
**2018 Five Year Financial Plan Amendment Bylaw No. 5792**  
**Schedule A**

		2018	2019	2020	2021	2022
<b>Community Services</b>						
Annis Bay Fire Protection	030	\$ 13,250	\$ 13,490	\$ 13,735	\$ 13,984	\$ 14,239
EA B Fire Protection	031	389,005	139,252	139,432	138,655	138,423
Falkland Fire Protection	033	382,017	214,906	339,572	235,546	246,044
Swansea Point Fire Protection	034	215,372	200,570	174,929	177,155	180,490
Nicholson Fire Protection	036	259,599	225,576	247,096	643,084	288,026
Ranchero/Deep Creek Fire Protection	037	296,964	296,236	237,942	239,586	242,420
Malakwa Fire Protection	040	207,491	181,782	243,060	193,272	201,102
Silver Creek Fire Protection	041	246,887	211,010	213,841	215,315	218,580
EA E Fire Protection	043	30,621	31,030	31,417	31,806	32,186
Kault Hill Fire Protection	045	8,740	8,750	8,850	8,950	9,050
Regional Fire Protection	046	385,966	346,812	362,258	360,404	423,020
Area C Sub-Regional Fire Protection	047	2,137,797	1,463,462	1,339,671	1,320,728	1,344,730
Area F Sub-Regional Fire Protection	048	1,262,047	789,996	802,278	816,231	935,209
911 Emergency Telephone Response	049	200,719	205,491	194,024	199,579	205,032
Shuswap Emergency Preparedness	050	657,935	329,339	314,725	327,345	332,865
Rev/EA B Emergency Preparedness	051	116,784	34,463	34,648	35,288	35,808
Golden/EA A Emergency Preparedness	052	89,804	86,214	85,198	77,911	76,786
EA D Dog Control	060	13,144	12,776	13,244	13,284	13,284
EA C Dog Control	061	39,587	39,305	39,541	39,690	39,690
EA F Dangerous Dog Control	062	9,256	9,256	9,256	9,256	9,256
<b>Total Community Services</b>		<b>\$ 6,962,985</b>	<b>\$ 4,839,716</b>	<b>\$ 4,844,717</b>	<b>\$ 5,097,069</b>	<b>\$ 4,986,240</b>

**Columbia Shuswap Regional District**  
**2018 Five Year Financial Plan Amendment Bylaw No. 5792**  
**Schedule A**

		2018	2019	2020	2021	2022
<b>Utilities</b>						
St Ives Street Lights	084	\$ 3,814	\$ 3,888	\$ 3,993	\$ 4,101	\$ 4,209
C Strata K46 Street Lights	085	2,162	2,200	2,250	2,300	2,350
Swansea Point Street Lights	086	8,961	8,950	9,049	9,153	9,257
Falkland Street Lights	088	12,270	12,382	12,486	12,590	12,694
Blind Bay Street Lights	089	23,426	24,106	24,646	25,186	25,726
EA E Street Lights	090	3,997	3,855	3,955	4,055	4,155
Sorrento Street Lights	093	3,168	3,250	3,350	3,450	3,550
Lakeview Place Waterworks	196	116,262	17,963	17,963	17,963	17,963
Cottonwoods Waterworks	197	71,775	72,311	72,857	73,414	73,982
Sunnybrae Waterworks	198	537,228	58,763	60,684	62,682	64,758
Galena Shores Waterworks	199	50,762	50,962	51,162	51,362	51,362
Falkland Waterworks	201	108,010	98,981	102,214	105,580	109,084
Cedar Heights Waterworks	202	391,794	174,175	179,727	185,497	191,496
Eagle Bay Waterworks	203	52,962	53,415	103,877	54,348	62,407
Saratoga Waterworks	204	1,578,566	72,566	135,977	86,397	86,825
MacArthur/Reedman Waterworks	206	106,063	88,723	91,481	94,345	97,317
Sorrento Waterworks	208	342,037	548,557	1,055,229	312,055	319,039
Anglemont Waterworks	209	989,620	989,620	989,620	989,620	989,620
South Shuswap Liquid Waste Management	210	42,416	38,120	37,800	37,800	37,800
North Shuswap Liquid Waste Management	211	26,977	23,000	22,680	22,680	22,680
Seymour Arm Liquid Waste Management	212	4,860	4,360	4,320	4,320	4,320
Area E Liquid Waste Management	213	30,013	23,488	23,328	23,328	23,328
Blind Bay/Sorrento Liquid Waste Managemer	214	2,100,000	185,184	186,136	186,136	186,136
<b>Total Utilities</b>		<b>\$ 6,607,143</b>	<b>\$ 2,558,819</b>	<b>\$ 3,194,784</b>	<b>\$ 2,368,362</b>	<b>\$ 2,400,058</b>



**Columbia Shuswap Regional District**  
**2018 Five Year Financial Plan Amendment Bylaw No. 5792**  
**Schedule A**

		2018	2019	2020	2021	2022
<b>Parks and Recreation</b>						
EA D Community Parks GIA	313	\$ 20,400	\$ 20,400	\$ 20,400	\$ 20,400	\$ 20,400
Rose Clifford Community Park	315	52,503	33,868	-	-	-
Rail Trail Corridor	316	258,620	207,658	205,654	205,654	196,974
EA E Parks & Playgrounds	320	37,329	35,151	35,490	33,043	33,390
Community Parks - EA A	321	454,061	221,091	297,177	243,625	287,277
Community Parks - EA B	322	3,750	3,750	6,250	1,250	1,250
Community Parks - EA C	323	1,812,485	1,100,582	867,370	890,669	1,024,063
Community Parks - EA D	324	468,457	188,197	143,927	146,110	148,268
Community Parks - EA E	325	287,875	197,682	258,555	173,014	175,786
Community Parks - EA F	326	655,690	428,278	424,764	445,510	391,005
Golden/EA A Arena	340	666,021	1,522,792	726,602	718,356	712,424
Sicamous/EA E Recreation Centre	345	495,228	454,464	684,635	455,737	477,869
Golden/EA A Curling Rink	370	65,136	65,170	65,917	66,557	58,080
<b>Total Parks and Recreation</b>		<b>\$ 5,277,555</b>	<b>\$ 4,479,083</b>	<b>\$ 3,736,741</b>	<b>\$ 3,399,925</b>	<b>\$ 3,526,786</b>
<b>Economic Development and Tourism</b>						
Shuswap Economic Development	300	\$ 607,119	\$ 566,068	\$ 565,390	\$ 567,510	\$ 569,630
EDC Sicamous, EA Areas C D E & F	302	631,197	354,665	339,705	321,825	303,945
EA C Tourism Info Centre	304	30,500	30,600	30,600	30,600	30,600
Film Commission - All Members	305	69,151	46,766	46,065	46,305	46,520
EA A Economic Development	306	60,600	61,200	61,200	61,200	61,200
<b>Total Economic Development and Tourism</b>		<b>\$ 1,398,567</b>	<b>\$ 1,059,299</b>	<b>\$ 1,042,960</b>	<b>\$ 1,027,440</b>	<b>\$ 1,011,895</b>

**Columbia Shuswap Regional District**  
**2018 Five Year Financial Plan Amendment Bylaw No. 5792**  
**Schedule A**

		2018	2019	2020	2021	2022
<b>Other</b>						
EA F First Responders GIA	024	\$ 27,540	\$ 27,540	\$ 27,540	\$ 27,540	\$ 27,540
Community Hall EA D GIA	026	8,250	8,250	8,250	8,250	8,250
Shuswap SPCA GIA	027	10,250	10,250	10,250	10,250	10,250
Shuswap Search and Rescue GIA	028	106,000	106,000	106,000	106,000	106,000
Shuswap First Responders GIA	029	51,000	51,000	51,000	51,000	51,000
Shuswap Airport	074	134,492	135,829	137,176	138,538	139,912
Revelstoke/EA B Airport	075	493,338	464,846	465,799	471,978	503,761
Golden/EA A Airport	076	47,517	47,229	48,544	49,681	50,749
EA C/D Transit	101	30,157	30,160	30,160	30,660	31,180
Waverly Park Water Users Loan	189	22,549	22,549	22,549	22,549	22,549
Woodstove Exchange Program	190	15,300	15,300	15,300	15,300	15,300
Community Works Fund Agreement	192	1,863,606	-	-	-	-
EA D Cemetery GIA	239	3,700	3,700	3,700	3,700	3,700
Golden/EA A Cemetery	240	23,567	23,841	24,231	24,682	25,106
Revelstoke/EA B Cemetery	241	121,989	89,133	90,815	92,531	94,288
Fireworks/Firecrackers - Area C	244	750	750	750	750	750
Fireworks/Firecrackers - Area E	246	6,968	6,968	6,968	6,968	6,968
Fireworks/Firecrackers - Area F	247	1,990	1,450	1,450	1,450	1,450
Marine Noise Control	250	-	-	-	-	-
Anti Whistling Elson Rd Crossing	255	695	650	650	650	650
Shuswap Watershed Council	282	179,960	185,360	190,760	-	-
EA B Recreation	330	178,677	171,539	164,463	157,450	160,500
Shuswap Multipurpose Recreation	344	61,200	61,200	61,200	61,200	61,200
EA A Television Rebroadcast	355	66,000	66,000	66,000	66,000	66,000
Golden/EA A Library	380	363,240	364,486	366,424	374,667	383,855
Okanagan Regional Library	381	866,914	862,188	883,005	904,947	927,438
Golden/EA A Museum	385	55,000	55,000	55,000	55,000	55,000
<b>Total Other</b>		<b>\$ 4,740,649</b>	<b>\$ 2,811,218</b>	<b>\$ 2,837,984</b>	<b>\$ 2,681,741</b>	<b>\$ 2,753,396</b>
<b>Debt Payments from Member Municipalities</b>	495	<b>\$ 4,954,611</b>	<b>\$ 4,884,131</b>	<b>\$ 4,524,438</b>	<b>\$ 4,135,627</b>	<b>\$ 4,135,627</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 47,584,787</b>	<b>\$ 36,378,470</b>	<b>\$ 36,933,579</b>	<b>\$ 34,792,928</b>	<b>\$ 34,232,988</b>
<b>SURPLUS/DEFICIT</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**COLUMBIA SHUSWAP REGIONAL DISTRICT****BYLAW NO. 5792**

A bylaw to amend the 2018 Five Year Financial Plan for the period 2018 to 2022, inclusive

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WHEREAS the Board of the Columbia Shuswap Regional District wishes to amend "2018 Five Year Financial Plan Bylaw No. 5772" to meet the financial liabilities undertaken within budget function: Area C, Sunnybrae Waterworks;

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

**AMENDMENT**

1. Schedule 'A' of Bylaw No. 5772 is deleted in its entirety and replaced with the attached Schedule 'A'.

**CITATION**

2. This bylaw may be cited as "2018 Five Year Financial Plan Amendment Bylaw No. 5792."

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. 5792 as adopted.

\_\_\_\_\_  
Deputy Manager,  
Corporate Administration Services



# BOARD REPORT

**TO:** Chair and Directors

<b>File No:</b> 5600 51 03 BL5791
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**SUBJECT:** Sorrento Waterworks Service Area Amendment Bylaw

**DESCRIPTION:** Report from Terry Langlois, Team Leader, Utilities, dated November 8, 2018. Sorrento Waterworks Service Area Amendment.

**RECOMMENDATION:** THAT: Sorrento Waterworks Service Area Amendment Bylaw No. 5791 be read a first, second and third time this 7<sup>th</sup> day of December, 2018.

## SHORT SUMMARY:

The owners of the property located at 774 Armentieres Road have requested their property be connected to the Sorrento Water System. The Electoral Area C Director has been notified and a successful public assent process to include this property in the Sorrento Waterworks Service Area was completed on November 7, 2018.

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<b>VOTING:</b>	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:

The property owners of 774 Armentieres Road have requested connection to the Sorrento Water System. The Sorrento Waterworks Service Area borders this property and has the capacity to accommodate additional connections. In order to connect the property to the system, it must be included in the Sorrento Waterworks Service Area. All connection costs have been determined and agreed to by the property owner and a successful public assent process was completed on November 7, 2018.

## POLICY:

CSR Policy No. W-4 "Water Utility Acquisition".

## FINANCIAL:

The property owners are responsible for the infrastructure costs to extend the water main to their property at 774 Armentieres Road. The property owners are also required to make a contribution to the water system's capital reserve fund in accordance with Section 34 of Policy No. W-4 of the Water System Acquisition Strategy. Additionally, the owners are responsible for the applicable one time connection fee and the annual user fees, as outlined in CSR Waterworks Rates and Regulation Bylaw No. 5744.

## KEY ISSUES/CONCEPTS:

To supply safe potable water to the property at 774 Armentieres Road.

## IMPLEMENTATION:

Upon adoption.

**DESIRED OUTCOMES:**

To supply water to the property located at 774 Armentieres Road and expand the Sorrento Waterworks Service Area.

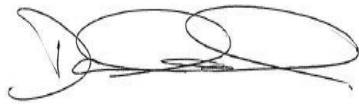
**BOARD'S OPTIONS:**

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

**Report Approval Details**

Document Title:	Sorrento Waterworks Service Area Amendment Board Report BL 5791.docx
Attachments:	- BL5791 Sorrento Waterworks Amendment Bylaw.docx - Certificate of Sufficiency 774 Armentieres.pdf
Final Approval Date:	Nov 27, 2018

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



**Darcy Mooney - Nov 23, 2018 - 2:18 PM**



**Jodi Pierce - Nov 23, 2018 - 3:17 PM**

**No Signature - Task assigned to Lynda Shykora was completed by assistant Jennifer Sham**

**Lynda Shykora - Nov 26, 2018 - 3:19 PM**



**Charles Hamilton - Nov 27, 2018 - 8:52 AM**

**COLUMBIA SHUSWAP REGIONAL DISTRICT**

**BYLAW NO. 5778**

A bylaw to amend Sorrento Waterworks Service Area Bylaw No. 5541

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WHEREAS a service area has been established by the Columbia Shuswap Regional District by Bylaw No. 5541, cited as “Sorrento Waterworks Service Area Bylaw No. 5541”, for the purpose of providing water to the Sorrento area within Electoral Area C;

AND WHEREAS requests from property owners not within the service area established by Bylaw No. 5541 have been received by the Regional Board for the purpose of having additional lands included in the waterworks service area;

AND WHEREAS it is deemed desirable to include within the aforesaid service area additional lands as petitioned;

AND WHEREAS the Director for Electoral Area C 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:

**BOUNDARY**

1. The boundaries of the “Sorrento Waterworks Service Area” as established by Sorrento Waterworks Service Area Bylaw No. 5541 are hereby extended to include the lands outlined and described in Schedule B, which is attached hereto and forms part of this bylaw.
2. Schedule A of Sorrento Waterworks Service Area Bylaw No. 5541 is hereby deleted and replaced by Schedule A attached hereto and forming part of this bylaw.

**EFFECTIVE DATE**

3. This Bylaw will come into effect upon adoption.

**CITATION**

4. This Bylaw may be cited as the "Sorrento Waterworks Service Area Amendment Bylaw No. 5791".

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 \_\_\_\_\_, 2019.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
CHAIR

CERTIFIED a true copy of  
Bylaw No. 5791 as read a third time.

CERTIFIED a true copy of  
Bylaw No. 5791 as adopted.

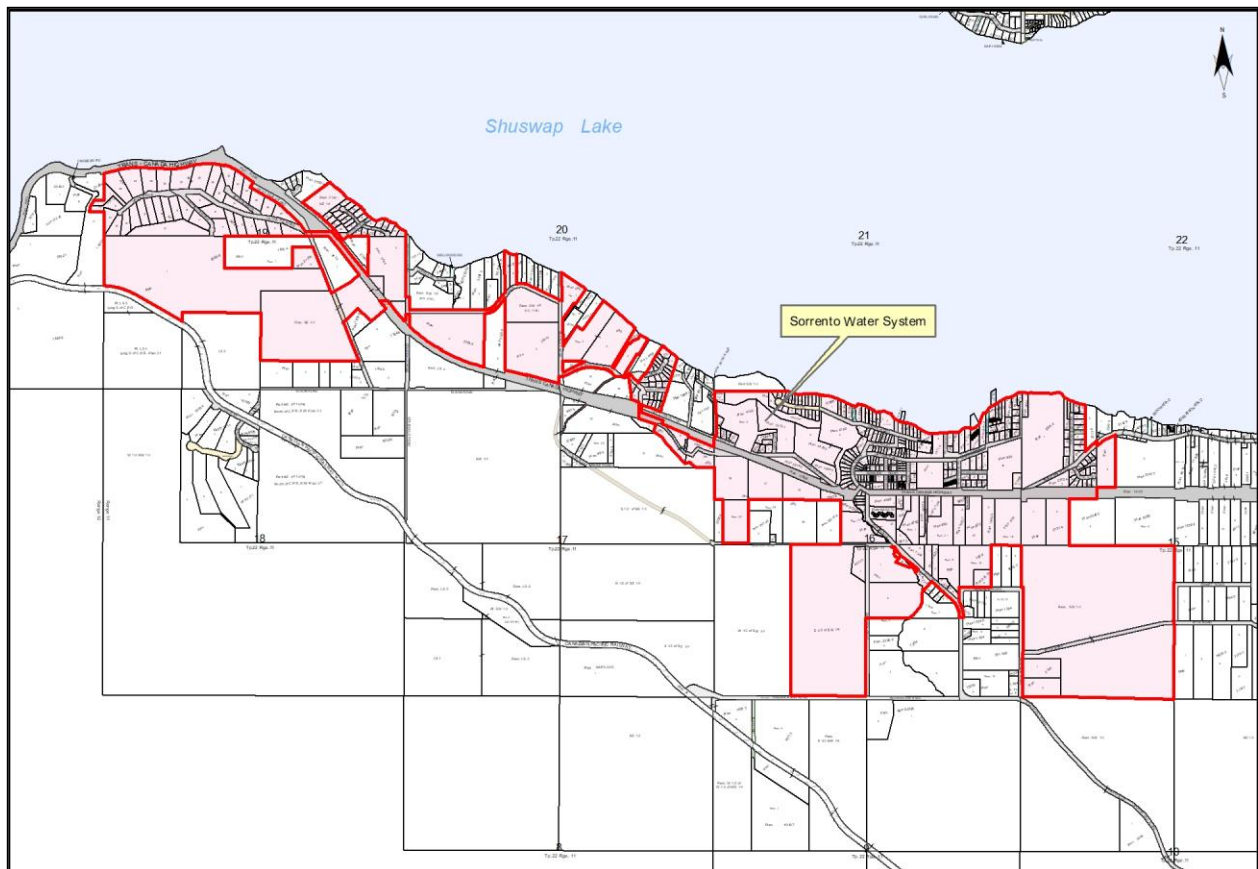
\_\_\_\_\_  
Deputy Manager of Corporate  
Administration Services

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Deputy Manager of Corporate  
Administration Services



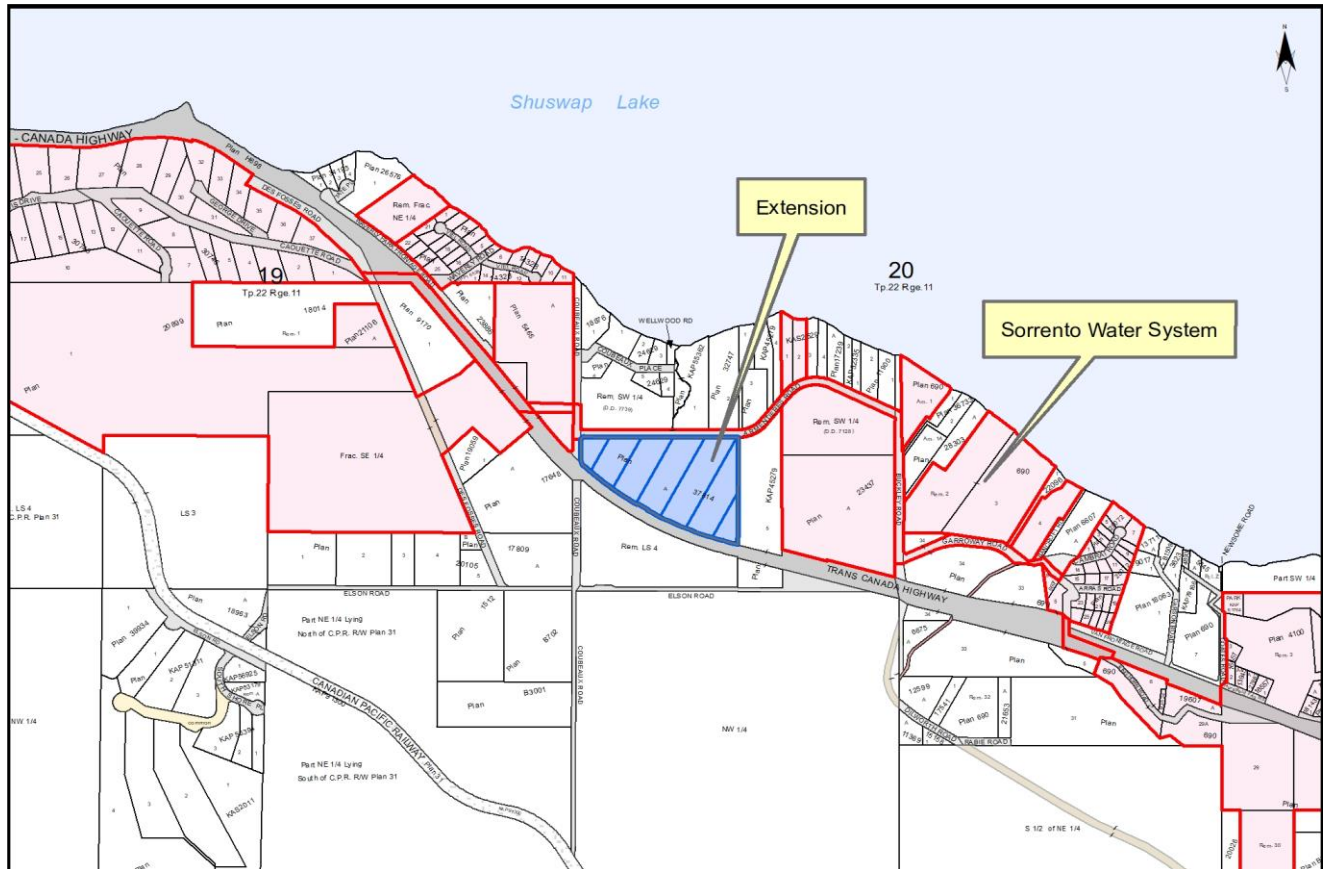
**SORRENTO WATERWORKS  
SERVICE AREA AMENDMENT BYLAW NO. 5791**

**SCHEDULE A**



**SORRENTO WATERWORKS  
SERVICE AREA AMENDMENT BYLAW NO. 5791**

## SCHEDULE B





# COLUMBIA SHUSWAP REGIONAL DISTRICT

PO Box 978, 555 Harbourfront Drive NE, Salmon Arm, BC V1E 4P1  
T: 250.832.8194 | F: 250.832.3375 | TF: 1.888.248.2773 | www.csrld.bc.ca

## CERTIFICATE OF SUFFICIENCY

### SORRENTO WATERWORKS SERVICE AREA EXTENSION

Pursuant to Section 337 of the Local Government Act, and based on the following criteria, I hereby certify the petition received by the Corporate Officer, Columbia Shuswap Regional District (CSRD), requesting the CSRD to extend the boundaries of the Sorrento Waterworks Service Area to include one property into the service area and the petitioners agreeing to the parcel tax levy for water service paid by property owners within the Sorrento Waterworks Service Area established by Bylaw No. 5541 and for annual water user fees set out in the CSRD Waterworks Rates and Regulation Bylaw No. 5744, as described on the Data Sheet on the reverse of the petition, to be **SUFFICIENT** for the aforementioned purposes.

Total Parcels in Proposed Area	1
Total Petitions <b>Required</b> (50% of the owners of parcels liable to be charged for the service)	1
Total Valid Petitions <b>Received</b>	1 (100%)
Total Assessment of Property to be included	\$553,000
Total Assessment <b>Required</b> (50% of net taxable value of all Land and improvements within the Service Area)	\$276,500
Total Assessment of Valid Petitions <b>Received</b>	\$553,000 (100%)

Lynda Shykora, Deputy Manager  
Corporate Administration Services

Dated this 9<sup>th</sup> day of November, 2018

File: Amendment BL 5791

#### ELECTORAL AREAS

A GOLDEN-COLUMBIA  
B REVELSTOKE-COLUMBIA

C SOUTH SHUSWAP  
D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA  
F NORTH SHUSWAP-SEYMOUR ARM

#### MUNICIPALITIES

GOLDEN  
REVELSTOKE

SALMON ARM  
SICAMOUS



# BOARD REPORT

<b>TO:</b>	Chair and Directors	<b>File No:</b> Bylaw No. 5793
<b>SUBJECT:</b>	MacArthur Heights/Reedman Heights Waterworks Service Amendment Bylaw No. 5793	
<b>DESCRIPTION:</b>	Report from Jodi Pierce, Manager, Financial Services dated November 28, 2018. Proposed amendment to MacArthur Heights/Reedman Heights Waterworks Service Bylaw No. 5491 to increase the maximum parcel tax requisition.	
<b>RECOMMENDATION:</b>	THAT: "MacArthur Heights/Reedman Heights Waterworks Service Amendment Bylaw No. 5793" be read a first, second and third time this 7 <sup>th</sup> day of December, 2018.	

## SHORT SUMMARY:

Through the budget process, it has been determined that the MacArthur Heights/Reedman Heights Waterworks capital reserve account is seriously underfunded and even though the maximum parcel tax has been requisitioned each year, the amount going into the capital reserves is not adequate for a water system of this size and age. The current maximum parcel tax requisition limit is the lowest of all CSR D water systems. In order to maintain the ongoing sustainability of the water system, the maximum parcel tax requisition needs to be increased to allow for additional contributions to the capital reserve account.

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<b>VOTING:</b>	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.

The MacArthur Heights/Reedman Heights Waterworks Reserve Fund is underfunded considering the size of the water system. Staff is recommending the maximum requisition limit be increased to \$100,000 for the parcel tax requisition in the MacArthur Heights/Reedman Heights Waterworks service area to allow for additional contributions to the capital reserve. Implementation of the increase will happen over a number of years and the parcel tax per property will be increased 15% in the first year, and 5% per year thereafter for the foreseeable future. An increased maximum will allow for constant manageable increases for users of the water system as determined through the budget process.

## 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:**

In 2018, MacArthur Heights/Reedman Heights property owners paid a parcel tax in the amount of \$189 per property (including the provincial collection fee), resulting in total parcel taxes of \$26,250. Staff is recommending a 25% increase to the parcel tax in 2019 resulting in property owners paying a parcel tax of approximately \$237. A further increase of 5% would take place in 2020 and then an estimated 5% increase in each year subsequent until such time that the capital reserve fund is adequately funded for infrastructure replacement in accordance with asset management plans. The current balance of the capital reserve fund for the MacArthur Heights/Reedman Heights Waterworks is approximately \$55,000. Additionally, past practice has been to implement a 25% increase every five years and apply that increase to taxpayers all in one year. The recommended amendment would allow for gradual increases to the parcel taxes over time so the taxpayers would not see such a significant increase at one time.

Additionally the parcel tax and user fees for the MacArthur Heights/Reedman Heights Waterworks is within the average for all the CSRD owned water systems at a combined total of \$709 annually. The average combined parcel tax/user fee amount in CSRD systems is currently \$701 annually.

**KEY ISSUES/CONCEPTS:**

Increases to parcel taxes and user fees are necessary to maintain the ongoing sustainability of the water system.

**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 a parcel tax requisition in the amount of \$32,813 or approximately \$237 per parcel.

**COMMUNICATIONS:**

The Electoral Area C Director has consented to the increase. The MacArthur Heights/Reedman Heights property owners will be advised of the increase in the mailout that accompanies the annual utility bills which are distributed in February.

**DESIRED OUTCOMES:**

That the Board approve the recommendation to amend the bylaw.

**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:	2018-12-07_Board_FIN_MacArthur Reedman Heights Waterworks.docx
Attachments:	
Final Approval Date:	Nov 28, 2018

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

**No Signature - Task assigned to Lynda Shykora was completed by assistant Jennifer Sham**

**Lynda Shykora - Nov 28, 2018 - 11:13 AM**

**No Signature - Task assigned to Charles Hamilton was completed by workflow administrator Portal Administrator**

**Charles Hamilton - Nov 28, 2018 - 11:24 AM**

**COLUMBIA SHUSWAP REGIONAL DISTRICT****BYLAW NO. 5793**

A bylaw to amend MacArthur Heights/Reedman Heights Waterworks  
Service Area Bylaw No. 5491

WHEREAS a service area has been established by the Columbia Shuswap Regional District by MacArthur Heights/Reedman Heights Waterworks Service Area Bylaw No. 5793 for the purpose of providing water to the MacArthur Heights and Reedman Heights areas within Electoral Area C;

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 C 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. 5491 is hereby deleted and replaced with the following:
  - “4. The annual operating and debt servicing costs shall be recovered by one or more of the following:
    - a) the requisition of money to be collected by a parcel tax in an amount not to exceed \$100,000 per year;
    - b) the imposition of fees and other charges that may be fixed by separate bylaw for the purpose of recovering these costs;
    - c) revenues received by way of agreement, enterprise, gift, grant or otherwise.”
2. This Bylaw may be cited as the “MacArthur Heights/Reedman Heights Waterworks Service Area Amendment Bylaw No. 5793”.

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 \_\_\_\_\_, 2019.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
CHAIR

CERTIFIED a true copy of  
Bylaw No. 5793 as read a third time.

CERTIFIED a true copy of  
Bylaw No. 5793 as adopted.

\_\_\_\_\_  
Deputy Manager of Corporate  
Administration Services

\_\_\_\_\_  
Deputy Manager of Corporate  
Administration Services





# BOARD REPORT

**TO:** Chair and Directors

**File No:** 0430 20 53 & PR 32

**SUBJECT:** All Electoral Areas: Procedure to address Cannabis Retail and Production Referrals

**DESCRIPTION:** Report from Jan Thingsted, Planner, dated November 23, 2018

**RECOMMENDATION:** THAT: the Board adopt Cannabis Related Business Referral Procedure (PR-32), this 7<sup>th</sup> day of December, 2018.

## SHORT SUMMARY:

On October 17, 2018, the Cannabis Act came into force which legalized the cultivation, processing, and retail sale of recreational cannabis across Canada. In the lead up to cannabis legalization, the Columbia Shuswap Regional District (CSR D) Board adopted Cannabis Related Business Policy (A-71) which provides guidance and a set of criteria on how to address both retail cannabis sales and cannabis production facility proposals in the six electoral areas of the CSR D.

See attached Cannabis Related Business Policy (A-71): "2018-06-21\_ Cannabis\_Policy\_A-71.pdf"

The proposed Cannabis Related Business Referrals Procedure (PR-32) supplements Policy A-71 by providing a procedure for how referrals for cannabis retail sales and cannabis production are processed by the CSR D.

See attached Cannabis Related Businesses Referrals Procedure (PR-32): "2018-12-07\_Cannabis\_Procedure\_PR-32.pdf"

<b>VOTING:</b>	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:

While the Provincial and Federal and governments are responsible for many aspects of the legalization framework, local government still play a key role in the area of land use planning for retail cannabis stores and production facilities.

The Provincial Liquor and Cannabis Regulation Branch (LCRB) manages both the cannabis wholesale framework and the licensing framework for cannabis retail stores. Local governments have been given the option to provide comments and recommendations on all licence applications but must first gather the views of residents before responding to the LCRB with a formal recommendation of support or non-support. Cannabis retail licences will not be issued unless the local government for the area in which the establishment is proposed to be located supports the issuance of the licence. Since it is mandatory for local governments to conduct public consultation before responding to a retail licence application, fees can be charged to recover the cost of consultation. The process for reviewing a retail cannabis sales licence will be similar to how the CSR D processes other development applications, such as Temporary Use Permits.

In the case of cannabis production facility licences, Health Canada is responsible for providing the licensing and oversight framework for legal production of cannabis. Through the licensing process, local governments are provided with a letter of notification by a proponent who has applied to become a licensed producer. Prior to issuing a licence, Health Canada does not require that local governments provide a formal recommendation of support for a proposal, nor does it require that public consultation be conducted. For these reasons, the CSRD will not require an application to be made to the CSRD, nor will any fees be charged. The CSRD will, however, respond to letters of notification in the same way that land use referrals are reviewed. The only difference is that the CSRD will forward the letter of notification to other agencies that may have interests affected by the proposal. These agencies may include the Agricultural Land Commission, Interior Health and Ministry Of Transportation and Infrastructure.

### **POLICY:**

A summary of CSRD land use regulations and how they pertain to cannabis legalization was provided in the June 21, 2018 Board Report pertaining to Cannabis Policy A-71. While some Electoral Areas have cannabis specific land use regulations in place, other areas have no land use regulation or no regulations at all. Policy A-71 "fills the gaps" by providing clear location guidelines for areas with or without land use regulations.

See attached Board report: "2018-06-21\_Board\_DS\_Cannabis\_Policy\_A-71\_0430\_20\_53.pdf"

See attached Cannabis Related Business Policy (A-71): "2018-06-21\_ Cannabis\_Policy\_A-71.pdf"

See attached Board report: "2018-04-19\_Board\_Report\_DS\_0430\_2053\_cannabis\_legalization.pdf"

It is important to note that a cannabis related business referral may also trigger a separate development application review and approval process (e.g., rezoning or Temporary Use Permit). The procedures by which the CSRD processes these development applications is established in Development Services Procedures Bylaw No. 4001.

### **FINANCIAL:**

Development Services Application Fees Bylaw No. 4000 was amended in July 19, 2018 to include fees for cannabis related business referrals. The intent of these fees are to recover costs incurred by the CSRD when processing cannabis related business referrals. The fees charged for processing cannabis related referrals aligns with the existing fee structure in Bylaw No. 4000.

See July 19, 2018 Board report: "2018-07-19\_Board\_DS\_BL4000-4\_Cannabis\_Fees.pdf"

See Development Services Application Fees Bylaw No. 4000: "2018\_BL4000-4\_Adoption.pdf"

### **KEY ISSUES/CONCEPTS:**

The proposed Cannabis Related Businesses Procedure establishes the procedure for how cannabis retail and cannabis production referrals are received and processed by the CSRD.

The Procedure specifies the:

- information to be included in a referral package or application submitted to the CSRD.
- steps required by CSRD staff when processing a cannabis related business referral or application.
- information to be included by staff in a CSRD referral package.

- role of the Electoral Director in the application review process (providing comments and choosing the method of public consultation).
- method for gathering public feedback (e.g., conducting a survey/public meeting) prior to the Board making a recommendation on a cannabis retail proposal
- notification requirements for surveys and public meetings.

See attached Cannabis Related Business Procedure (PR-32): "2018-12-07\_Cannabis\_Procedure\_ PR-32.pdf"

**IMPLEMENTATION:**

Should the Board adopt Cannabis Related Business Referrals Procedure (PR-32), staff will follow the Procedure when a cannabis related business referral is received. A copy of Procedure PR-32 and Policy A-71 will also be made available to anyone inquiring about starting a cannabis related business in the CSRD.

**COMMUNICATIONS:**

Should the Board adopt Cannabis Related Business Procedure (PR-32), the Procedure will be made available on the CSRD website and at the front counter.

**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*

**Report Approval Details**

Document Title:	2018-12-07_Board_DS_Cannabis_Referral_Procedure.docx
Attachments:	<ul style="list-style-type: none"> <li>- 2018-12-07 _Cannabis_Procedure_ PR-32.pdf</li> <li>- 2018-07-19_Board_DS_BL4000-4_Cannabis_Fees.pdf</li> <li>- 2018_BL4000-4_Adoption.pdf</li> <li>- 2018-06-21_Cannabis_Policy_ A-71.pdf</li> <li>- 2018-06-21_Board_DS_Cannabis_Policy_ A-71_0430_20_53.pdf</li> <li>- 2018-04-19_Board_Report_DS_0430_20_53_cannabis_legalization.pdf</li> </ul>
Final Approval Date:	Nov 27, 2018

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



**Corey Paiement - Nov 26, 2018 - 11:27 AM**



**Gerald Christie - Nov 26, 2018 - 11:45 AM**



**Jodi Pierce - Nov 26, 2018 - 1:37 PM**

**No Signature - Task assigned to Lynda Shykora was completed by assistant Jennifer Sham**

**Lynda Shykora - Nov 26, 2018 - 4:04 PM**

A handwritten signature in black ink, appearing to read "C. Hamilton", with a stylized flourish at the end.

**Charles Hamilton - Nov 27, 2018 - 9:13 AM**

## **PROCEDURE**

### **CANNABIS RELATED BUSINESS REFERRALS**

#### **PREAMBLE**

The following procedure outlines the steps to be taken by Columbia Shuswap Regional District (CSRD) Development Services Department staff upon receiving a notification that an application has been made for either a cannabis retail licence, or a cannabis production licence in the CSRD. This Procedure complements Cannabis Related Business Policy A-71.

#### **LEGISLATIVE AUTHORITY**

The process of issuing licences for cannabis retail and cannabis production is the sole jurisdiction of the provincial and federal government. In the Province of BC, the Liquor and Cannabis Regulation Branch (LCRB) is responsible for licensing and monitoring the private retail sale of non-medical cannabis under the Cannabis Control and Licensing Act. Health Canada is the approval authority for all cannabis cultivation and processing (production) licenses under the Access to Cannabis for Medical Purposes Regulations (ACMPR) and Cannabis Act.

Local governments have been provided an opportunity to provide recommendations on all cannabis retail sale license applications and must provide an opportunity for community feedback prior to making a formal recommendation of support or non-support. Cannabis retail licences will not be issued unless the local government for the area in which the establishment is proposed to be located supports the issuance of the licence.

In the case of cannabis production licences, Health Canada is responsible for providing the licensing and oversight framework for legal production of cannabis. Through the licensing process, local governments are provided with a letter of notification by a proponent who has applied to become a licensed producer. Prior to issuing a licence, Health Canada does not require local government support of a proposal, nor does it require that public consultation be conducted. The CSRD will, however, respond to letters of notification in the same way that land use referrals are dealt with.

#### **RESPONSIBILITY**

The Manager and Team Leader of Development Services, are responsible for assigning cannabis retail and production referrals to Development Services Staff (staff).

## PROCEDURE

### Cannabis Retail Referrals:

1. Once the CSRD receives a cannabis retail referral from the LCRB, staff will conduct a preliminary review of the referral with the Electoral Director of the area in which the proposal is located to determine which type of public consultation is required (public survey, or public survey plus a meeting).
2. The applicant will be contacted by staff and instructed to submit a Cannabis Retail Application form to the CSRD.
3. An application must be made to the CSRD on a form as prescribed by the Manager of Development Services and shall include:
  - a. Name, address, and signature of owner(s) or agent acting on the owner's behalf;
  - b. Applicable fee, as set out in *CSRD Development Services Application Fees Bylaw No. 4000*, as amended from time to time;
  - c. Current Certificate of Title dated within thirty (30) days of the date of application for all affected properties;
  - d. The legal description and street address of the property(s);
  - e. Plans and details of the proposal, including a site plan, floor plan, signage details, number of parking stalls, and hours of operation;
  - f. A community impact statement that outlines the retail cannabis store's potential positive impacts on the community, potential negative impacts on the community, and measures taken to address the store's potential negative impacts;
  - g. A map showing day cares, health care facilities, etc. (complete list from 1.c. in Policy A-71) within 500 m of the subject property;
  - h. A copy of the completed LCRB application form and any supporting documents submitted with the form; and,
  - i. Any other information requested by the Manager of Development Services or his or her designate.
4. Application process:
  - a. Upon receipt of a completed Cannabis Retail Application form, staff will open a file and issue a fee receipt to the applicant;
  - b. Staff will conduct an evaluation of the proposal for compliance with relevant CSRD bylaws;
  - c. If it is determined during staff's review of the application that the proposal does not conform to relevant CSRD bylaws, the applicant will be notified in writing. Staff will discuss with the applicant if the non-conformity(s) can be considered through the application, review, and approval of a land use amendment, issuance of a temporary use permit, development variance, or development permit. In situations where the proposal does not conform with Policy A-71, staff will advise the applicant to make a written request to the Board to consider modifying the criteria of the Policy to allow the proposal. The request will need to provide rationale for why a variance of the Policy is necessary;

- d. A referral information package will be compiled by staff for review by the local Electoral Area Director, CSRD Operations Department, local RCMP, adjacent property owners (of all parcels within 100m of the proposed retail facility) and other relevant agencies and First Nations. The referral package will include a copy of the application as outlined in Section 3 of this Procedure, and other relevant information obtained in the application. The referral response period will be thirty (30) days from the date the referral sent;
  - e. The CSRD will gather the views of residents that may be impacted by the proposal as follows:
    - i. Public Survey (primary method of gathering feedback): A survey will be made available (on the CSRD website and at the front counter) for any individual who believes their interests will be affected by the proposed cannabis retail store. The survey will be accessible for thirty (30) days.
    - ii. Public Survey and Public Meeting (only to be conducted if staff are directed to do so by the Electoral Director of the area in which the proposal is located): Staff will arrange a meeting to present information about the proposed cannabis retail store and to gather community feedback. Community feedback at the public meeting will be in the form of verbal presentations or submission of written comments. The applicant will be invited to the meeting and expected to attend to present relevant information and to answer questions.
  - f. Following the referral and public consultation period, staff will prepare a report to be considered by the Board. The report will include:
    - i. a description of the proposal and how it corresponds with relevant CSRD bylaws and policies;
    - ii. a copy of all input received on the application;
    - iii. a summary of key issues and concerns with a brief analysis of each; and,
    - iv. information about how the applicant has chosen to address (or not) the concerns.
  - g. Preference will be provided for proposals that:
    - i. conform with relevant CSRD bylaws and policies; including Official Community Plan zoning; Cannabis Related Businesses Policy A-71; and,
    - ii. demonstrate that community concerns have been adequately addressed.
5. Public Notification Requirements:
- a. Staff will make all arrangements for public notification;
  - b. Notice of the public survey will be advertised at least once in the print edition of a local newspaper not less than three (3) and not more than ten (10) days before the survey is posted;
  - c. Notice of public meeting will be advertised at least once in the print edition of a local newspaper not less than three (3) and not more than ten (10) days before the public meeting; and,
  - d. Notice of both the public survey and public meeting will be made available on the CSRD's website and social media platforms.



6. The Board may decide to support the application, not support the application, or request that the applicant provide additional information prior to determining its support or not support.
7. Once the Board minutes have been prepared, the applicant and the appropriate approval authority will be notified in writing of the outcome.

Cannabis Production Referrals:

1. The referral process starts once the CSRD receives a formal letter of notification from an applicant who has applied to Health Canada to become a licensed producer of cannabis.
2. Staff will conduct a preliminary review of notification letter to ensure that the description of the proposed production facility includes the following information:
  - a. Name, address, and signature of owner(s) or agent acting on the owner's behalf;
  - b. Applicable fee, as set out in *CSRD Development Services Application Fees Bylaw No. 4000*, as amended from time to time;
  - c. Current Certificate of Title dated within thirty (30) days of the date of application for all affected properties;
  - d. The legal description and street address of the property(s);
  - e. Plans and details of the proposal, including a site plan, floor plan, signage details, number of parking stalls, and hours of operation;
  - f. A community impact statement that outlines the cannabis production facilities positive impacts on the community, potential negative impacts on the community, and measures taken to address the store's potential negative impacts;
  - g. A map showing day cares, health care facilities, etc. (list from 1.c. in Policy A-71) within 500 m of the subject property;
  - h. Any other information requested by the Manager of Development Services or his or her designate.
3. If it is determined that the proposal does not conform to relevant CSRD bylaws, staff will discuss with the applicant if the non-conformity(s) can be considered through the approval of a land use amendment, issuance of a temporary use permit, development variance, or development permit. In situations where the proposal does not conform with Policy A-71, staff will advise the applicant to make a written request to the Board to consider modifying the criteria of the Policy to allow the proposal. The request will need to provide rationale for why a variance of the Policy is necessary.
4. Development Services staff will evaluate the information received for compliance with relevant CSRD bylaws and policies; including Official Community Plan; Zoning; and Cannabis Related Businesses Policy A-71.
5. A referral information package will be compiled by staff for review by the local Electoral Area Director, CSRD Operations Department, local RCMP, Agricultural Land Commission (if applicable) and other

relevant agencies and First Nations. The referral package will include a site plan, description of the proposed cannabis production facility, and other relevant information obtained from the applicant. The referral response period will be thirty (30) days from the date the referral is sent.

6. Following the referral period, staff will provide a written response to the applicant, Health Canada and any other agencies or individuals included in the referral process. The letter will provide an explanation of how the proposal corresponds with relevant CSRD bylaws and policies and include a summary of all input received on the application.

December 2018



# BOARD REPORT

**TO:** Chair and Directors

**File No:** BL 4000-4 & 0430 20 53

**SUBJECT:** Proposed Amendments to Columbia Shuswap Regional District Development Services Application Fees Bylaw No. 4000

**DESCRIPTION:** Report from Jan Thingsted, Planner, dated July 6, 2018.

**RECOMMENDATION #1:** THAT: Bylaw 4000-4, cited as "Columbia Shuswap Regional District Development Services Application Fees Amendment (CSR) Bylaw No. 4000-4", be read a First, Second, and Third time this 19<sup>th</sup> day of July, 2018.

**RECOMMENDATION #2:** THAT: Bylaw 4000-4, cited as "Columbia Shuswap Regional District Development Services Application Fees Amendment (CSR) Bylaw No. 4000-4", be adopted this 19<sup>th</sup> day of July, 2018.

## SHORT SUMMARY:

This report recommends proposed amendments to Bylaw No. 4000 to include fees for cannabis related business applications. Another minor housekeeping amendment is also recommended in the section pertaining to subdivision applications.

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<b>VOTING:</b>	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:

On June 21, 2018 the Board adopted Cannabis Related Business Policy A-71 and directed staff to prepare amendments to Columbia Shuswap Regional District Development Services Application Fees Bylaw No. 4000 to include fees for cannabis related business applications.

Policy A-71 establishes procedures and criteria for the CSR to follow when responding to licence application referrals for any cannabis related business proposed in the CSR.

As recommended in the June 21, 2018 Board report, the intent behind amending Fees Bylaw No. 4000 is to recover costs incurred by the CSR when processing cannabis retail licence applications. The fees proposed to be charged for processing these applications will align with the existing fee structure in Bylaw No. 4000.

Fees will only apply to applications referred from the BC Liquor Control and Licensing Branch (LCLB) for cannabis retail licence applications when the CSR is required by the province to gather the views of the public when providing comments or recommendations on such licence applications.

Fees will not be charged when reviewing federal cannabis production applications since Health Canada does not require local governments to consult with the public when providing comments or recommendations. However, the CSR would be able to charge applicable application fees as currently

outlined in Fees Bylaw No. 400 in situations where a cannabis production facility requires a rezoning, Official Community Plan Amendment, Development Permit, or any other necessary land use permit.

See attached Policy A-71: "2018-06-21\_A-71\_Cannabis\_Policy\_A-71.pdf"

See attached June 21, 2018 Board report: "2018-06-21\_Board\_DS\_Cannabis\_Policy\_A-71\_0430\_20\_53.pdf"

The proposed change to the subdivision application section in Bylaw No. 4000 provides clarity regarding the fee charged for each revision in the subdivision application made by the applicant requiring additional CSRD comments.

### **POLICY:**

Section 35 of the proposed Provincial *Cannabis Control and Licensing Act* allows a local government to impose fees on an applicant in order to recover the costs incurred in assessing an application. The changes proposed in this bylaw amendment meet the intent of this section. The proposed cannabis application fees are also consistent with the fees charged for other similarly processed CSRD applications, e.g. Temporary Use Permit; public hearing fee.

### **FINANCIAL:**

The proposed amendment to Bylaw No. 4000 is intended to recover costs incurred by the CSRD when the CSRD receives referrals from the LCLB and comments and recommendations are provided by the CSRD on cannabis retail licence applications.

### **KEY ISSUES/CONCEPTS:**

The proposed amendments to Bylaw No. 4000 are as follows:

1. Under Section 3 (Subdivision) remove:  
*"b. For each revision in the subdivision application made by the applicant to the BC Ministry of Transportation and Infrastructure (MoT) which generates a new MoT referral (file) to the CSRD."*  
 and replace with:  
*"b. For each revision in the subdivision application made by the applicant requiring additional CSRD comments"*
2. Under Section 4 (Other Fees) add:
 

<i>"(h.) Cannabis Retail Application review</i>	
<i>i) Where basic public consultation is required</i>	<i>\$1000</i>
<i>ii) Where a public meeting is required</i>	<i>\$2000"</i>

See attached: "BL4000-4\_Adoption.pdf"

### **IMPLEMENTATION:**

If the Board adopts Bylaw No. 4000-4, the changes in Schedule 'A' will come into effect immediately.

### **COMMUNICATIONS:**

If approved, the CSRD's website will be updated to include an updated version of Bylaw No. 4000. Staff will also inform potential applicants of any changes that may affect them.

**DESIRED OUTCOMES:**

That the Board endorse the staff recommendations.


**BOARD'S OPTIONS:**

1. *Endorse the Recommendations. Bylaw No. 4000-4 will be given first, second, and third readings and will be adopted.*
2. *Deny first reading. Bylaw No. 4000-4 will be defeated.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

**Report Approval Details**

Document Title:	2018-07-19_Board_DS_BL4000-4_Cannabis_Fees.docx
Attachments:	- 2018-06-21_A-71_Cannabis_Policy_A-71.pdf - 2018-06-21_Board_DS_Cannabis_Policy_A-71_0430_20_53.pdf - BL4000-4_Adoption.pdf
Final Approval Date:	Jul 11, 2018

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



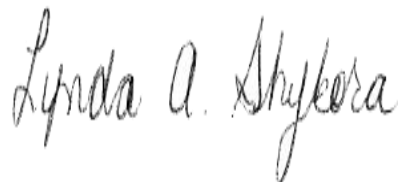
**Corey Paiement - Jul 11, 2018 - 9:55 AM**



**Gerald Christie - Jul 11, 2018 - 10:34 AM**



**Jodi Pierce - Jul 11, 2018 - 11:14 AM**



**Lynda Shykora - Jul 11, 2018 - 11:21 AM**

A handwritten signature in black ink, appearing to read "C. Hamilton". The signature is fluid and cursive, with a large initial "C" and a stylized "H".

**Charles Hamilton - Jul 11, 2018 - 3:54 PM**

COLUMBIA SHUSWAP REGIONAL DISTRICT

DEVELOPMENT SERVICES APPLICATION FEES AMENDMENT (CSRD)  
BYLAW NO. 4000-4

A bylaw to amend the Columbia Shuswap Regional District Development Services Application  
Fees Bylaw No. 4000

WHEREAS the Board of Directors of the Columbia Shuswap Regional District has adopted Bylaw No. 4000;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 4000;

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

1. "Columbia Shuswap Regional District Development Services Application Fees Amendment Bylaw No. 4000", as amended, is hereby further amended as follows:

i) By deleting Schedule 'A' Fees in its entirety, and replacing it with the attached Schedule 'A' Fees.

2. This bylaw may be cited as "Columbia Shuswap Regional District Development Services Application Fees Amendment (CSRD) Bylaw No. 4000-4".

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.

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Chair

Certified true copy of Bylaw No. 4000-4  
as adopted.

\_\_\_\_\_  
Corporate Officer



**Schedule 'A' – Fees**

<b><u>APPLICATION TYPE</u></b>	<b><u>FEE</u></b>
<b>1. Bylaw Amendments</b>	
a. Standard Application	
i. Official Community Plan (OCP) Amendment	\$1,500.00
ii. Zoning Bylaw Amendment	\$1,500.00
iii. Combined OCP and Zoning Bylaw Amendment	\$2,500.00
iv. Dual Zoning Bylaw Amendment	\$2,500.00
v. Combined OCP and Dual Zoning Bylaw Amendment	\$3,500.00
vi. Comprehensive General Bylaw (Land Use Bylaw)	\$1,500.00
vii. Combined Land Use Bylaw and Zoning Bylaw Amendment	\$2,500.00
b. Comprehensive Development Application	
i. Official Community Plan Amendment	\$2,000.00
ii. Zoning Bylaw Amendment	\$2,000.00
iii. Combined OCP and Zoning Bylaw Amendment	\$4,000.00
c. Each change in the application requiring a new public hearing	\$1,000.00
<b>2. Permits</b>	
a. Development Permit	
i. Delegated Approval	\$200.00*
1. 'After the fact' application once construction or Bylaw Enforcement has begun	\$400.00*
ii. Board Approval	\$650.00*
1. 'After the fact' application once construction or Bylaw Enforcement has begun	\$1,300.00*
<i>*Note: Additional \$150 registration fee is applicable once the Permit is issued, see Section 4 of this bylaw, Other Fees, subsection e.</i>	
iii. Minor Amendment** - not requiring Board approval (i.e. minor mapping, text change)	\$100.00
1. 'After the fact' application once construction or Bylaw Enforcement has begun	\$200.00
<i>**Note: Major amendment(s) requires new application with applicable fee (i.e. new reports, new drawings)</i>	
b. Development Variance Permit	
i. Prior to construction or Bylaw Enforcement	\$650.00*
ii. 'After the fact' application once construction or Bylaw Enforcement has begun	\$1,300.00*
<i>*Note: Additional \$150 registration fee is applicable once the Permit is issued, see Section 4 of this bylaw, Other Fees, subsection e.</i>	

## Bylaw 4000-4

Page 3

## c. Temporary Use Permit

\$1,000.00\*

**\*Note:** Additional \$150 registration fee is applicable once the Permit is issued, see Section 4 of this bylaw, Other Fees, subsection e.

## d. Extension of permits set out above

## i. Delegated Approval

\$100.00

## ii. Board Approval

\$650.00

**3. Subdivisions**

## a. Base Charge

\$300.00

## i. Plus additional charge per parcel created\*\*\*

\$50.00

\*\*\* **Note:** a parcel remainder is a parcel

e.g. Parent parcel to 4 lot subdivision,  $\$300 + (4 \times \$50/\text{parcel}) = \$500$  total

## b. For each revision in the subdivision application made by the applicant requiring additional CSRD comments

\$150.00

**4. Other Fees**

## a. Board of Variance

\$650.00

## b. Land Use Contract amendment or discharge

\$1,500.00

## c. Flood Plain Exemption

\$300.00

## d. Covenant / Notice on Title Approval, Amendment or Discharge

## i) Delegated Approval

\$100.00

## ii) Board Approval

\$650.00

## e. Land Title Office Legal Notation / Permit Registration

\$150.00

## f. Comfort Letter

\$100.00

## g. Legal or peer report review

\$200.00/hour

## h. Cannabis Retail Application review

## i) Where basic public consultation is required

\$1000

## ii) Where a public meeting is required

\$2000

**5. Refund**

## a. Where a bylaw amendment application is withdrawn by the applicant:

## i. Prior to it being considered by the Board

50%

## ii. Prior to notice of public hearing

25%

## b. Where a permit application is withdrawn by the applicant prior to it being considered by the Board or delegated staff person

50%

## c. Where a subdivision application is withdrawn by the applicant prior to staff providing comments to MoTI

50%

Bylaw 4000-4

Page 4

- d. Where a Floodplain Exemption application is withdrawn by the applicant prior to it being considered by the delegated staff person.

50%

**POLICY****A-71****CANNABIS RELATED BUSINESSES POLICY****PREAMBLE**

With the legalization of recreational cannabis in Canada, the Columbia Shuswap Regional District (CSRD) will be requested to respond to licence application referrals for cannabis related businesses. This policy establishes a clear procedure and set of criteria for the CSRD to follow when responding to licence application referrals for any cannabis related business proposed in the CSRD.

**PURPOSE**

The intent of Policy A-71 is to ensure that:

- cannabis related business are located in such a manner that they are sensitive to potential impacts on the surrounding community and are located in appropriate locations;
- the CSRD is provided sufficient information in the cannabis licence application referral package; and
- adequate public consultation is conducted when the Board provides a recommendation on a cannabis related business application.

**DEFINITIONS**

CANNABIS means all parts of the genus cannabis whether growing or not, the seed or clone of such plants, including derivatives and products containing cannabis.

CANNABIS PRODUCTION FACILITY means the use of land, buildings or structures for: research and development; testing; cultivation; production; processing; storage; packaging; labeling; or distribution of cannabis and related substances, as lawfully permitted and authorized under the Cannabis Act.

RETAIL CANNABIS SALES means a business that sells cannabis as lawfully permitted and authorized under the Cannabis Control and Licensing Act.

**POLICY**

This Policy will remain in effect until it is repealed or replaced.

This Policy is in effect for the following geographic areas: all of the lands within the CSRD that lie outside of municipal boundaries, Indian Reserves and National Parks.

For the purpose of this policy, cannabis production facilities and retail cannabis sales are collectively referred to as “cannabis related business.”

### **Part One: Licence Application Procedure**

#### **1. Preliminary Consultation**

Proponents are encouraged to contact the CSRD in writing before making any final site selection decisions in order to discuss their plans with staff.

Development Services staff will review all cannabis related business application referrals for compliance with relevant land use regulations, and provide information to the applicable provincial or federal agency in respect of such regulations.

#### **2. Description of Proposed Cannabis Related Business**

Referral packages provided to the CSRD for cannabis related businesses will be expected to provide the following information:

- A complete description of the proposed business (copy of the application received by Health Canada or the Liquor Control and Licensing Branch.
- The proposed layout with a site map and to-scale-drawings showing the location of the proposed facilities, and accessory buildings.
- Proposed site area and setbacks from parcel boundaries.
- Distance from schools, parks and other public spaces that are located within 1 km of the proposed business, calculated as a straight line from the edge of each parcel.

#### **3. Public Consultation**

- Where the CSRD provides recommendations on a cannabis related business application, the method of gathering public feedback will be in accordance with the applicable federal or provincial legislation.
- The CSRD will take the views of residents into account when making a recommendation on a licence application.

### **Part Two: Criteria for Reviewing Licence Applications**

Notwithstanding the following, the CSRD Board may modify these criteria on a site by site basis, in consideration of local factors.

#### **1. Location of Cannabis Related Businesses**

- a. Where land use zoning exists, cannabis retail sales may only be permitted in commercial zones; cannabis production facilities may only be permitted in industrial zones.

- b. Cannabis related businesses are not supported on:
- Residential properties
  - Land within the Agricultural Land Reserve (ALR)
  - Areas located within 300 m of schools, parks, and any other public space
- c. A minimum separation distance of 300 m is recommended between a cannabis related business and the following locations (the minimum distance is calculated as a straight line from the edge of each parcel):
- Day Cares
  - Health Care Facilities
  - Libraries
  - Parks
  - Playgrounds
  - Schools
  - Other cannabis related businesses
- d. Minimum cannabis production facility (includes all buildings and structures) setbacks from property lines:
- 60 m setback to exterior lot line
  - 90 m setback to front lot line
  - 30 m to other lot lines
- e. Minimum cannabis production facility (includes all buildings and structures) setbacks from watercourses:
- 30 m

June 2018



# BOARD REPORT

**TO:** Chair and Directors **File No:** A-71 & 0430 20 53

**SUBJECT:** Proposed Cannabis Related Business Policy (A-71)

**DESCRIPTION:** Report from Jan Thingsted, Planner, dated June 18, 2018.

**RECOMMENDATION #1:** THAT: the Board adopt Cannabis Related Business Policy (A-71).

**RECOMMENDATION #2:** THAT: the Board direct staff to prepare amendments to Development Services Application Fees Bylaw No. 4000 to include fees for cannabis related business applications.

## SHORT SUMMARY:

Bill C-45, the Cannabis Act is expected to come into force as early as August 2018. This federal legislation will legalize the cultivation, processing, and retail sale of recreational cannabis across the country, subject to provincial legislation and local government regulations.

On April 19<sup>th</sup>, 2018 the CSR D Board directed staff to develop a policy which will address cannabis production and retail sale in all six CSR D electoral areas.

- see attached Board Report:  
 "2018-04-19\_Board\_Report\_DS\_0430\_20\_53\_cannabis\_legalization.pdf"

As a follow-up at the June 7<sup>th</sup>, 2018 Electoral Area Director's (EAD) Committee meeting, staff presented a draft policy along with public input gathered through an on-line comment form.

- see attached EAD Report: "2018-06-07\_EAD\_Report\_DS\_Cannabis\_Policy.pdf"  
 - see attached "2018-06-21\_Board\_Cannabis\_Comment\_Results.pdf."

The EAD Committee voted in favour to direct staff to bring forward a report and final version of the Policy to be considered for adoption at the June 21<sup>st</sup>, 2018 regular Board meeting

- see attached Cannabis Related Business Policy (A-71): "2018-06-21\_A-71\_Cannabis\_Policy\_A-71"

## VOTING:

Unweighted  
Corporate



LGA Part 14  
(Unweighted)



Weighted  
Corporate



Stakeholder  
(Weighted)



## BACKGROUND:

While the Federal and Provincial governments are responsible for many aspects of the legalization framework, local government will still play a key role in the area of land use planning for cannabis retail stores and production facilities.

The Province of British Columbia will regulate the retail and wholesale framework and has determined that cannabis retail stores will be licensed through the Liquor Control and Licensing Branch (LCLB). Local governments have been given the option to provide comments and recommendations on all licence applications but must first gather the views of residents before responding to the LCLB with a formal recommendation of support or non-support.

The Government of Canada licenses all cannabis production facilities (cultivation and processing) and is currently reviewing their licensing process to determine how local governments and other agencies will be engaged.

At the April 19<sup>th</sup>, 2018 Board meeting, staff presented both regulatory and non-regulatory options to address cannabis legalization in the CSRD Electoral areas. The Board chose the non-regulatory approach and directed staff to develop a standalone cannabis policy.

A draft policy was presented to the EAD Committee on June 7<sup>th</sup>, 2018 at which time the Committee recommended that a final version of the Policy to be considered for adoption at the June 21<sup>st</sup>, 2018 regular Board meeting. A legal counsel review of the Policy was conducted to ensure consistency with any applicable legislation.

It should be noted that at the time of writing this report, both the Provincial and Federal government have yet to reveal all the details regarding how local governments will be engaged during the licence application process. Future amendments may be required to the policy once more details are revealed.

#### **POLICY:**

A summary of CSRD land use regulation and how they pertain to cannabis legalization was provided in the April 19<sup>th</sup>, 2018 Board Report. While some Electoral Areas have cannabis specific land use regulations in place, other areas have no land use regulation or no regulations at all. The intent of this policy is to "fill the gaps" and provide clear location guidelines for areas with or without land use regulations.

#### **FINANCIAL:**

Staff are recommending that Development Services Application Fees Bylaw No. 4000 be amended to include fees for cannabis related business referrals. The intent of this amendment is to ensure that any costs incurred by the CSRD when processing cannabis related business referrals will be recovered. The fees charged for processing cannabis related referrals will align with the existing fee structure in Bylaw No. 4000. More details on this proposed amendment will be covered in a subsequent Board report.

#### **KEY ISSUES/CONCEPTS:**

The proposed Cannabis Related Business Policy includes:

- Policy statements to deter cannabis related businesses from operating in residential areas and on ALR land.
- Locational guidelines for cannabis production facilities, and cannabis retail sales. The guidelines establish:



- 300 metre minimum distances between cannabis related business, and sensitive locations such as schools, parks, playgrounds, day cares, and health care facilities, etc.
- minimum setbacks to separate cannabis production facility buildings and structures from parcel boundaries (90 m setback to front lot line, 60 m setback to exterior lot line, 30 m setback to other lot lines).
- The process and procedures for receiving and reviewing referrals and applications for cannabis production facilities, and cannabis retail sales. For example, the policy specifies:
  - information that needs to be included in a referral package submitted to the CSRD.
  - the method for gathering public feedback (e.g., conducting a survey or public meeting).

What the policy does not address:

- cannabis production for personal medical purposes (Federally regulated)
- age limits (Provincially regulated)
- distribution and wholesale (Provincially regulated)
- retail/wholesale framework (Provincially regulated)
- additional rules regarding personal cultivation of cannabis (the Federal Government is proposing four plants maximum per residence)
- additional rules regarding public consumption of cannabis (the Province will prohibit cannabis smoking and vaping in regional parks, public places, and any outdoor area established by a local government for purposes of community recreation)
- capping the number of cannabis related business in a particular neighbourhood, community or Electoral Area (will be controlled by market demand)

- see attached Cannabis Related Business Policy (A-71): "2018-06-21\_A-71\_Cannabis\_Policy\_A-71"

## **IMPLEMENTATION:**

Should Cannabis Related Business Policy (A-71) be adopted, the Policy will be made available on the CSRD website. When staff are made aware of any proposal or inquiry for a cannabis related business in the CSRD, a copy of the Policy will be provided to the proponent. Development Services staff will review all cannabis related business application referrals for consistency with the Policy guidelines and compliance with relevant land use regulations. CSRD comments will be provided to the proponent and applicable government agency in respect of such guidelines and regulations.

## **COMMUNICATIONS:**

Public input regarding a proposed cannabis policy was gathered from May 3, 2018 to June 5<sup>th</sup>, 2018 via an on-line comment form available on the CSRD's website. Paper copies were also available at the front counter and by mail upon request. Public notification of the comment form was advertised in local newspapers and through social media.

In summary, 15 comment forms were submitted from the following Electoral Areas:

- Electoral Area B – 1 response
- Electoral Area C – 5 responses
- Electoral Area D – 4 responses
- Electoral Area F – 5 responses

There was no opposition to a cannabis policy mentioned in any of the comments. Several individuals stated that cannabis should be treated no differently than alcohol while others raised the issue of odour and needing to locate cannabis operations away from daycares, places where children congregate, and other public spaces. Several respondents felt that cannabis legalization would create new tourism opportunities.

- see comments: "2018-06-21\_Board\_Cannabis\_Comment \_Results.pdf."

**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.*

**Report Approval Details**

Document Title:	2018-06-21_Board_DS_Cannabis_Policy_A-71_0430_20_53.docx
Attachments:	<ul style="list-style-type: none"> <li>- 2018-04-19_Board_Report_DS_0430_20_53_cannabis_legalization.pdf</li> <li>- 2018-06-07_EAD_Report_DS_Cannabis_Policy.pdf</li> <li>- 2018-06-21_Board_Cannabis_Comment_Results.pdf</li> <li>- 2018-06-21_A-71_Cannabis_Policy_A-71.pdf</li> </ul>
Final Approval Date:	Jun 19, 2018

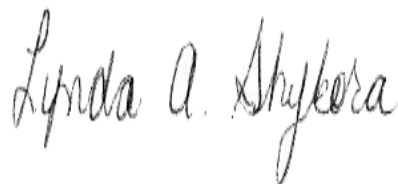
This report and all of its attachments were approved and signed as outlined below:



**Corey Paiement - Jun 19, 2018 - 12:39 PM**



**Gerald Christie - Jun 19, 2018 - 12:48 PM**



**Lynda Shykora - Jun 19, 2018 - 2:36 PM**



**Charles Hamilton - Jun 19, 2018 - 3:42 PM**



# BOARD REPORT

<b>TO:</b>	Chair and Directors	<b>File No:</b> 0430 20 53
<b>SUBJECT:</b>	Electoral Areas: Cannabis Legalization Framework for the CSR D	
<b>DESCRIPTION:</b>	Report from Jan Thingsted, Planner, April 6, 2018. Regulatory and Non-Regulatory Options to address Cannabis Legalization in CSR D Electoral Areas	
<b>RECOMMENDATION #1:</b>	THAT: the Board direct staff to proceed with preparing a Cannabis Policy for consideration at a future Board meeting.	
<b>RECOMMENDATION #2:</b>	THAT: the Board direct staff to develop a public consultation plan which corresponds with the Board's chosen approach on a Cannabis Legalization Framework for the CSR D.	

## SHORT SUMMARY:

Bill C-45, the *Cannabis Act* is expected to come into force as early as August 2018. This federal legislation will legalize the cultivation, processing, and retail sale of recreational cannabis across the country, subject to provincial legislation and local government regulations.

The focus of this report is to present background information and options on how the CSR D can prepare itself to address this impending legislative change and the potential issues associated with cannabis legalization.

A powerpoint presentation on cannabis production and retail sale was given by staff to the Electoral Area Directors' Committee (EAD) on February 27<sup>th</sup>, 2018. The presentation generated much discussion and provided some clarity to staff regarding the Committee's preferred approach to addressing cannabis legalization in the CSR D Electoral Areas. The powerpoint presentation, and summary of discussion that followed, is found in two documents attached to this report:

- "2018-02-27\_EAD\_cannabis\_legalization\_presentation\_0430\_20\_53.pdf"
- "2018-02-27\_EAD\_meeting\_minutes"

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<b>VOTING:</b>	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:

In February this year, the Federal Minister of Justice announced that the government is unlikely to meet their July 2018 target for legalizing recreational cannabis. While they did not provide a firm date for Royal Assent of Bill C-65, the Minister indicated that if the Senate approved the Bill in June and the Bill proceeded expeditiously, retail sale could commence in August or September 2018. This gives local government and the Province another month or so to consider and prepare companion regulations within our relevant jurisdictions (*see table below for an overview of authority/responsibility*).

ACTIVITY	AUTHORITY RESPONSIBLE		
	FEDERAL	PROVINCIAL	MUNICIPAL
Possession limits **	●		
Trafficking	●		
Advertisement and packaging **	●		
Impaired driving	●	●	
Medical cannabis	●		
Seed-to-sale tracking system	●		
Production (cultivation and processing)	●		
Age limit (federal minimum) **	●	●	
Public health	●	●	
Education	●	●	●
Taxation	●		●
Home cultivation (growing plants at home) **	●		
Workplace safety		●	
Distribution and wholesaling		●	
Retail model		●	
Retail location and rules		●	●
Regulatory compliance	●	●	●
Public consumption		●	●
Land use/zoning		●	●

\*\* Provinces will have the ability to strengthen legislation for these areas under federal jurisdiction.<sup>1</sup>

Source: City of Surrey Cannabis Legalization: *An Evolving Framework for BC Municipalities*

### Cannabis Production:

Cannabis production includes both cultivation, and any form of subsequent processing and packaging. While the Federal government will be the lead authority regarding most aspects of cannabis production (*see table above and attached powerpoint presentation*), they will not be responsible for regulating any related land use issues. This creates a potential regulatory gap in which local governments can consider developing policy and/or land use regulations to address issues such as production facility locations, and distances from schools etc.

Unfortunately, it remains unclear at this time what the Federal referral process will look like for cannabis production facilities and if the Federal government will require the support of local government before issuing a licence.

It is also unclear if the Agricultural Land Commission (ALC) will treat the production of non-medical cannabis any differently from medical cannabis. Currently, the ALC considers medical marijuana production as a "farm use", as defined in the *Right to Farm Act*, and therefore permits it in the Agricultural Land Reserve.

### Cannabis Retail:

In February, the Province released the *B.C. Cannabis Private Retail Licensing Guide* which provides details on the proposed retail framework. Those over 19 years of age will be able to purchase non-medical cannabis through privately run retail stores or government-operated stores and government online sales. BC's Liquor Distribution Branch (BCLDB) will operate a standalone network of retail stores and the Liquor Control and Licensing Branch (LCLB) will be tasked with licensing private stores and monitoring the retail sector.

The regulations governing public and private retail stores are proposed to be similar to those currently in place for liquor stores. The proposed approaches are as follow:

- **In urban areas**, licensed retailers will only be allowed to sell cannabis and cannabis accessories and will be prohibited from selling other products, such as liquor, food, clothing or gas.
- **In rural areas**, the Province proposes to establish exceptions for recreational cannabis retail, similar to those of liquor sales where a private *rural agency store* can sell a variety of goods and services. The criteria for these rural stores is unconfirmed as of the date of this report.

This spring, the Province will launch an early registration process for individuals/businesses wishing to apply for a cannabis retail licence. Although BC will not cap the number of retail licences, these will not be issued without the support of local governments. According to the Guide, a local government can opt to have no retail sales within their jurisdictions, or create regulations based on the needs of their communities.

Finally, the Province is tasking local governments with undertaking neighbourhood consultation; asking residents in the vicinity of the proposed retail location to comment on how the store would impact the community. The local government must then consider this public input when deciding whether or not to support the application and must notify the LCLB of their decision by way of a Board resolution. Although it has yet to be announced, it is expected that policy regarding local government consultation will be similar to what is currently in place for liquor primary licences. It is also unclear what will happen if a local government decides to provide no response to a cannabis retail store application. In the case of liquor applications, the CSRD has a policy (A-42) which states that the Board will not provide comment on liquor licence referrals concerning an amendment to an existing licence or a new licence. The policy only requests that the CSRD be notified of such applications. With notification, staff review land use regulations and determine if the proposed use is permitted.

The full summary of the retail framework, including frequently asked questions can be found at: [B.C. Cannabis Private Retail Licensing Guide](#)

### Approach Taken by Other Jurisdictions:

Throughout the Province, regional districts and municipalities are taking a wide range of approaches in dealing with cannabis legalization. Thompson Nicola Regional District (TNRD), for example, is considering zoning bylaw amendments to "foreclose recreational cannabis sales for the present." This means that retail sales of recreational cannabis will not be permitted in TNRD Electoral Areas. City of Salmon Arm staff, however, are recommending a "moderately regulated approach" which would involve adopting a locational preference policy for cannabis retail. The locational preference policy would specify locational guidelines including minimum distance requirements between cannabis retail stores and schools, parks or residential areas. The District of Sicamous is considering amendments to their

zoning bylaw which would require a rezoning application to be submitted for any cannabis retail store proposal.

### **POLICY:**

The following table lists the CSRD's 10 zoning bylaws and identifies the extent of their coverage and whether or not they contain cannabis specific regulations.

<b>Electoral Area</b>	<b>Bylaw No</b>	<b>Electoral Area coverage</b>	<b>Cannabis specific regulations</b>
Area A	BL 168	partial	no
Area B	BL 851	full	yes
Area C	BL 701 & 3000	partial	no
Area D	<ul style="list-style-type: none"> <li>• BL 751</li> <li>• BL 2500</li> </ul>	full full	yes no
Area E	BL 2000	partial	no
Area F	BL 825, 650 & 800	partial	no

As shown by the table, the CSRD currently has two zoning bylaws that have cannabis specific regulations:

- Ranchero /Deep Creek Zoning Bylaw No. 751 (*proposed to be adopted April 2018*)
  - home occupation regulations expressly prohibit cannabis related business activities (production and retail sale)
  - only permits cannabis retail sales in the Highway Commercial Zone
  - only permits cannabis production on ALR land (parcels 4 ha or greater)
- Electoral Area B Zoning Bylaw No. 851 (*adopted August 2014*)
  - home occupation regulations expressly prohibit medical marijuana production facilities
  - only permits medical marijuana production facilities on ALR land or in the "Special Industrial Zone"
  - minimum parcel size of 8 ha for facilities on non-ALR land
  - general regulations specify:
    - a 250 m minimum distance between medical marihuana production facilities and day cares, libraries, public assembly facilities, schools and parks
    - a minimum parcel boundary setback of 75 m for all facility buildings and structures
    - landscaping and screening requirements

The eight other CSRD zoning bylaws do not contain specific regulations that directly address cannabis and could potentially permit production facilities in industrial zones or as home occupations (depending

on the proposed scale of the operation). The retail sale of non-medical cannabis would potentially be permitted in any commercial zone that allows retail sales.

However, as outlined by the Province in its 'BC Cannabis Private Retail Licensing Guide' a resolution of support from the Board would be required prior to the Province issuing a cannabis retail licence.

It is also worth noting that many parts of the CSRD do not have zoning bylaws in place. These include: most of Electoral Area A; much of Electoral Area E; Sunnybrae; White Lake; Tappen in Electoral Area C; and Celista, Adams River, and Seymour Arm in Electoral Area F.

### **FINANCIAL:**

The cost to implement cannabis regulations will depend largely on the extent to which the CSRD Board wishes to regulate, and if and how much public consultation is desired by the Board. Developing a standalone policy would be the least expensive option while making major bylaw amendments would require additional costs for advertising and holding public meetings and hearings.

### **KEY ISSUES/CONCEPTS:**

The following options address the issues and concerns raised by Directors at the February 27th, 2018 EAD meeting. These options vary in terms of cost, implementation time, and regulatory force.

### **OPTIONS:**

1. Standalone Cannabis Policy – Develop a CSRD wide policy for Electoral Areas that would establish how the CSRD facilitates and influences the siting, appearance, setbacks, density and any other features of a cannabis production facility or retail store in CSRD. Such a policy would be similar to the CSRD policy for addressing telecommunication facilities. Adopting a cannabis policy would enable the CSRD to establish criteria that could include the following:
  - a. Procedures, process and responsibilities for receiving and reviewing referrals/applications from the Province for retail sales and Health Canada for production facilities
  - b. Process for public consultation
  - c. Locational guidelines
  - d. Minimum distance guidelines between cannabis facilities/stores and other specific land uses such as schools, parks, and other cannabis businesses
  - e. Design guidelines

Although the policy could be tailored to suit the needs of each electoral area, a policy with guidelines and criteria that apply to all electoral areas would be simpler to interpret and administer.

It is noted that the few communities in BC which have adopted proximity regulations / policies reference a wide range of distances from schools, daycares, liquor stores, between stores, etc. The rationale for the varying distances in each community is not clear and appears to be unique to each community's built environment, zoning patterns, community input and/or and political desires.



It should be noted that staff are awaiting confirmation from the LCLB to see if they will accept a policy as the CSRD response to an application instead of a formal resolution.

Option #1 is recommended by staff since it would be the quickest, least expensive, and most effective tool to implement. Although a policy provides only guidelines, it would be sufficient enough to assist the Board in determining if it supports or does not support an application for a cannabis store or production facility. The Province will not issue licences for retail stores without local government support and it's likely that the Federal government will treat applications for cannabis production facilities the same way.

2. Cannabis Policy plus Bylaw Amendments – In addition to establishing a cannabis policy, the CSRD could consider making amendments to its existing zoning bylaws which address cannabis. These regulations could address the same features addressed in the policy but would be enforceable regulations, rather than guidelines. The amendments could also be tailored to suit the needs of each bylaw area.

This approach is not recommended given the significant staff time and resources required to amend eight or more separate bylaws. It is also likely that a standalone policy will be just as effective operationally as making specific bylaw amendments.

3. Cannabis Policy plus Cannabis Bylaw – Another option would involve developing a cannabis policy plus a CSRD wide cannabis bylaw. This approach would establish a single bylaw with cannabis specific regulations for the entire Regional District, including areas where zoning does not currently apply.

This approach would demand significant staff time and resources and is therefore not recommended. The main challenge in this approach would likely be optics of introducing such zoning regulations to areas which do not yet have even basic zoning provisions for non-cannabis related land uses. However, a policy would still be effective in the currently proposed LCLB application process for cannabis retail stores. Cannabis production though would still be permitted where zoning allows it or where no zoning is in place.

#### OTHER CONSIDERATION:

Fees Bylaw Amendment - As public input is required for a Provincial retail licence application, and the CSRD will be responsible for undertaking and coordinating the public input process, a new application form/procedure and an associated fee should be considered to cover advertising, staff resources, and administration costs. Again, at this time it is unclear what exactly the Province expects for public consultation, i.e. letters, website, newspaper advertisements, public meetings. Further, if a policy is adopted by the Board it is not clear whether or not public input is still required.

#### **IMPLEMENTATION:**

The direction chosen by the CSRD Board will determine the next steps taken by staff. A work plan may be required to establish the timeline and resources required to implement the selected option. Staff

will also continue to await additional information to be provided by the province and federal government as the cannabis production and retail distribution framework continues to be unveiled. As new information from the province and federal government becomes available, staff will provide updates to the Board and note any impacts that such information may have on the Board's chosen approach to deal with cannabis related applications.

**COMMUNICATIONS:**

A communication plan will be helpful in framing the method and scope of public engagement. Public input will be sought in the creation of a policy and /or bylaw amendments. Further public engagement and education will also be required once a policy and /or bylaw amendments are implemented.

**DESIRED OUTCOMES:**

That the Board endorse the staff recommendations.

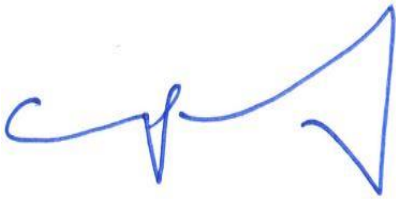
**BOARD'S OPTIONS:**

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

**Report Approval Details**

Document Title:	2018-04-19_Board_Report_DS_0430_20_53_cannabis_legalization.docx
Attachments:	- 2018-02-27_EAD_cannabis_legalization_presentation_0430_20_53.pdf - 2018-02-27_EAD_meeting_minutes.pdf
Final Approval Date:	Apr 10, 2018

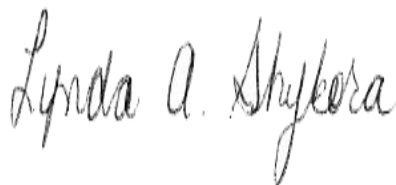
This report and all of its attachments were approved and signed as outlined below:



**Corey Paiement - Apr 10, 2018 - 9:56 AM**



**Gerald Christie - Apr 10, 2018 - 10:00 AM**



**Lynda Shykora - Apr 10, 2018 - 11:35 AM**



**Charles Hamilton - Apr 10, 2018 - 11:55 AM**



# BOARD REPORT

**TO:** Chair and Directors

**File No:** TUP 850-11  
PL20180150

**SUBJECT:** Electoral Area B: Temporary Use Permit (TUP) No. 850-11 (Moore)

**DESCRIPTION:** Report from Dan Passmore, Senior Planner dated November 16, 2018.  
3108 Airport Way, South Revelstoke.

**RECOMMENDATION:** THAT: in accordance with Section 493 of the Local Government Act, Temporary Use Permit No. 850-11 for Lot A, Section 14, Township 23, Range 2, W6M, KD, Plan NEP20670, be authorized for issuance this 7<sup>th</sup> day of December, 2018, for the temporary use of a 5 bedroom Bed and Breakfast operation within a single family dwelling proposed to be constructed on the property, subject to the applicant providing documentation fulfilling the following conditions:

- a) proof of an adequate sewer system for the proposed new development;
- b) water servicing documentation advising that the IHA has approved a small water system for the proposed development; and,
- c) that the TUP stipulate that proposed construction complies with Obstacle Limitation Surfaces for safety requirements involving both the outer surface and the take-off/landing surface of the Revelstoke aerodrome.

## SHORT SUMMARY:

The applicant is applying for a 3 year Temporary Use Permit (TUP) to allow a 5 bedroom Bed and Breakfast operation on the subject property. The property is currently vacant, and the Bed and Breakfast is proposed to be in a proposed new single family dwelling. A Home Occupation use is also proposed to be contained within a garage/accessory building on the property. The home occupation would consist of an 88 m<sup>2</sup> yoga studio in the second floor of the garage.

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<b>VOTING:</b>	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:

**PROPERTY OWNER:**  
Curtis Moore and Michelle De Agrela

**ELECTORAL AREA:**  
B

**CIVIC ADDRESS:**

3108 Airport Way, South Revelstoke

**LEGAL DESCRIPTION:**

Lot A, Section 14, Township 23, Range 2, W6M, KD, Plan NEP20670

**PID:**

018-355-552

**SIZE OF PROPERTY:**

0.43 ha

**DESIGNATION:**

Electoral Area B Official Community Plan Bylaw No. 850  
RR2 Rural Residential 2

**ZONE:**

Electoral Area B Zoning Bylaw No. 851  
RR2 Rural Residential 2

**CURRENT USE:**

Vacant

**PROPOSED USE:**

Single Family Dwelling with a 5 bedroom bed and breakfast and a future garage with second storey 88 m<sup>2</sup> yoga studio as a home occupation

**SURROUNDING LAND USE PATTERN:**

North: Small Holdings, Vacant

South: Small Holdings, ALR, Residential

East: Residential, RR2

West: Airport Way/City of Revelstoke/Columbia River/Airport

**AGRICULTURAL LAND RESERVE:**

11% (a strip of ALR along the south property boundary)

See "Maps\_Plans\_TUP850-11.pdf" attached.

**POLICY:****Agricultural Land Commission Act**

Permitted uses for land in an agricultural land reserve

3(d) bed and breakfast use of not more than 4 bedrooms for short term tourist accommodation or such other number of rooms as specified in a local government bylaw, or treaty first nation government law, applicable to the area in which the parcel is located.

(Note: the proposed B & B is not sited on the portion of the property in the ALR.)

**Electoral Area 'B' Official Community Plan Bylaw No. 850**

RR2 Rural Residential 2

See "BL850\_BL851\_Excerpts\_TUP850-11.pdf" attached.

**Electoral Area 'B' Zoning Bylaw No. 851**

RR2 Rural Residential 2

See "BL850\_BL851\_Excerpts\_TUP850-11.pdf" attached.

RR2 zone permits a 3 bedroom B&B as a secondary use. The RR2 zone also permits a home occupation as a secondary use, including a yoga studio. The following is Section 3.14 of the general Regulations dealing with Bed and Breakfast:

**3.14 BED AND BREAKFAST**

- (1) A *bed and breakfast* must comply with the following regulations:
  - (a) there may be a maximum of one (1) *bed and breakfast* on a *parcel*;
  - (b) a *bed and breakfast* shall not be operated in conjunction with a *vacation rental*;
  - (c) a maximum of three (3) bedrooms in a *single family dwelling* may be used for a *bed and breakfast* and no more than six (6) guests are permitted in a *bed and breakfast* at any one time;
  - (d) a *bed and breakfast* must be operated by a permanent resident of the *single family dwelling* with which it relates;
  - (e) a maximum of one (1) person who is not a resident of the *single family dwelling* may be on the *parcel* at any one time to assist a resident in the operation of a *bed and breakfast*;
  - (f) a *bed and breakfast* shall not produce a nuisance for surrounding residents, including but not limited to noise, light or traffic that is disruptive to surrounding residents quiet and enjoyment of their property;
  - (g) meet all provincial and Interior Health requirements regarding water and sewer servicing; and
  - (h) total signage (excluding framing) used for the purpose of advertising the *bed and breakfast* on each *parcel* shall not exceed 0.5 m<sup>2</sup> in area. *Signs* shall have a minimum setback of 1 m from *parcel* lines.

**FINANCIAL:**

There are no financial implications to the CSRD with regard to this application.

**KEY ISSUES/CONCEPTS:**

According to the applicant, a Bed and Breakfast operation needs to have 5 bedrooms to accommodate 10 guests to be financially viable. The yoga studio would be constructed at some future date.

**Water Supply and Sewage Disposal**

The single family dwelling with the 5 bedroom bed and breakfast is proposed to be constructed on the subject property. The applicant is proposing an 8 bedroom single family dwelling. As a requirement of issuance of a Building Permit, the owner is required to provide documentation that the sewerage system

will be designed and constructed to be adequate for the proposed use. As a result staff are confident that sewerage issues will be accommodated, or the building permit will not be issued.

With respect to water servicing, Columbia Shuswap Regional District Building Bylaw No. 660 (Bylaw No. 660) requires the owner to provide an affidavit that a source of potable water will be provided.

Staff have included a condition in the Temporary Use Permit that information is required from the property owner regarding a water source. In response the applicant has submitted some information about a well installed on the property to satisfy subdivision requirements. No current testing of this well exists. This information is available. See "Well\_Records\_TUP850-11.pdf", attached.

The applicant has indicated that he is amenable to providing documentation regarding the drinking water source and required/proposed treatment systems to provide adequate water for his family and guests.

### **Interior Health Authority (IHA)**

The IHA sent a revised referral response regarding this proposal. The revised referral response omitted a paragraph regarding compliance with BC Food Premises Regulation (BC Reg 210/99) upon the owner contacting IHA about their proposed operation.

The IHA advised that the proposal would need to be serviced with an On-site Wastewater Disposal System (OWDS) adequate for the proposal.

Finally, the IHA advised that the level of operation will require that the proposed groundwater source meets the definition of a water supply system under the BC Drinking Water Protection Act, and that the following approvals would be required from IHA:

- New drinking water source assessment or approval
- Waterworks Construction Permit from a Public Health Engineer
- Water System Operating Permit from a Drinking Water Officer

The conditions for issuance of the TUP reflect that documentation of these approvals is provided to CSRD Development Services staff.

### **Access and parking**

Access to the subject property is off Airport Road. The owner has provided a site plan indicating that the required 10 parking spaces can be accommodated on the site. A referral was sent to Ministry of Transportation and Infrastructure (MoT) for them to determine if an access permit is required for this proposed use. They have indicated that residential access requirements are adequate for the proposed use and that no access permit is therefore required.

### **Revelstoke Airport**

The subject property is located just off the runway for the Revelstoke Airport which is on the west side of Airport Way. As such the proposed development on the subject property could interfere with airport flight activities, depending on the proposed height of the structures.

Operations Management, Team Leader Community Services provided the following referral comments:

"2 storey structure may interfere with glide path to airport runway. Details of house location and house plans require review by airport manager. Obstacle survey currently in progress at the airport. 11.5 m structure may become an obstacle. Concerns regarding small jets approaching airport will create noise for homeowner who should be advised."

Aerodrome operations involve a number of safety oriented impacts that would restrict the proposed height of structures as they impact flight operations, such as glide paths and approach paths. As a result the Federal Government publishes a set of guidelines to ensure safe flight operations. The guidelines are the TP 1247 E Aviation - Land Use in the Vicinity of Aerodromes publication, which can be obtained from staff upon request.

To map out the aerodrome obstacle surfaces and hazards, based on this publication, the CSRD has retained a consultant to map out the relevant obstacle limitation surfaces around the airport. Staff has provided the relevant map to the applicant who will have a surveyor determine the elevation of the ground at the location of the proposed structures, and advise if the required obstacle limitation surfaces impose any constraints on the proposed height of the structures. Since the TUP places a condition on the height of the proposed structure, the proposed building will be required to comply with this height limitation.

South Revelstoke policies within the OCP discuss flight plan options and the need to consider safety of approaches as well as the impact of the airport operations on neighbours (noise).

There are no current restrictions in the Electoral Area 'B' Zoning Bylaw No. 851 that would limit the maximum height of new buildings and structures to comply with Federal guidelines, as previously mentioned, and attached. In future, this would need to be addressed either by zoning, or in a separate airport bylaw.

### **Agricultural Land Reserve**

A small strip of land on the south side of the property is currently shown within the Agricultural Land Reserve. The proposed development on the property will not be situated on the ALR portion.

### **Electoral Area B Advisory Planning Commission**

The Advisory Planning Commission (APC) met on November 7, 2018, the following is a record of the meeting:

"APC members expressed concern that TUP's were not intended for new development but for a change of use on existing developments. Members felt the use of a TUP for this development wasn't appropriate and a formal re-zoning application to meet the proposed use would be necessary. Since the use does not meet residential zoning, the zoning would need to be commercial and meet such requirements from Interior Health. Also the 5 bedroom B&B was beyond the approved 3 bedroom maximum in the bylaws.

Concerns for adequate drinking water supply, septic management, and potential impacts of a large development on the neighboring properties was also expressed. Precedent for future developments of larger B&B's was also of concern.

The Airport flyway was also discussed and the need for height restrictions needed to be identified and adapted by the City and the CSRD.

- Moved by M Cummings, second by J. Maitre and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

To not approve TUP 850-11 as TUP's were not designed for new development and that 5 bedroom B&B is not an approved residential use.



# for the motion        6  
# opposed                0"

### **Electoral Area B Official Community Plan Bylaw No. 850 - TUPs**

Section 14 of the OCP provides staff direction with respect to considering Temporary Use Permits. The APC expressed concerns that the Temporary Use Permit was not intended to be for new development, and therefore would not be appropriate. While staff appreciate this concern, it is not explicitly expressed in the OCP, and therefore when an application for a TUP for new development is proposed, staff do not have the policy discretion to simply not consider the application.

However, the APC also raised the issue of the proposed size of the single family dwelling (8 bedrooms) which was felt would not be in keeping with development existing in the neighbourhood. A policy guideline in the OCP speaks to not creating an unacceptable level of impact on surrounding permanent uses. Staff have considered this guideline with respect to neighbouring airport flight operations and required the buildings comply with safety provisions, but do not feel that the large single family dwelling with 5 bedrooms used for bed and breakfast with owner/occupation would trigger this policy on the basis of the use. It should be noted, the current RR2 zone currently permits an 8 bedroom single family dwelling, with three bedrooms used as a Bed & Breakfast.

Staff have expressed concerns to the owner regarding the location of the proposed development and the current level of operations of the airport, and the likely increase of these operations, as the Revelstoke area experiences tourism destination growth, and the impact these operations may have on the use and enjoyment of the property. It appears that it is the proximity to the airport and the nearby ski hill which the owner feels will be a benefit to the business operation.

### **Electoral Area B Official Community Plan Bylaw No. 850 – B&B Use**

OCP Policy 4.3.31 supports Bed and Breakfast use as a home occupation, and home occupations in general, however, draws a line between what is considered a B&B residential operation (3 bedrooms or less) and a Resort B&B (more than 3 let units to a maximum of 15 units). OCP Policy 4.3.33 only supports resort B&Bs when situated on a major highway (TCH, Hwy 6, Hwy 23 South or Hwy 31). This TUP is for a resort B&B that is not situated on a major highway, but is in close proximity to a major transport hub (Revelstoke Airport).

Where considering a Resort B&B Bylaw No. 850 states that the B&B has good highway visibility and approved access; buildings and structures are to be setback a minimum of 10.0 m from neighbourhood properties; comply with ALC regulations (for ALR properties); be subject to local health authority requirements; and have a minimum parcel size of 4 ha.

Through the conditions of approval recommended by staff, servicing factors will be dealt with. The MoT have advised that they do not require enhanced access, beyond that for a single family dwelling, so this issue is also addressed.

The small size of the property 0.43 ha. and the narrow width of the lot (36.6 m) do not comply with these policy considerations. However, the issuance of Temporary Use Permits need not conform with either an OCP Bylaw or a Zoning Bylaw, in terms of use or density, as long as the conditions of issuance considered by the Board factor in such considerations and are either reflected in the permit conditions or in the decision to authorize issuance.

## City of Revelstoke

The City of Revelstoke recommended not approving the TUP for the following reasons:

- The development has poor interface with the surrounding rural neighbourhood and ALR lands. The scale of the development would disrupt the rural character of the neighbourhood, and potentially have an impact on how the nearby property owners use and enjoy their property, including those within municipal limits;
- The City of Revelstoke cannot support commercial development on the municipal boundary, given the current rural land use on the fringe;
- The development will generate substantially more traffic than a normal single-family home, with those staying at the B&B taking vehicle trips into town, and those visiting the yoga studio making trips from town to the site, utilizing almost entirely municipal roads. Engineering estimates that this could account for approximately 50-60 vehicle trips per day, which will not be covered by any additional municipal revenue;
- The size of the septic system has not yet been determined. Given that there will be two commercial activities on site, a comprehensive septic plan would be necessary. The City is concerned that it could be responsible for the provision of sanitary services in the future;
- There is a lack of a conducive and coordinated policy for land-use planning between the City of Revelstoke and the Columbia Shuswap Regional District. Given the proximity to the municipal boundary, it would be ideal to have coordinated policies in place before larger-scale development occurs with respect to the proposed land use; and,
- The City is concerned with the use of short-term vacation rentals, given the overwhelming feedback received at City Hall with regard to their direct and indirect impacts on the community. The proximity to the municipal boundary would likely mean that these effects are felt by residents within city limits. At this time, the City is reviewing its policies and procedures for short-term vacation rentals, and until such time as a policy framework is in place, cannot endorse the proposal.

## SUMMARY:

Staff is recommending that the Board authorize for issuance this 3-year Temporary Use Permit, subject to the applicant fulfilling the following 3 conditions:

- a) proof of an adequate sewer system for the proposed new construction;
- b) water servicing documentation advising that the IHA has approved a small water system for the proposed development; and,
- c) that the TUP stipulate that proposed construction complies with Obstacle Limitation Surfaces for safety requirements involving both the outer surface and the take-off/landing surface of the Revelstoke aerodrome.

Documentation resolving these servicing issues will address some of the APC concerns, with the proposal, as well as satisfying OCP policies and City of Revelstoke servicing concerns.

Staff have some concerns with this proposed resort B&B approval conforming with current policy requirements, but note that the proposal exceeds what is allowed in the OCP and Zoning Bylaw by only 2 bedrooms (4 guests) and would not, in any event be considered a commercial operation as it is proposed to be operated out of a single family dwelling. While the single family dwelling is proposed to be larger, or as large as others in the area, it would not otherwise be out of keeping with neighbouring development. If this were a vacation rental situation and not an owner/operated B&B operation, the same could not be said.

### **IMPLEMENTATION:**

If the Board authorizes issuance of TUP 850-11, the owners will be notified of the decision and advised of the conditions of issuance. Once the documentation is provided to staff, staff will issue the permit and documentation will be forwarded to the Land Title Office for registration against the title of the property. The 5 bedroom bed and breakfast operation would be permitted for a 3-year period from date of issuance of the TUP. The permit may be extended only for one additional period up to 3 years in duration, upon application and subsequent approval by the CSRD Board of Directors.

### **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. As of the date of this report, no written submissions have been received. Further, as per Section 466 and 494 of the Local Government Act, local government must give notice to owners and tenants within 100 m of the subject property, and must publish a notice in a newspaper at least 3 days prior to Board consideration of this TUP.

Agency referral responses have been included in "Agency\_referral\_Responses\_TUP850-11.pdf"

Written submissions regarding this proposal will be forwarded to 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.*

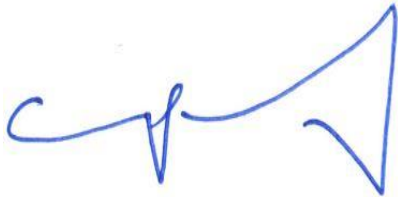
### **LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:**

1. Electoral Area B Official Community Plan Bylaw No. 850
2. Electoral Area B Zoning Bylaw No. 851
3. TP 1247 E Aviation - Land Use in the Vicinity of Aerodromes publication

**Report Approval Details**

Document Title:	2018-12-07_Board_DS_TUP850-11_Moore.docx
Attachments:	<ul style="list-style-type: none"><li>- TUP850-11.pdf</li><li>- BL850_BL851_Excerpts_TUP850-11.pdf</li><li>- Well_Records_TUP850-11.pdf</li><li>- Agency_Referral_Responses_TUP850-11.pdf</li><li>- Maps_Plans_TUP850-11.pdf</li></ul>
Final Approval Date:	Nov 23, 2018

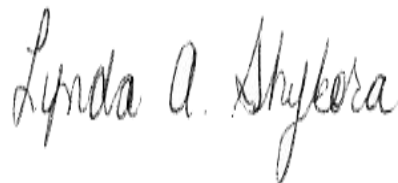
This report and all of its attachments were approved and signed as outlined below:



**Corey Paiement - Nov 22, 2018 - 3:27 PM**



**Gerald Christie - Nov 22, 2018 - 5:10 PM**



**Lynda Shykora - Nov 23, 2018 - 11:07 AM**



**Charles Hamilton - Nov 23, 2018 - 3:30 PM**



### TEMPORARY USE PERMIT NO. 850-11

Registered Owner: Curtis Moore  
Michelle De Agrela



1. This Temporary Use Permit is issued subject to compliance with all the Bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Permit applies only to the lands described below:  
 Legal Description: Lot A, Section 14, Township 23, Range 2, West of the 6<sup>th</sup> Meridian, Kootenay District, Plan NEP20670  
 PID: 018-355-552  
 which property is more particularly shown on the map attached hereto as Schedule 'A'.
3. The owner of the subject property has applied for a Temporary Use Permit for a 5 bedroom Bed and Breakfast operation in the new proposed single family dwelling on the subject property. The bed and breakfast operation will be conducted in the single family dwelling at 3108 Airport Way, as shown on the site plan attached hereto as Schedule 'B'.
4. The use authorized by this Temporary Use Permit may be carried out only in accordance with the terms and conditions set out herein.
5. If the terms of this permit are not adhered to, this permit may be revoked prior to the expiry date of the permit.
6. In addition to Section 3.14 Bed and Breakfast regulations and the permitted uses in the RR2 Rural Residential 2 Zone in the Electoral Area 'B' Zoning Bylaw No. 851, the subject property may be used for a 5 bedroom, maximum 10 guest bed and breakfast operation subject to compliance with the following conditions:
  - a) Limited to the single family dwelling proposed to be constructed at 3108 Airport Way.
  - b) The owner is required to provide documentation that a sustainable source of drinking water is available to support the use intended, including but not limited to an analysis of the source to provide information regarding water quality, and confirmation of a system of treatment that will ensure the health of the owner and guests.
  - c) The owner is required to provide documentation from an Authorized Person, under the Sewerage System Regulation that the proposed development on the site is able to be serviced with an On-site Wastewater Disposal System.

- d) Documentation is provided illustrating that all construction proposed on the site complies with Obstacle Limitation Surfaces for safety requirements involving both the outer surface and the take-off/landing surface of the Revelstoke aerodrome.
  - e) Maximum number of guests is 10.
  - f) Quiet time is from 10 PM to 6 AM daily.
  - g) Bed and Breakfast signage shall be limited to one sign.
  - h) All parking must be accommodated on site; no parking shall occur on Airport Way.
  - i) The owner is wholly responsible for the proper disposal of all garbage, recycling, and yard waste created by the operation of the bed and breakfast.
7. This Temporary Use Permit is issued subject to the owner residing within the proposed single family dwelling. The owner has the responsibility of remedying non-compliance with the TUP conditions or any other issues at the property.
  8. This Temporary Use Permit is not a Building Permit, nor shall it be construed as providing warranty or assurance that the property or any of the structures complies with the BC Building Code or any other applicable enactments.
  9. Issuance of a Temporary Use Permit does not relieve the property owner of the responsibility to comply with applicable acts, regulations, or bylaws of the CSRD, or other agencies having jurisdiction under an enactment (e.g. Interior Health, Ministry of Transportation).
  10. The owner acknowledges and agrees that the proposed Bed and Breakfast operation is within the outer surface and the take-off/landing surface of the Revelstoke Airport which is an active regional aerodrome and noise related to aircraft activities is a byproduct of the operation of the aerodrome. It is anticipated that air traffic activities at the Revelstoke Airport will continue to increase over time. The owner acknowledges and agrees that airport related activities may have an impact on the residential and business use of the property, and on the occupants and visitors of the Bed and Breakfast.
  11. The owner hereby releases and will indemnify the Columbia Shuswap Regional District, the operator of the Revelstoke Airport, and their respective officials, officers, employees, agents, nominees and delegates from and against all loss, damage, costs, expenses, actions, suits, debts, accounts, claims and demands (including, without limitation business losses, costs of development, costs of noise mitigation, costs of insurances, legal costs, consultant cost, governmental orders and directives, claims resulting from property damage and claims resulting from personal injury or death) that may be suffered or incurred by the owner, or by any third parties as a result of, or related to, noise, vibration, light, odours or other disturbances associated with Airport operations.
  12. The owner will be fully responsible for advising customers, employees, tenants, agents and occupants of the property and the proposed Bed and Breakfast of all disturbances associated with Airport operations, and for mitigating all impacts of the Airport operations on the property and its uses.

13. This permit, issued as per Section 493 of the Local Government Act, is valid for a 3 year period. This permit may be extended only for one additional period up to 3 years in duration, upon application and subsequent approval by the CSRD Board of Directors.

14. This permit is valid from \_\_\_\_\_, 2018, and shall expire on \_\_\_\_\_, 2021.

AUTHORIZED AND ISSUED BY the Columbia Shuswap Regional District Board on the \_\_\_\_ day of \_\_\_\_\_, 2018.

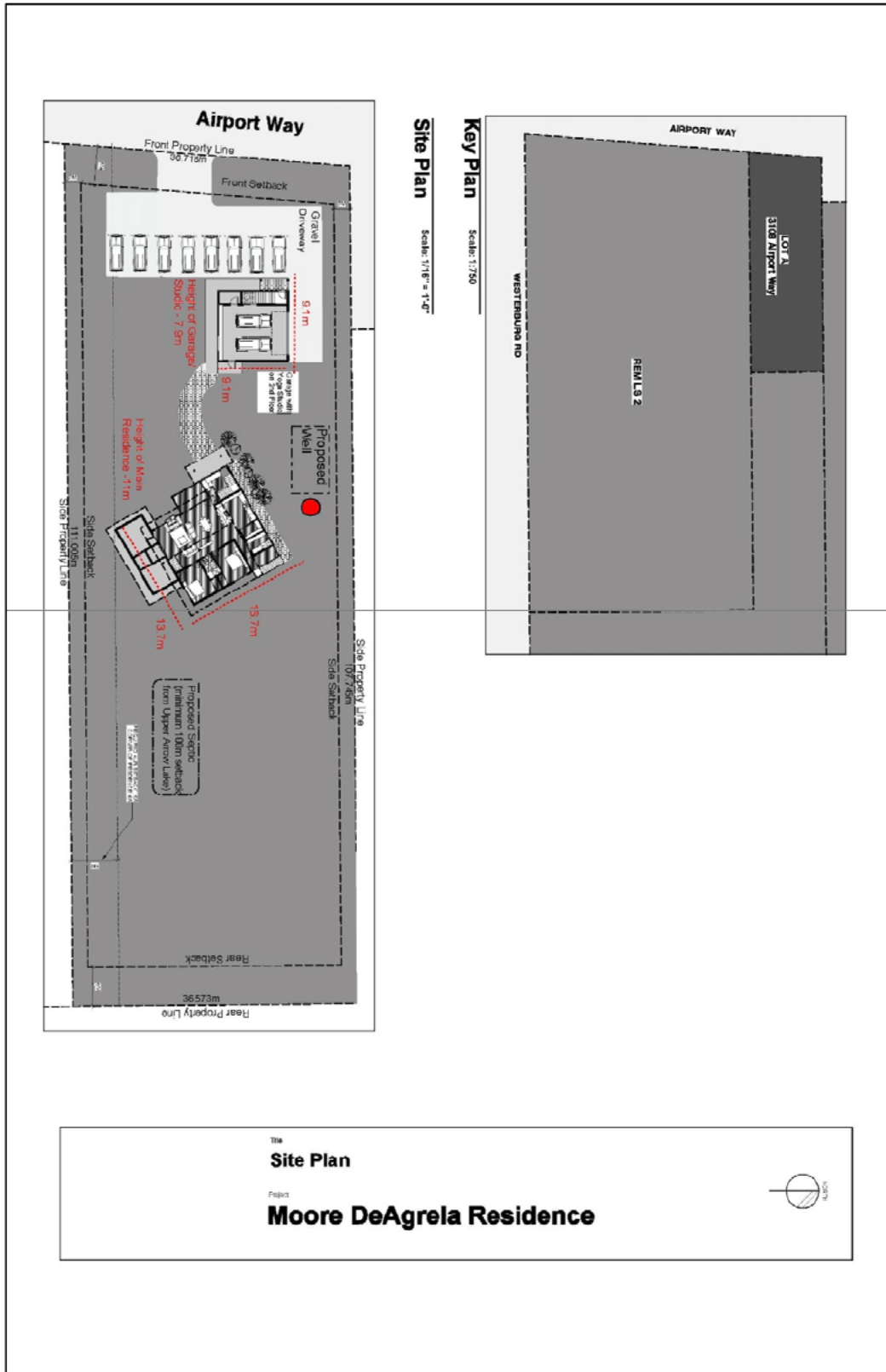
\_\_\_\_\_  
CORPORATE OFFICER

TUP 850-11  
Schedule 'A'





TUP850-11  
Schedule 'B'



**Relevant Excerpts from Electoral Area B Official Community Plan Bylaw No. 850  
and Electoral Area B Zoning Bylaw No. 851**

**(See Bylaw No. 850 and Bylaw No. 851 for all policies and land use regulations)**

**Electoral Area B Official Community Plan Bylaw No. 850**

**2.1 Growth Patterns**

**South Revelstoke**

The South Revelstoke area is the area east of the Arrow Lakes reservoir and south of the Revelstoke municipal boundary. At present the South Revelstoke area has a rural character that is highly valued by the residents. The area contains a mixture of lot sizes from small half acre parcels to large agricultural acreages. There is abundant forested upland area framing the valley and providing context for the proposed ski resort. The developed area is also bordered by large areas of the river ecosystem that supports recreational activities and open space when the Arrow Lakes reservoir elevation is low.

The settled area contains a mixture of housing types and sizes but the majority of development is single family residential. There are some properties that are within the Agricultural Land Reserve but there is little active farming taking place.

Residents in this area expressed a desire to retain the environmental quality and the rural residential character. Residents also noted that while their objective was to retain a country living atmosphere, they recognized that their close proximity to the ski resort could significantly alter their lifestyle.

In reviewing the South Revelstoke area it is evident that the lands closest to the resort (Upper Bench) have the greatest potential to be impacted by resort development. The Upper Bench, adjacent to the core of the RMR development, but not part of the resort land holdings, has not been integrated into the City of Revelstoke land use planning process. The relationship between the resort and the privately held lands in the rural residential area is complex and raises numerous planning and servicing issues. While it is recognized that the resort wishes to initially concentrate on launching its own development initiatives, there must also be a time for planning partnerships involving the Upper Bench landowners, the City of Revelstoke, the CSRD and Revelstoke Mountain Resort. The municipality does not have any responsibility for servicing lands in the Regional District, however, it is likely that any future servicing in this general area will be led by the municipality as they service lands in the municipality. In the process of planning for servicing to this general area, it would be appropriate for an active dialogue between the Regional District and the City of Revelstoke. With an estimated 150 parcels and an approximate population of 300 persons, South Revelstoke will be dwarfed by the 16,000 bed units proposed for the Revelstoke Mountain Resort community. Specific policies related to the ultimate development of the South Revelstoke area are articulated in Section 4.4.

The Revelstoke Airport is located in Revelstoke, immediately north of the South Revelstoke neighbourhood. The airport is owned by the CSRD. Numerous flight path options are available as approaches to the airport and these need to be considered in future planning exercises both

in terms of the safety of the approach (e.g. structure height) and the impacts of the airport on neighbours.

# Residential

## 4.1 Community Context

The majority of new residential development in Electoral Area 'B' is to be “rural” residential development. Rural residential development will occur in a variety of settings including: with agricultural operations; in existing rural communities (e.g. Trout Lake); on rural acreages (e.g. Begbie Bench); near the proposed Revelstoke Mountain Resort (RMR); and in recreational areas (e.g. Galena Bay).

Residential policies acknowledge that there will be a number of demographic trends that will influence housing needs. In particular, the overall aging of the population has generated an increased demand for recreational housing opportunities and second homes in the British Columbia interior. Additionally, the attractive natural environment and low density, dispersed settlement pattern continues to appeal to existing and new residents seeking a “wilderness” lifestyle experience. Within the plan area there are also local development initiatives, such as the Revelstoke Mountain Resort project, that are influencing growth patterns. Planning for the future of this area requires the balancing of growth demands with protection of the natural environment to ensure that the area retains the attractive natural context and integrates a variety of housing types and lifestyle needs.

The OCP recognizes that there are a number of unique development areas and provides plan policies that are tailored to specific local conditions, community visions and development pressures for these areas. The residential designations are:

<i>Land Use Designation</i>	<i>Minimum Parcel Size (hectares)</i>
Neighbourhood Residential (NR)	0.2 ha
Rural Residential 2 (RR2)	2 ha
Small Holdings (SH)	4 ha
Residential Cluster Development (CD)	n/a

The majority of the residential development in the plan area is low density, single family development set in a rural context on large lots. This product is expected to continue to be the dominant housing form, with high density development encouraged to locate in urban areas where full servicing can be provided. The only exception will be site specific Residential Cluster Development projects (Section 4.3.25).

## 4.2 Objectives

There are several important objectives that form a framework for the residential policies.

- 4.2.1 Ensure that development is sustainable, with appropriate infrastructure (water and sewer) and utilities (telephone, power) and not costly to maintain and support. Developments are to provide potable water that meets the Canadian Drinking Water Guidelines.
- 4.2.2 Encourage the concentration of new development into existing developed areas.
- 4.2.3 Support the policies of the City of Revelstoke to concentrate growth in their serviced, sustainable urban centre.
- 4.2.4 Support the preservation of buildings and features that have significant heritage values.
- 4.2.5 Ensure comprehensive analysis and a co-ordinated review as part of subdivision application process, including addressing “Environmental Best Management Practices for Urban & Rural Development”, Ministry of the Environment.
- 4.2.6 Provide for a choice of housing types while recognizing single family housing as the dominant housing form.
- 4.2.7 Maintain and encourage support of the rural character and the social and cultural diversity of the plan area and ensure environmental integrity is addressed.

## 4.3 Land Use & Density Policies

### General

- 4.3.1 The future residential use of land shall be consistent with the residential designations provided on Schedules B and D and include:
  - Neighbourhood Residential (e.g. Trout Lake);
  - Rural Residential 2;
  - Small Holdings;
  - Residential Cluster Development on a site specific basis;

Encourage land use compatibility and preserve open space by:

- clustering development;
- incorporating buffers;
- using setbacks;

- density bonusing;
- open space covenants; and
- landscape techniques.

- 4.3.2 High Density Residential uses are encouraged to locate in serviced urban areas (e.g. Nakusp, Revelstoke).
- 4.3.3 Mobile Home parks are discouraged in rural areas because they place unacceptably high pressures on the rural area for provision of public facilities and services such as parks, schools and water and sewer utilities.
- 4.3.4 When considering new residential development ensure that Regional District Park and open space functions are addressed.
- 4.3.5 Support a range of residential dwelling types.
- 4.3.6 Development of accessory buildings on lots prior to establishment of a principal use shall be permitted subject to size limitations as identified in zoning.
- 4.3.7 New development shall meet the standards set out in the CSRD Subdivision Servicing Bylaw.
- 4.3.8 On land outside the Agricultural Land Reserve, zoning shall regulate subdivision pursuant to Section 946 of the *Local Government Act*.
- 4.3.9 Support a process to initiate implementation of a Building Inspection Process.
- 4.3.10 One primary dwelling unit and one secondary dwelling unit shall be permitted in the primary dwelling in all residential zones subject to the relevant parking requirements, the requirements of the Agricultural Land Commission Act, and the BC Building Code. Once building permits are mandatory and the requirements of the BC Building Code can be addressed, sewage disposal systems must be designed or upgraded to accommodate the total combined number of bedrooms to be serviced by the system.
- 4.3.11 There are several parcels in Area 'B' where, prior to the adoption of this bylaw, landowners have developed their property to a density that is non-conforming to the proposed land use pattern. For these properties, the CSRD recognizes this existing commitment to land uses and density and will work with the landowner to address non-conforming density through the zoning bylaw (e.g. north of Halcyon).

## Rural Residential 2

- 4.3.17 The principal use shall be residential.
- 4.3.18 One primary dwelling and one secondary dwelling unit shall be permitted per parcel.
- 4.3.19 The minimum parcel size shall be 2 ha.

## Home Occupations

4.3.29 The Regional District supports Home Occupation uses in all residential and agricultural areas as a means of accommodating independent employment and encouraging entrepreneurship and small business incubation opportunities.

4.3.30 Policies for Home Occupation Uses include:

- a. accessory to residential use and the residential character of the property is maintained;
- b. home occupations that use excessive amounts of groundwater shall be specifically prohibited;
- c. the home occupation shall not generate waste, vibration, glare, fumes, odours, illumination or electrical interference beyond that generated normally by a single residence;
- d. noise abatement techniques and appropriate siting for activities generating noticeable levels of noise shall be encouraged;
- e. home occupations within the Agricultural Land Reserve shall comply with all applicable regulations of the Agricultural Land Commission Act; and
- f. home occupations must be approved by the appropriate agencies prior to operating. Spas, for example, may require health approval for water supply and wastewater disposal systems.

## Bed & Breakfast

4.3.31 Bed and Breakfast Residential operations are supported in residential areas, are considered as home occupations, and are regulated through the zoning bylaw.

4.3.32 Policies for Bed and Breakfast Residential operations include:

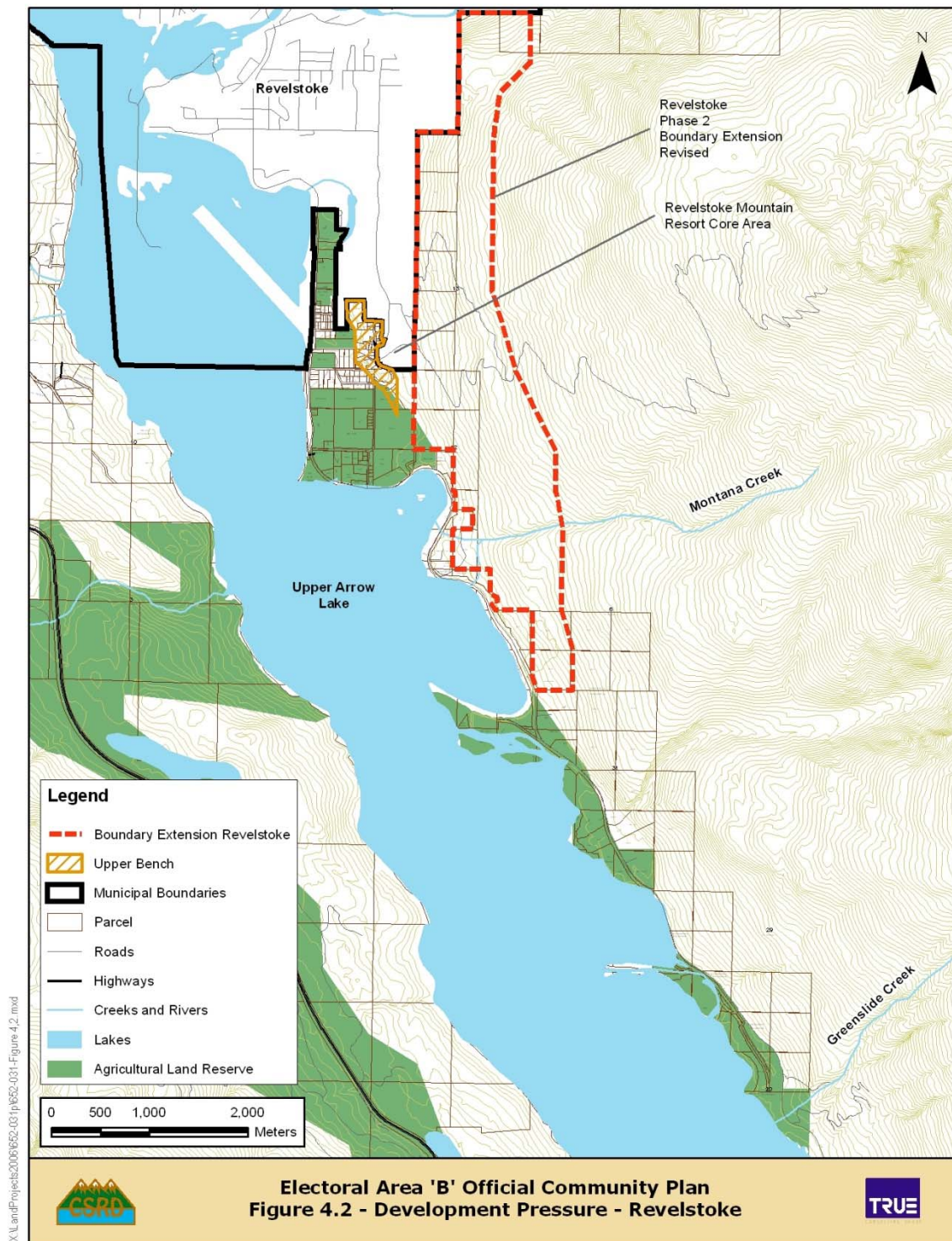
- a. should be limited to a maximum of 3 let rooms accommodating up to 2 persons per room per single family dwelling;
- b. the residential character of the site is maintained;
- c. subject to the local health authority requirements;
- d. located in the principal structure only;
- e. when located within the Agricultural Land Reserve shall comply within all applicable regulations of the Provincial Agricultural Land Commission; and
- f. advertised by only one small 0.5m<sup>2</sup> on-site sign.

4.3.33 Bed and Breakfast Resorts, accommodating more than 3 let units to a maximum of 15 units shall be supported in residential areas on a major highway (Trans-Canada Highway, Highway 6, Highway 23 South or Highway 31) where the Bed & Breakfast Resort:

- a. has good highway visibility and approved access;
- b. buildings and structures are setback a minimum of 10 m from neighbourhood properties;
- c. development is subject to local health authority requirements;
- d. for properties located in the ALR, businesses meet the regulations of the Agricultural Land Reserve (max. 10 units);
- e. let units may be located in principal or accessory structures; and
- f. a minimum parcel size of 4 hectares.

### South Revelstoke

- 4.4.8 As shown on *Figure 4.2*, South Revelstoke contains an Upper Bench area that adjoins the planned core of Revelstoke Mountain Resort. The Upper Bench will be impacted by future activity in the resort core and will not sustain its present rural character. Recognizing the nature of future development pressures, the CSRD supports the following strategy for the Upper Bench.
- a. As Revelstoke Mountain Resort develops, the future land uses considered for the Upper Bench should be urban and resort development;
  - b. development to higher resort densities should be consistent with the overall direction of the Resort Master Plan, and will require neighbourhood planning and design guidelines to achieve consistency and use compatibility;
  - c. development to higher density cannot be accomplished without improved servicing. The terms of servicing, phasing, timing and partnerships shall be considered as part of a detailed planning process; and
  - d. when there is a clear strategy to integrate development on the Upper Bench with the overall Revelstoke Mountain Resort Master Plan, these lands may be more appropriately administered as properties within the City of Revelstoke and the CSRD could support a Phase 3 boundary extension process that considers the private lands on the Upper Bench and how they should be serviced.





4.4.9 The Regional District recognizes the development pressure currently being experienced on the ALR lands below the Revelstoke Mountain Resort; however the ALC has indicated that it does not support a review of these lands for exclusion from the ALR. The ALC has indicated that it would only consider a review under the following conditions.

- specific information is provided as to the capacity of non ALR land in the City of Revelstoke to accommodate growth (i.e. more land is required to service growth pressures); and
- the land is proposed for incorporation into the City of Revelstoke.

Recognizing the current ALR status, lands within the ALR south of Revelstoke are to be designated Small Holdings (SH).

4.4.10 Residential properties in the south Revelstoke area that are not in the ALR will be designated for Rural Residential 2 use with a minimum parcel size of 2 ha from the City of Revelstoke to Montana Creek. Residential properties south of Montana Creek are designated as Small Holdings and intended for large lot rural residential and agricultural use. Properties in the South Revelstoke area, including those south of Montana Creek, which are excluded from or subdivided within the ALR, may be considered for redesignation to Rural Residential 2

4.4.11 Parcels in all areas south of Revelstoke will be independently serviced with water and sewer. Minimum parcel sizes 2 ha can only be achieved where provincial water and sewer servicing standards can be met.

4.4.12 Consider supporting the South Revelstoke Ratepayers Association as a registered non-profit society through the Electoral Area Grant Process.

## Agriculture

### 10.1 Community Context

Agricultural lands in Electoral Area 'B' are primarily located in the Arrow Lakes Valley. While a detailed agricultural inventory and assessment has not been prepared as part of this plan, it is evident that agricultural opportunities are limited by such factors as market, climate and topography. The area's agricultural limitations were recognized by the ALC when it discontinued support of an agricultural function in the City of Revelstoke. The Regional District recognizes that for similar reasons, some lands in the Electoral Area 'B', particularly in South Revelstoke may also have limitations for agriculture; however, the ALC is not supportive of ALR exclusions at this time.

Although there is limited evidence of existing agricultural activity in the plan area there is a history of agriculture, particularly in the river valleys. The CSRD recognizes this history and the role of the ALC and the plan is supportive of agriculture, particularly where agriculture can contribute to sustainability and local food production.

### 10.2 Objectives

- 10.2.1 To support the preservation of the agricultural land base where lands have continuing value for agriculture.
- 10.2.2 To promote options for the production and marketing of locally grown foods.
- 10.2.3 To minimize conflicts between agriculture and other land uses.

### **10.3 Policies**

- 10.3.1 The Regional District supports the preservation, maintenance and enhancement of lands for agricultural use within the Agricultural Land Reserve. Current Agricultural Land Reserve designations are inventoried in Schedule C.
- 10.3.2 When considering applications for intensive agriculture in the ALR the Regional District commits to working with the appropriate agencies to ensure that conflicts over odour, dust and noise are minimized.
- 10.3.3 Agriculture, including but not limited to agricultural food production, forage crops, livestock operations and accessory commercial uses, is permitted in the Rural Resource, Small Holdings, and Rural Residential 2 designations.
- 10.3.4 Second dwellings for farm help are supported in association with agricultural land use in the ALR.
- 10.3.5 The Regional District supports small local market garden enterprises, including on-site sales as a means of encouraging local food production.
- 10.3.6 The CSRD will encourage the Ministry of Agriculture to implement an area-specific education program dealing with environmental protection from agricultural activity.
- 10.3.7 The CSRD will encourage the Ministry of Environment to enforce the provisions of the Waste Management Act and Environmental Protection Regulation in case where poor agricultural practices have a proven effect on a watercourse, groundwater or lake.
- 10.3.8 The CSRD will support the agricultural community in its applications for grant funding for study and/or implementation of area-specific, environmentally sound agricultural practices.

## **Utilities**

### **13.1 Community Context**

#### *South Revelstoke*

The only community water system in the South Revelstoke area (Thomas Brook Community Water System) services approximately 10 properties. The watershed protection area for Thomas Brook is within the Revelstoke Mountain Resort development area. Most of the remaining properties rely on private wells and other surface stream intakes. Watershed protection is therefore necessary. As part of the Revelstoke Mountain Resort development, the Resort Agreement, Schedule I, includes conditions to recognize the need for long access to quality domestic water supplies as follows.

- If the Development (Revelstoke Mountain Resort) shall adversely affect the domestic water supply (to the extent of the existing quality and quantity) of those regional residential properties which have been identified in the Utility Consultant Reports, then the Developer shall, at the developer's cost, cure the difficulty to that extent by removing the cause or by providing the affected residents with a new water supply.

Water supply has been a significant factor limiting future development in this area. Local residents voiced their concerns about these issues throughout the OCP review process and as part of the public process for the Revelstoke Mountain Resort development approvals. Future development strategies will likely require either connection to a community system or maintenance of large parcel sizes to provide sufficient area for independent on-site wells. Provision of fire protection is also a challenge for this area. The Regional District offers a rural fire suppression service to this area through a contract with the City of Revelstoke. The City will need to be consulted should further subdivision be contemplated in this area. Within this area there are opportunities for boundary adjustments (e.g. City of Revelstoke versus Electoral Area 'B'). A boundary adjustment would present new service delivery strategies.

The CSRD currently offers a rural fire suppression service to the area around Revelstoke through a contract with the City of Revelstoke. This service is recognized and is 911 compliant.

## Temporary Use Permits

Temporary use permits may be considered by the Regional Board to allow specific land uses to occur for a short period of time. The permit can contain very detailed requirements such as indicating the buildings that can be used, the time frame of the permit, and other conditions.

### 14.1 Objectives

There are important objectives that form a framework for the policies.

- 14.1.1 Allow opportunity for the consideration of the issuance of a temporary use permit in order to permit a temporary use to continue while a more suitable location for the use is determined or a rezoning application is completed.
- 14.1.2 Allow opportunity for the consideration of interim activities such as gravel extraction prior to development.
- 14.1.3 Ensure that temporary permits are not considered a substitute for a rezoning application.

### 14.2 Policies

The specific policies are:

- 14.2.1 Consider the issuance of temporary use permits based upon the following general conditions:
  - a. The use must be clearly temporary or seasonal in nature;

- b. The temporary use should not create an unacceptable level of impact on surrounding permanent uses;
- c. In the case of the discovery of a use already underway that does not conform with zoning regulations, there is either an undertaking to initiate a rezoning application, or, an outline provided of when and how the temporary use in that location will be ended.

14.2.2 Consider applying conditions in the temporary permit such as, but not limited to; the buildings to be used, the area of use, the hours of use, appearance, site rehabilitation, noise control, and means of ensuring compliance.

14.2.3 The issuance of temporary use permits can be considered in all Official Community Plan designations.

## **Electoral Area B Zoning Bylaw No. 851**

### **3.14 BED AND BREAKFAST**

- (1) A *bed and breakfast* must comply with the following regulations:
  - (a) there may be a maximum of one (1) *bed and breakfast* on a *parcel*;
  - (b) a *bed and breakfast* shall not be operated in conjunction with a *vacation rental*;
  - (c) a maximum of three (3) bedrooms in a *single family dwelling* may be used for a *bed and breakfast* and no more than six (6) guests are permitted in a *bed and breakfast* at any one time;
  - (d) a *bed and breakfast* must be operated by a permanent resident of the *single family dwelling* with which it relates;
  - (e) a maximum of one (1) person who is not a resident of the *single family dwelling* may be on the *parcel* at any one time to assist a resident in the operation of a *bed and breakfast*;
  - (f) a *bed and breakfast* shall not produce a nuisance for surrounding residents, including but not limited to noise, light or traffic that is disruptive to surrounding residents quiet and enjoyment of their property;
  - (g) meet all provincial and Interior Health requirements regarding water and sewer servicing; and
  - (h) total signage (excluding framing) used for the purpose of advertising the *bed and breakfast* on each *parcel* shall not exceed 0.5 m<sup>2</sup> in area. *Signs* shall have a minimum setback of 1 m from *parcel* lines.

### **3.17 HOME OCCUPATION**

- (1) A *home occupation* must comply with the following regulations:
  - (a) a *home occupation* must be on the same *parcel* as the *single family dwelling* with which it relates;
  - (b) all *home occupations* on a *parcel*, in total, must be accessory to the *single family dwelling* and the maximum size will be determined in Part 5 of this *Bylaw*;
  - (c) a *home occupation* shall not produce, discharge or emit: smoke (except smoke produced from the heating of the home occupation space), dust, litter, vibrations; odorous, toxic or noxious matter or vapours; heat; glare; radiation; electrical or television interference; or sufficient noise, congestion or traffic to constitute a nuisance offensive to the community;

- (d) a *home occupation* must be compatible with the character of the area and not present a potential conflict with surrounding properties;
- (e) a *home occupation* is subject to the provisions of the Agricultural Land Commission Act;
- (f) outdoor storage and processing associated with the *home occupation* must be completely screened from adjoining properties and highways at a minimum height of 1.8 m, with the exception of daycares and parking;
- (g) a *home occupation* must be operated by a permanent resident of the *single family dwelling* with which the *home occupation* relates;
- (h) a maximum of two persons who are not residents of the *single family dwelling* may assist a resident in the operation of all the *home occupations* on the *parcel*;
- (i) the area used for the display and sale of retail and *wholesale* goods on a *parcel* is limited to 25% of the *floor area* used for the *home occupation* and must be auxiliary and incidental to the *home occupation*;
- (j) total signage (excluding framing) used for the purpose of advertising the *home occupation* on each *parcel* shall not exceed 0.5 m<sup>2</sup> in area and 2 m in height if *free standing*. *Signs* shall have a minimum setback of 1 m from *parcel* lines;
- (k) have all parking associated with the *home occupation* shall be on-site. One *parking space* shall be provided:
  - (i) per 75 m<sup>2</sup> of area used for the *home occupation*;
  - (ii) per non-resident employee;
  - (iii) in compliance with the dimensions and access requirements as set out in Part 4 of this *Bylaw*, and;
- (l) a *home occupation* does not include:
  - (i) asphalt batch plant;
  - (ii) *bed and breakfast*, boarding house or any kind of accommodation to the public;
  - (iii) *kennel*;
  - (iv) *medical marihuana production facility*;
  - (v) *restaurant* or similar *use* involving the serving of prepared food or drink;
  - (vi) sand and gravel processing;
  - (vii) *vehicle repair* or maintenance of any kind; or
  - (viii) *vehicle wrecking yard*.

## 5.6 RURAL RESIDENTIAL 2 - RR2

### Principal Uses

- (1) The *uses* stated in this subsection and no others are permitted in the Rural Residential 2 zone as *principal uses*, except as stated in Part 3: General Regulations:
  - (a) *agriculture*
  - (b) *day care*
  - (c) *horticulture*
  - (d) *single family dwelling*
  - (e) *standalone residential campsite*

### Secondary Uses

- (2) The *uses* stated in this subsection and no others are permitted in the Rural Residential 2 zone as *secondary uses*, except as stated in Part 3: General Regulations:

- (a) *accessory use*
- (b) *bed and breakfast*
- (c) *home occupation*
- (d) *residential campsite*
- (e) *secondary dwelling unit*

### **Regulations**

- (3) On a *parcel* zoned Rural Residential 2, no land shall be used; no *building* or structure shall be constructed, located or altered; and no plan of *subdivision* approved; that contravenes the regulations stated in this subsection, except as stated in Part 3: General Regulations and Part 4: Parking and Loading Regulations.

<b>COLUMN 1 MATTER REGULATED</b>	<b>COLUMN 2 REGULATION</b>
(a) Minimum <i>parcel</i> size created by <i>subdivision</i>	2 ha
(b) Minimum <i>parcel</i> width created by <i>subdivision</i>	20 m
(c) Maximum <i>parcel</i> coverage	25%
(d) Maximum number of <i>single family dwellings</i> per <i>parcel</i> (subject to Section 3.7 of this <i>Bylaw</i> )	One
(e) Maximum number of <i>secondary dwelling units</i> per <i>parcel</i> (subject to Section 3.15 of this <i>Bylaw</i> )	One
(f) Maximum <i>height</i> for: <ul style="list-style-type: none"> <li>▪ principal <i>buildings</i> and structures</li> <li>▪ <i>accessory buildings</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ 11.5 m</li> <li>▪ 8 m</li> </ul>
(g) Maximum <i>gross floor area</i> of <i>secondary dwelling unit</i>	Less than 60% of the <i>floor area</i> of the principal <i>dwelling unit</i> .

(h) Maximum <i>gross floor area</i> of an <i>accessory building</i>	150 m <sup>2</sup>
(i) Maximum <i>gross floor area</i> of an <i>home occupation</i>	100 m <sup>2</sup>
(j) Minimum <i>setback</i> from: <ul style="list-style-type: none"> <li>▪ <i>front parcel boundary</i></li> <li>▪ <i>rear parcel boundary</i></li> <li>▪ <i>rear parcel boundary</i> for an <i>accessory building</i> (excluding <i>secondary dwelling unit</i> or <i>home occupation</i>)</li> <li>▪ <i>interior side parcel boundary</i></li> <li>▪ <i>interior side parcel boundary</i> for a <i>secondary dwelling unit</i> or <i>home occupation</i></li> <li>▪ <i>exterior side parcel boundary</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ 5 m</li> <li>▪ 5 m</li> <li>▪ 3 m</li> <li>▪ 2 m</li> <li>▪ 5 m</li> <li>▪ 5 m</li> </ul>



**Dan Passmore**

---

**From:** Curtis Moore [REDACTED]  
**Sent:** Friday, October 5, 2018 11:08 AM  
**To:** Dan Passmore  
**Cc:** Laura Gibson  
**Subject:** Re: TUP850-11  
**Attachments:** 3108 Airport Way Well Testing.pdf

Hi Dan,

There is currently a well onsite but we will not be utilizing this as it was completed in 1993 and we do not know when it was used last, or if it was used at all (see the attached CSRD well test report). I have spoken with our proposed builder and a well installation team that have advised me they have installed wells in properties in close proximity to our location and there is a sufficient aquifer to provide potable water. We will also ensure the water provided to guests meet all regulatory requirements of the region and province

In regards to the specific location of the well, we will work with our builder to ensure the location of the well meets the required guidelines for setback from the property lines and septic system.

Thanks Dan, again if there is anything further you require please let me know

Regards

Curtis Moore

On Fri, Oct 5, 2018 at 10:47 AM Dan Passmore <[dpassmore@csrd.bc.ca](mailto:dpassmore@csrd.bc.ca)> wrote:

Hi Curtis;

I've been away sick and now am working on the referrals on your application for the revised site plan.

One question has arisen in regard to a source of potable water.

Where are you proposing to obtain water from and do you have any documentation on your source?

**From:** Curtis Moore [REDACTED]  
**Sent:** Tuesday, October 2, 2018 3:56 PM  
**To:** Dan Passmore <[dpassmore@csrd.bc.ca](mailto:dpassmore@csrd.bc.ca)>  
**Cc:** Laura Janssen <[Ljanssen@csrd.bc.ca](mailto:Ljanssen@csrd.bc.ca)>  
**Subject:** Re: TUP850-11

Hello Dan,



# COLUMBIA SHUSWAP REGIONAL DISTRICT

## WELL TEST FORM

Instructions to complete the Well Test Form

1. Depth to water is to be measured from the top of the casing of the well.
2. The well test must be conducted for a two hour period, recording the depth to water every fifteen minutes.
3. Draw Down is the accumulative total, recorded every fifteen minutes.
4. Recovery Time starts as soon as the pump is shut off, the depth to water at the end of two hours is the same as the depth to water at the start of recovery.
5. Recovery time is recorded every fifteen minutes for two hours, then hourly for the next five hours or until the water reaches the same height at the start of the well test, which ever is sooner.
6. Record a description of the well include the total depth of the well, size of the casing (well diameter), how the well was constructed, the pump rate the name of the Well driller and provide a sketch showing location of well.
7. Once the test is completed and recorded, have the information verified correct in front of a Notary Public or Commissioner for Affidavits.
8. When completed return to the Columbia Shuswap Regional District Office.

Date of test May 22/93 Site / Legal Description

LOT A PL: NE 19135  
SEC 14 TWP 26E 23  
2W6M.

Name of Well Driller

COLIN HOREL

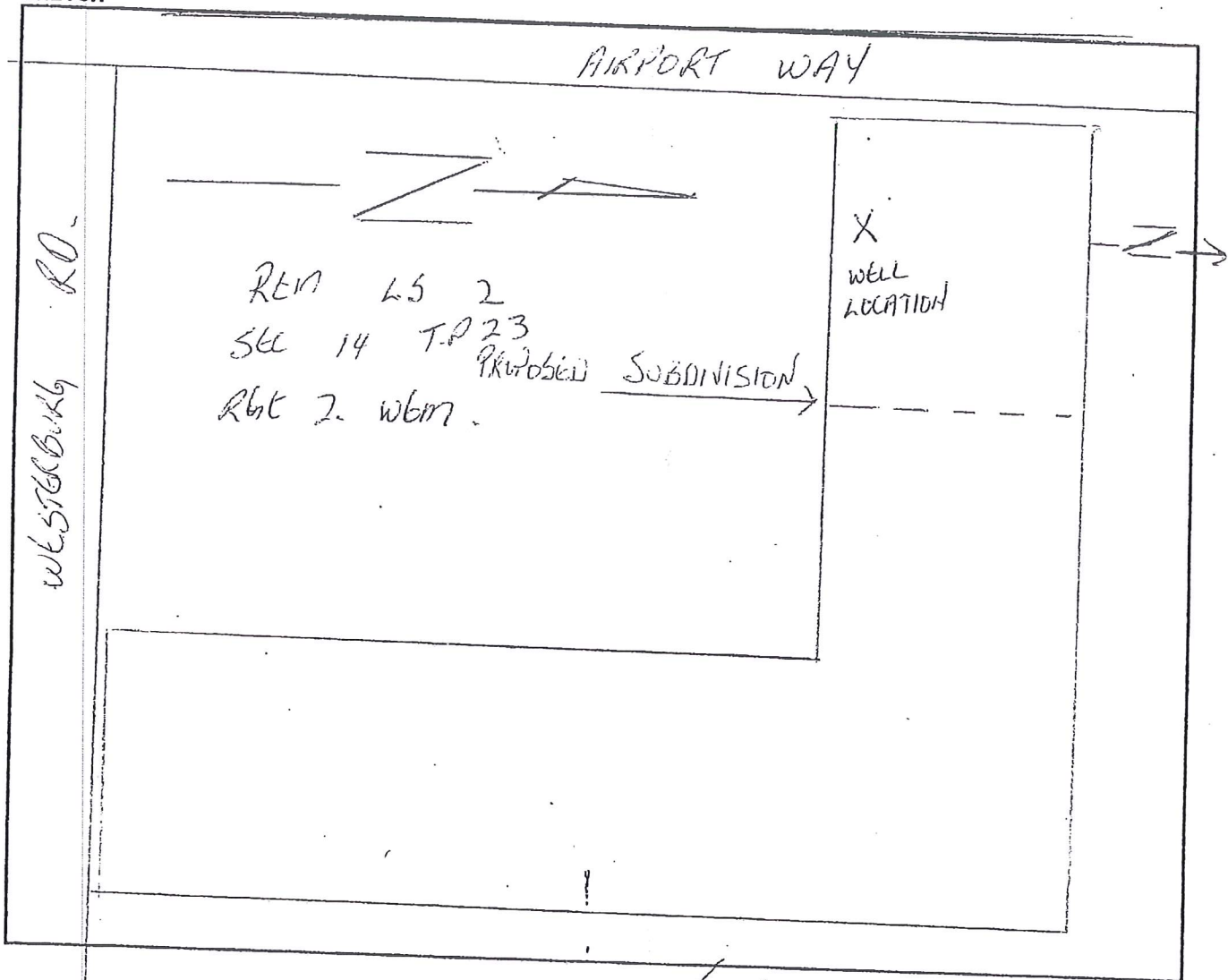
Pump Flow Record

Start Time	Depth to Water	Draw Down
10:00	26'	5'
10:15	SAME	SAME
10:30		
10:45		
11:00		
11:15		
11:30		
11:45		
12:00	✓ 26'	✓ 5'

Depth of Well 7.6'  
 Size of Casing 2"

Pump Rate 2 gal/min  
 Type of Construction GRAVEL POINT.

## SKETCH



Signature of Well Driller C. Spurl

## Statutory Declaration

The above information is true to the best of my knowledge.

C. Spurl

No advice requested or given - attested

C. Spurl  
 A Commissioner for taking Affidavits



October 15, 2018

Dan Passmore, Senior Planner  
Columbia Shuswap Regional District  
555 Harbourfront Drive NE  
PO Box 978  
Salmon Arm BC V1E 4P1  
[dpassmore@csrd.bc.ca](mailto:dpassmore@csrd.bc.ca)

Dear Dan Passmore

**RE: Temporary Use Permit for TUP850-11**

---

Thank you for the opportunity to provide comments on the above referenced Temporary Use Permit application from the viewpoint of our policies and regulations governing onsite sewerage dispersal systems and water supply.

The applicant is applying for a 3 year Temporary Use Permit to allow a 5 bedroom Bed and Breakfast operation in a proposed new single family dwelling and a yoga studio in the second floor of the garage. The operations will be serviced by onsite water and septic.

An internal file search produced no documentation of any existing or proposed on-site sewage disposal system. As such, this office recommends that the applicant provide documentation to support that the proposed construction will not conflict with any proposed septic systems and reserve areas. If no such documentation is readily available, it is recommended that the applicant retain the services of an Authorized Person under the Sewerage System Regulation (BC Reg. 326/2004) to produce evidence that no such conflict will occur. The Sewerage System Standard Practice Manual Version 3 requires that an increase in daily design flow necessitates an “upgrade” to the system meaning that it must meet all current standards of the manual.

Furthermore, the proposal suggests a well source will serve as the drinking water supply. This water supply is considered a water supply system under the B.C. Drinking Water Protection Act (SBC 2001, c.9).

Should the applicant continue with the plan to supply the proposed operations with a small water system, the following approvals will be required from Interior Health:

- New drinking water source assessment or approval
- Waterworks Construction Permit from a Public Health Engineer
- Water System Operating Permit from a Drinking Water Officer

Dan Passmore, CSRD  
October 15, 2018

Page 2 of 2

Please note that the definition of a bed and breakfast for the interpretation of the BC Food Premises Regulation (BC Reg. 210/99) is “an owner-occupied private residence with 4 or fewer bedrooms for rent with food service limited to a morning meal to the guests of those hired rooms”. In this application, the establishment does not strictly meet this definition, and thus all the provisions of the Public Health Act (SBC 2008, c.28) and the Drinking Water Protection Act (SBC 2001, c.9) will apply.

If you have any questions, concerns or require additional explanation, please email [HBE@InteriorHealth.ca](mailto:HBE@InteriorHealth.ca) or phone toll free at 1-855-744-6328, then choose the HBE option.

Sincerely,



Carol Leung  
Environmental Health Officer – Environmental Management

Copy sent by email

## Columbia Shuswap Regional District Electoral Area 'B' Advisory Planning Commission Minutes

Date: 7 November, 2018

Time: 12:00 PM

Location: Revelstoke Community Centre

Members Present:

B. Gadbois	Chairperson (intern secretary)
M. Cummings	Vice Chair
K. Wiley	Member
J. Maitre	Member
J. Hooge	Member
A. Parkin	Member

Members Absent: none

Staff: Dan Passmore  
Erica Hartling

Guests: L. Parker Regional Director  
D. Brooks-Hill Regional Director Elect

Call to Order: 12:00 PM

Additions to the Agenda: Cory Paiement – letter to APC – Re: Vacation Rentals

Application: Zoning Amendment Bylaw 851-14 (Revelstoke Backcountry Guides)

Delegation: None

Discussion: Erica provided background information on the application and request for rezoning approximately 0.07 hectares of crown land to accommodate a backcountry lodge and associated structures.

Much of the APC discussion surrounded the concern that commercial tenure was being authorized by the MoFLNRORD within the City of Revelstoke Greeley Creek Community Watershed. This would be in conflict with Section 3.3.4 of the OCP which states: "limit development activity and human access within designated community watersheds". There is a need to protect this watershed from human caused impacts to water quality.

Concerns were also expressed as to the current rapid expansion of backcountry recreation without first developing a master planning process to identify suitable, compatible, and environmentally acceptable growth within the recreation sector. Numerous examples of conflicting uses between recreation groups and environmental attributes were brought forward.

Concerns were also stated that the number of helicopter flights identified was probably less than would occur and that the ski-out options may not be viable or may impact on

<input type="checkbox"/> CAO <input type="checkbox"/> Works <input type="checkbox"/> DS <input type="checkbox"/> Fin/Adm	<input type="checkbox"/> Agenda <input type="checkbox"/> Reg Board <input type="checkbox"/> In Camera <input type="checkbox"/> Other Mtg	Ownership:  File #		
<h3 style="margin: 0;">NOV 13 2018</h3>				
<input type="checkbox"/> Ec Dev <input type="checkbox"/> IT <input type="checkbox"/> Parks <input type="checkbox"/> SEP <input type="checkbox"/> HR <input type="checkbox"/> Other	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center; padding: 2px;">RECEIVED</th> </tr> <tr> <td style="padding: 2px;"> <input type="checkbox"/> Staff to Report  <input type="checkbox"/> Staff to Respond  <input type="checkbox"/> Staff Info Only  <input type="checkbox"/> Dir Mailbox  <input type="checkbox"/> Dir Circulate           </td> </tr> </table>	RECEIVED	<input type="checkbox"/> Staff to Report <input type="checkbox"/> Staff to Respond <input type="checkbox"/> Staff Info Only <input type="checkbox"/> Dir Mailbox <input type="checkbox"/> Dir Circulate	Ask Sent:  <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Email
RECEIVED				
<input type="checkbox"/> Staff to Report <input type="checkbox"/> Staff to Respond <input type="checkbox"/> Staff Info Only <input type="checkbox"/> Dir Mailbox <input type="checkbox"/> Dir Circulate				

the Greeley Watershed. Vaguely worded commitments such as “incidental use” and “emergency egress” need to be better defined and monitoring and enforcement requirements should be identified.

Human waste management was also of concern as there is no provision for documentation of fly out barrels, chain of command, receivership, or treatment.

Seasonal use was also of concern as definitions are poorly stated and use may expand into other than the stated winter season.

- Moved by J. Maitre, second by K. Wiley and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

*APC recommendation to the Board*

To approve zoning amendment bylaw 851-14 conditional on -

- Winter use only with specific dates identified
- Requirement for documentation of fly out waste disposal and receivership.

# for the motion	5
# opposed	1

The Member opposed felt that enforcement of conditions would be lacking and that use of the Greeley Creek Watershed was inappropriate.

Application: Temporary Use Permit 850-11 – 5 bedroom Bed and Breakfast

Delegation None

Discussion Dan provided background information on the proposed development of the vacant lot and construction of a single family home with a 5 bedroom bed and breakfast.

APC members expressed concern that TUP's were not intended for new development but for a change of use on existing developments. Members felt the use of a TUP for this development wasn't appropriate and a formal re-zoning application to meet the proposed use would be necessary. Since the use does not meet residential zoning, the zoning would need to be commercial and meet such requirements from Interior Health. Also the 5 bedroom B&B was beyond the approved 3 bedroom maximum in the bylaws.

Concerns for adequate drinking water supply, septic management, and potential impacts of a large development on the neighboring properties was also expressed. Precedent for future developments of larger B&B's was also of concern.

The Airport flyway was also discussed and the need for height restrictions needed to be identified and adapted by the City and the CSRD.

- Moved by M Cummings, second by J. Maitre and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

*APC recommendation to the Board*

To not approve TUP 850-11 as TUP's were not designed for new development and that 5 bedroom B&B is not an approved residential use.

# for the motion        6  
# opposed                0

Topic – Vacation Rentals and Corey Paiement e-mail to APC – 13 Sept.2018

Discussion - Members and the residents of Area B continue to express concern that the past initiative to bring illegal vacation rentals into compliance has not achieved the desired outcome. Currently there is over 27 illegal rentals while 4 or 5 have applied for TUP's but only 1 or 2 have meet the conditional requirements of the TUP and are currently operating within the bylaws of the CSRD. Residents feel this illegal use of residential housing is causing strife within neighborhoods and diminishing neighborhood values and their rural lifestyle. The lack of enforcement has also made it unfair for the few that are now in compliance and have spent the time, effort, and funds to adhere to the TUP requirements. Opportunity for CSRD revenues through permitting, fines, and future increased taxation is also being lost.

- Moved by M Cummings, second by J. Maitre and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

*APC recommendation to the Board*

To make illegal vacation rentals a priority issue and follow-up with a strongly worded and enforceable letter to all known illegal vacation rentals with a commitment for fines and enforcement to bring all into compliance.

#for the motion        6  
#opposed                0

Motion to adjourn, B. Gadbois, 14:10hrs.

Brian Gadbois – Intern Secretary




**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: Dan Passmore**
[dpassmore@csrd.bc.ca](mailto:dpassmore@csrd.bc.ca)

TUP No.: 850-11

DATE: October 5,  
2018

## RESPONSE SUMMARY

- |  |  |
|--|--|
| <input type="checkbox"/> Approval Recommended for Reasons Outlined Below   | <input checked="" type="checkbox"/> Interests Unaffected by Bylaw.               |
| <input type="checkbox"/> Approval Recommended Subject to Conditions Below. | <input type="checkbox"/> Approval not Recommended Due To Reasons Outlined Below. |
| <input type="checkbox"/> No Objections                                     |  |

According to Provincial records there are no known archaeological sites recorded on the subject property.

There is always a possibility for unknown archaeological sites to exist on the property. Archaeological sites (both recorded and unrecorded) are protected under the Heritage Conservation Act and must not be altered or damaged without a permit from the Archaeology Branch. If any land-altering development is planned for the property, owners and operators should be notified that if an archaeological site is encountered during development, activities must be halted and the Archaeology Branch contacted at 250-953-3334 for direction.

Please review the screenshot of the property below (outlined in yellow). If this does not represent the property listed in the referral, please contact me.

Kind regards,

Diana


Signed By: Diana Cooper

Title Arch Site Inventory Info and Data Admin

Date: 11 October 2018

Agency Archaeology Branch



**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.  
 PL20180000150  
 DATE RECEIVED:  
 Oct 9, 2018

**OPERATIONS MANAGEMENT**

**Comments:** Dan Passmore

<b>Terry Langlois</b> Team Leader Utilities	No concerns
<b>Derek Sutherland</b> Team Leader Protective Service	No concerns
<b>Sean Coubrough</b> Fire Services Coordinator	No concerns
<b>Ben Van Nostrand</b> Team Leader Environmental Health	No Concerns
<b>Ryan Nitchie</b> Team Leader Community Services	2 storey structure may interfere with glide path to airport runway. Details of house location and house plans require review by airport manager. Obstacle survey currently in progress at airport. 11.5m structure may become an obstacle. Concerns regarding small jets approaching airport will create noise for homeowner who should be advised.
<b>Darcy Mooney</b> Manager Operations Management	No concerns


**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: Dan Passmore**
[dpassmore@csrd.bc.ca](mailto:dpassmore@csrd.bc.ca)

TUP No.: 850-11

DATE: October 5,

<input type="checkbox"/> CAO	<input type="checkbox"/> 2018	Ownership:
<input type="checkbox"/> Works	<input type="checkbox"/> Reg Board	File #
<input type="checkbox"/> DS	<input type="checkbox"/> in Camera	
<input type="checkbox"/> FinAdm	<input type="checkbox"/> Other Mtg	
<b>NOV 19 2018</b>		
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<input type="checkbox"/> Parks	<input type="checkbox"/> Staff to Respond	<input type="checkbox"/> Mail
<input type="checkbox"/> SEP	<input type="checkbox"/> Staff Info Oly	<input type="checkbox"/> Email
<input type="checkbox"/> HR	<input type="checkbox"/> Dir Circulate	
<input type="checkbox"/> Other		

## RESPONSE SUMMARY

- ☐ Approval Recommended for Reasons Outlined Below
- ☐ Approval Recommended Subject to Conditions Below.
- ☐ No Objections

☐ Interests Unaffected by Bylaw.

☒ Approval not Recommended Due To Reasons Outlined Below.

- The development has poor interface with the surrounding rural neighbourhood and ALR lands. The scale of the development would disrupt the rural character of the neighbourhood, and potentially have an impact on how the nearby property owners use and enjoy their property, including those within municipal limits;

- The City of Revelstoke cannot support commercial development on the municipal boundary, given the current rural land use on the fringe;

- The development will generate substantially more traffic than a normal single-family home, with those staying at the B&B taking vehicle trips into town, and those visiting the yoga studio making trips from town to the site, utilizing almost entirely municipal roads. Engineering estimates that this could account for approximately 50-60 vehicle trips per day, which will not be covered by any additional municipal revenue;

- The size of the septic system has not yet been determined. Given that there will be two commercial activities on site, a comprehensive septic plan would be necessary. The City is concerned that it could be responsible for the provision of sanitary services in the future;

- There is a lack of a conducive and coordinated policy for land-use planning between the City of Revelstoke and the Columbia Shuswap Regional District. Given the proximity to the municipal boundary, it would be ideal to have coordinated policies in place before larger-scale development occurs with respect to the proposed land use; and

- The City is concerned with the use of short-term vacation rentals, given the overwhelming feedback received at City Hall with regard to their direct and indirect impacts on the community. The proximity to the municipal boundary would likely mean that these effects are felt by residents within city limits. At this time, the City is reviewing its policies and procedures for short-term vacation rentals, and until such time as a policy framework is in place, cannot endorse the proposal.

Signed By: Michael Coulson

Title Planning Technician

Date: November 16 / 2018

Agency City of Revelstoke

**From:** [Razzo, Cliff TRAN:EX](#)  
**To:** [Dan Passmore](#)  
**Cc:** [Marianne Mertens](#)  
**Subject:** Ministry of Transportation Referral Comments - TUP850-11 - Proposed B&B for 3108 Airport Way, Revelstoke BC (2018-05703)  
**Date:** Thursday, November 01, 2018 1:12:32 PM

---

Hello Dan,

Thanks for the referral regarding the proposed Temporary Use Permit for a proposed 5 room bed and breakfast and yoga studio (88 m2) on the property legally described as,

Lot A Section 14 Township 23 Range 2 West of the 6<sup>th</sup> Meridian Kootenay District Plan NEP20670.

The Ministry has no objection to the proposed temporary use for a bed and breakfast and yoga studio. Residential access requirements are adequate for this proposed use. No access permit is required. I would like to refer the applicants to the Residential Driveway Information Guidelines if they are constructing or improving their access. Please note that the Ministry does not support on street parking.

[http://www.th.gov.bc.ca/Development\\_approvals/driveways.htm](http://www.th.gov.bc.ca/Development_approvals/driveways.htm)

If you or the applicant have any additional questions or concerns, please don't hesitate to contact myself directly at (250) 426-1516.

Regards

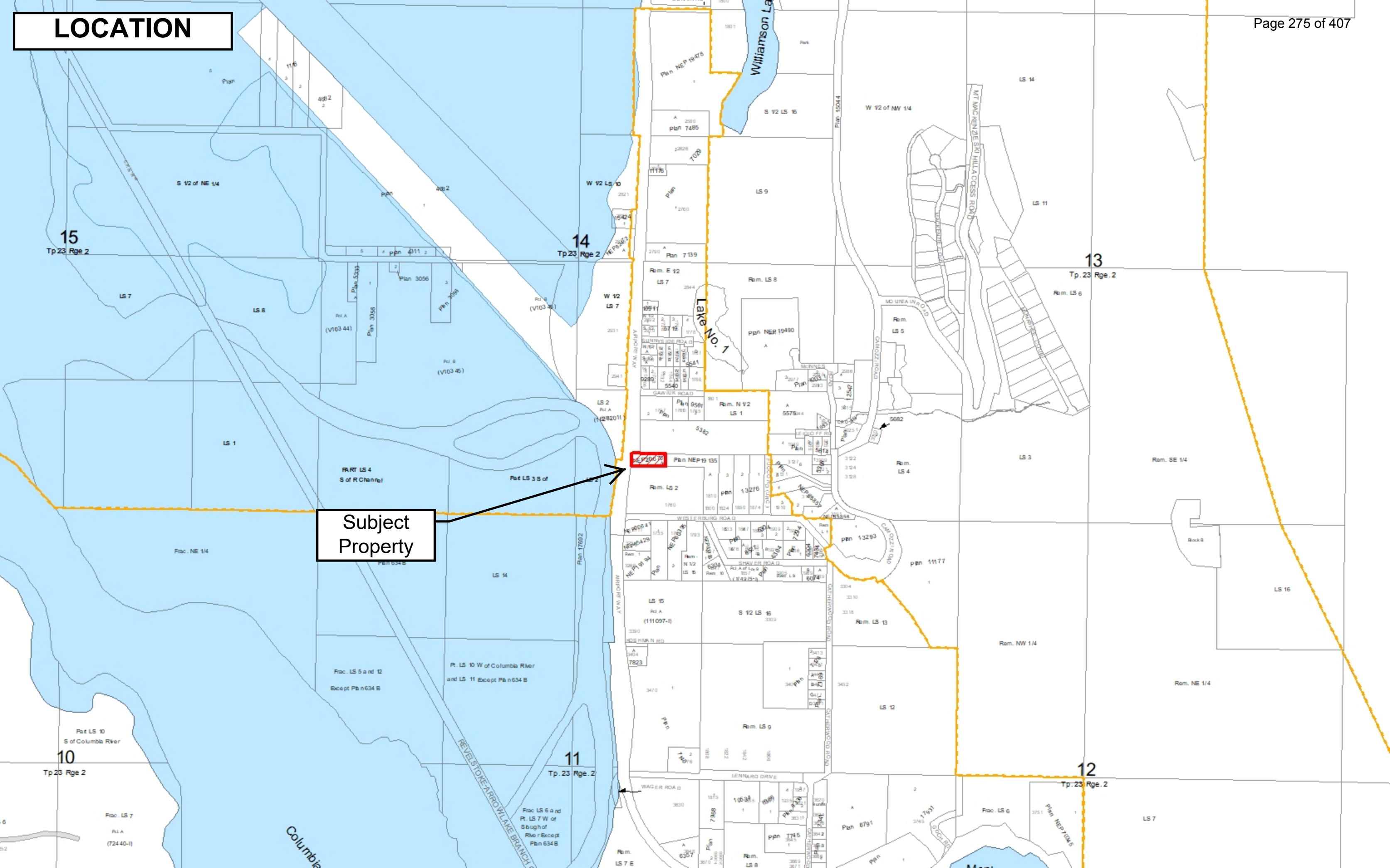
Cliff Razzo

**District Development Technician**

**Rocky Mountain District | BC Ministry of Transportation & Infrastructure**

**T - 250.426.1516**

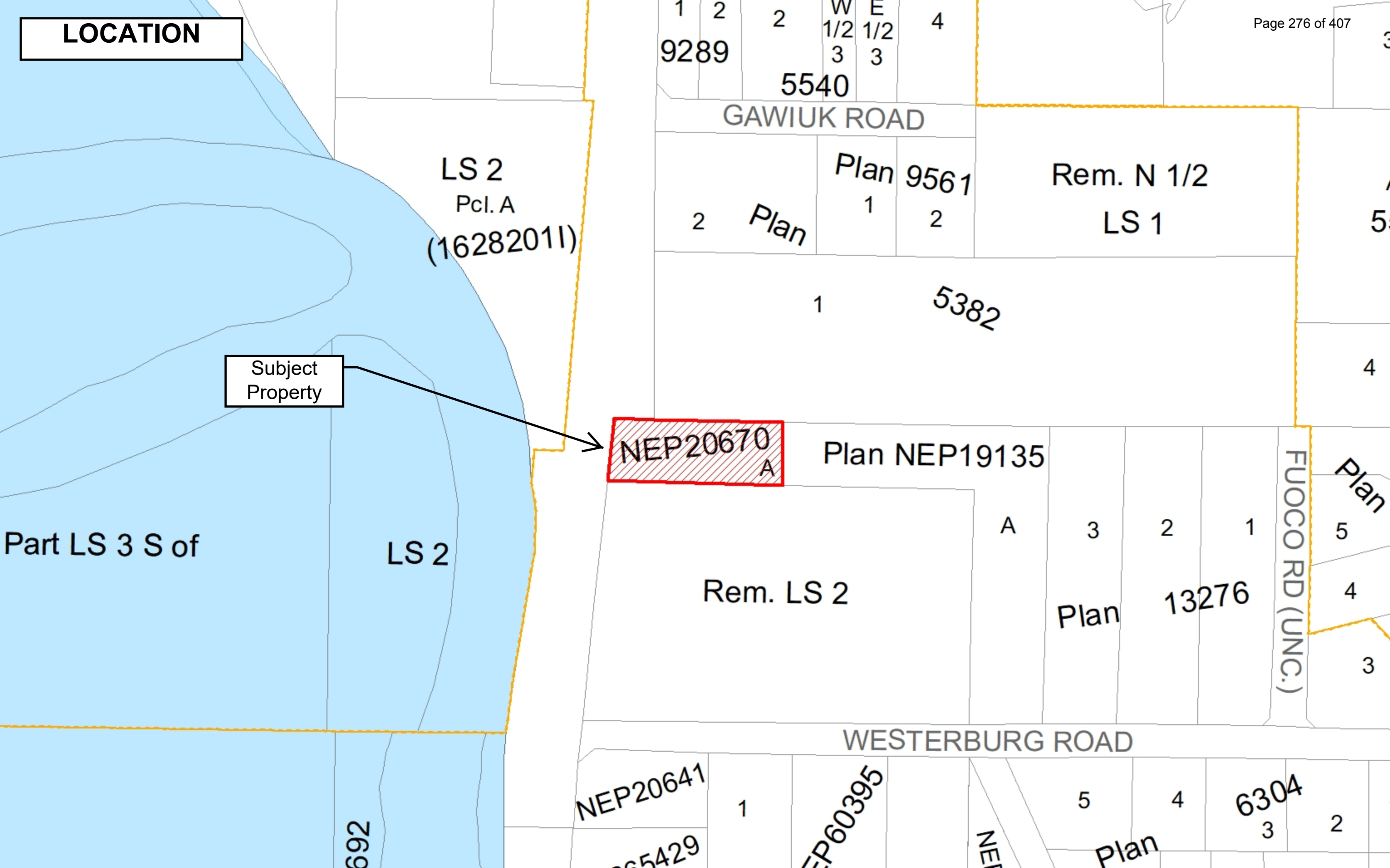
**C - 250.919.1988**

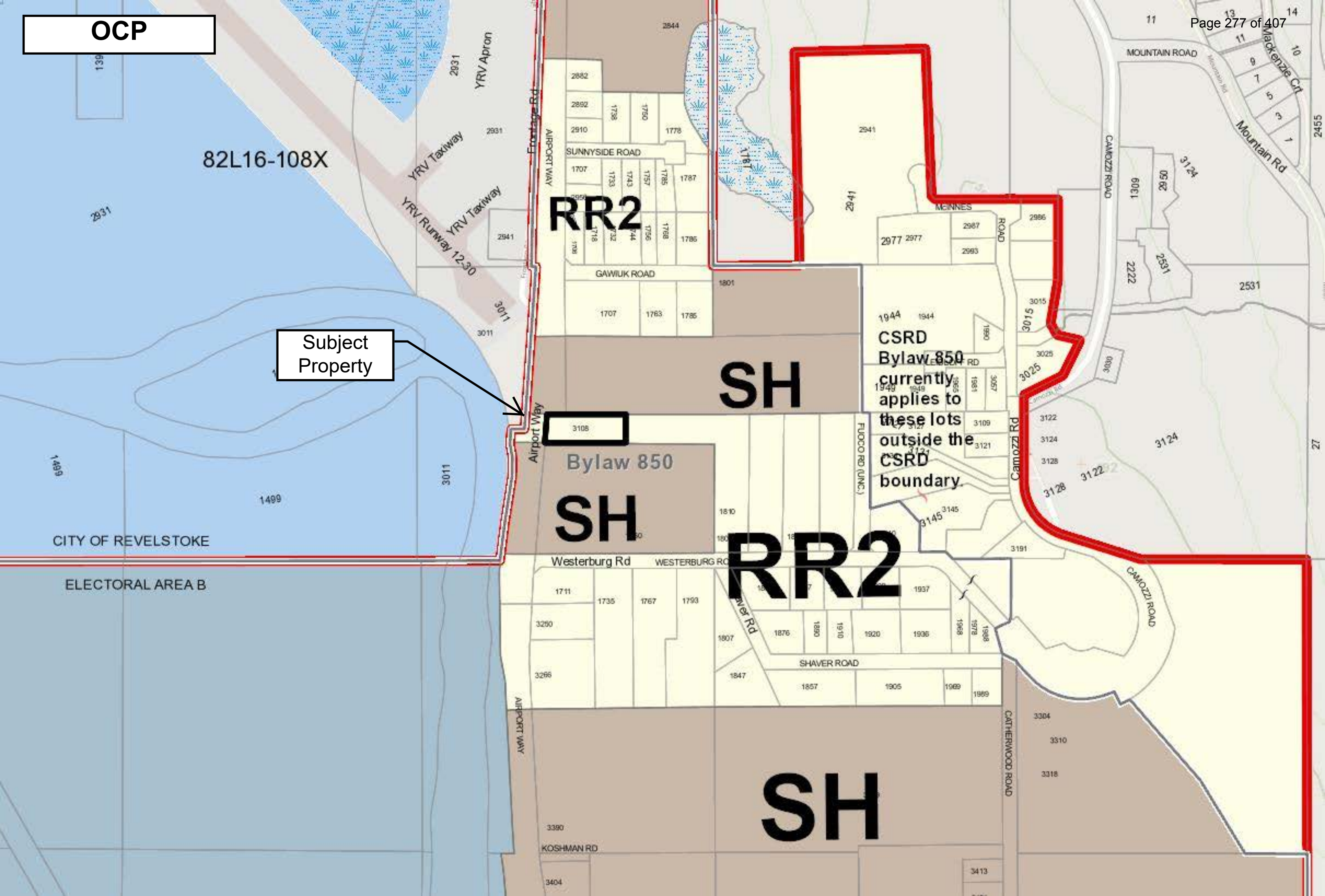


Subject  
Property



LOCATION



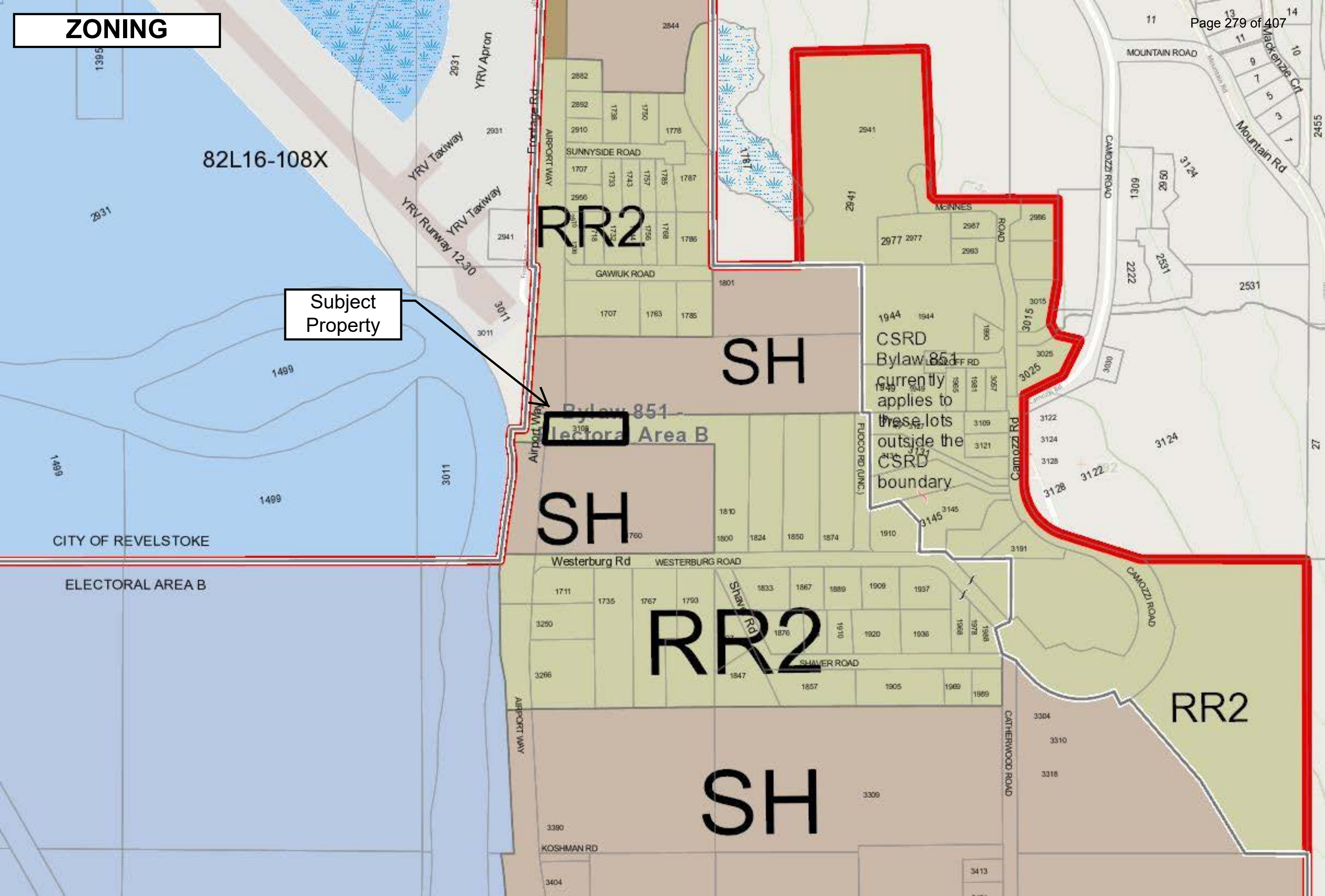








# ZONING





# ORTHOPHOTO

Subject  
Property

Frontage Rd

Airport Way

Gawiuk Rd

GAWIUK ROAD

WESTERBURG ROAD

Westerburg Rd

SHAYER ROAD

LEIDLO

3108

1760

1810

1800

1824

1850

1874

1910

314

1944

1949

3127

3131

311

1937

1936

1920

1910

1890

1876

1867

1793

1767

1735

1711

3250

1786

1768

1756

1744

1732

1718

1706

2941

2941

2931

YRV Runway 12-30

3011

3011

3011

1498

1489



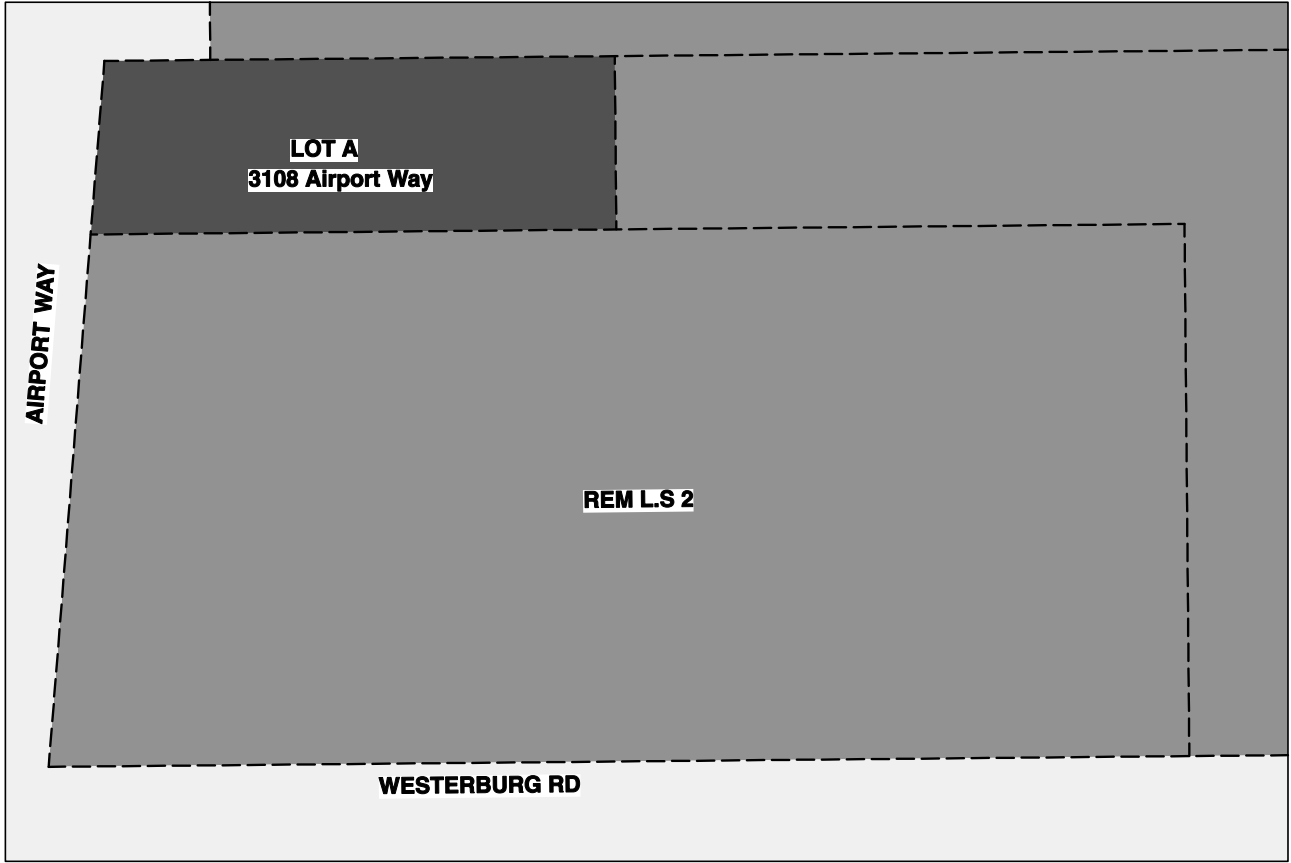
3108

Airport Way

3011

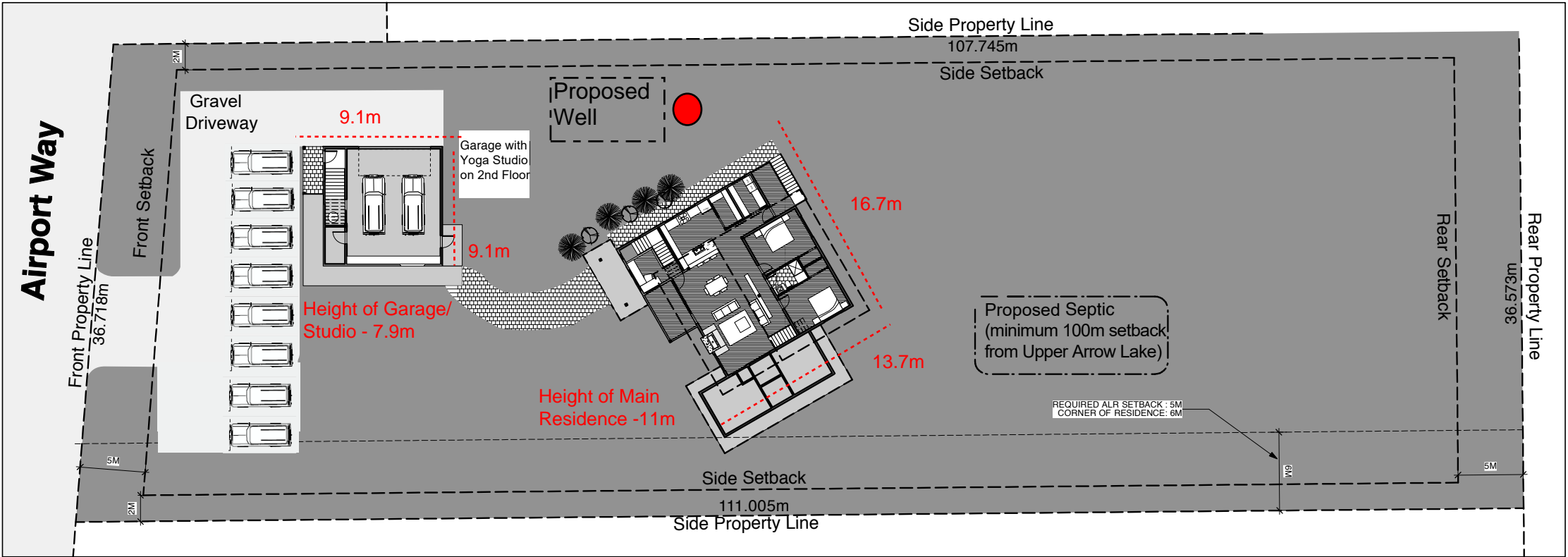


SITE PLAN



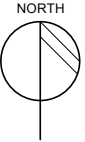
Key Plan      Scale: 1:750

Site Plan      Scale: 1/16" = 1'-0"



Title  
Site Plan

Project  
Moore DeAgrela Residence





RUNWAY OBSTACLE SURVEY PLAN



THRESHOLD RUNWAY 30  
N5645876.791  
E417227.863  
ELEV.443.25m ASL

60.0

80.0

444

447

450

453

456

459

462

465

468

471

474

WINDSOCK

EXTENDED CENTRELINE  
RUNWAY 12-30

AZIMUTH 137°00'50"

10% DIVERGENCE

4.0% APPROACH SURFACE

LIMIT OF 1:5 TRANSITIONAL SURFACE  
ELEV. 488.25m ASL

LIMIT OF 1:5 TRANSITIONAL SURFACE  
ELEV. 488.25m ASL

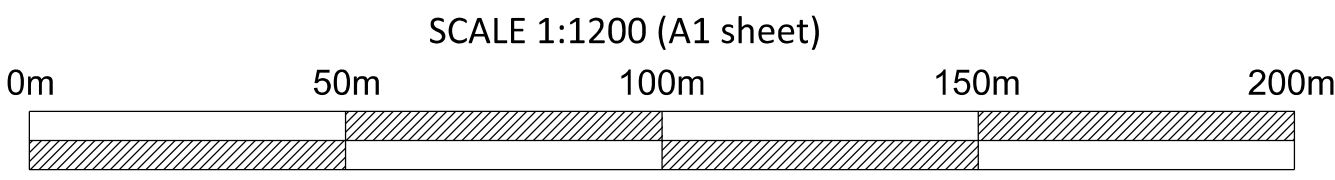
ID#	CODE	ELEV.	ZONE	AOI	NORTH	EAST
64	DECID	478.25	461.06	17.19	5645816	417443
65	BIRCH	470.25	457.94	12.31	5645793	417441
66	BIRCH	469.86	455.99	13.87	5645777	417441
67	DECID	474.94	454.52	20.42	5645757	417447
68	EVERGRN	471.32	453.66	17.66	5645746	417450
69	EVERGRN	471.19	452.93	18.26	5645744	417447
70	EVERGRN	469.44	452.33	17.11	5645739	417447
71	EVERGRN	467.93	451.64	16.29	5645736	417445
72	EVERGRN	466.80	451.12	15.48	5645733	417444
74	EVERGRN	468.12	451.61	16.51	5645717	417451
75	EVERGRN	468.16	451.73	16.43	5645714	417452
77	EVERGRN	467.58	451.88	15.70	5645707	417450
78	BIRCH	468.37	452.14	14.23	5645697	417449
79	DECID	469.57	453.47	16.10	5645674	417473
81	DECID	459.56	453.27	6.29	5645666	417457
87	DECID	468.37	454.74	13.63	5645582	417421
88	DECID	468.11	455.24	11.87	5645567	417420
89	DECID	468.17	461.56	6.81	5645517	417430
90	DECID	467.20	452.96	14.24	5645653	417340
91	DECID	466.87	453.46	13.41	5645655	417334

ID#	CODE	ELEV.	ZONE	AOI	NORTH	EAST
144	DECID	468.66	460.96	7.70	5645515	417577
145	DECID	466.73	459.55	7.18	5645537	417549
147	PINE	460.35	458.29	2.06	5645830	417415
148	CEDAR	474.48	477.59	-3.11	5645894	417487
149	PINE	461.95	456.18	5.77	5645814	417414
150	PINE	463.14	454.80	8.34	5645804	417413
159	DECID	464.27	451.84	12.43	5645671	417328
160	BIRCH	459.65	448.56	11.09	5645705	417314
161	DECID	454.94	447.77	7.17	5645717	417310
162	DECID	456.01	447.98	8.03	5645722	417299
163	DECID	455.67	447.48	8.19	5645728	417296
164	DECID	454.56	448.18	6.38	5645733	417285
165	PINE	463.90	465.99	-2.10	5645485	417433
166	DECID	467.82	459.01	8.81	5645509	417499
167	DECID	454.36	450.30	4.06	5645720	417406
168	DECID	451.79	451.70	0.09	5645645	417377
169	PINE	460.77	460.51	0.26	5645847	417416
170	PPOLE	455.59	452.31	3.28	5645777	417418
171	SHRUB	451.33	449.56	1.77	5645748	417409
172	BIRCH	454.27	450.98	3.29	5645770	417415
173	POST	449.25	449.58	-0.33	5645735	417396
175	DECID	460.58	451.53	9.05	5645688	417311
179	CEDAR	472.86	470.07	2.79	5645324	417706
180	CEDAR	473.56	469.69	3.87	5645348	417718
181	CEDAR	477.82	473.03	4.79	5645315	417805
182	EVERGRN	475.90	470.19	5.71	5645358	417747
183	LOMBARDI	479.02	473.36	5.66	5645273	417772
184	PINE	466.71	459.67	7.04	5645492	417505
185	EVERGRN	463.68	458.69	4.99	5645504	417482
186	PINE	465.30	461.07	4.23	5645486	417469
190	FIR	465.63	451.12	14.51	5645719	417435
191	EVERGRN	464.82	453.28	11.54	5645756	417440
192	DECID	466.87	450.82	16.05	5645732	417438
193	SPRUCE	462.40	451.60	10.80	5645709	417442
197	DECID	464.40	452.95	11.45	5645676	417456
198	DECID	469.20	453.27	15.93	5645677	417469
199	DECID	471.56	454.03	17.53	5645678	417498
200	DECID	460.98	453.35	7.63	5645666	417460
201	DECID	463.00	454.46	8.54	5645657	417491
202	FIR	481.93	471.60	10.33	5645628	417652
203	FIR	475.87	466.49	9.38	5645607	417636
204	FIR	476.25	466.63	9.62	5645599	417643
209	FIR	471.03	464.75	6.28	5645598	417632
210	FIR	472.18	462.85	9.33	5645589	417627
211	DECID	483.74	475.04	8.70	5645517	417758
212	DECID	482.33	473.06	9.27	5645506	417754
213	DECID	480.84	471.68	9.16	5645471	417772

ID#	CODE	ELEV.	ZONE	AOI	NORTH	EAST
214	CEDAR	476.28	470.04	6.24	5645447	417780
215	CEDAR	472.30	465.53	6.77	5645481	417708
216	CEDAR	474.21	468.23	5.98	5645437	417760
217	DECID	467.87	461.11	6.75	5645335	417604
218	DECID	471.39	463.03	8.36	5645500	417637
219	DECID	468.90	462.76	6.14	5645501	417628
220	DECID	466.47	461.69	4.78	5645516	417605
221	DECID	466.63	460.63	6.00	5645528	417579
222	FIR	460.88	458.26	2.62	5645568	417535
223	PINE	459.97	457.90	2.07	5645573	417527
224	DECID	465.85	459.83	6.02	5645535	417557
225	DECID	465.54	459.28	6.26	5645537	417539
226	DECID	463.35	459.14	4.21	5645538	417535
227	PINE	458.64	457.65	0.99	5645573	417518
228	FIR	457.98	457.33	0.65	5645572	417505
229	DECID	462.91	460.25	2.66	5645514	417550
230	DECID	462.77	459.97	2.80	5645517	417543
231	DECID	461.29	457.28	4.01	5645567	417498
232	DECID	462.16	459.99	2.17	5645507	417533
233	DECID	464.66	459.32	5.34	5645518	417520
234	DECID	463.22	459.03	4.19	5645524	417516
235	FIR	459.53	456.70	2.82	5645573	417483
236	DECID	459.62	455.79	3.83	5645591	417469
237	DECID	467.31	459.23	8.08	5645507	417505
238	DECID	466.21	456.29	9.92	5645572	417467
239	DECID	466.98	456.18	10.80	5645572	417463
240	DECID	467.37	459.62	7.75	5645500	417464
241	PINE	466.74	459.67	7.07	5645492	417505
242	PINE	464.04	459.50	4.54	5645507	417515
243	EVERGRN	472.82	469.49	3.33	5645408	417775
245	DECID	454.16	452.93	1.23	5645628	417404
246	DECID	452.78	452.75	0.03	5645637	417407
247	DECID	451.50	451.79	-0.29	5645670	417407
248	DECID	451.65	451.61	0.04	5645677	417408
250	FIR	469.76	452.80	16.96	5645694	417470
251	BIRCH	462.77	452.86	9.91	5645681	417458
252	EVERGRN	469.09	451.55	17.54	5645720	417452
253	DECID	469.30	454.91	14.39	5645594	417440
254	DECID	469.06	454.95	14.11	5645588	417435
255	DECID	467.18	454.57	12.63	5645588	417421
256	DECID	472.60	462.17	10.43	5645549	417389
257	DECID	466.64	459.02	7.62	5645583	417374
258	DECID	466.20	458.48	7.72	5645591	417369
259	DECID	466.27	457.14	9.13	5645606	417362
260	DECID	467.37	455.07	12.30	5645625	417356
269	VEHICLE	452.60	450.06	2.54	5645748	417426

- LEGEND
- \* - PENETRATING TREE
  - + - NON-PENETRATING TREE
  - 462 - OBSTACLE SURFACE ELEVATION
  - o - SURVEYED OBJECT
  - 165 - OBSTACLE ID

- NOTES:
- MAPPING SYSTEM IS U.T.M. GRID, ZONE 11 NORTH
  - COMBINED SCALE FACTOR 0.99961565
  - ELEVATIONS ABOVE MEAN SEA LEVEL (GEODETIC) REFERRED TO RUNWAY THRESHOLDS
  - OBSTACLES SHOWN ARE THE HIGHEST OR MOST PROMINENT SAMPLED OBJECTS;
  - TREES ADJACENT TO THOSE DISPLAYED MAY ALSO PENETRATE THE OBSTACLE LIMITATION SURFACES.
  - TABLE COLUMN 'AOI' INDICATES AMOUNT OF INTRUSION



YRV REVELSTOKE AIRPORT  
OBSTACLE SURVEY  
NOVEMBER 2018 - J. HAY  
SKYLINE GEOMATICS  
A Division of ELS Consulting Ltd.  
Suite 202 - 225 East 17th Avenue  
Vancouver, BC V5B 1A6  
o 604-269-3785



# Revelstoke Airport Obstacle Plan





# BOARD REPORT

**TO:** Chair and Directors

<b>File No:</b> BL851-14 PL20180000117
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**SUBJECT:** Electoral Area B: Electoral Area B Zoning Amendment (Revelstoke Backcountry Guides) Bylaw No. 851-14

**DESCRIPTION:** Report from Erica Hartling, Development Services Assistant, dated November 21, 2018.  
 Unsurveyed Crown land, Twin Butte area, East of Revelstoke

**RECOMMENDATION #1:** THAT: "Electoral Area B Zoning Amendment (Revelstoke Backcountry Guides) Bylaw No. 851-14" be given second reading this 7<sup>th</sup> day of December, 2018.

**RECOMMENDATION #2:** THAT: a public hearing to hear representations on "Electoral Area B Zoning Amendment (Revelstoke Backcountry Guides) Bylaw No. 851-14" 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 of Electoral Area B, being that in which the land concerned is located, or the Alternate Director if the Director 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 proposal is to rezone 0.07 hectares of Crown land from RSC - Rural Resource to RC2 – Resort Commercial 2; to permit an intensive use site for a tenured backcountry skiing operation, which will include a backcountry lodge and accessory structures.

The bylaw was given first reading and the Board 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.

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<b>VOTING:</b>	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:

See "2018-09-20\_Board\_DS\_BL851-14\_Revelstoke\_Backcountry\_Guides.pdf",  
 "Maps\_Plans\_Photos\_BL851-14.pdf",  
 "Winter\_Backcountry\_Recreation\_Tenure\_Management\_Plan\_2017.12.13.pdf",  
 "Agency\_Comments\_Crown\_Tenure\_4405817.pdf", and Provincial Offer Letter.pdf" attached.

## POLICY:

See "2018-09-20\_Board\_DS\_BL851-14\_Revelstoke\_Backcountry\_Guides.pdf" attached.

**FINANCIAL:**

See "2018-09-20\_Board\_DS\_BL851-14\_Revelstoke\_Backcountry\_Guides.pdf" attached.

**KEY ISSUES/CONCEPTS:**

See "2018-09-20\_Board\_DS\_BL851-14\_Revelstoke\_Backcountry\_Guides.pdf" attached.

**Update**

Referral responses are attached, see "Agency\_Referral\_Responses\_BL851-14.pdf".

The Board gave first reading of Bylaw No. 851-14 at its September 20, 2018 Board meeting and directed staff to refer the bylaw amendment to applicable agencies and First Nations for comment. Referral comments have now been received and are summarized in the Communications section of this report and are also detailed and commented on below.

The Area B Advisory Planning Commission (APC) reviewed the application at their November 7, 2018 meeting. Staff attended this meeting and listened to the APC's discussion and answered questions they had concerning the application. Staff noted that Bylaw No. 851-14 is specifically looking at the proposed backcountry lodge. However, the APC discussion primarily surrounded the concern that the Province had authorized commercial recreational tenure (extensive use area), with overlap into the City of Revelstoke's Greeley Creek Community Watershed.

Staff noted that the City of Revelstoke was referred to on both the Crown land application and Bylaw No. 851-14. The City has now recommended approval, as the applicant has addressed the City's concerns surrounding the use in the Greeley Creek Community Watershed. The applicant has included the City's requirements in their approved Management Plan and have also moved all proposed structures outside the Watershed area.

Interior Health submitted referral comments on November 21, 2018, stating that their interests are unaffected and noted that the proposal is not located within the City of Revelstoke's Greeley Creek Community watershed.

The APC recommended to approve Bylaw No. 851-14 conditional on:

1. Winter use only with specific dates identified.
  - a. Staff is not recommending a site specific zone within the RC2 zone restricting the proposed backcountry lodge (i.e. intensive use site) to winter use only because the use (or potential use) of the lodge year round is considered appropriate. The RSC zoning permits backcountry recreation in the extensive use area surrounding the proposed lodge and does not restrict recreation to a specific season. Staff note that the Provincial tenure currently restricts the extension use area and intensive use site to an operational timeline of Dec 1 – May 1; if the applicant was to amend their tenure proposing summer use then the CSRD would receive a referral. The applicant has been in contact with staff and has confirmed that they do not plan to operate a summer business, noting that there is already a summer tenure offered to Selkirk Tangiers in the surrounding extensive use area.

2. Request for documentation of fly out waste disposal and receivership.
  - a. See "RBG\_Waste\_Management\_System.pdf" attached. Staff forwarded the APC comments to the applicant who submitted documentation about flying out the waste and where it is received.

### **SUMMARY:**

Staff is recommending that Bylaw No. 851-14 be considered for second reading and referral to a public hearing in order to hear the views of the public on this matter.

### **IMPLEMENTATION:**

See "2018-09-20\_Board\_DS\_BL851-14\_Revelstoke\_Backcountry\_Guides.pdf" attached.

### **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 (Crown land - Province of BC) and publication of notices as required by the Local Government Act.

See "Agency\_Referral\_Responses\_BL851-14.pdf" attached.

Bylaw No. 851-14 was referred to the following agencies and First Nations for comment:

- Area B Advisory Planning Commission:  
Recommend approval of Bylaw No. 851-14 with two conditions. See discussion in Key Issues/Concepts of this report.
- CSRD Operations Management:  
No concerns.
- City of Revelstoke:  
Approval recommended subject to one condition. See discussion in Key Issues/Concepts of this report.
- Interior Health:  
Interests unaffected.

The following agencies did not respond to the request for comments:

- Ministry of Environment
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development - FrontCounter BC (Cranbrook)
- Adams Lake Indian Band
- Akisqnuq First Nation
- Ktunaxa Nation Council
- Little Shuswap Indian Band
- Lower Kootenay Band
- Lower Similkameen Indian Band



- Neskonlith Indian Band
- Okanagan Indian Band
- Okanagan Nation Alliance
- Penticton Indian Band
- Shuswap Indian Band
- Simpcw First Nation
- Splat's'in First Nation
- St. Mary's Indian Band
- Tobacco Plains Indian Band

**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. License of Occupation Agreement - Number 405561
2. Electoral Area B Official Community Plan Bylaw No. 850
3. Electoral Area B Zoning Bylaw No. 851

**Report Approval Details**

Document Title:	2018-12-07_Board_DS_BL851-14_Revelstoke_Backcountry_Guides.docx
Attachments:	<ul style="list-style-type: none"> <li>- BL851-14_Second.pdf</li> <li>- 2018-09-20_Board_DS_BL851-14_Revelstoke_Backcountry_Guides.pdf</li> <li>- BL851-14_First.pdf</li> <li>- Agency_Referral_Responses_BL851-14.pdf</li> <li>- RBG_Waste_Management_System.pdf</li> <li>- Maps_Plans_Photos_BL851-14.pdf</li> <li>- Winter_Backcountry_Recreation_Tenure_Management_Plan_2017.12.13 - FINAL APPROVED PLAN.pdf</li> <li>- Agency_Comments_Crown_Tenure_4405817.pdf</li> <li>- Provincial_Offer_Letter.pdf</li> </ul>
Final Approval Date:	Nov 23, 2018

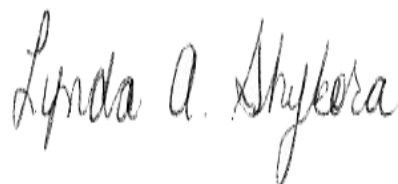
This report and all of its attachments were approved and signed as outlined below:



**Corey Paiement - Nov 22, 2018 - 1:24 PM**



**Gerald Christie - Nov 22, 2018 - 5:20 PM**



**Lynda Shykora - Nov 23, 2018 - 11:58 AM**

A handwritten signature in black ink, appearing to read "C. Hamilton". The signature is fluid and cursive, with a large initial "C" and a stylized "H".

**Charles Hamilton - Nov 23, 2018 - 2:50 PM**

COLUMBIA SHUSWAP REGIONAL DISTRICTELECTORAL AREA B ZONING AMENDMENT(REVELSTOKE BACKCOUNTRY GUIDES) BYLAW NO. 851-14A 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. MAP AMENDMENTS

- i) Schedule B, Zoning Overview Maps and Schedule C, Zoning Mapsheets are hereby further amended by:

Rezoning that part of unsurveyed Crown land in the vicinity of Twin Butte, east of Revelstoke, Kootenay District, containing 0.07 hectares, located at 50.988741 N, 117.98114 W, which part is more particularly shown on Schedule 1 attached hereto and forming part of this bylaw from, RSC Rural and Resource to RC2 - Resort Commercial 2.

2. This bylaw may be cited as "Electoral Area B Zoning Amendment (Revelstoke Backcountry Guides) Bylaw No. 851-14"

READ a first time this 20<sup>th</sup> day of September, 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

Bylaw No. 851-14

Page 2

CERTIFIED a true copy of Bylaw No. 851-14  
as read a third time.

CERTIFIED a true copy of Bylaw No. 851-14  
as adopted.

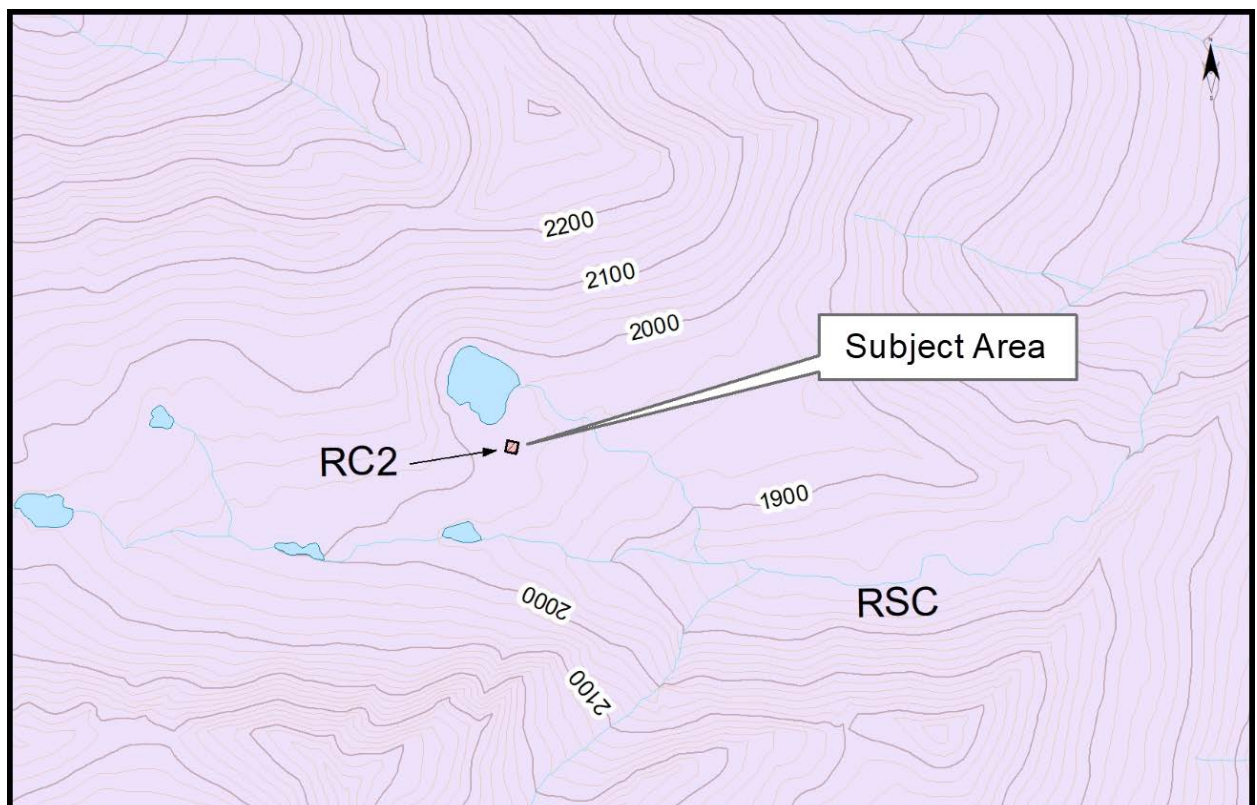
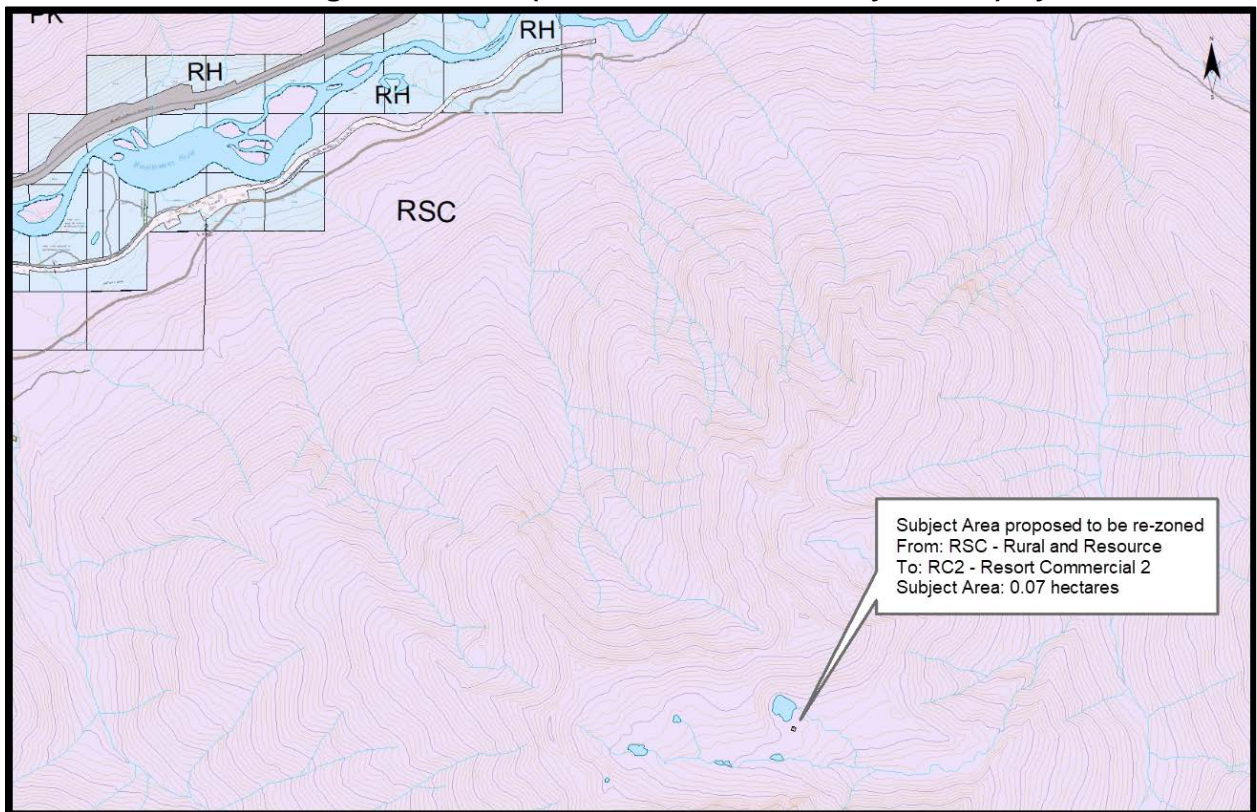
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Corporate Officer

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Corporate Officer

**Schedule 1**  
**Electoral Area B Zoning Amendment (Revelstoke Backcountry Guides) Bylaw No. 851-14**





# BOARD REPORT

**TO:** Chair and Directors

**File No:** BL851-14  
PL20180000117

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

**DESCRIPTION:** Report from Erica Hartling, Development Services Assistant, dated September 7, 2018.  
Unsurveyed Crown land, Twin Butte area, East of Revelstoke

**RECOMMENDATION #1:** THAT: "Electoral Area B Zoning Amendment (Revelstoke Backcountry Guides) Bylaw No. 851-14" be read a first time this 20<sup>th</sup> day of September, 2018.

**RECOMMENDATION #2:** 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.

## SHORT SUMMARY:

The crown land subject to this rezoning amendment application is located approximately 14 km east of Revelstoke in the backcountry area of Twin Butte.

The proposal is to rezone 0.07 hectares of Crown land from RSC - Rural Resource to RC2 – Resort Commercial 2; to permit an intensive use site for a tenured backcountry skiing operation, which will include a backcountry lodge and accessory structures.

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<b>VOTING:</b>	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:

**PROPERTY OWNERS:**  
Province of British Columbia (Crown land)

**AGENT/APPLICANT:**  
Mike Bromberg, President, Revelstoke Backcountry Guides Inc. (RBG)

**ELECTORAL AREA:**  
B

**LEGAL DESCRIPTION:**

Township 23, Range 20, Meridian 5

**LOCATION:**

GPS Coordinates 50.988741 N, 117.98114 W

Unsurveyed Crown land in the vicinity of Twin Butte, east of Revelstoke

BCGS Mapsheet 82K091, CSRD Mapsheet 2736

BC Land file 4405817

**SURROUNDING LAND USE PATTERN:**

Remote Crown land

**CURRENT USE:**

Vacant remote Crown land

**PROPOSED USE:**

Intensive use site for a tenured backcountry skiing operation, including a 2.5 storey 96 m<sup>2</sup> lodge and accessory structures.

**PARCEL SIZE:**

Proposed zone area = 0.07 hectares

Intensive use site = 25 m x 25 m

**DESIGNATION:**

Electoral Area B Official Community Plan Bylaw No. 850

RSC - Rural Resource

**ZONE:**

Electoral Area B Zoning Bylaw No. 851

RSC - Rural and Resource

**PROPOSED ZONE:**

RC2 – Resort Commercial 2

**SITE COMMENTS:**

See "Maps\_Plans\_Photos\_BL851-14.pdf" attached.

A site visit was not done for this application. Information provided in this report is based on satellite imagery interpretation, site plan, and details provided by both the Province of BC and the applicant (RBG).

The subject area is located in the Twin Butte backcountry, located approximately 14 km east of Revelstoke. The approved extensive use area is approximately 3,184 hectares ranging in elevation from 1500 m up to 2471 m. The extensive use area is for winter use only, specifically guided backcountry ski touring. Access to the tenured area will be via helicopter from Revelstoke (Revelstoke Airport as the staging area). Egress will be by ski or helicopter.

The proposed intensive use site is approximately 625 m<sup>2</sup> (25 mx 25 m) and will include a 2.5 storey 96 m<sup>2</sup> lodge and accessory structures (toilets and shed). The intensive use site is setback more than 30 m



from an alpine lake and nearby creeks. The intensive use site will be located outside of the City of Revelstoke's Greeley Creek Community Watershed.

## **POLICY:**

### **Electoral Area 'B' Official Community Plan Bylaw No. 850**

#### 2. Planning Strategy

##### 2.1 Growth Patterns – East Revelstoke

The East Revelstoke area, including Canyon Hot Springs and Greeley, includes a small developed area of highway commercial uses and the Canyon Hot Springs resort development. There are also a few private properties and small farms. Some of the lands are in the ALR. This area contains two National Parks and any future development pressures must carefully consider environmental issues, particularly in relation to the National Parks.

#### 3. Rural Resource

3.3.3 Support approval of appropriate Federal and Provincial agencies. Uses include but are not limited to: forestry, agriculture, mining, and public utilities.

- Forest uses include silviculture, watersheds, timber extraction, compatible ranching and/or backcountry recreational activities.
- Mining uses include: extraction and processing.
- Public Utility uses that could potentially impact neighbouring properties (e.g. waste water treatment facilities) will require specific zoning and/or land use designations.

3.3.4 Limit development activity and human access within designated community watersheds. Public roads and settlement uses are not encouraged. Management of crown tenures should include provisions to restore the site to natural condition and watershed flow levels.

3.3.5 Encourage relevant agencies to develop strategies to manage public access to the backcountry, commercial backcountry use, backcountry tenures and existing and new applications.

3.3.7 Develop a zone for resort or intensive recreation uses on Crown Land and require rezoning approval for new resort or intensive recreation uses. This process will provide an opportunity for public input and a comprehensive review of the proposal including: environmental impact (sensitive and hazardous areas), servicing (water, sewer, roads, power generation, waste disposal) and other relevant issues.

3.3.14 Backcountry recreation activity is supported subject to the policies and guidelines of the Ministry of Forests & Range Land Management Plan and a local public consultation process. The Regional District recognizes the multi-agency nature of backcountry recreation management and commits to participating cooperatively in the development of inter-agency background strategies. Recognizing that Area 'B' contains areas where backcountry recreation may impact wilderness management objectives, the CSRD supports using a comprehensive strategy to evaluate new backcountry wilderness recreation activities. The strategy should include the following:

a. Recognition of three broad policy tools:

- prohibitive – activity not allowed in specific areas or during specific periods of the year;
- limits on inputs – activity allowed but quotas applied to the number of users and their activities;
- and

- limits on outcomes – activity allowed within the context of activity-specific evaluation of backcountry recreation guidelines.

b. Evaluation Components:

i. Issue themes to be considered.

- degradation of the soil, air and water quality;
- integrity of vegetation communities;
- direct disturbance of wildlife;
- integrity of fisheries resource; and
- special management related to species of concern.

ii. Achieves desired “results” with respect to wildlife and their habitats.

iii. “Desired behaviours” that outline the practices of users that are most likely to achieve desired conditions.

iv. Indicators that measure whether a desired condition is being achieved.

v. Limits that set upper and lower targets for indicators.

## **Electoral Area B Zoning Bylaw No. 851**

### **Part 5: Zones**

#### **5.3 Rural and Resource - RSC**

##### **Principal Uses**

- (1) The *uses* stated in this subsection and no others are permitted in the Rural and Resource zone as *principal uses*, except as stated in Part 3: General Regulations:

- (a) *airfield*
- (b) *agriculture*
- (c) *aquaculture*
- (d) *backcountry recreation*
- (e) *forestry*
- (f) *guest ranch*
- (g) *horticulture*
- (h) *kennel*
- (i) *small-scale sawmill*
- (j) *resource extraction*
- (k) *single family dwelling*
- (l) *standalone residential campsite*
- (m) *timber harvesting*

##### **Secondary Uses**

- (2) The *uses* stated in this subsection and no others are permitted in the Rural and Resource zone as *secondary uses*, except as stated in Part 3: General Regulations:

- (a) *accessory use*
- (b) *home occupation*
- (c) *residential campsite*
- (d) *secondary dwelling unit*

#### **5.15 Resort Commercial 2 – RC2**

**Principal Uses**

- (1) The *uses* stated in this subsection and no others are permitted in the Resort Commercial 2 zone as *principal uses*, except as stated in Part 3: General Regulations:
- (a) *backcountry lodge*
  - (b) *lodge*
  - (a) *single family dwelling*
  - (b) *tourist cabin*

**Secondary Uses**

- (2) The *uses* stated in this subsection and no others are permitted in the Resort Commercial 2 zone as *secondary uses*, except as stated in Part 3: General Regulations:
- (a) *accessory use*
  - (b) *secondary dwelling unit*

**Regulations**

- (3) On a *parcel*/zoned Resort Commercial 2, no land shall be used; no building or structure shall be constructed, located or altered; and no plan of subdivision approved; that contravenes the regulations stated in this subsection, except as stated in Part 3: General Regulations and Part 4: Parking and Loading Regulations.

- (h) Minimum number of sleeping units: 4
- (i) Maximum number of sleeping units per parcel: 15
- (j) Maximum number of guests per parcel: 30
- (k) Maximum height for
  - principal buildings and structures: 11.5 m
  - accessory buildings: 10 m

**Part 1: Definitions**

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 and 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;

BACKCOUNTRY LODGE is the *use* of land, *buildings* and structures to provide accommodation on a *temporary* basis to guests engaged in *backcountry recreation*, within a *building*, and may also include a helipad, *accessory building*, and fuel storage.

**FINANCIAL:**

There are no financial implications to the CSRD as a result of this application.

**KEY ISSUES/CONCEPTS:**

See "Maps\_Plans\_Photos\_BL851-14.pdf",  
 "Winter\_Backcountry\_Recreation\_Tenure\_Management\_Plan\_2017.06.02.pdf",

"Winter\_Backcountry\_Recreation\_Tenure\_Management\_Plan\_2017.12.13.pdf", and "Agency\_Comments\_Crown\_Tenure\_4405817.pdf" attached.

The OCP RSC designation provides consideration and support for commercial tourist accommodation uses subject to the appropriate scale and location of the proposed operation.

Backcountry recreation is permitted in the RSC zone. This permits the use of land, not immediately accessible by vehicle, for backcountry recreational activities. However, the RSC zone does not outright permit the use of land, buildings and structures to provide accommodation on a temporary basis to guests engaged in backcountry recreation, within a building. As the proposal includes buildings and structures for tourist accommodation, staff is proposing that the subject Crown land be rezoned from RSC to RC2. Several of the existing backcountry commercial lodges within the remote areas of Rural Revelstoke predate Bylaw No. 851 and have been recognised with an RC2 zone in the bylaw. This is the first rezoning application for a backcountry ski lodge operation that staff has reviewed and will be considered by the CSRD Board.

### **Waste Collection Treatment and Sewage Disposal**

RBG will dispose of all waste as per behavior guidelines defined in the "Wildlife Guidelines for Backcountry Recreation/Tourism in BC" document. Grey water will be disposed of in appropriate grey water pit adjacent to the lodge site. Any cleaning agents used will be environmentally sound and fully biodegradable and will not drain into any waterway. All human waste will be flown out periodically in barrels or eliminated using incinerating and/or composting toilets as is common with winter backcountry lodge environment. RBG will comply with Interior Health's Onsite Sewerage System Regulations or privy/outhouse for remote structures without plumbing if deemed appropriate by Interior Health.

### **Water Supply**

Water is currently proposed to be supplied via melted snow. Future water sourcing may be from adjacent seasonal creeks and lake and would occur only after necessary water license(s) are obtained as per the Water Sustainability Act.

### **Environmental**

RBG will operate all activities as per behavior guidelines defined in the "Wildlife Guidelines for Backcountry Recreation/Tourism in BC" document.

### **Access**

Access to the tenured area will be via helicopter from the Revelstoke Airport. Egress will be by ski via Greeley Creek or West Twin Creek to Twin Main Line FSR or by helicopter via Revelstoke.

### **Riparian Area Regulation Development Permit Area**

A Riparian Area Regulation Development Permit will not be required, as the proposed development will be located more than 30 m from a watercourse.

### **Commercial Development Permit Area**

A Commercial Development Permit addressing form and character will not be required for the proposed development, as the subject area is not subject to a commercial designation (it is designated Rural Resource), and the proposed lodge is not accessed by a Ministry of Transportation road or visible to the local community.

### **Building Regulation**

The backcountry lodge and accessory structures are regulated by Building Regulation Bylaw No. 660 and will require a building permit issued by a CSRD Building Official.

### **Crown Land Application**

See "Winter\_Backcountry\_Recreation\_Tenure\_Management\_Plan\_2017.06.02.pdf", "Winter\_Backcountry\_Recreation\_Tenure\_Management\_Plan\_2017.12.13.pdf", and "Agency\_Comments\_Crown\_Tenure\_4405817.pdf" attached.

The Ministry of Forest, Lands, Natural Resource Operation and Rural Development (MFLNRORD) has authorized Mike Bromberg to act as agent/applicant to apply to the CSRD to rezone the intensive use site. MFLNRORD has confirmed that the intensive use site has been approved by MFLNRORD as part of the applicant's Land Act tenure; however, the rezoning process must be completed with the CSRD prior to intensive use site construction commencing.

The CSRD received notification (July 18, 2017) of the proposed works through the Crown land referral process and notified the applicant that a rezoning application would be required for the proposed tourist accommodation, the backcountry skiing portion does not require a rezoning. The Crown land application was also referred out by MFLNRORD to additional agencies, such as: Interior Health, City of Revelstoke, MFLNRORD Habitat Branch, MFLNRORD Columbia Forest District, and Overlapping Tenure Agreement Users.

Interior Health and the City of Revelstoke had concerns with the initial proposal's impact on the City of Revelstoke's Greeley Creek Community Watershed area. The other agencies had no objection to the proposal subject to conditions. It is understood that the Interior Health and City of Revelstoke concerns have been addressed by the agent/applicant.

### **SUMMARY:**

DS staff is recommending BL851-14 be given first reading and sent to the referral agencies listed below for the following reasons:

- The rezoning is consistent with the OCP policies for the designated area
- The initial proposal has been amended to address the agency referral comments coordinated by MFLNRORD
- The proposed tenure area has no conflict with overlapping tenure holders
- The Province has approved the Intensive Use Site, pending CSRD approval
- The proposed lodge and structures will require a building permit

### **IMPLEMENTATION:**

#### **Consultation Process**

As per CSRD Policy No. P-18 regarding Consultation Processes-Bylaws, staff recommends a simple consultation process. After first reading staff will send out referrals.

Staff has determined that a 'Notice of Application Sign' as required by Development Services Procedures Bylaw No. 4001 is not required to be posted on the subject crown land, due to the remote location, no road access, and that there are no neighbouring property owners. Neighbouring Crown land tenure holders have already been notified of this proposal through the Crown land tenure referral process and they all submitted that there is no conflict.

If the proposed bylaw receives second reading and a Public Hearing is delegated at a future date, notices for the public hearing will be sent to owners and tenants within 100 m of the subject area (crown land) and newspaper ads for the public hearing will be placed in two consecutive editions of the Revelstoke Review.

### **COMMUNICATIONS:**

If the Board gives Bylaw No. 851-14 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 recommendation of delegation of a public hearing.

The following list of referral agencies is recommended:

- 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;
- Adams Lake Indian Band;
- Akisqnuq First Nation;
- Ktunaxa Nation Council;
- Little Shuswap Indian Band;
- Lower Kootenay Band;
- Lower Similkameen Indian Band;
- Neskonlith Indian Band;
- Okanagan Indian Band;
- Okanagan Nation Alliance;
- Penticton Indian Band;
- Shuswap Indian Band;
- Simpcw First Nation;
- Splat'sin First Nation;
- St. Mary's Indian Band;
- Tobacco Plains Indian Band.

### **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. Electoral Area B Official Community Plan Bylaw No. 850

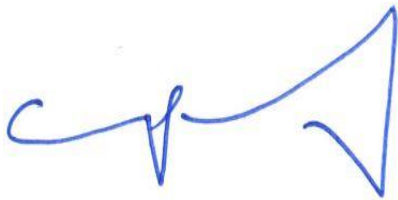
2. Electoral Area B Zoning Bylaw No. 851



**Report Approval Details**

Document Title:	2018-09-20_Board_DS_BL851-14_Revelsoke_Backcountry_Guides.docx
Attachments:	<ul style="list-style-type: none"> <li>- BL851-14.pdf</li> <li>- Maps_Plans_Photos_BL851-14.pdf</li> <li>- Winter_Backcountry_Recreation_Tenure_Management_Plan_2017.06.02.pdf</li> <li>- Winter_Backcountry_Recreation_Tenure_Management_Plan_2017.12.13.pdf</li> <li>- Agency_Comments_Crown_Tenure_4405817.pdf</li> <li>- Provincial_Offer_Letter.pdf</li> </ul>
Final Approval Date:	Sep 12, 2018

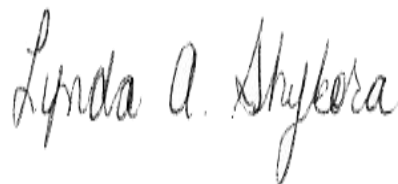
This report and all of its attachments were approved and signed as outlined below:



**Corey Paiement - Sep 11, 2018 - 10:21 AM**



**Gerald Christie - Sep 12, 2018 - 9:27 AM**



**Lynda Shykora - Sep 12, 2018 - 10:36 AM**

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

**Charles Hamilton - Sep 12, 2018 - 10:38 AM**

COLUMBIA SHUSWAP REGIONAL DISTRICT

ELECTORAL AREA B ZONING AMENDMENT

(REVELSTOKE BACKCOUNTRY GUIDES) BYLAW NO. 851-14

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. MAP AMENDMENTS

- i) Schedule B, Zoning Overview Maps and Schedule C, Zoning Mapsheets are hereby further amended by:

Rezoning that part of unsurveyed Crown land in the vicinity of Twin Butte, east of Revelstoke, Kootenay District, containing 0.07 hectares, located at 50.988741 N, 117.98114 W, which part is more particularly shown on Schedule 1 attached hereto and forming part of this bylaw from, RSC Rural and Resource to RC2 - Resort Commercial 2.

2. This bylaw may be cited as "Electoral Area B Zoning Amendment (Revelstoke Backcountry Guides) Bylaw No. 851-14"

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

Bylaw No. 851-14

Page 2

CERTIFIED a true copy of Bylaw No. 851-14  
as read a third time.

CERTIFIED a true copy of Bylaw No. 851-14  
as adopted.

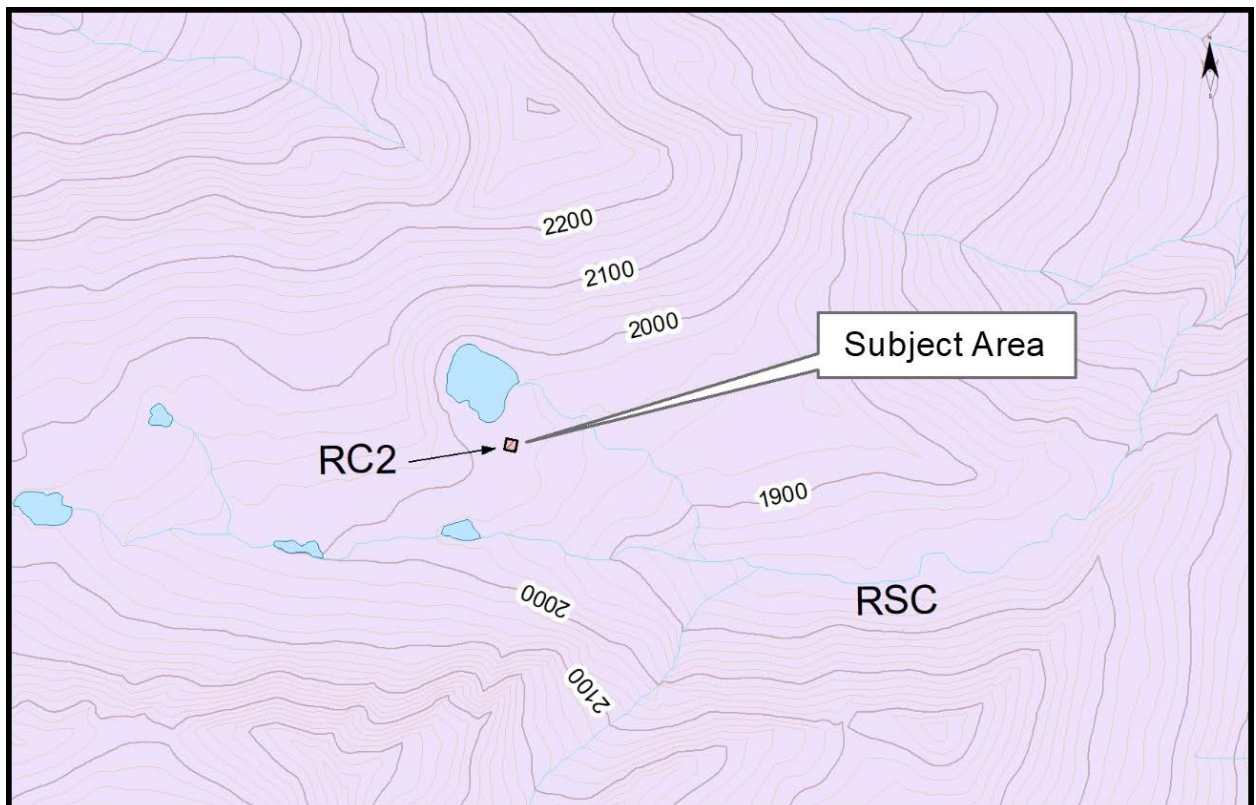
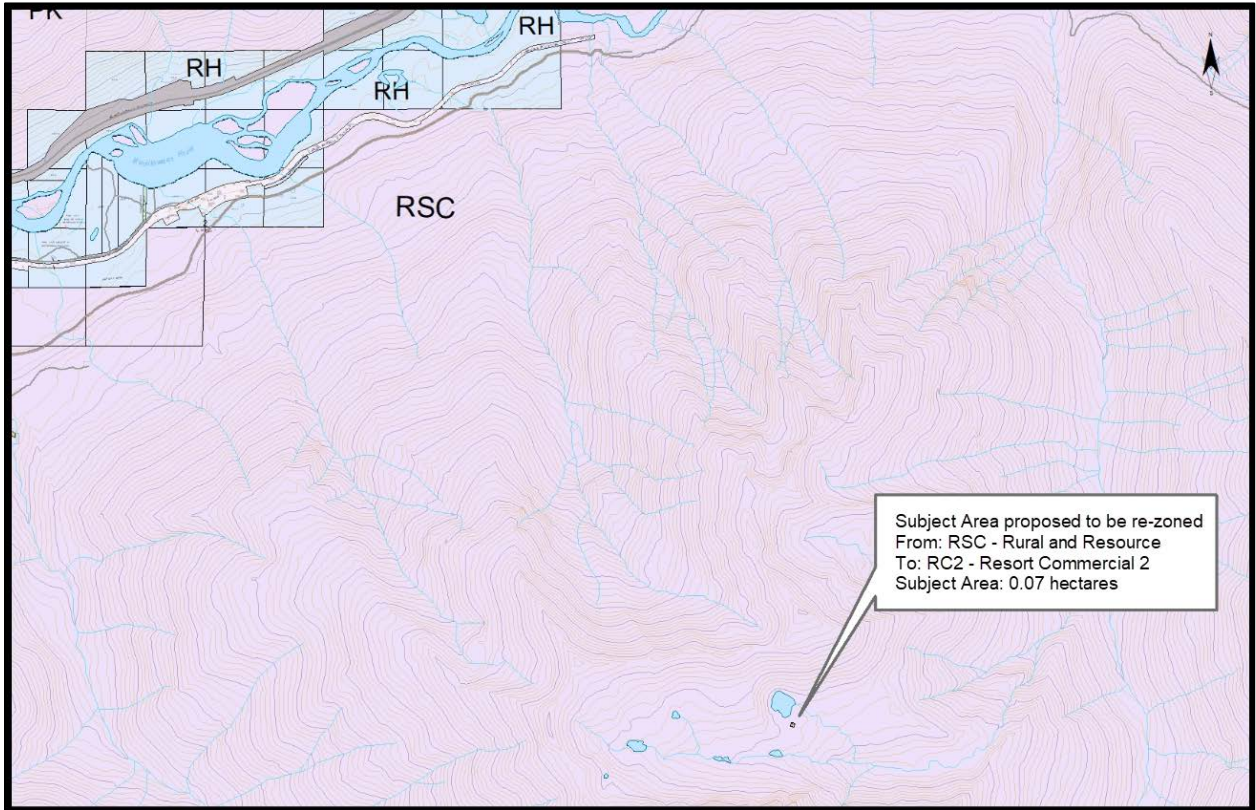
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Corporate Officer

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Corporate Officer

**Schedule 1**  
**Electoral Area B Zoning Amendment (Revelstoke Backcountry Guides) Bylaw No. 851-14**




**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.

BL851-14 PL2018\_0117

DATE RECEIVED:

September 26, 2018

## OPERATIONS MANAGEMENT

**Comments:** Marianne (Erica Hartling)

DS Received: Sept 28, 2018

**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

no concerns

**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: Erica Hartling

[ehartling@csrd.bc.ca](mailto:ehartling@csrd.bc.ca)

FILE: BL 851-14

PL20180000117

DATE:

September 25, 2018

**RESPONSE SUMMARY**☐ Approval Recommended for Reasons Outlined Below☒ Approval Recommended Subject to Conditions Below.☐ No Objections☐ Interests Unaffected by Bylaw.☐ Approval not Recommended Due To Reasons Outlined Below.

All human waste, including sewage, must be removed from the site, in accordance with the Watershed Impact Mitigations set by Revelstoke City Council.

Signed By: 

Michael Coulson

Title: Planning Technician.Date: November 5<sup>th</sup>, 2018Agency: City of Revelstoke.

## Columbia Shuswap Regional District Electoral Area 'B' Advisory Planning Commission Minutes

Date: 7 November, 2018

Time: 12:00 PM

Location: Revelstoke Community Centre

Members Present:

B. Gadbois	Chairperson (intern secretary)
M. Cummings	Vice Chair
K. Wiley	Member
J. Maitre	Member
J. Hooge	Member
A. Parkin	Member

Members Absent: none

Staff: Dan Passmore  
Erica Hartling

Guests: L. Parker Regional Director  
D. Brooks-Hill Regional Director Elect

Call to Order: 12:00 PM

Additions to the Agenda: Cory Paiement – letter to APC – Re: Vacation Rentals

Application: Zoning Amendment Bylaw 851-14 (Revelstoke Backcountry Guides)

Delegation: None

Discussion: Erica provided background information on the application and request for rezoning approximately 0.07 hectares of crown land to accommodate a backcountry lodge and associated structures.

Much of the APC discussion surrounded the concern that commercial tenure was being authorized by the MoFLNRORD within the City of Revelstoke Greeley Creek Community Watershed. This would be in conflict with Section 3.3.4 of the OCP which states: "limit development activity and human access within designated community watersheds". There is a need to protect this watershed from human caused impacts to water quality.

Concerns were also expressed as to the current rapid expansion of backcountry recreation without first developing a master planning process to identify suitable, compatible, and environmentally acceptable growth within the recreation sector. Numerous examples of conflicting uses between recreation groups and environmental attributes were brought forward.

Concerns were also stated that the number of helicopter flights identified was probably less than would occur and that the ski-out options may not be viable or may impact on



the Greeley Watershed. Vaguely worded commitments such as “incidental use” and “emergency egress” need to be better defined and monitoring and enforcement requirements should be identified.

Human waste management was also of concern as there is no provision for documentation of fly out barrels, chain of command, receivership, or treatment.

Seasonal use was also of concern as definitions are poorly stated and use may expand into other than the stated winter season.

- Moved by J. Maitre, second by K. Wiley and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

*APC recommendation to the Board*

To approve zoning amendment bylaw 851-14 conditional on -

- Winter use only with specific dates identified
- Requirement for documentation of fly out waste disposal and receivership.

# for the motion           5

# opposed                 1

The Member opposed felt that enforcement of conditions would be lacking and that use of the Greeley Creek Watershed was inappropriate.

Application: Temporary Use Permit 850-11 – 5 bedroom Bed and Breakfast

Delegation   None

Discussion Dan provided background information on the proposed development of the vacant lot and construction of a single family home with a 5 bedroom bed and breakfast.

APC members expressed concern that TUP's were not intended for new development but for a change of use on existing developments. Members felt the use of a TUP for this development wasn't appropriate and a formal re-zoning application to meet the proposed use would be necessary. Since the use does not meet residential zoning, the zoning would need to be commercial and meet such requirements from Interior Health. Also the 5 bedroom B&B was beyond the approved 3 bedroom maximum in the bylaws.

Concerns for adequate drinking water supply, septic management, and potential impacts of a large development on the neighboring properties was also expressed. Precedent for future developments of larger B&B's was also of concern.

The Airport flyway was also discussed and the need for height restrictions needed to be identified and adapted by the City and the CSRD.

- Moved by M Cummings, second by J. Maitre and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:



*APC recommendation to the Board*

To not approve TUP 850-11 as TUP's were not designed for new development and that  
5 bedroom B&B is not an approved residential use.

# for the motion        6  
# opposed                0

Topic – Vacation Rentals and Corey Paiement e-mail to APC – 13 Sept.2018

Discussion - Members and the residents of Area B continue to express concern that the past initiative to bring illegal vacation rentals into compliance has not achieved the desired outcome. Currently there is over 27 illegal rentals while 4 or 5 have applied for TUP's but only 1 or 2 have meet the conditional requirements of the TUP and are currently operating within the bylaws of the CSRD. Residents feel this illegal use of residential housing is causing strife within neighborhoods and diminishing neighborhood values and their rural lifestyle. The lack of enforcement has also made it unfair for the few that are now in compliance and have spent the time, effort, and funds to adhere to the TUP requirements. Opportunity for CSRD revenues through permitting, fines, and future increased taxation is also being lost.

- Moved by M Cummings, second by J. Maitre and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

*APC recommendation to the Board*

To make illegal vacation rentals a priority issue and follow-up with a strongly worded and enforceable letter to all known illegal vacation rentals with a commitment for fines and enforcement to bring all into compliance.

#for the motion        6  
#opposed                0

Motion to adjourn, B. Gadbois, 14:10hrs.

Brian Gadbois – Intern Secretary



October 18, 2018

Erica Hartling,  
Development Services Assistant  
Columbia Shuswap Regional District  
P.O. Box 978,  
Salmon Arm, BC, V1E 4P1  
[ehartling@csrd.bc.ca](mailto:ehartling@csrd.bc.ca)

Dear Ms. Hartling:

**RE: File: BL851-14, PL2018\_0117**  
**Unsurveyed Crown land in the vicinity of Twin Butte, east of Revelstoke, containing 0.07 ha,**  
**located at 50.988741 N, 117.98114 W.**

Thank you for the opportunity to provide comments on the above referenced referral. It is my understanding this application is to rezone 0.07 ha of Crown land from RSC – Rural Resource to RC2 – Resort Commercial 2 to permit an intensive use site for a tenured backcountry skiing operation which will include a 2.5 storey, 96 m<sup>2</sup> backcountry lodge serviced by an outhouse and by melting snow. Improved water and wastewater services may be considered in the future. The subject land is not located within the City of Revelstoke's Greeley Creek Community Watershed.

If you have any questions or concerns please feel free to contact me directly at 250-833-4114.

Sincerely,

Anita Ely, BSc, BTech, CPHI(C)  
Specialist Environmental Health Officer  
Healthy Communities - Population Health

## RBG Remote Waste Management Strategy

RBG will be utilizing a system of **multiple transportable barrels** for human waste that will be **flown out by helicopter** on an as needed basis to a staging area and then driven by truck to be **deposited** at the Revelstoke landfill **septage facility**. The Revelstoke landfill is equipped with a septage disposal facility that can dispose of the human waste at a rate of \$45/tonne and this service is available during operating hours for the landfill.

This practice is common among backcountry huts in remote and sensitive areas and provides a simple and secure solution. Below is a synoptic table of the two most common waste management strategy used in backcountry lodge environments.

## **BLACK WATER (SEWAGE) TREATMENT as referenced from the Alpine Club of Canada**

**The ACC has collaborated with Parks Canada to develop best practices and environmentally sustainable technology for mountain huts. Full descriptions of the technologies we have developed and employ in many of our huts are available on the [BeeSolutions website](#).**

Black water (human sewage) consists of fecal waste, urine and toilet paper. The primary objectives of a black water waste management system are to control pollution on site and prevent disease through human contact.

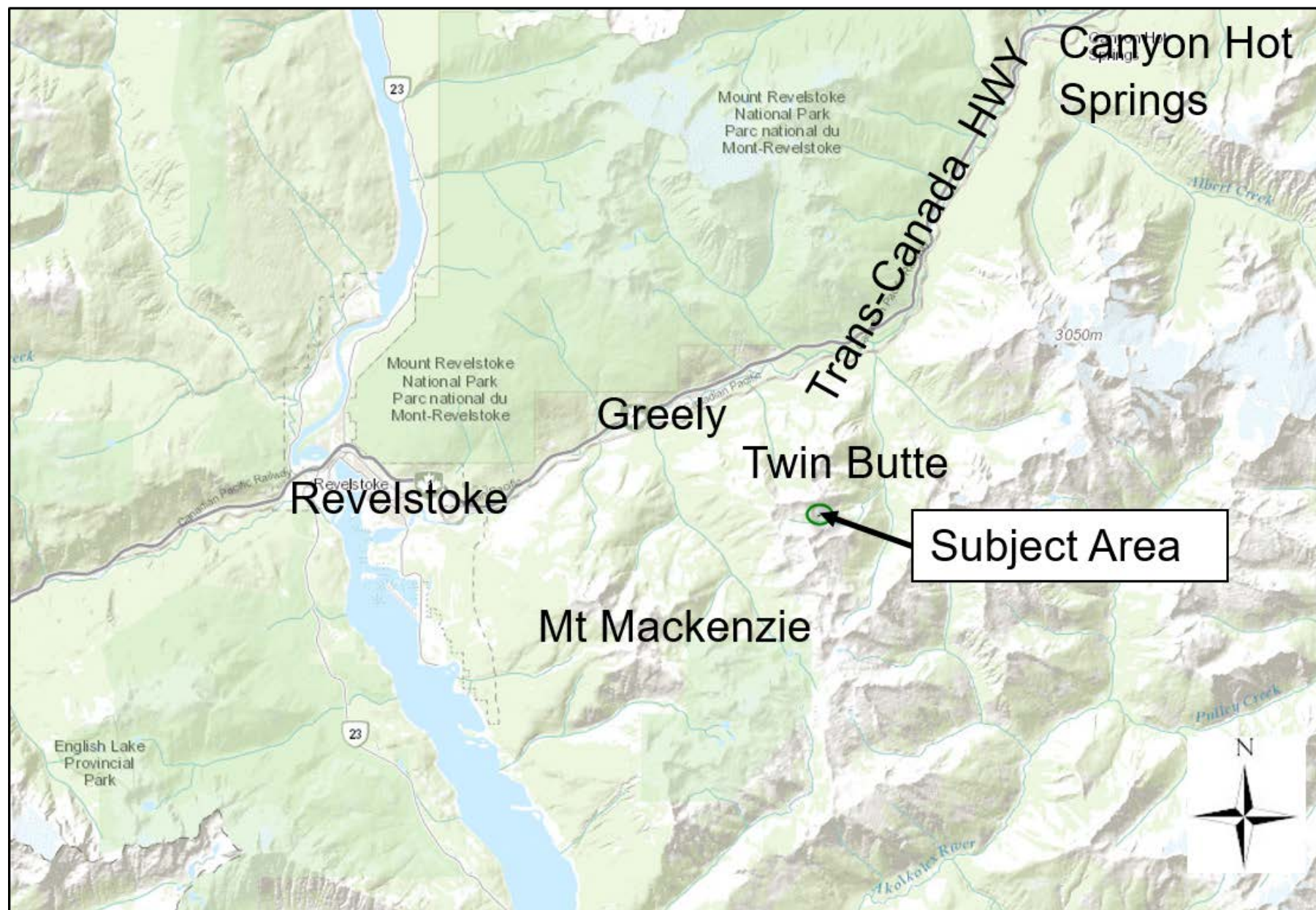
What most operators of backcountry facilities are looking for is a waste management strategy that:

- is functional (it works) and reliable
- uses the least amount of energy
- requires the minimum amount of attention
- has minimal safety risk for users and maintenance staff during servicing
- is robust enough to withstand periods of high use and long periods of vacancy
- has a low environmental impact
- is user friendly

### Comparison of Human Waste Treatment Technologies

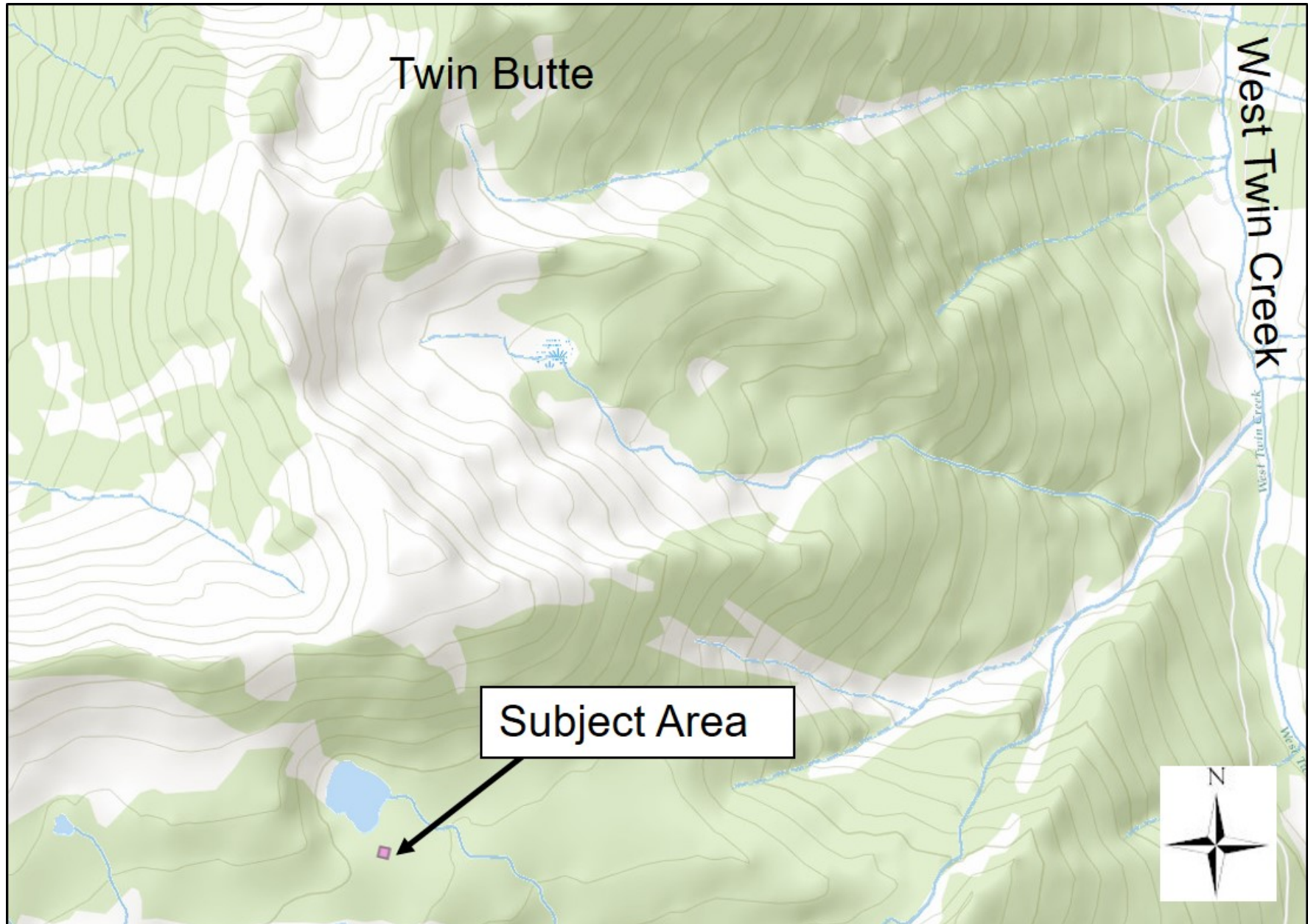
Technology	Method used to eliminate pathogens	Output product and container	Energy source and quantity	Operating temperature	Maintenance requirements	Odour Issues?	Potential issues
<b>Barrel fly-out</b>	Treated at municipal waste treatment plant	Raw sewage collected in barrels on site	Helicopter and truck to transport barrels	All temperatures	Build toilets that are helicopter accessible, change barrels when full, fly-out barrels	Yes. Fan can help eliminate odours	Helicopters are expensive Health issues for handling and transporting barrels
<b>Incinerating Toilet</b>	Burn pathogens	Sterile ash, no nutrients remaining, no fertilizer potential	Propane or electricity 100 lbs propane per 500 uses	All temperatures	Trigger incineration cycle every 60 uses and clean the burner	No. Closed chamber during burn guarantee against odours	Fuel consumption is considerable, but may reduce helicopter flights compared to fly-out method

## Location

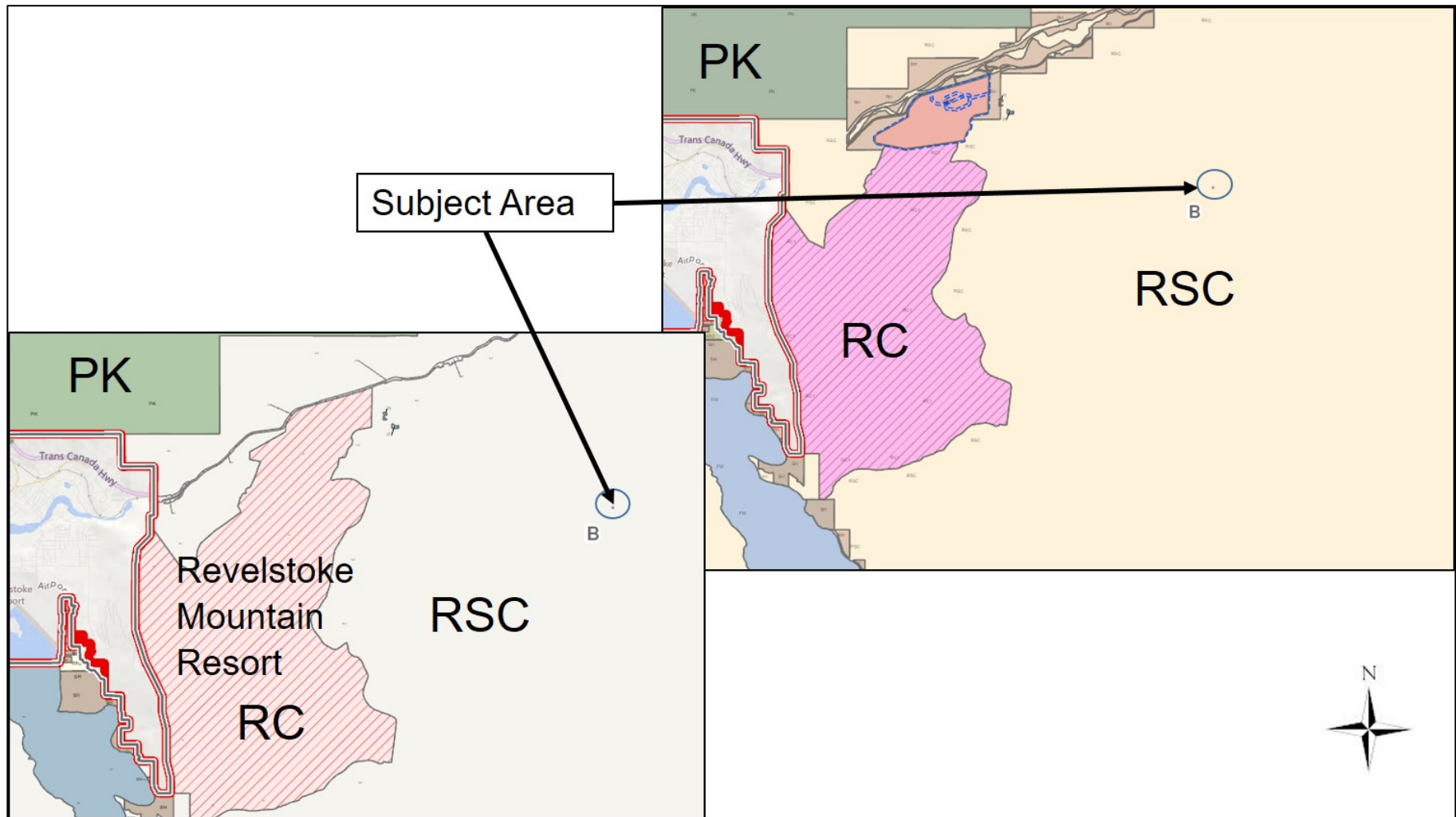




## Location

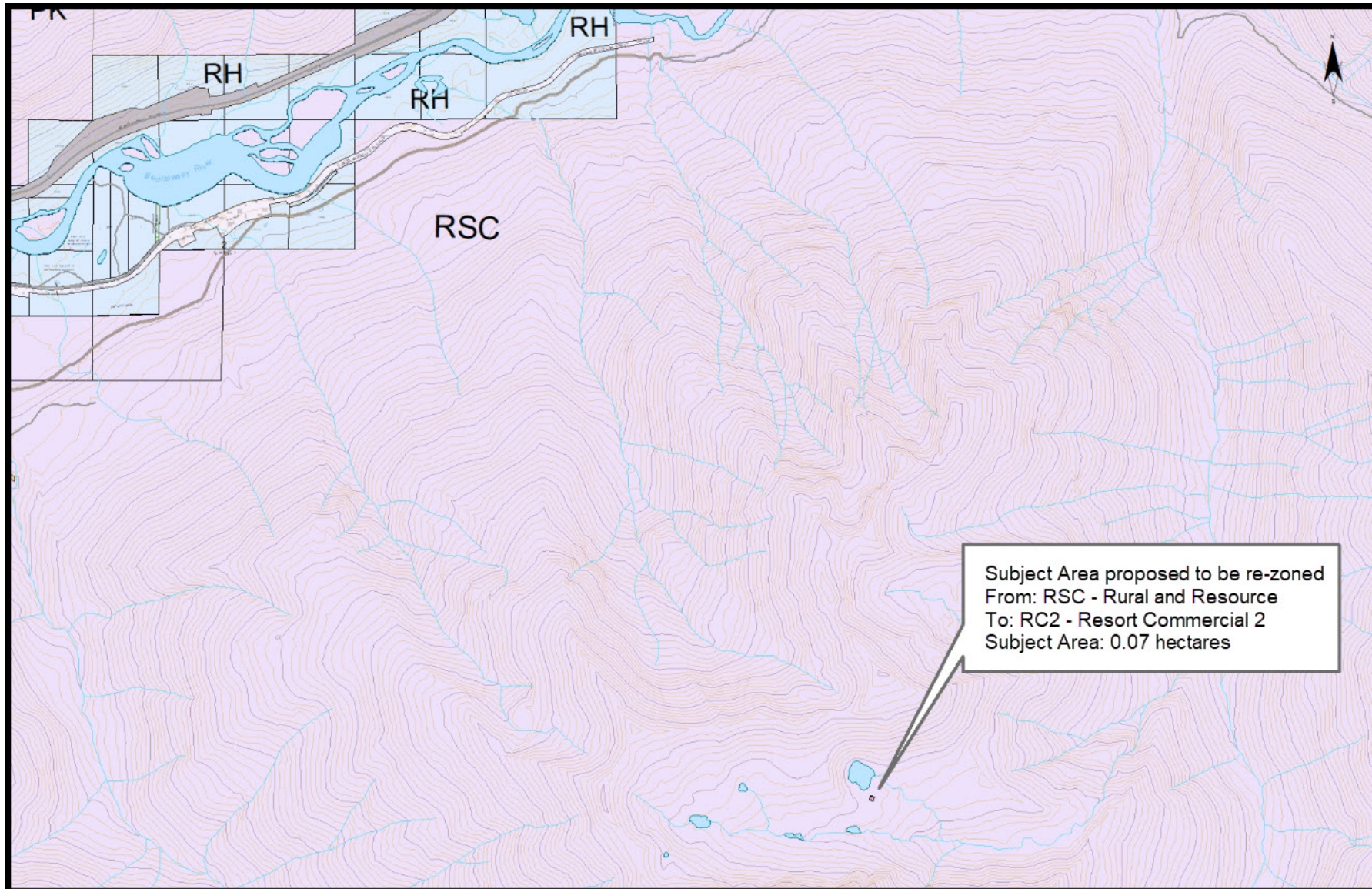


# OCP and Zoning

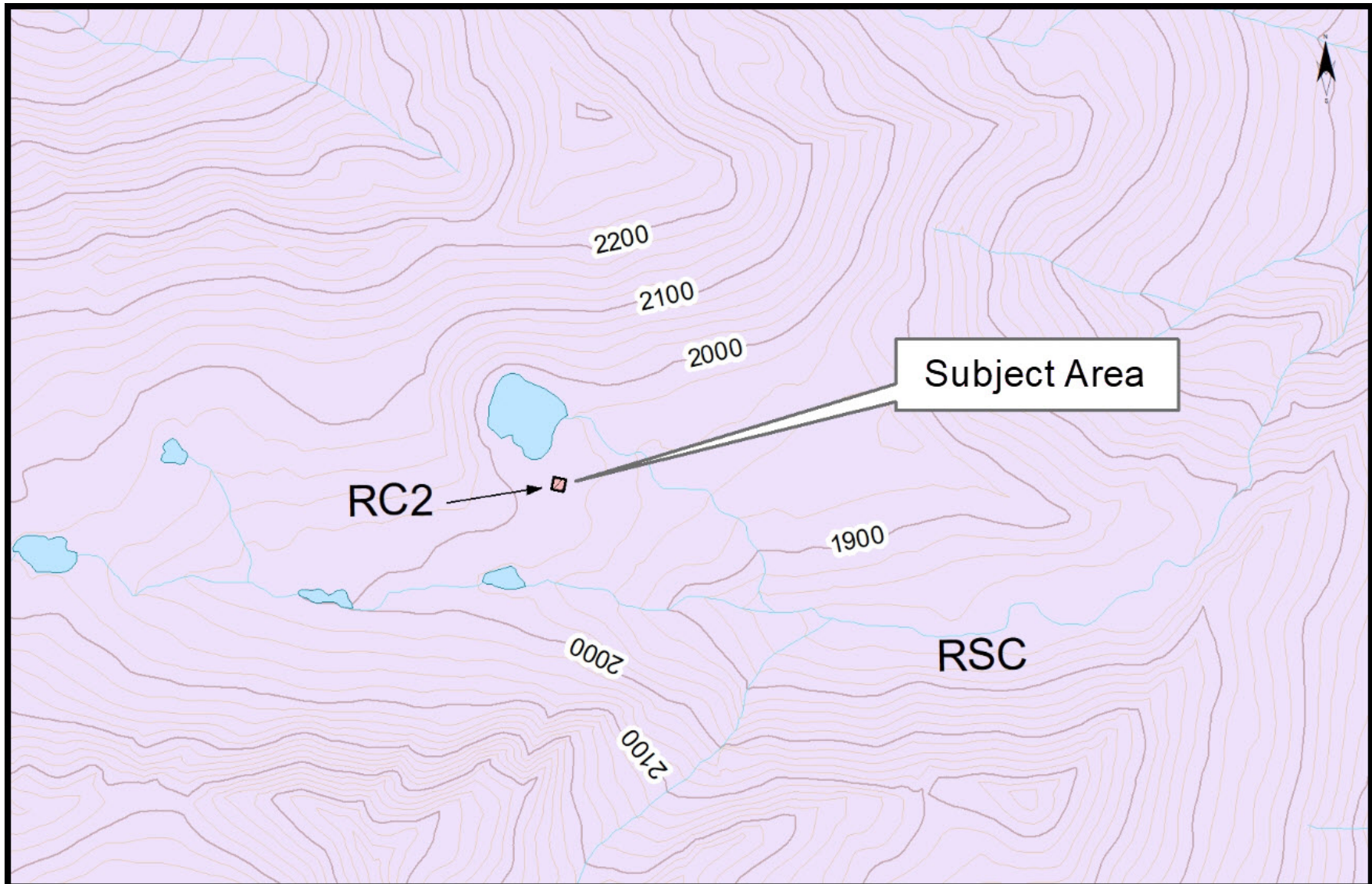




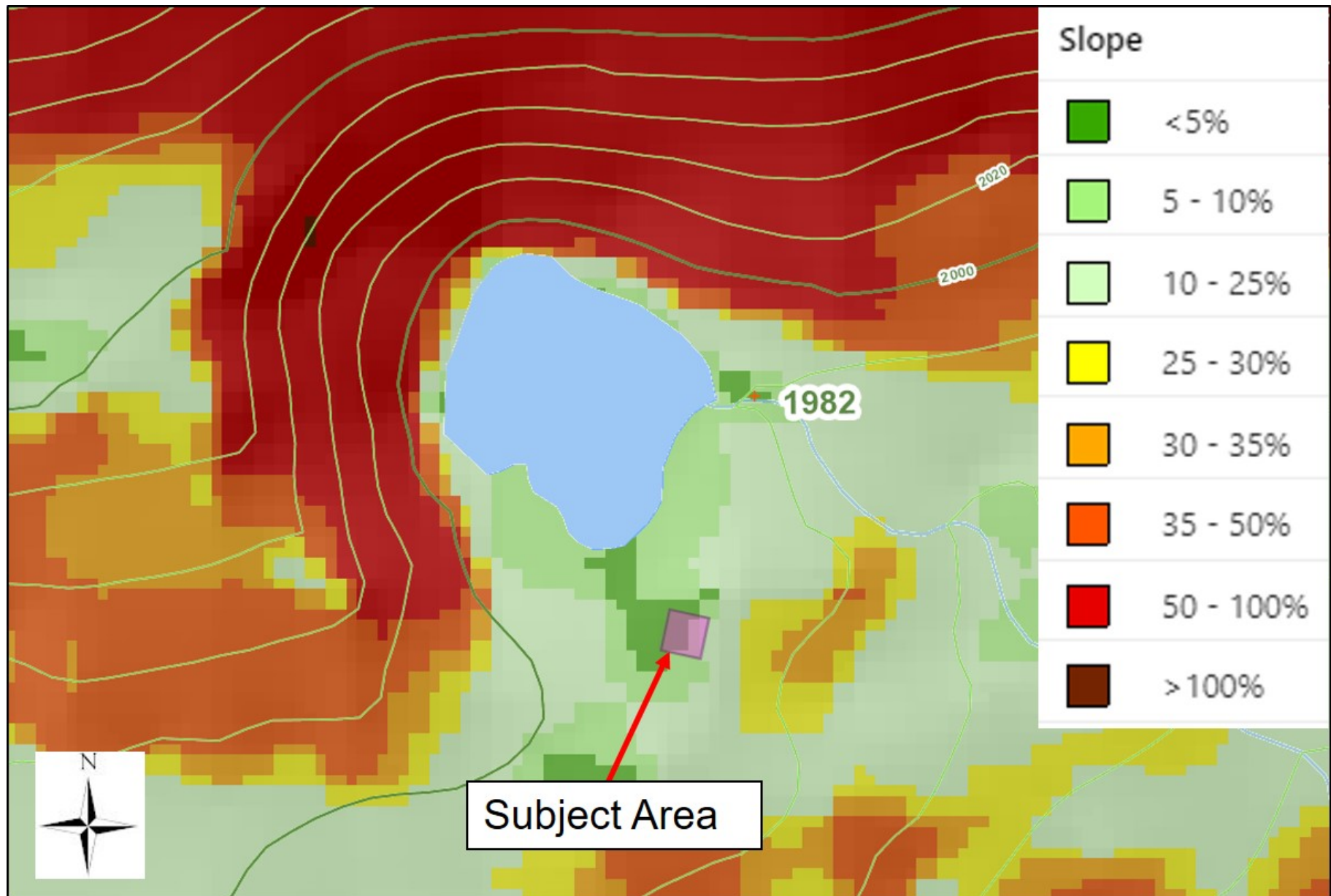
## Proposed Zoning



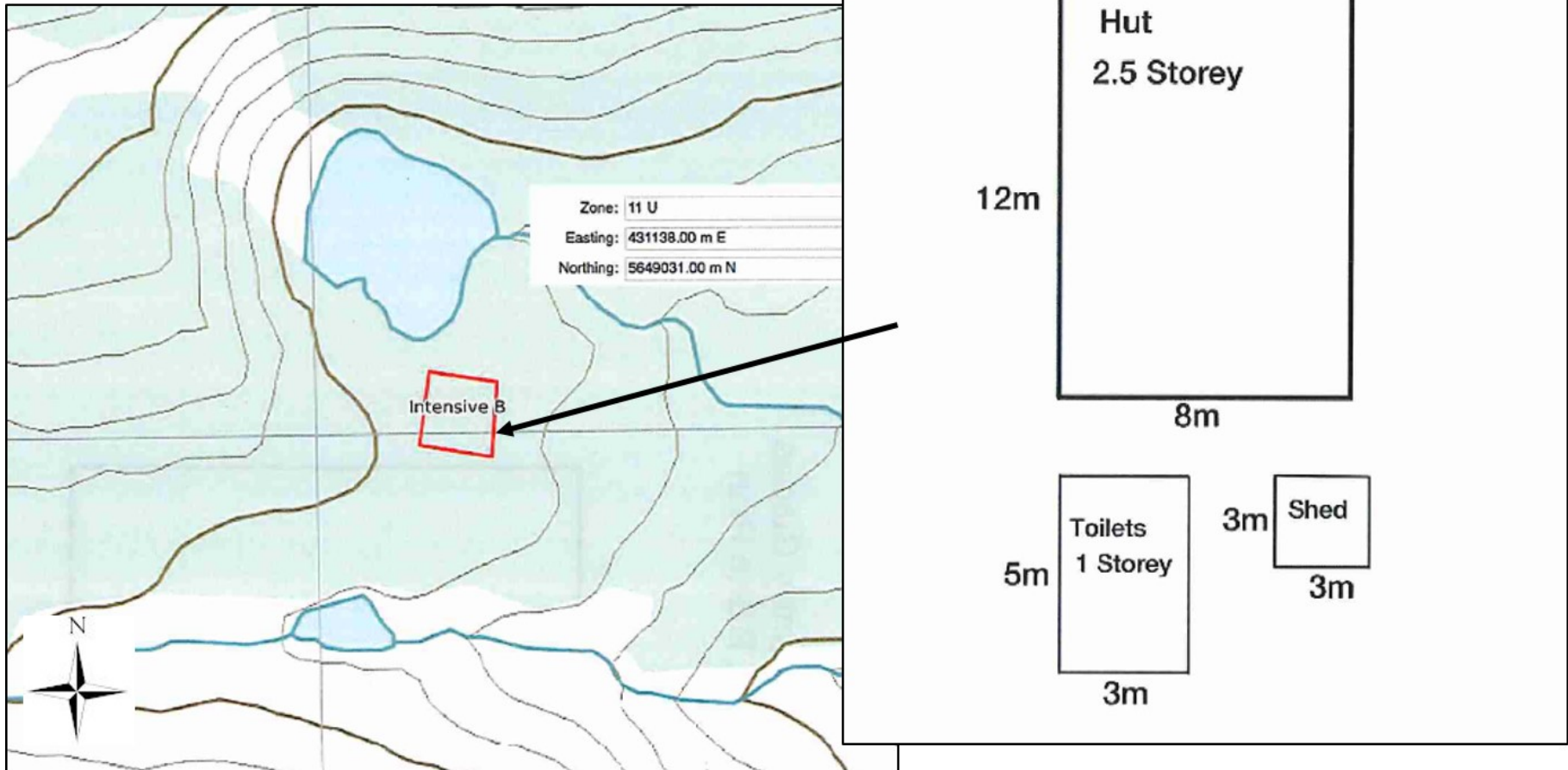




## Slopes

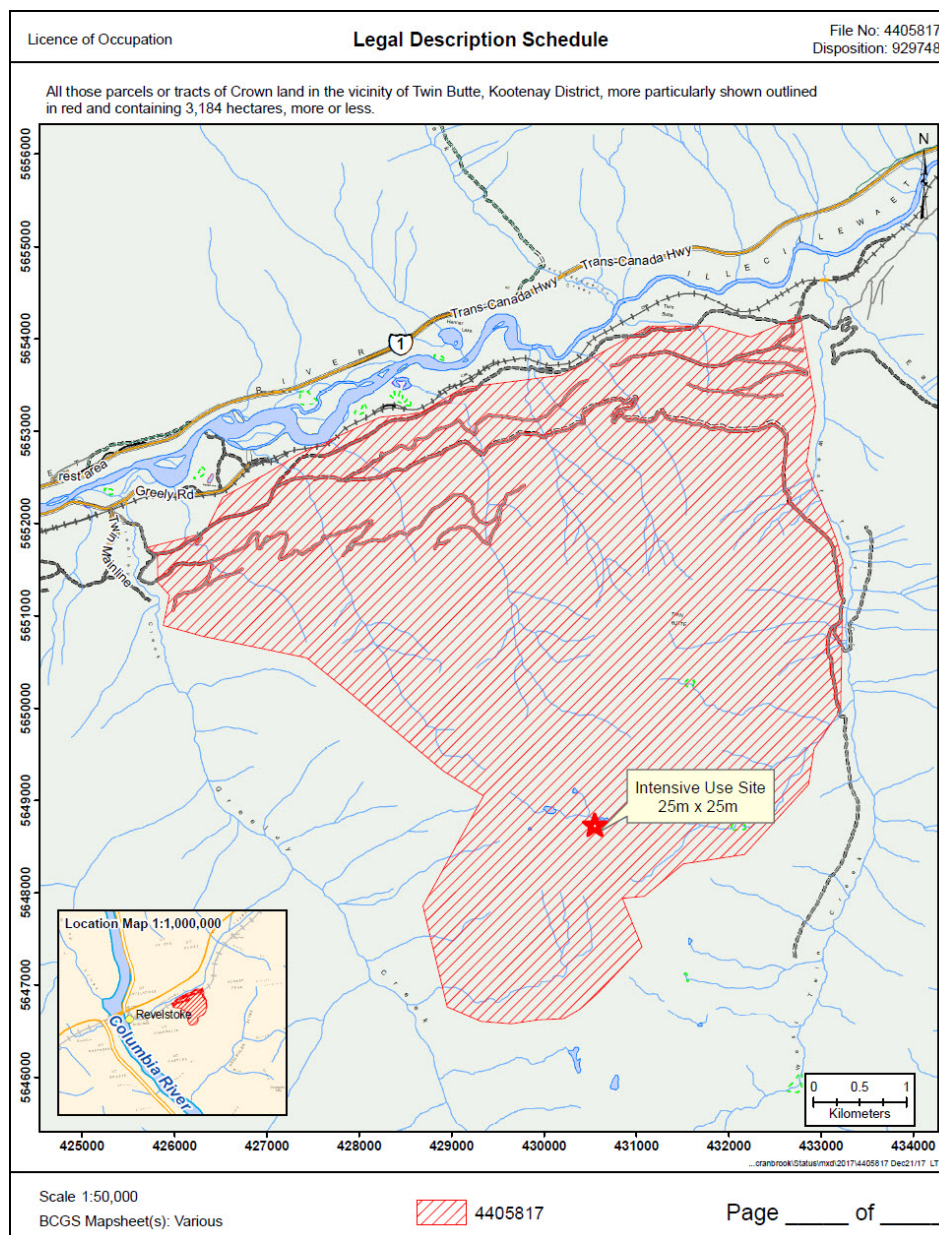


## Site Plan



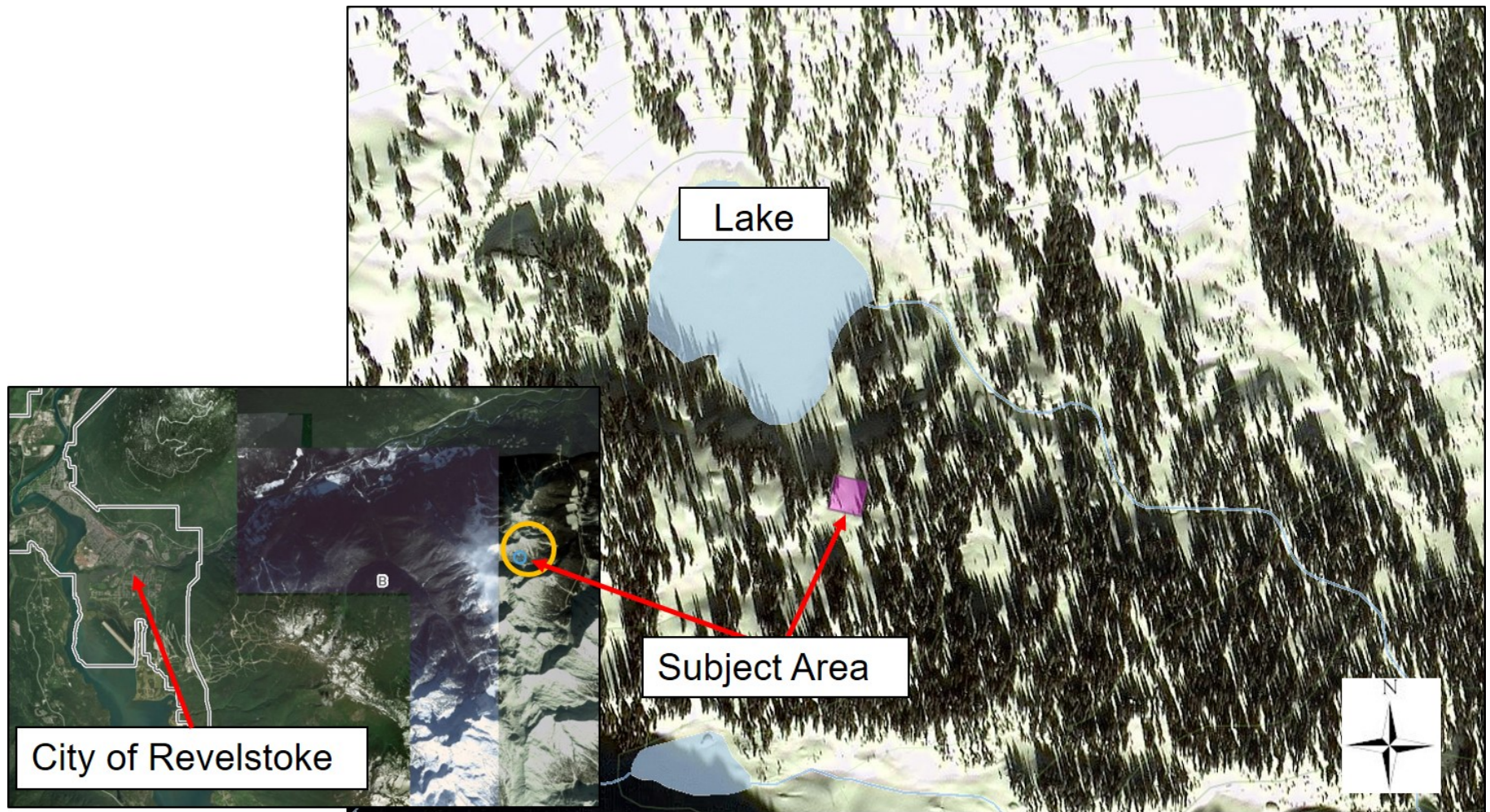


# Licence of Occupation





## Orthophoto





# REVELSTOKE

## BACKCOUNTRY GUIDES

Winter Backcountry Recreation Tenure Management Plan  
Dec 13, 2017

Mike Bromberg  
President, Revelstoke Backcountry Guides Inc

<b>Introduction to Project and Purpose</b>	<b>3</b>
<b>1.0 Seasonal Activities in Proposed Tenure Area:</b>	<b>4</b>
<b>2.0 Location</b>	<b>6</b>
<b>3.0 Infrastructure and Improvements</b>	<b>8</b>
<b>4.0 Environmental</b>	<b>13</b>
<b>5.0 Socio-Community</b>	<b>17</b>
<b>Appendix</b>	<b>20</b>



## **Introduction to Project and Purpose**

Revelstoke Backcountry Guides Inc (RBG) wishes to showcase the unique terrain of the Revelstoke area by offering guided backcountry ski touring and splitboarding programs that encourage connection to the local mountains.

By applying for a Winter Non-Motorized tenure, we look forward to the opportunity to offer an unparalleled backcountry experience to our guests.

Company history: Revelstoke Backcountry Guides Inc, established in 2016, is owned and operated by Mike Bromberg of Revelstoke, BC and a small team of local ACMG guides. RBG's focus is on human powered mountain adventures year round.

RBG's winter trips based in Revelstoke using the lift system through an agreement with Revelstoke Mountain Resort and a business license to operate within Glacier National Park through Parks Canada as well as a rock climbing/mountaineering adventure tourism tenure.

As an internationally certified IFMGA/UIAGM Mountain Guide, Mike has guided rock climbing, mountaineering and backcountry skiing throughout the Western United States and Canada as well as throughout Western Europe. Mike has worked as a supervising guide and trainer for high end adventure tourism companies as well as operating a small private guiding business since 2008 specializing in custom created trips, courses and climbs in various mountain tourism destinations worldwide.

The area where RBG is requesting a license of occupation is perfectly suited to ski touring due to it's accessible moderate Treeline and Alpine terrain and it's very close proximity to Revelstoke ideally suited for both single and multi-day hut based trips. Although three very established Helicopter Ski Guiding businesses operate in and around the Revelstoke area, none of these businesses are focused on non-mechanized backcountry ski touring. Each of these companies does offer helicopter touring on an extremely limited basis and is very clearly not the core focus of their businesses.

As such, RBG is seeking a license of occupation in an area that is currently not being utilized for helicopter skiing nor is it a regularly frequented area by general public users.



**REVELSTOKE**  
BACKCOUNTRY GUIDES

## **1.0 Seasonal Activities in Proposed Tenure Area:**

Activity Description: Non-Motorized Recreation (Winter)

### **1.1.1 One Day Backcountry Touring**

Initially, RBG's focus will be exclusively on one-day human powered backcountry skiing and snowboard touring. The emphasis of our program is quality of snow and mountain experience over quantity of runs or vertical meters skied.

RBG proposes to use the helicopter only as an access tool for day trips and will strive to minimize any mechanized usage by using human powered egress when conditions are safe and appropriate.

The concept is for small groups of skiers to be transported to the extensive use tenured area enabling them to explore terrain which would be difficult or impossible to access without the aid of a helicopter on a one day program. After the initial "access flight" groups would spend the entirety of their day using skins to access the ski runs before a final descent.

Our single-day helicopter assisted backcountry skiing programs will be offered in conjunction with our existing town based backcountry skiing options such as at Roger Pass in glacier national park.

### **1.1.2 Multi-day Hut Based Backcountry Touring**

A longer term goal of RBG's is to establish a hut within the tenured area that can be utilized as a resource for both overnight and single day tours. The focus of our hut product is to offer shorter duration trips of 2-4 nights in length as opposed to the 6-7 day packages that are common throughout the region.

Our aim is for the egress of guided groups is human powered (without the use of helicopter transport) a feature truly uncommon for backcountry experiences in British Columbia.

Our existing clientele has indicated that this is absolutely an opportunity that they can support and fits with our brand of thoughtful, connection centric experiences.

### **1.1.3 Operation Size**

Our aim is to provide private low ratio guided backcountry experiences for up to 10 guests total split into groups of no more than 5 guests per guide.

RBG has had great success using this model in current operations and plans to use the extensive use area efficiently by having both single day and shorter duration multi-day programs once fully operational.



All commercial visitors are to be directly supervised by guides (ie no “self guided” skiing) at all times and will operate at low ratios uncommon in guided backcountry ski lodge venues to ensure the highest level of client care, customer service and minimization of impact to other users and the environment.

#### 1.1.4 Proposed Tenure Size

RBG is proposing an extensive use area of approximately 40 square Km’s ranging in elevation from 2471m at it’s highest, down to approximately 570m at it’s lowest point. The terrain is a mix of Alpine, sub-alpine and below treeline forested terrain appropriate for modern backcountry ski touring.

The proposed tenure is sized appropriately for ski touring and does not occupy much terrain that is not ideally suited for ski touring.

#### 1.2 Investigative Work

Site Exploration: Mike Bromberg and guides of RBG have explored the proposed area and suitability for the activities as well as assessed appropriateness for terrain and hazard mitigation for such activities.

The site is clearly an opportunity to support a guiding business despite the extremely small scale of the tenured area as contrasted with the large areas granted to pure “gravity fed” mechanized ski operations.

Additionally, the opportunity to exit the site without helicopter usage is very unique and attractive to ski guests as it not only reduces environmental footprint, but also adds time spent in the terrain as opposed to long and occasionally logistically complex transfer days.

#### 1.3 Confirmation of Safety Plan

Revelstoke Backcountry Guides confirms that our operation will be equipped with an appropriate Avalanche Safety Plan, Risk Management Plan and Emergency Response Plan as refined from the existing business model.

Additionally, as applicant, guide and director of Revelstoke Backcountry Guides, Mike Bromberg’s resume highlights include:

- o International Federation of Mountain Guide Associations (IFMGA/UIAGM) Certified Mountain Guide (American Mountain Guides Association AMGA, 2010)
- o Association of Canadian Mountain Guides (ACMG) Mountain Guide Member
- o American Mountain Guides Association (AMGA) Instructor Team Member. responsible for training and examining guides in rock climbing, alpine climbing and backcountry skiing disciplines.



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All guides will abide by the [ACMG's Scope of Practice Guidelines](#) as they relate to terrain and supervision in technical terrain.  
 RBG operates under a company commercial liability insurance (\$5,000,000 coverage) policy appropriate for all guided activities.

## 2.0 Location

### 2.1 Description

With the growing popularity of backcountry touring, it has become increasingly difficult to provide a service of untracked and uncrowded skiing in the Revelstoke backcountry area. Backcountry guiding from a Revelstoke base often involves potentially hazardous drives on the Trans-Canada highway to Rogers Pass. Though there are a multitude of backcountry lodges in the area, they are routinely booked solidly three years in advance with a limited very limited capacity and most require week long commitments. Though the mechanized skiing opportunities are numerous, our existing clientele is interested in an experience that showcases the natural world as opposed to the mechanized components of a snowcat or a helicopter as their primary focus.

The the centre of our proposed "Twin Butte" extensive use area is located approximately 14 km's East of Revelstoke.

### 2.2 Location Justification

RBG is seeking a tenure in a relatively accessible yet remote feeling location in order to minimize impact on recreational users by visiting places with extremely low probability of conflict with unguided public.

Each zone has been carefully selected as places where recreational users do not regularly travel. Additionally, each site has been chosen to due to it's proximity to Revelstoke to minimize fuel consumption for any required helicopter access to reduce overall environmental impact.

#### 2.2.1 Nearby Operations

##### Helicopter Ski Operations

Revelstoke is surrounded by three of the most well established and well respected helicopter ski companies in the industry. The vast majority of the skiable terrain that lies outside of a national park in this area is reserved as helicopter skiing tenure.

To illustrate, Canadian Mountain Holidays' Revelstoke advertised tenure is comprised of approximately 1,597 square Km's.

Selkirk-Tangiers' advertised tenure is approximately 2,000 square km's. Eagle Pass

Heli-Skiing's tenure is approximately 1,570 square km's.

RBG is seeking non overlapping tenure of 40 square Km's for it's "extensive use area."



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### Nearest Neighbours

Selkirk-Tangiers Helicopter Skiing is the nearest neighbour to the proposed extensive use area. RBG and the majority of its guides are intimately familiar with the helicopter skiing program at Selkirk-Tangiers.

Revelstoke Mountain Resort is the next closest neighbour.

### 2.3 Seasonal Expectations of Use

RBG's operating season for proposed extensive and intensive use will be operating from December 1 through May 1.

Client Name: <u>Mike Bromberg</u>			Name of Business: <u>Revelstoke Backcountry Guides</u>			Date: <u>April 22, 2017</u>		
Table 1.1: Level of Guided Activity for Extensive Use Area(s)								
Activity Report				Client Days				
Extensive Area Zone (Map Ref.)	Type of Guided Activity	Period of Use	Existing/Proposed Use	Current Year	Year Two	Year Three	Estimate of Full Capacity	Year Full Capacity Reached
<u>Twin Butte</u>	<u>backcountry ski tour</u>	<u>Dec 1- May 1</u>	<u>2017-2018 proposed 1st</u>	125	275	400	700	2021/2022



Client Name: Mike BrombergName of Business: Revelstoke Backcountry Guides IncDate: May 15, 2017**Table 1.1: Level of Use at Intensive Use Sites**

Map Reference	Intended Use	Period of Use	Frequency of Use	Type of Improvements	Number of Bed Units
Intensive Site B	Backcountry Hut	Dec 1- May 1	Nightly	base lodge, toilet and storage	10 guest up to 5 staff



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**Heading Definitions:**

- **Intensive Use Site Map Reference:** list each Intensive Use reference separately, e.g. Site #1.
- **Intended Use:** describe intended use (i.e. overnight accommodation for Clients, day use area).
- **Frequency of Use:** Indicate the number of times you plan use the Intensive Use Site, for example, daily, 2 times a week, etc.
- **Period of Use:** Indicate which months of the year plan to use the area (i.e. May – Oct.).
- **Type of Improvements:** list any existing or proposed improvements (i.e base lodge, cabin, corral).
- **Bed Units** – Number of overnight bed accommodations for each Client/guest

### 3.0 Infrastructure and Improvements

#### 3.1 New Facilities and Infrastructure

- A. RBG is proposing one intensive use site within the extensive use area for use as the base of operations for future multi-day programs

After initial operating years utilizing temporary minimal impact use, we propose to utilize the intensive use site as follows.

Primary Intensive use Site will consist of three structures.

1. 2.5 storey wood framed building consisting of:
  - Sleeping areas to accommodate up to 15 people total
  - Kitchen, pantry and dining area and sitting room
  - Mud room and equipment storage
2. Toilet/outhouse separate structure
3. Auxiliary structure for storage etc



*Example of intensive use site with traditional mountain hut*



#### Construction Timeline

RBG wishes to begin making “improvements” in Fall 2017

##### Fall / Winter 2017

Establish, map and explore routes and refine and establish the appropriate terrain and runs for guided use. Establish guided backcountry infrastructure including rescue equipment cache and commonly used helicopter landings.

Overnight use will be limited to minimal impact camping in removable shelters which will not require any significant construction or improvements. All such use would take place exclusively outside of the Greeley Community Watershed.

##### Summer 2018 - Fall 2018

Initial improvements of the primary intensive use area including establishing outhouses, auxiliary storage building to support emergency use in second operating year.

##### 2018/2019 Winter

Guided backcountry ski tours by helicopter and foot access, select multi-day tours using intensive use site for small groups using preliminary structure and temporary structures in minimal impact fashion.

##### Spring/Summer 2019

Establish intensive use site hut to full buildout

##### Winter 2019/2020

Fully operational

### 3.2 Access and egress

Access and egress to the tenured area will primarily via helicopter from Revelstoke, BC. Egress will be by ski or helicopter.

RBG estimates that helicopter access will be utilized no more than 3 days per week at full buildout/capacity.

3.2.1 Helicopter Access will be from Revelstoke using the two flight paths below assuming usage of the Revelstoke airport as staging area.

3.2.2 Coordination with neighbouring helicopter skiing operation Selkirk-Tangiers Helicopter Skiing may be required as there is potential for flight paths to intersect for access to the adjacent tenure areas.

RBG anticipates that it's helicopter use will occur prior to 830am so to limit potential overlapping flight paths with neighbouring helicopter ski operation which begins operations no earlier than 0830am.

Example collaboration between Selkirk-Tangiers and neighbouring operations exist with Selkirk Lodge and Selkirk Mountain Experience, both of whom use a similar model in coordinating adjacent helicopter usage where flight paths have the opportunity to intersect.

3.2.3 Egress from the site will by either foot/ski downhill outside of the Greeley Watershed.

Egress by helicopter pickup is optional for both single and multi-day programs, but will emphasize foot egress when conditions and group abilities are appropriate.

At full operational capacity RBG anticipates helicopter usage to be no more than three days per week.

### 3.3 Utility Requirements and Sources at Intensive Use Site

No grid tied utilities are available at the intensive use site.

#### 3.3.1 Water Supply

Water will be supplied via melted snow.

Future water sourcing may be from adjacent seasonal creeks and lake and would occur only after necessary water license(s) are obtained as per the Water Sustainability Act.



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### 3.3.2 Additional Utilities

3.2.3 Heat: The site and structure will be heated by a cast iron wood stove. Wood would be collected from standing dead from throughout the extensive use area as well as flown into the site as needed. Estimated maximum annual wood consumption is 6 cords.

3.2.5 Power: The site will be powered by multiple sources

- a) a micro-hydro electric power system if access to appropriate site is available and only after appropriate water license is obtained as per the Water Sustainability Act.
- b) Solar panel/battery bank

3.2.6 Communication: Communication is by two way radio as well as potentially satellite internet and satellite telephone and cellular telephone.

3.2.7 Cooking and Kitchen: The site will be equipped with a domestic propane stove/oven and fridge. Propane will be kept outside and attached via heavy duty hose appropriate for outdoor environment.

Any food provided on-site or otherwise would meet Interior Health's Requirements to Operate a Food Service Establishment. Kitchen would receive the appropriate Food Premises Approval.

### 3.6 Waste Collection Treatment and Disposal

3.6.1 Garbage Disposal: RBG will dispose of all waste as per behavior guidelines defined in the "Wildlife Guidelines for Backcountry Recreation/Tourism in BC" document.

3.6.2 Grey Water: Grey water will be disposed of in appropriate grey water pit adjacent to the hut site a minimum of 200' from any seasonal stream or creek. Any cleaning agents used will be environmentally sound and fully biodegradable and will not drain into any waterway.

3.6.3 Human Waste: All human waste will be flown out periodically in barrels or eliminated using incinerating and/or composting toilets as is common with winter backcountry lodge environment.

RBG will comply with Interior Health's Onsite Sewerage System Regulations or privy/outhouse for remote structures without plumbing if deemed appropriate by interior health.



#### 4.0 Environmental

RBG will operate all activities as per behavior guidelines defined in the “Wildlife Guidelines for Backcountry Recreation/Tourism in BC”

[http://www.env.gov.bc.ca/wld/twg/documents/wildlife\\_guidelines\\_recreation\\_may06\\_v2.pdf](http://www.env.gov.bc.ca/wld/twg/documents/wildlife_guidelines_recreation_may06_v2.pdf) document. Guided groups will adhere to the 7 Leave No Trace Principles listed below once in the operational state when travelling through the extensive use area.

- Plan Ahead and Prepare. ...
- Travel and Camp on Durable Surfaces. ...
- Dispose of Waste Properly (Pack It In, Pack It Out) ...
- Leave What You Find. ...
- Minimize Campfire Impacts. ...
- Respect Wildlife. ...
- Be Considerate of Other Visitors.

Additionally, all guided guests will be traveling over the landscape in winter environment. This area typically has a settled snowpack of over 2.5m for the duration of the operating season.

Watershed Impact Mitigations as recommended by Revelstoke City Council and Revelstoke Backcountry Guides

- 1) any travel in the watershed will be reserved for human powered skiing only (no helicopter landings/pickups except in the event of an emergency).
- 2) no tree cutting of any kind, improvements or alteration of the landscape will occur within the watershed.
- 3) travel in the watershed would be limited to 1500m and above except in the event of an emergency. Egress via greeley creek is extremely unlikely due to the rugged nature of the terrain.
- 4) travel in the watershed occurs on an incidental basis (best skiing opportunities are drain into West Twin Creek).
- 5) travel patterns/tracks remain inaccessible from Revelstoke Mountain Resort to limit likelihood of increased traffic
- 6) any human waste produced will be immediately removed by the user to avoid and potential for contamination whatsoever.

## 4.1 Land Impacts

### 4.1.1 Vegetation Removal

a. Land Impact: The current state of the land is rocky subalpine forest and generally intact wilderness consisting of mature timber and seasonal streams throughout.

The extensive use area useage will be in Winter where no impact to the ground cover will be realized due to seasonal snow cover of up to 3m in settled snow depth.

Tree cutting is to be minimized at all times. However, to ensure safe operations under all conditions it may be necessary to remove trees to develop landing zones below tree line and potentially to ensure safe tree-skiing during periods of heightened avalanche hazard.

A small amount of cutting may be also be necessary in the intensive use sites.

All tree cutting will be coordinated through a License to Cut through the Ministry of Forests.

No tree cutting, glading or avalanche mitigation measures using explosives will be conducted within the Greeley Creek Community Watershed.

### 4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

Minimal soil disturbance is expected with the exception of small trails connecting site structures. Minimal impact structural foundations such as small concrete tube forms will be utilized where necessary.

Is the area to be excavated a Brownfield site or has the potential to be contaminated?  
NO

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?  
NO

### 4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?  
NO

No works are proposed adjacent to the riparian zone, though commercial users will be guided through such zones in the winter environment.

#### 4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

NO

#### 4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

NO

#### 4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

NO

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

NO

#### 4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction of site structures will focus on off-site construction and on-site assembly minimizing impact to the land during construction phases and reducing overall environmental impact.

### 4.2 Atmospheric Impacts

#### 4.2.1 Sound, Odor, Gas or Fuel Emissions

The project construction or operation cause any of the following to disturbances to wildlife or nearby residents: (Best management practices for sound)

Sound?

Helicopter noise will be present for access and egress flights at the intensive use site approximately three days maximum per week once fully operational. Our aim is to minimize impact on the area by limiting helicopter usage as much as possible.



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Odor? No

Gas? No

Fuel Emissions? Fuel emissions will be limited to helicopters during access and restocking flights. Helicopter operations and emissions will comply with Canadian Aviation Regulations.

#### 4.3 Water or Land Covered by Water Impacts

##### 4.3.1 Drainage Effects

Will the project result in changes to land drainage?

NO

##### 4.3.2 Public Access

Will the project result in changes to public access?

NO, there are currently no implications for public users as a result of this project. Public use within the Extensive use area is extremely limited. Intensive use areas will not be conducive to public access. Currently there is not a level of public use that would affect the guest experience negatively, however increased mechanized users namely snowmobiles would not be compatible with our activities.

##### 4.3.3 Flood Potential

Will the project result in a potential for flooding?

NO

#### 4.4 Fish and Wildlife Habitat Impacts

4.4.1 Fish Values All seasonal creeks and small bodies of water within the extensive use area originate from seasonal snowmelt and permanent snowfields that are non fish bearing. RBG anticipates no impact to existing fish habitat and waterways.

4.4.2 Wildlife Values: RBG and it's guests are visitors within the habitat of several valuable species and will operate with extreme awareness as to our impact to each species as visitors. The following are potential species and the specific mitigations for each.

Although no specific identified habitat is revealed when researching Wildlife Habitat Areas through iMapBC, the proposed tenure may contain several species at risk including grizzly bear, wolverine, mountain goat, cougar, moose, mule deer and white-tailed deer.



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RBG will adhere to best practices as outlined in the Wildlife Guidelines for [Backcountry Tourism/Commercial Recreation in British Columbia](#) at all times when operating within the proposed tenure area.

Of special note, RBG will be particularly sensitive to any potential impact that helicopters may have on the area with regards to wildlife. At all times RBG and contracted helicopter pilots will maintain a sufficient distance of “more than 500m” from Caribou and “more than 1500m” from Mountain Goat and overall eliminate any harassment caused by aircraft and no rate of alarm.

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

YES, the project will occur around seasonal stream, though low/no impact on any aspect is anticipated.

Is the project (construction or operations phase) likely to increase erosion or sedimentation? NO

Will the project (construction or operations phase) require water diversion? NO

## **5.0 Socio-Community**

### **5.1 Land Use**

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

The Revelstoke area currently faces challenges with close proximity recreation areas such as Mt Macpherson that are currently conflicting with logging and/or other industries. This specific tenure will serve as a makes use of a very limited amount of available tenure in the area and does not have conflict with any existing tenure holders.

Although there exist an abundance of guides and tour operators who are active in the mechanized skiing and wintersports tourism industry. This proposed tenure would be the only operation with non-mechanized access as a realistic option.

#### **5.1.1 Land Management Plans and Regional Growth Strategies**

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? (Please refer to the Union of BC Municipalities (UBCM), and check the websites of the



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municipality, regional district or other organization with jurisdiction including your project area.)

There is no indication that this specific area has any overlap that might limit or preclude access or interests in the area.

## 5.2 Socio-Community Conditions

### 5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent landowners or tenure holder to access their property or tenures?

No. Revelstoke Backcountry Guides does not intend to restrict public users from the area and does not anticipate that any operations of Revelstoke Backcountry Guides traveling in or near the adjacent tenures of Revelstoke Mountain Resort or Selkirk-Tangiers Helicopter Skiing to be in any way a detriment to the guest experience of any operations.

RBG has shown to have a positive impact in the community employing several full time year round staff and numerous local guides and vendors within the community.

RBG's ongoing collaboration with Revelstoke Mountain Resort has contributed to a prospering backcountry presence at the resort and in the community.

The proposed Adventure Tourism tenure will grow our opportunities to support our thriving community as a destination for adventure tourism.

The proposed Tenure Management Plan has been Shared with Jeff Honig and Eriks Suchovs of Selkirk-Tangiers Helicopter Skiing as well as Steve Bailey and Peter Nielsen of Revelstoke Mountain Resort. Correspondence is attached included as additional documentation.

### 5.2.2 First Nations Consultation

No contact or consultation has been made with First Nations groups prior to application. Front Counter BC. Based on previous experience, this process will occurs once application is under review.

### 5.2.3 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.

No increased demand on any existing services is anticipated.

### 5.2.6 Greeley Creek Community Watershed Overlap

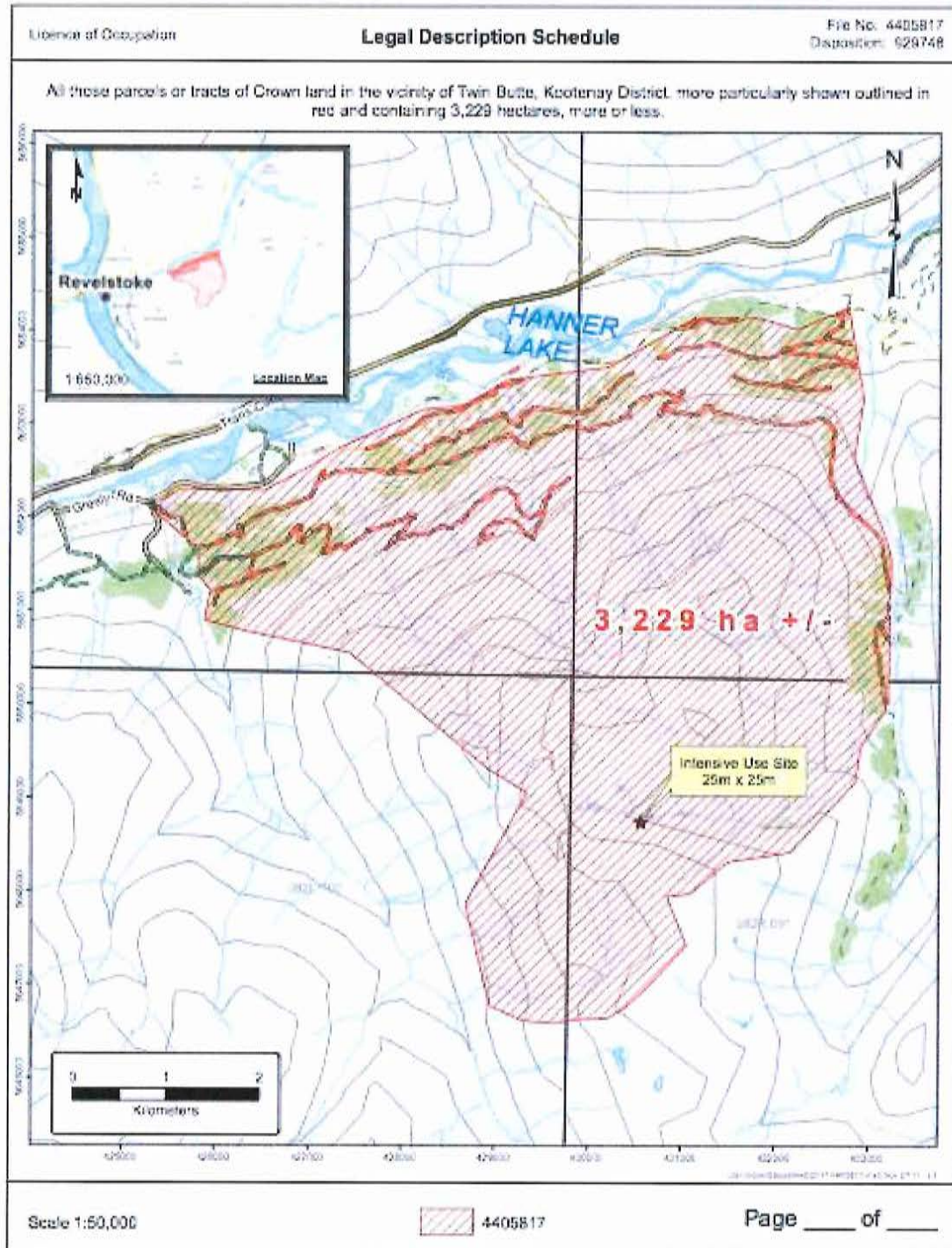
Portions of the Proposed Extensive Use Area overlap the Greeley Creek Community Watershed. The 2013 City of Revelstoke Greeley Creek Watershed Source Protection Plan identifies ski recreation as “Low Risk” and as such are consistent with the watershed protection plan.

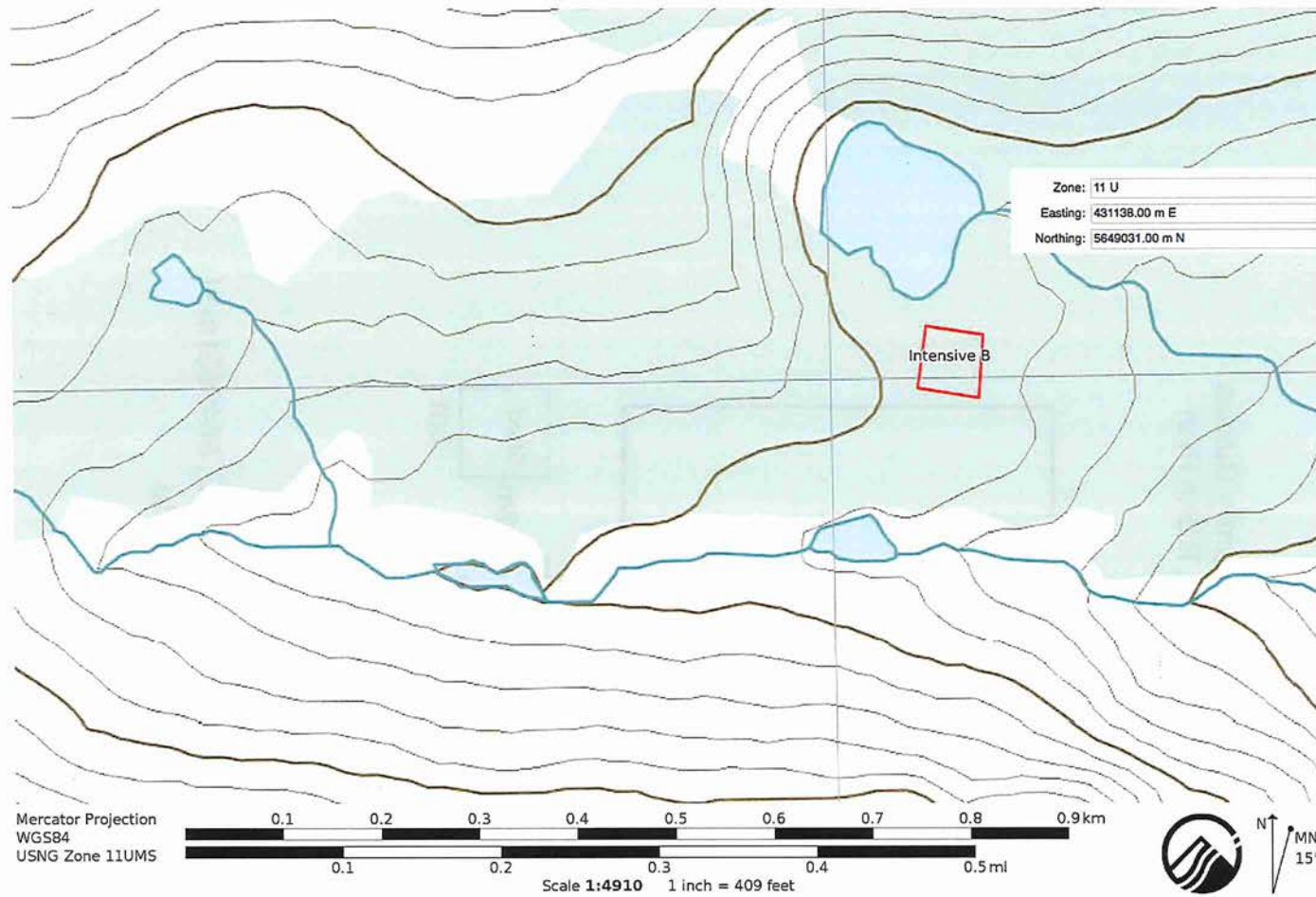
There are no buildings, structures or improvements located within the watershed.

#### Watershed Impact Mitigations as recommended by Revelstoke City Council and Revelstoke Backcountry Guides

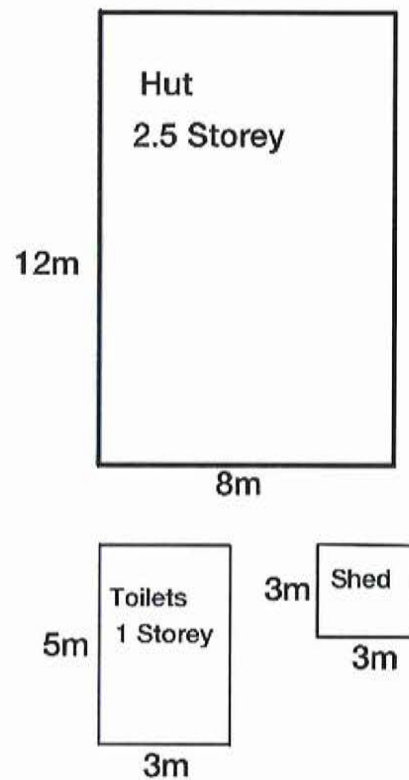
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- 2) no tree cutting of any kind, improvements or alteration of the landscape will occur within the watershed.
- 3) travel in the watershed would be limited to 1500m and above except in the event of an emergency. Egress via Greeley Creek is extremely unlikely due to the rugged nature of the terrain.
- 4) travel in the watershed occurs on an incidental basis (best skiing opportunities are drain into West Twin Creek).
- 5) travel patterns/tracks remain inaccessible from Revelstoke Mountain Resort to limit likelihood of increased traffic
- 6) any human waste produced will be immediately removed by the user to avoid and potential for contamination whatsoever.



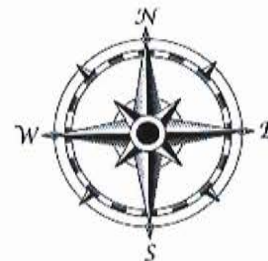




Revelstoke Backcountry Guides  
Intensive Use Area B Site Plan



Elevation 1994m  
Coordinates 11U 431138 m E, 5649031m N  
2.09 km South of Twin Butte



*Site plan intensive use site B*



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### Additional Information

- There is always a limited possibility for archaeological sites to exist that have not been identified or documented. All Archaeological sites, whether known or undocumented, are protected under the Heritage Conservation Act. If you encounter an archaeological site, you must halt all activities in the area and contact the provincial Archaeology Branch for direction.
- The Management Plan states that "wood would be collected from standing dead throughout the extensive use area as well as flown into the site as needed." Large standing dead trees (Wildlife Trees) provide valuable habitat for many species. In order to reduce the likelihood of impacting these habitats, removal of standing dead trees should be limited to those that are <30 cm diameter at breast height (DBH).
- Whitebark pine (*Pinus albicaulis*) is a Blue Listed species that is documented to occur within the proposed tenure area. Whitebark pine should not be cut or felled unless it constitutes a hazard as determined by a certified Danger Tree Assessor.
- All operations need to be compliant with the Wildlife Act ([http://www.bclaws.ca/civix/document/id/consol24/consol24/00\\_96488\\_01](http://www.bclaws.ca/civix/document/id/consol24/consol24/00_96488_01)). Works that could adversely affect nesting birds should be done outside of the April 1st – Aug 31st bird nesting period unless a bird nest survey is conducted by a Qualified Environmental Professional (QEP). Nests of certain birds of prey are protected regardless of occupancy.
- No structures should be located within 30m of any "stream" (as defined by the Water Sustainability Act).
- The southernmost proposed flight path is within 1500m of known mountain goat late summer range and should not be used during the snow free period. Goat presence during winter has not been verified. Extra care should be taken during winter operations and if any signs of mountain goats are observed a flight path >1500m from the area(s) be used instead as per the "Wildlife Guidelines for Backcountry Tourism/Commercial Recreation in British Columbia". Locations of mountain goats or their sign should be submitted to the FLNRORD Revelstoke Ecosystem Specialist for information purposes.
- Ensure Best Management practices to avoid human/wildlife conflict
- Occupant Licence to Cut will need to be issued for Helipad Landing, Danger Tree falling and other activities requiring tree cutting.



## **Background Information - Electoral Area B Zoning Amendment (Revelstoke Backcountry Guides) Bylaw No. 851-14**

Referral Responses for a Crown Tenure Adventure Tourism Application

**Licence of Occupation Provincial File Number:** 4405817

**Applicant:** Revelstoke Backcountry Guides Inc. (RBG)

**Agency Comments:** The agency comments listed below were submitted to the Province (between July 18 – September 16, 2017) and forwarded to both the applicant and the CSRD, which are in response to the Provincial file 4405817 and specifically the RBG Winter Backcountry Recreation Tenure Management Plan, dated June 2, 2017. The Management Plan has since been updated (dated December 13, 2017), to address the initial referral comments/concerns.

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### **Interior Health:**

This application is within the City of Revelstoke's Drinking Water Watershed. Interior Health would not recommend any backcountry activity within a drinking water watershed.

The applicant would be required to comply with B.C. Regulation 326/2004, Sewerage System Regulation, B.C. Regulation 210/99 Food Premises Regulation, and the B.C. Drinking Water Protection Act and B.C. Drinking Water Protection Regulation.

The applicant has been contacted and will be provided with the necessary information to update their application to comply with our regulations. Please contact [hbe@interiorhealth.ca](mailto:hbe@interiorhealth.ca) or call toll free at 1-855-744-6328 ext 4.

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### *Initial Comments:*

#### **City of Revelstoke:**

1. The City actively supports and encourages the development of winter recreation of all types in the Revelstoke area, but is concerned about the impact of the proposed development on the City of Revelstoke's Greeley Creek Community Watershed. Prior to any further review of the application, the City requests that a map of watershed and all other existing tenures in the area, including those for recreation and forestry, for review by all affected parties, including the City. The City has a legislated responsibility to manage the protection of source water used for drinking.
2. To the extent that the City can comment on this application with the information provided, the City does not support the construction and operation of the proposed buildings, nor does the City support the provision of overnight lodging in or near the watershed. Clearing, glading and avalanche mitigation activities are not desirable or compatible with the City's plan for protection of the Greeley Creek water supply.
3. Acknowledging also that this is currently an application for winter use only, the City does not support any human activity in the watershed, including the construction of

buildings or facilities in or near the watershed during the summer months due to the significant risk of wildfires and the catastrophic impact on water quality and supply such a fire could pose.

4. Road access to the egress locations is via a Private Railway Crossing (managed under the Railway Safety Act) which landowners and licensees (including the City of Revelstoke and Downie Timber) have access to under agreement with Canadian Pacific (CP). Should this tenure, or an amended version of such, be approved, the City requests assurance that a requirement be that the tenure holder gains legal access to the Private Rail Crossing through agreement with CP.
5. Further, the City requests to be notified for all referrals of developments and tenures near all City watersheds.

*Comments following discussion and meeting with the applicant:*

**City of Revelstoke:**

During the Regular Council Meeting held November 14, 2017 Revelstoke City Council passed the following resolution to support the application of the Revelstoke Backcountry Guides as follows:

“THAT a letter of support be submitted to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development regarding Revelstoke Backcountry Guides’ application for a modified commercial recreation tenure, overlapping into the upper northern reach of the Greeley Creek Watershed.”

The conditions that Council would agree to allow this area to be included in the tenure are as follows:

1. any travel in the watershed will be reserved for human powered skiing only (no helicopter landings/pickups except in the event of an emergency).
2. no tree cutting of any kind, improvements or alteration of the landscape will occur within the watershed.
3. travel in the watershed would be limited to 1500m and above except in the event of an emergency. Egress via Greeley creek is extremely unlikely due to the rugged nature of the terrain.
4. travel in the watershed occurs on an incidental basis (best skiing opportunities are drain into West Twin Creek).
5. travel patterns/tracks do not connect directly to/from Revelstoke Mountain Resort to limit likelihood of increased public traffic in the watershed.
6. any human waste produced will be immediately removed by the user to avoid and potential for contamination whatsoever.

**FLNRO Habitat Branch:** No objection to approval subject to the following conditions:

- The operation is fully compliant with the “Wildlife Guidelines for Backcountry Tourism/Commercial Recreation in British Columbia” as may be amended from time to time

([http://www.env.gov.bc.ca/wld/twg/documents/wildlife\\_guidelines\\_recreation\\_may06\\_v2.pdf](http://www.env.gov.bc.ca/wld/twg/documents/wildlife_guidelines_recreation_may06_v2.pdf)).

- The Management Plan states that “wood would be collected from standing dead throughout the extensive use area as well as flown into the site as needed.” Large standing dead trees (Wildlife Trees) provide valuable habitat for many species. In order to reduce the likelihood of impacting these habitats, removal of standing dead trees should be limited to those that are <30 cm diameter at breast height (DBH).
- Whitebark pine (*Pinus albicaulis*) is a Blue Listed species that is documented to occur within the proposed tenure area. Whitebark pine should not be cut or felled unless it constitutes a hazard as determined by a certified Wildlife Tree Assessor.
- All operations need to be compliant with the Wildlife Act ([http://www.bclaws.ca/civix/document/id/consol24/consol24/00\\_96488\\_01](http://www.bclaws.ca/civix/document/id/consol24/consol24/00_96488_01)). Works that could adversely affect nesting birds should be done outside of the April 1st – Aug 31st bird nesting period unless a bird nest survey is conducted by a Qualified Environmental Professional (QEP). Nests of certain birds of prey are protected regardless of occupancy.
- No structures should be located within 30m of any “stream” (as defined by the Water Sustainability Act).
- The southernmost proposed flight path is within 1500m of known mountain goat late summer range and should not be used during the snow free period. Goat presence during winter has not been verified. Extra care should be taken during winter operations and if any signs of mountain goats are observed a flight path >1500m from the areas(s) be used instead as per the “Wildlife Guidelines for Backcountry Tourism/Commercial Recreation in British Columbia”. Locations of mountain goats or their sign should be submitted to the FLNRORD Revelstoke Ecosystem Specialist for information purposes.
- Withdrawal of water for use at the intensive use site(s) is likely subject to the Water Sustainability Act.

**FLNRO Columbia Forest District:** No objection subject to conditions:

As stated in the Proponent's Management Plan, an Occupant Licence to Cut will need to be issued for Helipad Landing, Danger Tree falling and other activities requiring tree cutting.

**Overlapping tenures:** No conflict.

*CSRD staff understand that the following overlapping tenures have no conflict with the updated RBG Winter Backcountry Recreation Tenure Management Plan, dated December 13, 2017.*

- 4404314 – Section 17 Designated Use Area
- 4400355 – Section 16 Map Reserve communication site
- 4403112 – Stat ROW City of Revelstoke
- 4403722 – LOO for Public Works – City of Revelstoke
- 4404381 – LOO Communication site TM Mobile
- 4405462 – LOO Selkirk Tangiers – summer use



## REASONS FOR DECISION

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**FILE NUMBER:** 4405817

**APPLICANT:** Revelstoke Backcountry Guides Inc.

**BACKGROUND:**

The proponent applied for a Licence of Occupation for Adventure Tourism backcountry ski touring and split boarding purpose, in Revelstoke, BC. The application includes an extensive use area for ski touring and a secondary intensive use hut within the extensive use area. The hut will be used as a base for operations and will consist of a wood framed building, outhouse, and storage shed. Use is primarily human powered, with minimal helicopter use proposed.

**DECISION:** OFFERED

**REASONS FOR DECISION:**

Proposal is consistent with government policy and consistent with government zoning. No significant impacts on the environment have been identified by mandated agencies.

For more information contact Erin Keith at (250) 426-1782.

Rick Fraser, Senior Authorizations Specialist, Crown Land Authorizations  
Kootenay Boundary



# BOARD REPORT

**TO:** Chair and Directors

<b>File No:</b> BL851-13 PL20180000065
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**SUBJECT:** Electoral Area B: Electoral Area B Zoning Amendment (Boulder Mountain Resort) Bylaw No. 851-13

**DESCRIPTION:** Report from Erica Hartling, Development Services Assistant, dated November 21, 2018.  
3069 Trans Canada Hwy, West Revelstoke

**RECOMMENDATION #1:** THAT: "Electoral Area B Zoning Amendment (Boulder Mountain Resort) Bylaw No. 851-13" be given second reading, as amended, this 7<sup>th</sup> day of December, 2018.

**RECOMMENDATION #2:** THAT: a public hearing to hear representations on Electoral Area B Zoning Amendment (Boulder Mountain Resort) Bylaw No. 851-13 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 Alternate Director Andy Parkin of Electoral Area B, being that in which the land concerned is located, and the Alternate Director give a report of the public hearing to the Board.

## SHORT SUMMARY:

The proposal is to rezone 2.3 ha of Crown land, situated east and adjacent to the existing Boulder Mountain Resort property, from RSC - Rural Resource to HC - Highway Commercial; to permit tenting sites for the camping season. The proposal also includes new tourist cabins on the west side of the Boulder Mountain Resort (BMR) property, ten in the form of park model buildings and three stick built. Two of the proposed stick built cabins are over the permitted floor area for a tourist cabin and a site specific regulation under the HC zone is proposed to allow for a maximum of two 150 m<sup>2</sup> tourist cabins on the subject property. Electoral Area B Zoning Amendment (Boulder Mountain Resort) Bylaw No. 851-13 (Bylaw No. 851-13) also proposes to amend the definition of a tourist cabin to include park model as a permitted building type; and amend the HC and RC1 - Resort Commercial 1 zones by removing camping spaces from the additional servicing and lot size density restriction and base this density restriction on tourist cabins alone. The bylaw has been amended at second reading to clearly list and outline the correct lettering in Section 5.12 (1), to reflect the addition of lodge and tourist cabin as principal uses.

The bylaw was given first reading and the Board 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, as amended, and forwarded to a public hearing.

**VOTING:**Unweighted  
Corporate☐LGA Part 14  
(Unweighted)☒Weighted  
Corporate☐Stakeholder  
(Weighted)☐**BACKGROUND:**

See "2018-08-16\_Board\_DS\_BL851-13\_Boulder\_Mountain\_Resort.pdf" and "Maps\_Plans\_Photos\_BL851-13.pdf" attached.

**Update****SITE COMMENTS:**

Part of the proposal includes placement of new tourist cabins on the west side of the BMR property, ten in the form of park model buildings. Staff previously noted in the August 16, 2018 Board presentation, that there were two tourist cabin park model buildings located on the subject property (placed on site last winter). The applicant was advised in spring 2018 that the park models are currently not permitted tourist cabin building types, but that these two could remain during the rezoning process but no more could be brought on to the property. One purpose of the rezoning application is to recognise a park model building as a tourist cabin, which is a permitted use in the HC zone. If the rezoning was not approved the two park models would need to be removed from the property.

Since first reading of Bylaw No. 851-13, staff have been notified in October that the applicant has now located up to six more park models on the subject property prior to the required approvals, creating a total of eight tourist cabins out of the proposed ten. Staff have been in contact with the applicant and have reiterated that the CSRD has not approved the location and use of these park models on the subject property; the park models are not to be used or occupied on site until the Board adopts Bylaw No. 851-13. If the Board does not adopt Bylaw No. 851-13, and the property owner does not bring the property into compliance and remove the park models, staff will initiate bylaw enforcement.

**POLICY:**

See "2018-08-16\_Board\_DS\_BL851-13\_Boulder\_Mountain\_Resort.pdf" attached.

**FINANCIAL:**

See "2018-08-16\_Board\_DS\_BL851-13\_Boulder\_Mountain\_Resort.pdf" attached.

If the Board does not adopt the proposed amending bylaw, and the owner does not bring the property into compliance and remove the park models, the Board may choose to direct staff to seek a legal opinion regarding possible court action. Costs for the legal opinion and possible court action, although partially recoverable through court, could nonetheless be substantial. Staff involvement in legal action is not recoverable.

**KEY ISSUES/CONCEPTS:**

See "2018-08-16\_Board\_DS\_BL851-13\_Boulder\_Mountain\_Resort.pdf" attached.

**Update**

Referral responses are attached, see "Agency\_Referral\_Responses\_BL851-13.pdf".

The Board gave first reading to Bylaw No. 851-13 at its August 16, 2018 Board meeting and directed staff to refer the bylaw to applicable agencies and First Nations for comment. Referral comments have now been received and are summarized in the Communications section of this report and are also detailed and commented on below.

The Area B Advisory Planning Commission (APC) reviewed the application at their September 5, 2018 meeting. Staff attended this meeting and presented and listened to the APC's remarks and discussion on the application. The APC recommend approval of Bylaw No. 851-13, with two additions.

1. The APC had one concern with the proposed tenting sites on the Crown land and recommended that there be adequate bear proofing considered. The applicant was also in attendance and have confirmed with staff that they will be submitting a bear proofing plan, which staff will include in the active Commercial Development Permit No. 850-28 to be presented to the Board at a later date.
2. The APC also discussed usage of the BMR property and asked the applicant if they were intending on using the property for seasonal use. At the time, the applicant had not considered this type of use but noted that they may want to operate seasonally in the future. The APC recommended and approved adding seasonal use to the amending Bylaw No. 851-13. Currently, the subject property is zoned for temporary commercial use (less than 4 consecutive weeks). Staff discussed the application further with the applicant and it was determined that temporary commercial use is consistent with their proposal and the applicant will not be requesting an additional special regulation permitting seasonal use.

The City of Revelstoke recommended approval subject to three conditions:

1. The proposed development must follow and be in accordance with the Source Water Protection Strategy: Big Eddy Waterworks District.
  - a. Interior Health (IH) was referred the bylaw and asked to comment on the Source Water Protection Strategy. IH responded stating they have no concerns with the proposed development and has been determined the water source does not require disinfection treatment.
2. Structures on the subject property shall follow and be in accordance with the BC Fire Code prior to any additional development activity.
  - a. The buildings and structures on the property will follow and be in accordance with the BC Fire Code prior to any Building Permits being issued.
3. The proposed development shall consult with the Revelstoke RCMP Detachment to have a Crime Prevention through Environmental Design (CPTED) review prior to CSRD final approval.
  - a. The applicant has notified staff that they will contact the RCMP to complete a review.

Adams Lake Indian Band (ALIB) initially objected Bylaw No. 851-13, noting that their concerns with the development are due to a known historic trade trail in the area. The applicant has since reached out to ALIB and has advised them that work will be stopped if any archaeological sites are found.

## **SUMMARY:**

The bylaw has been amended at second reading to clearly list and outline the correct lettering in Section 5.12 (1), to reflect the addition of lodge and tourist cabin as principal uses.



Staff are recommending that Bylaw No. 851-13, as amended, be considered for second reading and forwarded 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 first became aware of the application when a notice of application sign was posted on the property. As of the date of this report, no written submissions from the public have been received. If the Board approves the staff recommendation, a public hearing will be scheduled to receive input from the public.

## **COMMUNICATIONS:**

If the Board supports second reading of Bylaw No. 851-13, as amended, and delegates a Public Hearing, staff will proceed with notification of property owners within 100 metres and publication of notices as required by the Local Government Act.

Bylaw No. 851-13 was referred to the following agencies and First Nations for comments, which are summarized below. Referral responses are attached, see "Agency\_Referral\_Responses\_BL851-13.pdf".

- Area B Advisory Planning Commission:  
Recommend approval, with two additions. See discussion in Key Issues/Concepts of this report.
- Archaeology Branch:  
Interest unaffected.
- Interior Health (IH):  
No objections. Noted IH approvals that are still required.
- Ministry of Transportation and Infrastructure:  
No concerns. Preliminary Approval is granted for Bylaw No. 851-13.
- Ministry of Environment:  
No objections.
- CSRD Operations Management department:  
Fire Service Coordinator: Adequate access for emergency vehicles as per MOTI guidelines is required. FireSmart guidelines should be encouraged.  
All other: no concerns.
- CSRD Financial Services:  
Interests Unaffected by Bylaw.
- City of Revelstoke:  
Approval recommended subject to conditions. See discussion in Key Issues/Concepts of this report.
- Adams Lake Indian Band:  
Objects rezoning (initial comments). See update in Key Issues/Concepts of this report.

- Little Shuswap Indian Band (LSLIB):  
Approval recommended subject to conditions. Due to sensitive archaeology information, LSLIB conditions are available from staff.

The following agencies did not respond to the request for comments:

- Ministry of Forests, Lands, Natural Resource Operations and Rural Development
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Land Authorizations
- Akisqnuq First Nation
- Ktunaxa Nation Council
- Lower Kootenay Band
- Lower Similkameen Indian Band
- Neskonlith Indian Band
- Okanagan Indian Band
- Okanagan Nation Alliance
- Penticton Indian Band
- Shuswap Indian Band
- Simpcw First Nation
- Splots'in First Nation
- St. Mary's Indian Band
- Tobacco Plains Indian Band

#### **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:**

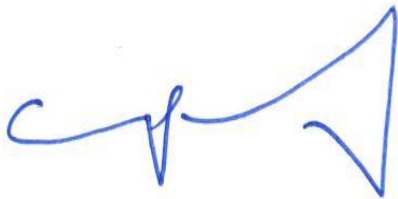
1. Electoral Area B Official Community Plan Bylaw No. 850
2. Electoral Area B Zoning Bylaw No. 851
3. LSLIB Referral Response
4. Crown Land Tenure Application and Management Plan
5. ROWP Letter
6. Sewerage Permit, August 24, 2017
7. Commercial DP, issued July 18, 2013
8. Waterworks Construction Permit, October 10, 2017
9. RAR DP, issued June 14, 2013
10. Terrain Stability Assessment, completed by Onsite Engineering Ltd. dated December 14, 2012
11. Riparian Areas Assessment, completed by Azimuth Forestry and Mapping Solution dated December 10, 2012



**Report Approval Details**

Document Title:	2018-12-07_Board_DS_BL851-13_Boulder_Mountain_Resort.docx
Attachments:	<ul style="list-style-type: none"><li>- BL851-13_Second.pdf</li><li>- 2018-08-16_Board_DS_BL851-13_BoulderMountainResort.pdf</li><li>- BL851-13_First.pdf</li><li>- Agency_Referral_Responses_BL851-13.pdf</li><li>- Maps_Plans_Photos_BL851-13.pdf</li></ul>
Final Approval Date:	Nov 27, 2018

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



**Corey Paiement - Nov 26, 2018 - 4:34 PM**



**Gerald Christie - Nov 27, 2018 - 10:20 AM**

**No Signature - Task assigned to Lynda Shykora was completed by assistant Jennifer Sham**

**Lynda Shykora - Nov 27, 2018 - 3:39 PM**



**Charles Hamilton - Nov 27, 2018 - 3:47 PM**

COLUMBIA SHUSWAP REGIONAL DISTRICTELECTORAL AREA B ZONING AMENDMENT(BOULDER MOUNTAIN RESORT) BYLAW NO. 851-13A 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, Part 1 – Definitions, Section 1.0 is hereby amended as follows:

by replacing the existing definition of "TOURIST CABIN" with the following:

TOURIST CABIN is the use of land for a detached *building or park model* used exclusively for tourist accommodation for the *temporary* accommodation for the traveling public."

- ii) Schedule A, Zoning Bylaw Text, Part 5 – Zones, Section 5.12 is hereby amended as follows:

by deleting (a) to (v) in their entirety from subsection (1) and replacing them with the following:

- (a) *amusement establishment*
- (b) *campground*
- (c) *convenience store*
- (d) *day care*
- (e) *hotel*
- (f) *general trade contracting office and works yard*
- (g) *lodge*
- (h) *mini storage*
- (i) *motel*
- (j) *office*
- (k) *owner/operator dwelling*
- (l) *outdoor sales*
- (m) *personal service*
- (n) *plant nursery and services*
- (o) *pub*
- (p) *public assembly facility*
- (q) *recycling drop-off facility*
- (r) *rental shop*
- (s) *restaurant*
- (t) *retail store*

- (u) *service station*
- (v) *single family dwelling*
- (w) *tourist cabin*
- (x) *wholesale establishment*

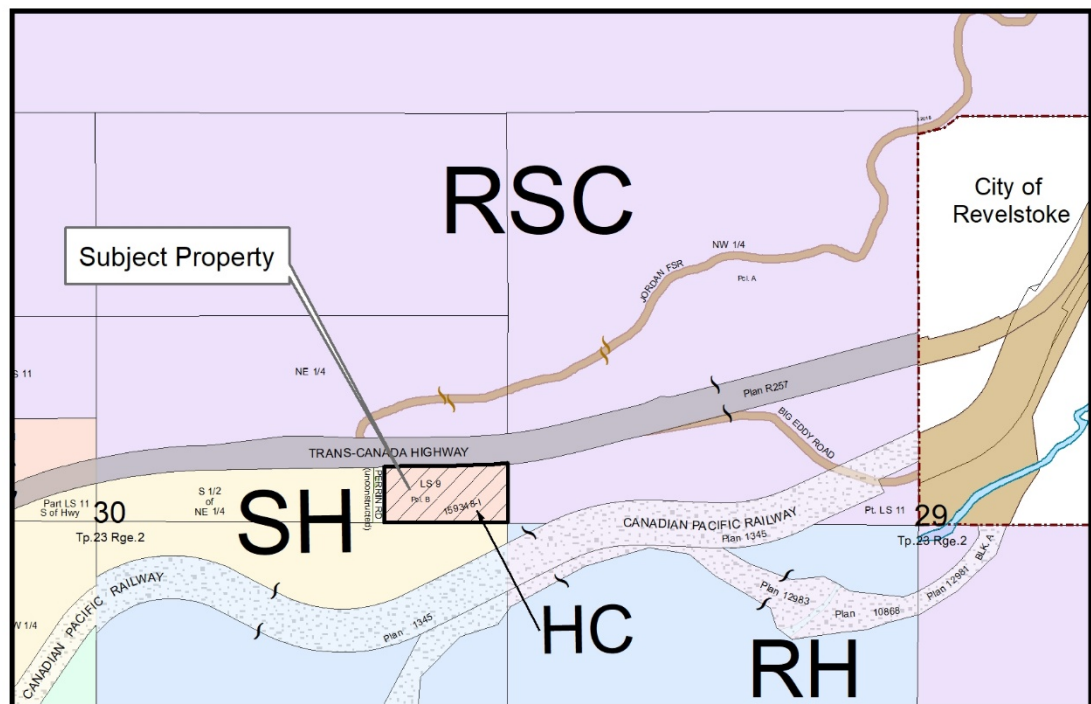
by adding (d) *staff accommodation* to subsection (2); deleting (d) *tourist cabin* from subsection (2)

by inserting the following Special Regulation subsection (5):

### **“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 3.16 (1)(a), only two of the permitted tourist cabins shall each have a floor area up to and no more than 150 m<sup>2</sup>, on the property legally described as Parcel B (See 1593481), Legal Subdivision 9, Section 30, Township 23, Range 2, West of the 6<sup>th</sup> Meridian, Kootenay District, as shown hatched on the map below.



- iii) Schedule A, Zoning Bylaw Text, Part 5 – Zones, is amended by deleting Section 5.12(3)(d) and 5.14(3)(d) in their entirety and replacing them with the following:

<p>(d) Maximum density of tourist cabins per parcel</p> <ul style="list-style-type: none"> <li>▪ where a <i>parcel</i> is serviced by both a <i>community sewer system</i> and a <i>community water system</i></li> <li>▪ in all other cases</li> </ul>	<ul style="list-style-type: none"> <li>▪ 40 per hectare</li> <li>▪ 6 per hectare</li> </ul>
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## B. MAP AMENDMENTS

- i) Schedule B, Zoning Overview Maps and Schedule C, Zoning Mapsheets are hereby further amended by:

rezoning that part of the Parcel A (See 85285I) of the North West Quarter of Section 29, Township 23, Range 2, West of the 6<sup>th</sup> Meridian, Kootenay District, Except Part Included in Plan R257, containing 2.3 hectares, which part is more particularly shown hatched on Schedule 1 attached hereto and forming part of this bylaw from, RSC Rural and Resource to HC Highway Commercial.



2. This bylaw may be cited as "Electoral Area B Zoning Amendment (Boulder Mountain Resort) Bylaw No. 851-13"

READ a first time this \_\_\_\_\_ 16<sup>th</sup> \_\_\_\_\_ day of \_\_\_\_\_ August \_\_\_\_\_, 2018.

READ a second time as amended this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

READ a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Approved pursuant to Section 52(3)(a) of the Transportation Act this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
CHAIR

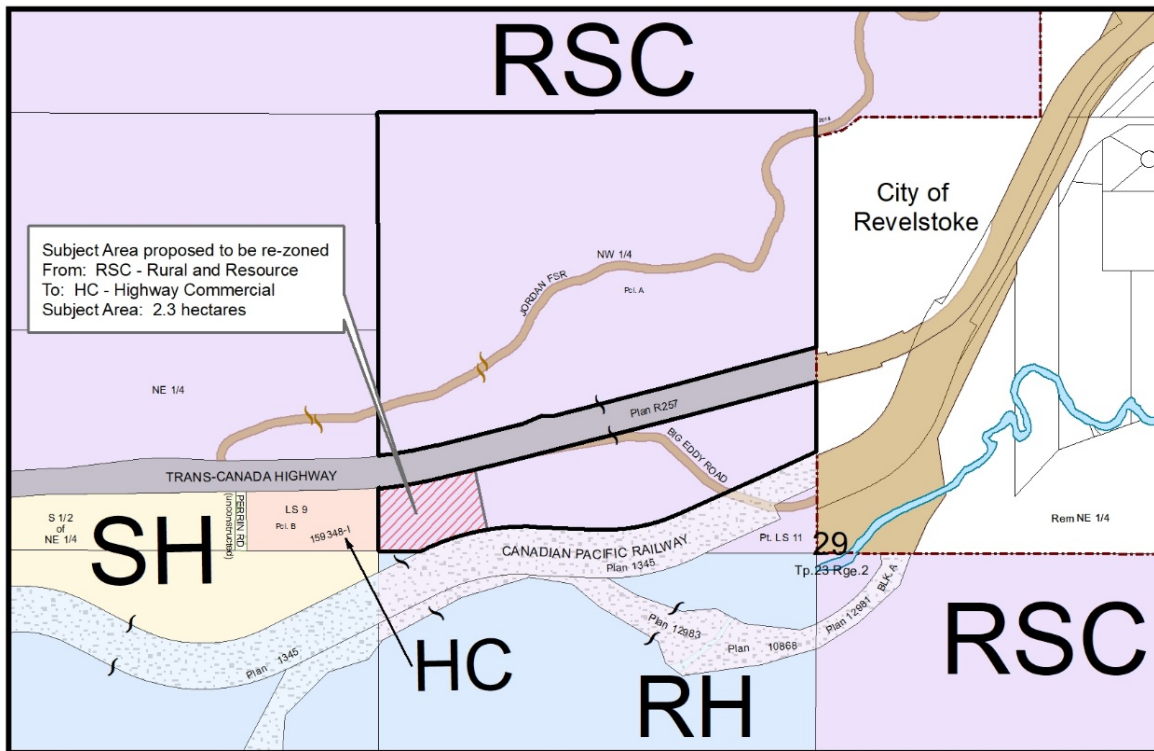
CERTIFIED a true copy of Bylaw No. 851-13  
as read a third time.

CERTIFIED a true copy of Bylaw No. 851-13  
as adopted.

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Corporate Officer

**Schedule 1**  
**Electoral Area B Zoning Amendment (Boulder Mountain Resort) Bylaw No. 851-13**





# BOARD REPORT

**TO:** Chair and Directors

**File No:** BL851-13  
PL20180000065

**SUBJECT:** Electoral Area B: Electoral Area B Zoning Amendment (Boulder Mountain Resort) Bylaw No. 851-13

**DESCRIPTION:** Report from Erica Hartling, Development Services Assistant, dated August 1, 2018.  
3069 Trans Canada Hwy, West Revelstoke

**RECOMMENDATION #1:** THAT: "Electoral Area B Zoning Amendment (Boulder Mountain Resort) Bylaw No. 851-13" be read a first time this 16<sup>th</sup> day of August, 2018.

**RECOMMENDATION #2:** THAT: the Board utilize the simple consultation process for Bylaw No. 851-13, and it be referred to the following agencies and First Nations:

- Area B Advisory Planning Commission;
- Interior Health Authority;
- Ministry of Transportation and Infrastructure;
- Ministry of Environment;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Land Authorizations;
- CSR D Operations Management;
- CSR D Financial Services;
- City of Revelstoke;
- All relevant First Nations Bands and Councils.

## SHORT SUMMARY:

The properties that are subject to this rezoning amendment application are located approximately 3.5 km west of the City of Revelstoke, off the Trans-Canada Highway and north of the railway line, in Electoral Area B. The proposal is to rezone 2.3 HA of Crown land, situated east and adjacent to the existing Boulder Mountain Resort property, from RSC - Rural Resource to HC - Highway Commercial; to permit tenting sites for the April-October camping season. The proposal also includes new tourist cabins on the west side of the Boulder Mountain Resort (BMR) property, ten in the form of park model buildings and three stick built. Two of the proposed stick built cabins are over the permitted floor area for a tourist cabin and a site specific regulation under the HC zone is proposed to allow for two 150 m<sup>2</sup> tourist cabins on the subject property. Bylaw No. 851-13 also proposes some minor text amendments to provide clarification and consistency throughout the bylaw.

## VOTING:

Unweighted  
Corporate

☐

LGA Part 14  
(Unweighted)

☒

Weighted  
Corporate

☐

Stakeholder  
(Weighted)

☐

## BACKGROUND:

### PROPERTY OWNERS:

1. Urban Enterprises Corp., Inc. No. A0087871 (BMR)

## 2. Province of British Columbia (Crown land)

### AGENT:

Jason (J.C.) Carlin c/o Boulder Mountain Resort

### ELECTORAL AREA:

B

### LEGAL DESCRIPTION:

BMR = Parcel B (See 1593481), Legal Subdivision 9, Section 30, Township 23, Range 2, West of the 6th Meridian, Kootenay District

Crown land = Parcel A (See 85285I) of the North West Quarter of Section 29, Township 23, Range 2, West of the 6th Meridian, Kootenay District, Except Part Included in Plan R257

### PID:

BMR = 008-081-620

Crown land = 016-651-782

### CIVIC ADDRESS:

BMR = 3069 Trans Canada Hwy, Revelstoke, BC

Crown land = Trans Canada Hwy, Revelstoke, BC

### SURROUNDING LAND USE PATTERN:

North = Trans-Canada Hwy, Crown land

South = Rural vacant private land, railway line

East = Crown land, portion of application for tenting sites

West = Ministry of Transportation and Infrastructure, vacant land

### CURRENT USE:

BMR = commercial resort/campground: camping spaces, lodge building (including 2 tourist accommodation units, office, and washrooms), and utility and washroom buildings

Crown land = vacant

### PROPOSED USE:

BMR = commercial resort/campground: addition of 13 tourist cabins, 9 camping spaces, and an outdoor pool

Crown land = commercial resort/campground: 14 tenting sites with 2 pit toilets

### PARCEL SIZE:

BMR = 2.77 HA | 6.85 Acres

Crown land = 56.10 HA | 138.63 Acres (subject area for the proposed BMR campground extension is 2.3 HA)

### DESIGNATION:

Electoral Area B Official Community Plan Bylaw No. 850

BMR = HC - Highway Commercial

Crown land = RSC - Rural and Resource

**ZONE:**

Electoral Area B Zoning Bylaw No. 851

BMR = HC - Highway Commercial

Crown land = RSC - Rural and Resource

**PROPOSED ZONE:**

BMR = HC - Highway Commercial, with site specific regulation

Crown land (2.3 HA) = HC - Highway Commercial

**SITE COMMENTS:**

See "Maps\_Plans\_Photos\_BL851-13.pdf" attached.

The subject property (i.e. BMR - Boulder Mountain Resort) has been operated as a campground/RV park for over 40 years, formerly known as Canada West RV Park. The property is located off of the Trans-Canada Highway, north of the railway line, and contains a freshwater spring that originates upslope of the Trans-Canada highway, approximately 400 m from the property. Pawlitsky Spring (local name) was day lighted and diverted in the early 1970's to supply the campground with potable water. Pawlitsky Spring is located in the center of the resort and flows south for approximately 100 m before leaving the property.

The resort property was issued a Riparian Area Regulation (RAR) Development Permit and a Commercial Development Permit in 2013, for a group camping area (just outside the designated SPEA), new electrical building and washroom, and a renovation to an existing utility building. The BMR property and subject Crown land do not contain steep slopes; however, the RAR report was accompanied by a geotechnical engineer's stability assessment for the sidewalls of the creek.

The previous owner completed minor repairs and maintenance to existing infrastructure, as well as built the new washroom building. The current owner purchased the subject property in April 2017 and renamed the campground/RV park to Boulder Mountain Resort. The owner reduced the east resort's existing 32 RV sites to 23, to create a more spacious experience for campers and to reduce the strain on the existing east park's septic system. The owner has also completed interior renovations to the main office/lodge building (before adoption of Building Bylaw No. 660), removed the two existing ATCO trailers, and completed substantial improvements to water, septic and electrical services in order to effectively service the existing and proposed uses of the resort.

The owner is now proposing: tent sites (camping spaces) to the west of the resort's existing RV sites (outside the designated SPEA), walk-in tent sites on the Crown land to the east (currently treed and vacant), and an addition of 13 tourist cabins on the west side of the resort.

**POLICY:**

**Electoral Area 'B' Official Community Plan Bylaw No. 850**

2. Planning Strategy

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.

### 3. Rural Resource

#### 3.3 Policies - 3.3.7

Develop a zone for resort or intensive recreation uses on Crown Land and require rezoning approval for new resort or intensive recreation uses. This process will provide an opportunity for public input and a comprehensive review of the proposal including: environmental impact (sensitive and hazardous areas), servicing (water, sewer, roads, power generation, waste disposal) and other relevant issues.

### 4. Residential

#### 4.4 Community Specific Policies - 4.4.24 West Revelstoke – Trans-Canada Highway

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.

### 5. Commercial

#### Highway Commercial

5.3.8 The Highway Commercial area is a gateway to the City of Revelstoke and emphasis will be placed on ensuring that development contributes to a positive image of the community, including:

- a. the development of an attractive gateway to the community through careful building and site design, landscaping and signage;
- b. efficient circulation of vehicles and pedestrians;
- c. effective screening and buffering of commercial uses from adjacent residential uses; and
- d. development will be subject to a development permit subject to the Commercial Development Permit Area (Section 5.4).

#### 5.4 Commercial Development Permit Area

The form, character, appearance and landscaping of commercial properties is an important part of what makes a place attractive and livable. The commercial properties in Area 'B' are located in areas that are highly visible (e.g. Trans-Canada Highway) and/or focal points within communities. Attention to design details will ensure that a high development standard is maintained for commercial areas.

\*A Commercial Development Permit is required for the proposed development due to the commercial designation. Staff are processing Development Permit No. 850-28 concurrently with Bylaw No. 851-13. If Bylaw No. 851-13 reaches adoption, then DP 850-28 will also be presented to the Board of Directors at this meeting.

## **Electoral Area B Zoning Bylaw No. 851**

### **Part 5: Zones**

#### **Crown land: 5.3 Rural and Resource - RSC**

#### Principal Uses

- (1) The *uses* stated in this subsection and no others are permitted in the Rural and Resource zone as *principal uses*, except as stated in Part 3: General Regulations:
  - (a) *airfield*

- (b) *agriculture*
- (c) *aquaculture*
- (d) *backcountry recreation*
- (e) *forestry*
- (f) *guest ranch*
- (g) *horticulture*
- (h) *kennel*
- (i) *small-scale sawmill*
- (j) *resource extraction*
- (k) *single family dwelling*
- (l) *standalone residential campsite*
- (m) *timber harvesting*

#### Secondary Uses

- (2) The *uses* stated in this subsection and no others are permitted in the Rural and Resource zone as *secondary uses*, except as stated in Part 3: General Regulations:

- (a) *accessory use*
- (b) *home occupation*
- (c) *residential campsite*
- (d) *secondary dwelling unit*

#### **Boulder Mountain Resort:** 5.12 Highway Commercial - HC

#### Principal Uses:

- (1) The *uses* stated in this subsection and no others are permitted in the Highway Commercial zone as *principal uses*, except as stated in Part 3: General Regulations:

- (a) *amusement establishment*
- (b) *campground*
- (c) *convenience store*
- (d) *day care*
- (e) *hotel*
- (f) *general trade contracting office and works yard*
- (g) *mini storage*
- (h) *motel*
- (i) *office*
- (j) *owner/operator dwelling*
- (k) *outdoor sales*
- (l) *personal service*
- (m) *plant nursery and services*
- (n) *pub*
- (o) *public assembly facility*
- (p) *recycling drop-off facility*
- (q) *rental shop*
- (r) *restaurant*
- (s) *retail store*
- (t) *service station*
- (u) *single family dwelling*



(v) *wholesale* establishment

#### Secondary Uses:

(2) The *use* stated in this subsection and no others are permitted in the Highway Commercial zone as a *secondary use*, except as stated in Part 3: General Regulations:

- (a) *accessory use*
- (b) *home occupation*
- (c) *secondary dwelling unit*
- (d) *tourist cabin*

(c) Maximum parcel coverage: 40%

(d) Maximum density of tourist cabins or camping spaces per parcel

- where a parcel is serviced by both a community sewer system and a community water system = 40 per hectare
- in all other cases = 6 per hectare

(i) Combined maximum number of camping spaces and hotel/motel/lodge units per parcel = 50

(k) Maximum height for:

- principal buildings and structures = 11.5 m
- accessory buildings = 10 m

(j) Minimum *setback* from:

- *front parcel boundary* = 5 m
- *interior side parcel boundary* = 5 m
- *exterior side parcel boundary* = 5 m
- *rear parcel boundary* = 5 m

#### Part 4: Parking and Loading Regulations

- Campground: one parking space for each camping space plus one visitor parking space per 10 camping spaces
- Hotel/motel/lodge: two parking spaces plus one per sleeping unit, one loading space, and four bicycle parking spaces
- Office: one parking space per 30 m<sup>2</sup> of floor area
- Tourist cabin: two per tourist cabin

#### Part 3: General Regulations

##### 3.16 TOURIST CABINS

(1) A tourist cabin must:

- (a) have a floor area of less than 65 m<sup>2</sup> ;
- (b) have a door direct to the outdoors; and
- (c) be located on a parcel 1 ha or larger in area.
- (d) have all parking associated with tourist cabin be on-site. Two (2) parking spaces shall be provided:
  - (i) per tourist cabin;
  - (ii) in compliance with the dimensions and access requirements as set out in Part 4 of this Bylaw;

#### Part 1: Definitions

BUILDING is a structure used or intended for supporting or sheltering a *use* or occupancy but does not include a tent, *recreational vehicle* or ***park model***;

CAMPGROUND is the *use* of land, *buildings* and structures for *temporary* accommodation in tents or *recreational vehicles* on *camping spaces*, and is not used as year round storage or accommodation for *residential use* for a period exceeding 182 days in a calendar year. This *use* may include accessory facilities for eating and assembly purposes, washrooms, bathing and laundry facilities, entrance kiosk, campground manager's accommodation, convenience retail with a maximum gross floor area of 100 m<sup>2</sup>;

CAMPING SPACE is the *use* of land in a *campground* for one *camping unit*;

CAMPING UNIT is one *recreational vehicle*, or one camping tent. ***Park models*** are not considered *camping units*;

LODGE is a *building* which complies with the definition of a "*hotel*" except that a lodge does not include a *restaurant* and areas used for public retail and public entertainment purposes;

OFFICE is the *use* of land, *buildings* and structures for the purpose of carrying out an occupation or professional activity but does not include retail sales, industrial *uses*, public assembly, or *personal service use*;

PARK MODEL is a trailer or recreational unit which conforms to CSA Z241 Standard for RVs and which has a *gross floor area* which does not exceed 50 m<sup>2</sup>;

RECREATIONAL VEHICLE is a vehicular-type of portable structure on wheels, without permanent foundation, that can be towed, hauled or driven and that is primarily designed for *use* as *temporary* living accommodation for the purposes of recreation, camping and travel, including, but not limited to, travel trailers, truck campers, camping trailers and self-propelled motor homes. ***Park models*** are not *recreational vehicles*;

TOURIST CABIN is the *use* of land for a detached ***building*** used exclusively for tourist accommodation for the *temporary* accommodation for the traveling public;

#### **FINANCIAL:**

There are no financial implications to the CSRD as a result of this application.

#### **KEY ISSUES/CONCEPTS:**

Staff is proposing that 2.3 HA of the subject Crown land be rezoned from RSC - Rural and Resource to HC - Highway Commercial. The HC Crown land will be subject to a provincial License of Occupation, which the owner has applied for. The License of Occupation would only permit non-serviced walk-in tenting sites, two pit toilets, and parking. Access to the Crown land parking area will be through the BMR property, there will be no additional accesses off of the Trans-Canada Highway.

As the applicant has proposed 10 tourist cabins in the form of cedar park model buildings, staff is proposing to amend the tourist cabin definition in Bylaw No. 851, to include park models as a permitted building type. Currently, Bylaw No. 851 does not permit the use of park models in any zone. As park models have a maximum floor area of 50 m<sup>2</sup> and are typically used for seasonal use, staff feel like they would be well suited as a tourist accommodation unit, specifically as a tourist cabin.

*Proposed text amendment to include Park Model in Tourist Cabin definition:*

TOURIST CABIN is the use of land for a detached *building* or ***park model*** used exclusively for tourist accommodation for the *temporary* accommodation for the traveling public.

The owner has purchased two 1850s timber frame cabins, to be moved onto the property and reconstructed and renovated as a future tourist accommodation project. These two proposed tourist cabins each will have a floor area greater than the permitted 65 m<sup>2</sup> and not more than 150 m<sup>2</sup>. Staff proposes to amend the HC zone to include a special regulation for the subject property only, 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 3.16 (1)(a), only two of the permitted tourist cabins shall each have a floor area up to and no more than 150 m<sup>2</sup>, on the property legally described as Parcel B (See 1593481), Legal Subdivision 9, Section 30, Township 23, Range 2, West of the 6<sup>th</sup> Meridian, Kootenay District.

During review of the rezoning application, staff found a few discrepancies in subsections (1), (2), and (3) of the HC zone and are proposing minor housekeeping amendments for clarity. Currently the densities of 'lodge' and 'staff accommodation' are regulated in the HC subsection (3) but are not listed as permitted uses under subsections (1) and (2). Tourist cabin is listed under subsection (2) and not in subsection (1) with the other principal tourist accommodation uses. Staff are proposing to amend the HC zone as follows:

- i) Schedule A, Zoning Bylaw Text, Part 5 – Zones, Section 5.12 is hereby amended as follows:

by adding (g) lodge and (v) tourist cabin to subsection (1)

by adding (d) staff accommodation to subsection (2); deleting (d) tourist cabin from subsection (2)

As camping spaces can either be serviced or non-serviced tent/RV sites, they do not require the same level of water and sewerage servicing as do tourist cabins. Currently, the HC zone regulates the density of camping spaces, motel/hotel/lodge units at a maximum of 50. In addition, the HC zone regulates the density of tourist cabins and camping spaces depending on the parcel size and level of servicing available. Staff are proposing to remove 'camping spaces' from the additional HC density restriction, as they do not require the same level of servicing as tourist cabins. The amendment will apply to both the HC and Resort Commercial 1 zones, as these two zones currently have the additional density restriction on tourist cabins and camping spaces.

- ii) Sections 5.12(3)(d) and 5.14(3)(d) are deleted in their entirety and replaced with the following:  
Maximum density of tourist cabins per parcel
  - where a parcel is serviced by both a community sewer system and a community water system = 40 per hectare
  - in all other cases = 6 per hectare

### **Sewage Disposal**

East Park: existing Type 1 gravity fed septic system services the campground section of BMR. The system consists of an approximately 3500 gallon tank and the field is unknown. It appears to be dry wells; but could be a linear field. The field has not been inspected, but a ROWP has submitted a letter stating that they have serviced and maintained the system for the last fifteen years and it appears to continue to be in good working order.

West Park: The lodge and the ten proposed 'park model' tourist cabins, will all be connected to a new pressure distribution system with Type 2 effluent to a sand mound. The agent has supplied a copy of a Record of Sewerage System and a ROWP's report for this system. The three proposed 'stick built' tourist cabins will be connected and serviced by their own septic system, this system will be designed once there are more concrete plans for the three tourist cabins, and a septic filing will be required with the building permit application for the three cabins.

### **Water Supply**

The subject property will be serviced by a waterworks system. The agent has supplied a copy of an issued waterworks construction permit for the subject property.

### **Access and Parking**

See "Maps\_Plans\_Photos\_BL851-13.pdf" attached.

Primary access to this property is from Trans-Canada Highway. The Ministry of Transportation and Infrastructure (MoT) is proposed to be sent a referral on the proposal, so any concerns they may have with the resort's access or parking will be noted. The agent has proposed more than the minimum required parking spaces for each of the permitted uses, as regulated in Bylaw No. 851.

### **RAR**

The proposed development is all located outside the SPEA and will meet the conditions of the issued RAR DP.

### **Commercial Development Permit**

Section 5.4 of the OCP designates a Commercial Development Permit Area (CDPA) for the purpose of establishing objectives for the form and character of commercial development. A Commercial Development Permit (DP) must therefore be issued prior to any new construction of, addition to or alteration of buildings or structures on the subject property. The owner has placed two new tourist cabins on the property without having first obtained a DP. The agent has applied for the necessary DP, but it cannot be processed until this rezoning has been completed.

### **Building Regulation**

The agent has applied for a building permit for the proposed tourist cabins, but it cannot be issued until this rezoning has been completed.

### **Crown Land**

The owner made a Crown land application for a License of Occupation for the subject Crown land to the east of BMR, for walk in tent sites that will be accessed from the existing resort. This Crown land application is pending approval of the rezoning application.

**SUMMARY:**

DS staff is recommending BL851-13 be given first reading and sent to the referral agencies listed below for the following reasons:

- The subject private property has been operated as a campground/RV resort for over 40 years and the current owner is continuing this permitted use.
- The rezoning is consistent with the OCP policies for the designated area.
- The current owner is working towards upgrading and improving the resort's layout and infrastructure to accommodate tourists with both cabin and camping options.
- The property's servicing has been upgraded and will adequately service the existing and proposed uses.
- The proposed tent sites on the Crown land portion, require a License of Occupation from the Province.
- The form, character, appearance, parking, and landscaping of the resort will be addressed in the required Commercial Development Permit.
- The proposed buildings require a Building Permit.

**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 is posted on the property.

**Referral Process**

The following list of referral agencies is recommended:

- Area B Advisory Planning Commission;
- Interior Health Authority;
- Ministry of Transportation and Infrastructure;
- Ministry of Environment;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Land Authorizations;
- CSRD Operations Management;
- CSRD Financial Services;
- City of Revelstoke;
- All relevant First Nations Bands and Councils.

**COMMUNICATIONS:**

If the Board gives Bylaw No. 851-13 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 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. Electoral Area B Official Community Plan Bylaw No. 850
2. Electoral Area B Zoning Bylaw No. 851
3. Riparian Areas Assessment, completed by Azimuth Forestry and Mapping Solution dated December 10, 2012
4. Terrain Stability Assessment, completed by Onsite Engineering Ltd. dated December 14, 2012
5. RAR DP, issued June 14, 2013
6. Commercial DP, issued July 18, 2013
7. Waterworks Construction Permit, October 10, 2017
8. Sewerage Permit, August 24, 2017
9. ROWP Letter
10. Crown Land Tenure Application and Management Plan

**Report Approval Details**

Document Title:	2018-08-16_Board_DS_BL851-13_BoulderMountainResort.docx
Attachments:	- BL851-13.pdf - Maps_Plans_Photos_BL851-13.pdf
Final Approval Date:	Aug 2, 2018

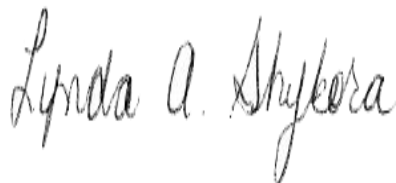
This report and all of its attachments were approved and signed as outlined below:

**No Signature - Task assigned to Corey Paiement was completed by workflow administrator Tommy Test**

**Corey Paiement - Aug 1, 2018 - 10:31 AM**



**Gerald Christie - Aug 2, 2018 - 9:51 AM**



**Lynda Shykora - Aug 2, 2018 - 2:01 PM**



**Charles Hamilton - Aug 2, 2018 - 2:10 PM**



COLUMBIA SHUSWAP REGIONAL DISTRICT  
ELECTORAL AREA B ZONING AMENDMENT  
(BOULDER MOUNTAIN RESORT) BYLAW NO. 851-13

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, Part 1 – Definitions, Section 1.0 is hereby amended as follows:

by replacing the existing definition of "TOURIST CABIN" with the following:

TOURIST CABIN is the use of land for a detached *building* or *park model* used exclusively for tourist accommodation for the *temporary* accommodation for the traveling public.

ii) Schedule A, Zoning Bylaw Text, Part 5 – Zones, Section 5.12 is hereby amended as follows:

by adding (g) lodge and (v) tourist cabin to subsection (1)

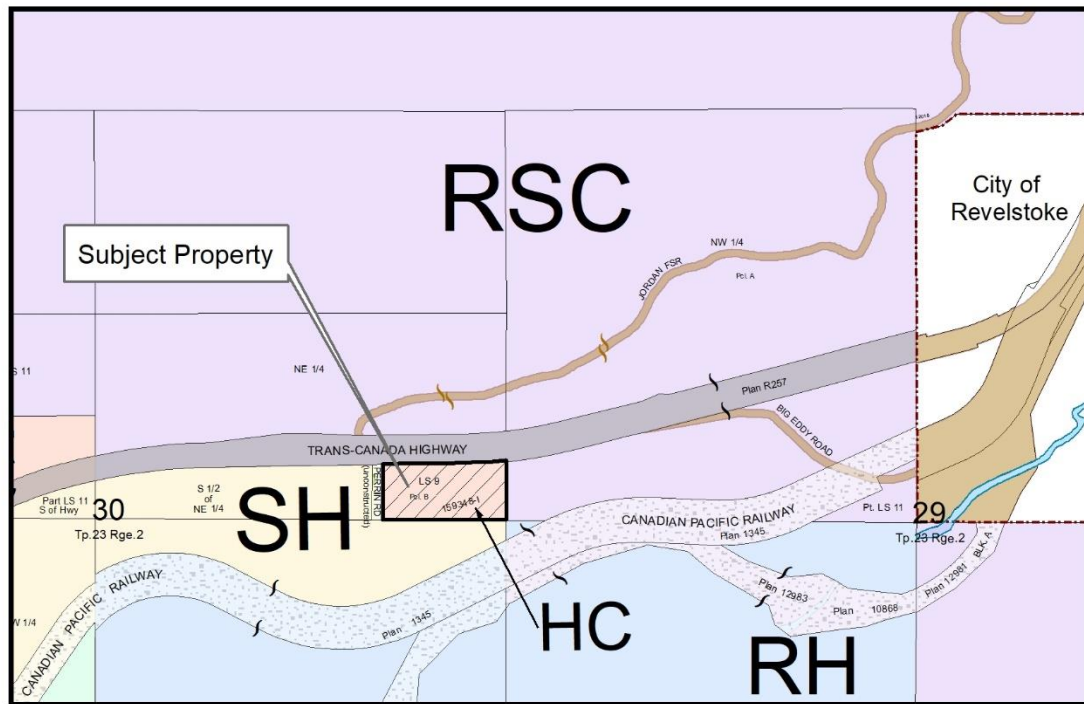
by adding (d) staff accommodation to subsection (2); deleting (d) tourist cabin from subsection (2)

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 3.16 (1)(a), only two of the permitted tourist cabins shall each have a floor area up and no more than 150 m<sup>2</sup>, on the property legally described as Parcel B (See 1593481), Legal Subdivision 9, Section 30, Township 23, Range 2, West of the 6<sup>th</sup> Meridian, Kootenay District, as shown hatched on the map below.



- iii) Sections 5.12(3)(d) and 5.14(3)(d) are deleted in their entirety and replaced with the following:

<p>(d) Maximum density of tourist cabins per parcel</p> <ul style="list-style-type: none"> <li>▪ where a <i>parcel</i> is serviced by both a <i>community sewer system</i> and a <i>community water system</i></li> <li>▪ in all other cases</li> </ul>	<ul style="list-style-type: none"> <li>▪ 40 per hectare</li> <li>▪ 6 per hectare</li> </ul>
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## B. MAP AMENDMENTS

- i) Schedule B, Zoning Overview Maps and Schedule C, Zoning Mapsheets are hereby further amended by:

rezoning that part of the Parcel A (See 852851) of the North West Quarter of Section 29, Township 23, Range 2, West of the 6<sup>th</sup> Meridian, Kootenay District, Except Part Included in Plan R257, containing 2.3 hectares, which part is more particularly shown hatched on Schedule 1 attached hereto and forming part of this bylaw from, RSC Rural and Resource to HC Highway Commercial.

2. This bylaw may be cited as "Electoral Area B Zoning Amendment (Boulder Mountain Resort) Bylaw No. 851-13"

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.

RECEIVED THE APPROVAL of the Ministry of Transportation and Infrastructure this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
CORPORATE OFFICER

CERTIFIED a true copy of Bylaw No. 851-13  
as read a third time.

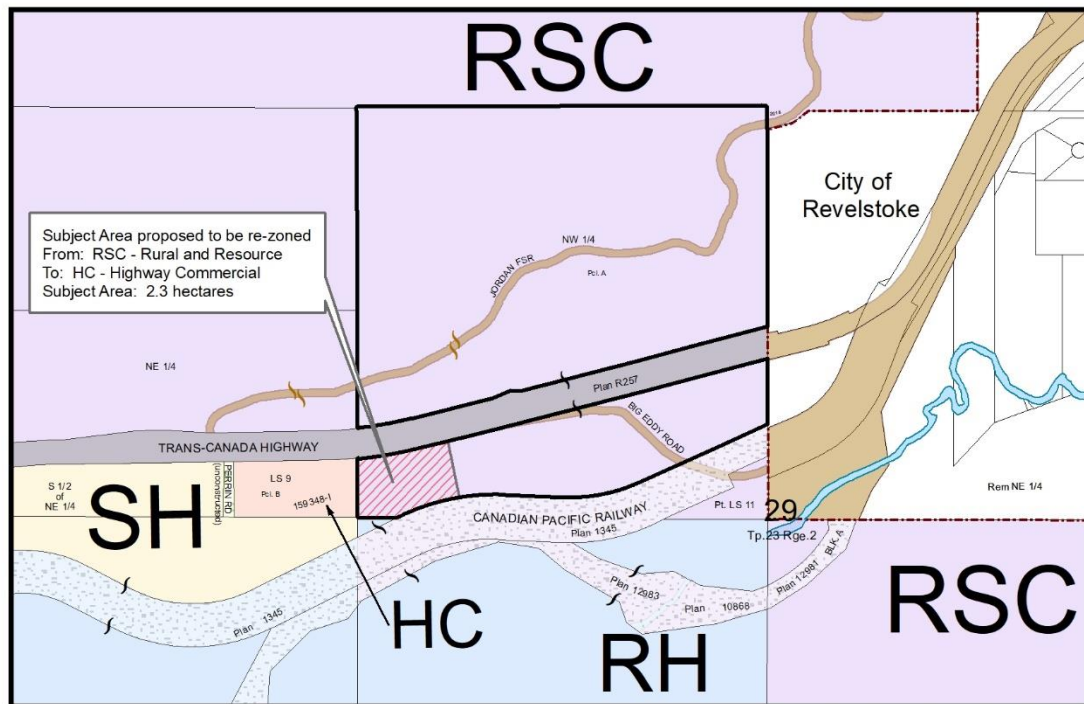
\_\_\_\_\_  
CHAIR

CERTIFIED a true copy of Bylaw No. 851-13  
as adopted.

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Corporate Officer

**Schedule 1**  
**Electoral Area B Zoning Amendment (Boulder Mountain Resort) Bylaw No. 851-13**



0360 40  
LC2559  
DVP851-03

Columbia Shuswap Regional District  
Electoral Area 'B' Advisory Planning Commission Minutes

Date: September 5, 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: Candace Benner Development Services Assistant  
Erica Hartling “

Guests: L. Parker Regional Director  
D. Stuart Alternate Regional Director

Call to Order: 12:00 PM

Additions to the Agenda: none

Application: Electoral Area B: Agricultural Land Commission (ALC) Application  
Section 20(3) – Non-Farm Use in the ALR LC2559B  
(Stephen Revell)

Delegation: Robert Lundberg Law Corporation Agent for S. M. Revell (Non-Farm Use in the ALR LC2559B)

Discussion: R. Lundberg provided a quick update on paperwork that was on it's way to the CSRD and mentioned in his opinion that the soil on the subject property was “useless” for agricultural purposes. This was followed with a question from a member as to whether the water and septic recommendations contained in the Dean's Tech Consulting report had been met. Mr. Lundberg was uncertain if they had been. The member also noted that the water report was based on one bedroom above the garage but the application was for two in that location.

- Moved by M. Cummings, second by, J. Maitre and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

*APC recommendation to the Board*

To not approve Electoral Area B: Agricultural Land Commission (ALC) Application Section 20(3) – Non-Farm Use in the ALR LC2559B (Stephen Revell) until the Dean's Tech Consulting recommendations are implemented and documented.

#for the motion	5
#opposed	0

Application: Electoral Area B: Electoral Area B Zoning Amendment (Boulder Mountain Resort) Bylaw No. 851-13

Delegation: Ray Redekopp J.C. Carlin Boulder Mountain Resort “

Discussion: Ms. Hartling provided background info on the Boulder Mountain Resort application followed by Mr. Redekopp who gave an overview of his vision for what he hopes to accomplish with the recently acquired property. Discussion ensued regarding bear proofing, especially in the proposed campground area, as well as the option of seasonal rentals in the winter months.

- Moved by B. Gadbois, second by, A. Parkin and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

*APC recommendation to the Board*

To recommend approval of Electoral Area B: Electoral Area B Zoning Amendment (Boulder Mountain Resort) Bylaw No. 851-13 with the addition of a Special Regulation to accommodate commercial seasonal use for this property as well as appropriate bear proofing.

#for the motion	5
#opposed	0

Application: Electoral Area B: Development Variance Permit No. 851-03 (Great Northern Snow-Cat Skiing Ltd.)

Delegation: Steven Ross (1990) Ltd. President, Great Northern Snow-Cat Skiing  
Christopher Brett Cbstudio Architecture

0360 40  
LC2559  
DVP851-03

Discussion: Ms. Benner gave a brief overview of the application followed by Mr. Ross who spoke to the history, the current state of the property and why the proposed variance was being requested. As the application appeared to be quite straightforward, discussion was minimal.

- Moved by J. Maitre, second by, A. M. Cummings resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

*APC recommendation to the Board*

To recommend approval of Electoral Area B: Development Variance Permit No. 851-03 (Great Northern Snow-Cat Skiing Ltd.) and Development Permit 850-32.

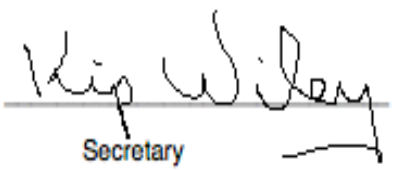
#for the motion	5
#opposed	0

Motion to adjourn, K. Wiley, 13:40

CERTIFIED CORRECT

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Chair

  
Secretary





## 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: Erica Hartling

[ehartling@csrd.bc.ca](mailto:ehartling@csrd.bc.ca)

FILE: BL 851-13

DATE: August 31, 2018

## RESPONSE SUMMARY

- |  |  |
|--|--|
| <input type="checkbox"/> Approval Recommended for Reasons Outlined Below   | <input checked="" type="checkbox"/> Interests Unaffected by Bylaw.               |
| <input type="checkbox"/> Approval Recommended Subject to Conditions Below. | <input type="checkbox"/> Approval not Recommended Due To Reasons Outlined Below. |
| <input type="checkbox"/> No Objections                                     |  |

According to Provincial records there are no known archaeological sites recorded on either property or in the vicinity of the properties.

There is always a possibility for unknown archaeological sites to exist on the property. Archaeological sites (both recorded and unrecorded) are protected under the *Heritage Conservation Act* and must not be altered or damaged without a permit from the Archaeology Branch. If any land-altering development is planned for the property, owners and operators should be notified that if an archaeological site is encountered during development, activities must be halted and the Archaeology Branch contacted at 250-953-3334 for direction.

The Archaeology Branch has no record of any trails in the immediate vicinity of these two parcels. However, as all archaeological sites (and trails which have portions that date back to at least 1846) are protected under the HCA whether recorded or not, if such a site is encountered during development, it must be avoided or a permit must be acquired from the Archaeology Branch if there are anticipated impacts to a site.

Please let me know if there are questions regarding this information.

Diana Cooper

**Diana Cooper** | Archaeologist/Archaeological Site Inventory Information and Data Administrator

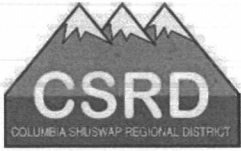
**Archaeology Branch** | Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Unit 3 – 1250 Quadra Street, Victoria, BC V8W2K7 | PO Box 9816 Stn Prov Govt, Victoria BC V8W9W3

Phone: 250-953-3343 | Fax: 250-953-3340 | Website: <http://www.for.gov.bc.ca/archaeology/>

Signed By: Diana Cooper Title Archaeological Site Inventory Information and Data Admin

Date: 13 September 2018 Agency Archaeology Branch

**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: Erica Hartling

[ehartling@csrd.bc.ca](mailto:ehartling@csrd.bc.ca)

FILE: BL 851-13

DATE: August 31, 2018

**RESPONSE SUMMARY**
☐ Approval Recommended for Reasons  
Outlined Below

☐ Interests Unaffected by Bylaw.

☐ Approval Recommended Subject to  
Conditions Below.

☐ Approval not Recommended Due  
To Reasons Outlined Below.

☒ No Objections

*Please also see letter attached.*

Signed By: *A. Ely*Title *Specialist Environmental Health Officer*Date: *Nov. 1, 2018*Agency *Interior Health*



November 1, 2018

Erica Hartling,  
Columbia Shuswap Regional District  
P.O. Box 978,  
Salmon Arm, BC, V1E 4P1  
[ehartling@csrd.bc.ca](mailto:ehartling@csrd.bc.ca)

Dear Ms. LeFloch:

**RE: File # BL851-13**

Boulder Mountain Resort  
Parcel B, LS9, S30, T23, R2, W6M, KD and Parcel A, Part NW ¼, LS9, S30, T23, R2, W6M,  
Except Plan R257

Thank you for the opportunity to provide comments on the above referenced referral.

It is my understanding this application is to rezone 2.3 ha of subject Crown Land to permit tenting sites, include a special regulation to HC-Highway Commercial zone to permit two 150m<sup>2</sup> tourist cabins on the Boulder Mountain Resort property only, and amend the definition of 'Tourist Cabin' to include 'park model' as a permitted building type. From a healthy community perspective Interior Health does not have any concerns regarding the proposed bylaw amendment.

Please note, I have been in contact with Brian Gregory and Jannine Kowalchuk, Environmental Health Officers for the Drinking Water System, and the Hot Tub and Swimming Pool, respectively. There were no concerns from their perspectives. A new well (BC Well Identification Plate # 43104) was completed January 9, 2018. A source water evaluation has since been completed, and it has been determined the water source does not require disinfection treatment to meet the 'Drinking Water Treatment Objectives (Microbiological) for Ground Water Supplies in British Columbia' (Nov. 2015).

The applicant is reminded Construction Permits are required from Interior Health *prior* to any construction of the proposed pool, hot tub and water system. For more information contact Interior Health Engineering Direct at 1-855-743-3550 or [engineeringdirect@interiorhealth.ca](mailto:engineeringdirect@interiorhealth.ca)

In addition, a Filing under the *Sewerage System Regulation* must be submitted prior to any alterations of the onsite sewerage system. It is important for the long term sustainability of onsite sewerage servicing for this parcel that adequately sized undeveloped land area, which is

Erica Hartling, CSRD  
November 1, 2018

Page 2 of 2

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not within the Crown Lease License of Occupation area, be maintained for future replacement sewage dispersal fields.

If you have any questions or concerns please feel free to contact me directly at 250-833-4114.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Ely". The signature is fluid and cursive, with the first letter of the first name being a large capital 'A'.

Anita Ely, CPHI(C)  
Specialist Environmental Health Officer  
Healthy Communities Team  
Population Health



Your File #: BL851-13

eDAS File #: 2018-05062

Date: Nov/01/2018

Columbia Shuswap Regional District  
Box 978  
Salmon Arm, British Columbia V1E 4P1  
Canada

Attention: Erica Hartling, Development Service Assistant

**Re: Proposed Bylaw Amendment for Boulder Mountain Resort – BL851-13**

Thank you for referring the proposed bylaw amendment for Boulder Mountain Resort property located west of Revelstoke in Area B.

The Ministry understands that the subject property, "Parcel (See 15348I) Legal Subdivision 9 Section 30 Township 23 Range 2 W6M Kootenay District PID 008-081-620" has operated as a campground for over 40 years. Access is via Perrin Road and the Trans-Canada Highway. The new owners of the property Urban Enterprises Corp have been issued an access permit. The Ministry does not foresee a significant increase in traffic with the proposed and continued use of the existing campground.

The Ministry's interests are unaffected by the proposal to permit tourist cabins on the Boulder Mountain Resort property and to amend the definition of "tourist cabin" to include park model as a permitted building type.

The Ministry also has no concerns with the proposal to rezone 2.3 hectares of Crown Land east of the Boulder Mountain Resort to Highway Commercial to allow for 13 tent sites under a License of Occupation (LOO). The Ministry understands that access will be via the Boulder Mountain Resort property and guests will access the sites by foot. Please note the Ministry does not support direct access to the LOO from the Trans-Canada Highway

Preliminary Approval is granted for the rezoning for one year 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

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:** Marianne Mertens  
**Sent:** Thursday, October 04, 2018 9:30 AM  
**To:** Marianne Mertens  
**Subject:** FW: Referral BL851-13  
**Attachments:** BL851-13 Referral return form.docx

---

**From:** ENV Nelson Referrals ENV:EX [mailto:ENVNelsonReferrals@gov.bc.ca]  
**Sent:** Thursday, October 04, 2018 9:22 AM  
**To:** Marianne Mertens <mmertens@csrd.bc.ca>  
**Subject:** Referral BL851-13

Hello Marianne

Our habitat officer has no comments regarding this referral. Please see the Response Summary attached.

If you have further questions do not hesitate to contact Cory Legebokow directly, [Cory.Legebokow@gov.bc.ca](mailto:Cory.Legebokow@gov.bc.ca).

Regards,



**Chrystyna Bykowa**

*Program Assistant*

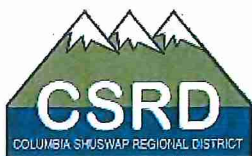
Ministry of Forests, Lands, Natural Resource  
Operations & Rural Development

401-333 Victoria Street

Nelson BC V1L 4K3

Phone: 250-354-6304

[Chrystyna.Bykowa@gov.bc.ca](mailto:Chrystyna.Bykowa@gov.bc.ca)



## 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: Erica Hartling

[ehartling@csrd.bc.ca](mailto:ehartling@csrd.bc.ca)

FILE: BL 851-13

DATE: August 31, 2018

### RESPONSE SUMMARY

- ☐ Approval Recommended for Reasons Outlined Below
- ☐ Approval Recommended Subject to Conditions Below.
- ☒ No Objections

☐ Interests Unaffected by Bylaw.

☐ Approval not Recommended Due To Reasons Outlined Below.

<input type="checkbox"/> CAO <input type="checkbox"/> Works <input type="checkbox"/> DS <input type="checkbox"/> Fin/Adm	<input type="checkbox"/> Agenda <input type="checkbox"/> Reg Board <input type="checkbox"/> in Camera <input type="checkbox"/> Other Mtg	Ownership:  File #
<b>OCT 04 2018</b> <i>PHB, m<sup>2</sup> x 3</i>		
<input type="checkbox"/> Ec Dev <input type="checkbox"/> IT <input type="checkbox"/> Parks <input type="checkbox"/> SEP <input type="checkbox"/> HR <input type="checkbox"/> Other	<b>RECEIVED</b> <input type="checkbox"/> Staff to Report <input type="checkbox"/> Staff to Respond <input type="checkbox"/> Staff Info Oly <input type="checkbox"/> Dir Mailbox <input type="checkbox"/> Dir Circulate	Ask Sent: <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Email

Signed By: \_\_\_\_\_  
 Ministry of Forests, Lands, Natural Resource  
 Operations & Rural Development

Title \_\_\_\_\_

Date: \_\_\_\_\_ October 4, 2018

Agency \_\_\_\_\_




**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.

PL20180000065

DATE RECEIVED:

September 4, 2018

## OPERATIONS MANAGEMENT

**Comments:** Marianne

**Terry Langlois**  
 Team Leader Utilities

No concerns

**Derek Sutherland**  
 Team Leader  
 Protective Service

No concerns.

**Sean Coubrough**  
 Fire Services Coordinator

Adequate access for emergency vehicles as per MOTI guidelines is required.  
 FireSmart guidelines should be encouraged.

**Ben Van Nostrand**  
 Team Leader  
 Environmental Health

No Concerns

**Ryan Nitchie**  
 Team Leader  
 Community Services

No Concerns

**Darcy Mooney**  
 Manager  
 Operations Management

no concerns


**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: Erica Hartling**
[ehartling@csrd.bc.ca](mailto:ehartling@csrd.bc.ca)

FILE: BL 851-13

DATE: August 31, 2018

## RESPONSE SUMMARY

☐ Approval Recommended for Reasons Outlined Below

☒ Approval Recommended Subject to Conditions Below.

☐ No Objections

☐ Interests Unaffected by Bylaw.

☐ Approval not Recommended Due To Reasons Outlined Below.

See attached City of Revelstoke Resolution No. 2018-10-09 :14

Signed By: D. Sturgeon.

Date: 10/17/2018

Title Planner II.

Agency City of Revelstoke.  
Development Services

**CITY OF REVELSTOKE****RESOLUTION NO. 2018-10-09 : 14**

Moved by Councillor Duke  
Seconded by Councillor Nixon

**2. THAT** a response be provided to the CSRD indicating that the City recommends approval of CSRD Bylaw No. 851-13 subject to the following conditions:

- The proposed development must follow and be in accordance with the Source Water Protection Strategy: Big Eddy Waterworks District.
- Structures on the subject property shall follow and be in accordance with the BC Fire Code prior to any additional development activity; and
- The proposed development shall consult with the Revelstoke RCMP Detachment to have a Crime Prevention through Environmental Design (CPTED) review prior to CSRD final approval.

**CARRIED**

***I hereby certify that the foregoing is a true and correct copy of a resolution passed by the Council of the City of Revelstoke on October 09, 2018***

---

Dawn Low  
Director of Corporate Administration

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Date Signed



BL851-13  
CV: PL20180000065

## Adams Lake Indian Band

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**Project Name:**

Boulder Mountain Resort Rezoning

**FN Consultation ID:**

BL851-13

**Consulting Org Contact:**

Marianne Mertens

**Consulting Organization:**

[Columbia Shuswap Regional District](#)

**Date Received:**

Tuesday, September 4, 2018

The Adams Lake Indian Band objects to the Boulder Mountain Resort Rezoning. Through a preliminary analysis we have identified some concerns which include:

Review: TU Impact Review

Near a Traditional Trail

14 TU site overlapping or nearby.

Therefore we require that you understand that there is nearby and overlapping use and that there is a traditional trail that is thousands of years old that may have left archaeological remains,

Regards,

Dave Nordquist, RPF  
Title and Rights Coordinator  
Adams Lake Indian Band

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**Source URL:**

<https://alib.knowledgekeeper.ca/consultation/columbia-shuswap-regional-district/projects/28063/review/email-response-bl851-13>



## 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: Erica Hartling

[ehartling@csrd.bc.ca](mailto:ehartling@csrd.bc.ca)

FILE: BL 851-13

PL20180000065

DATE: August 31, 2018

Date Received; Oct 9, 2018

## RESPONSE SUMMARY

☐ Approval Recommended for Reasons  
Outlined Below

☒ Approval Recommended Subject to  
Conditions Below.

☐ No Objections

☐ Interests Unaffected by Bylaw.

☐ Approval not Recommended Due  
To Reasons Outlined Below.

NOTE: CSRD Staff removed the Little Shuswap Lake Indian Band (LSLIB) detailed report results and recommendations, as archaeology information shared in the report must not be shared or redistributed without permission of the Archaeology Branch.

Signed By

Title Consultation Administrator

Date: October 9, 2018

Agency LSLIB - SAID

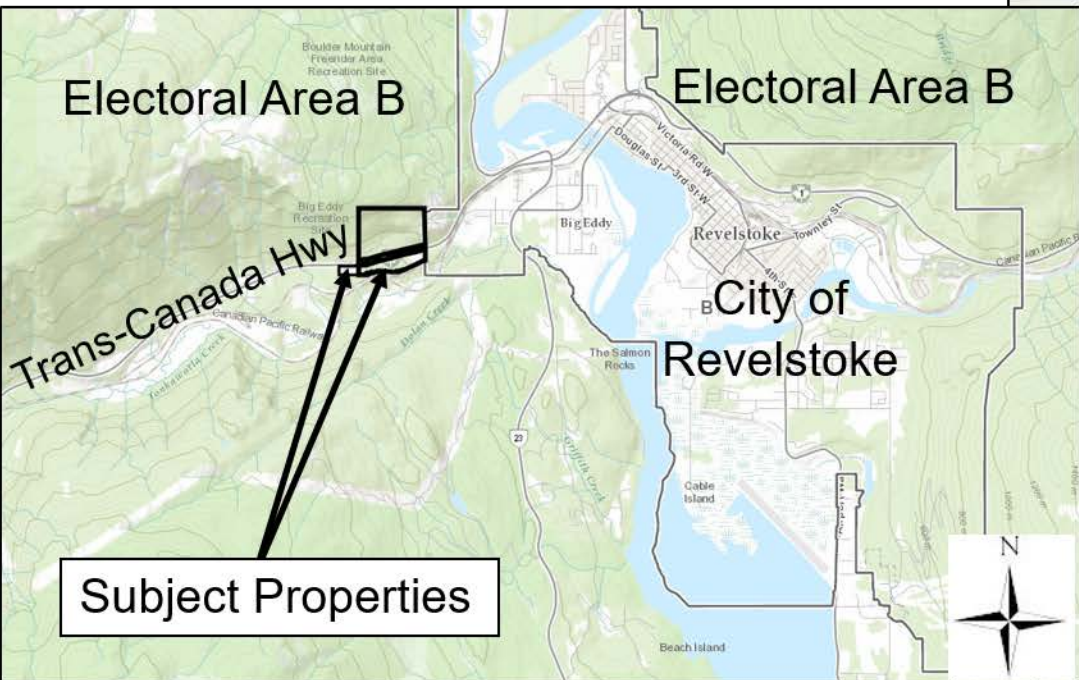
# Location

Subject Properties

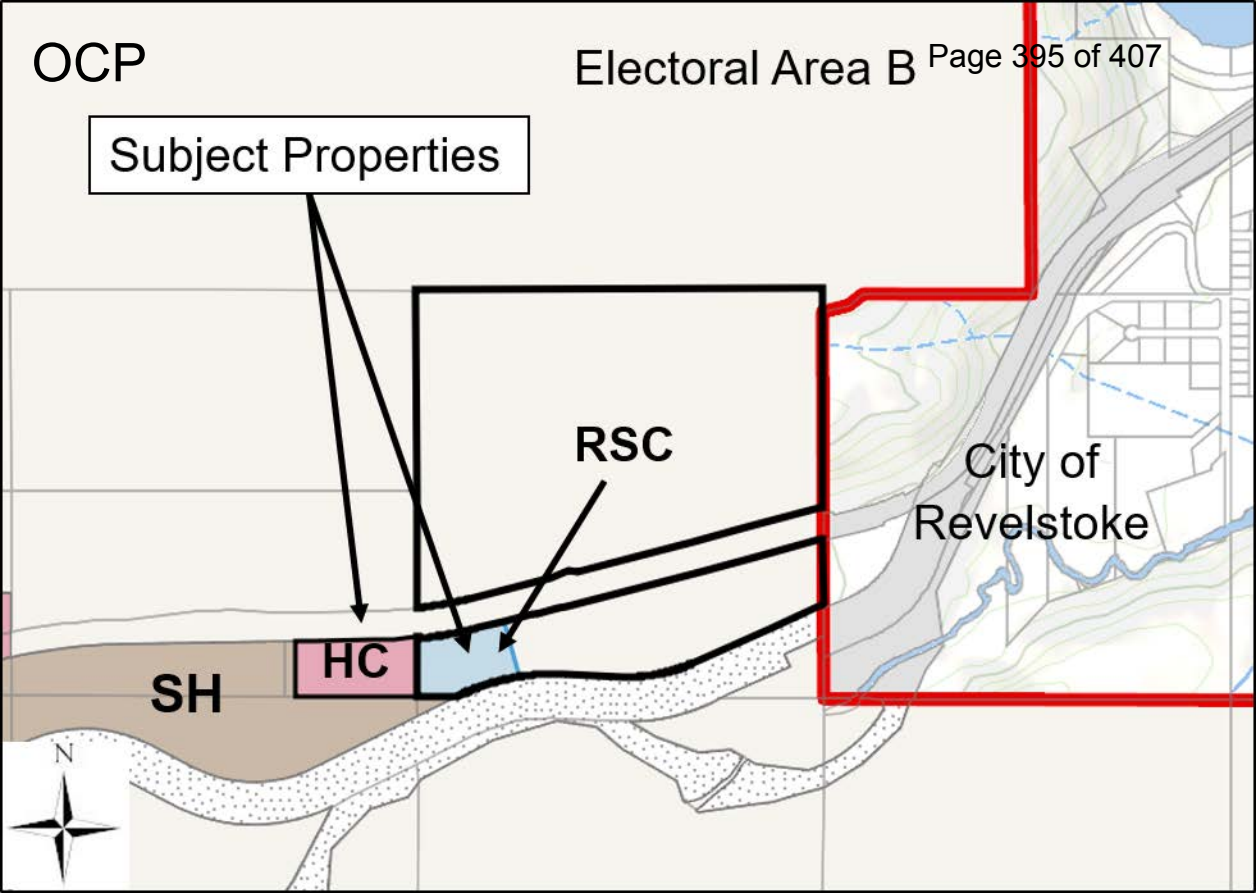
Crown land  
(2.3 HA)

Trans-Canada Hwy

Canadian Pacific Railway

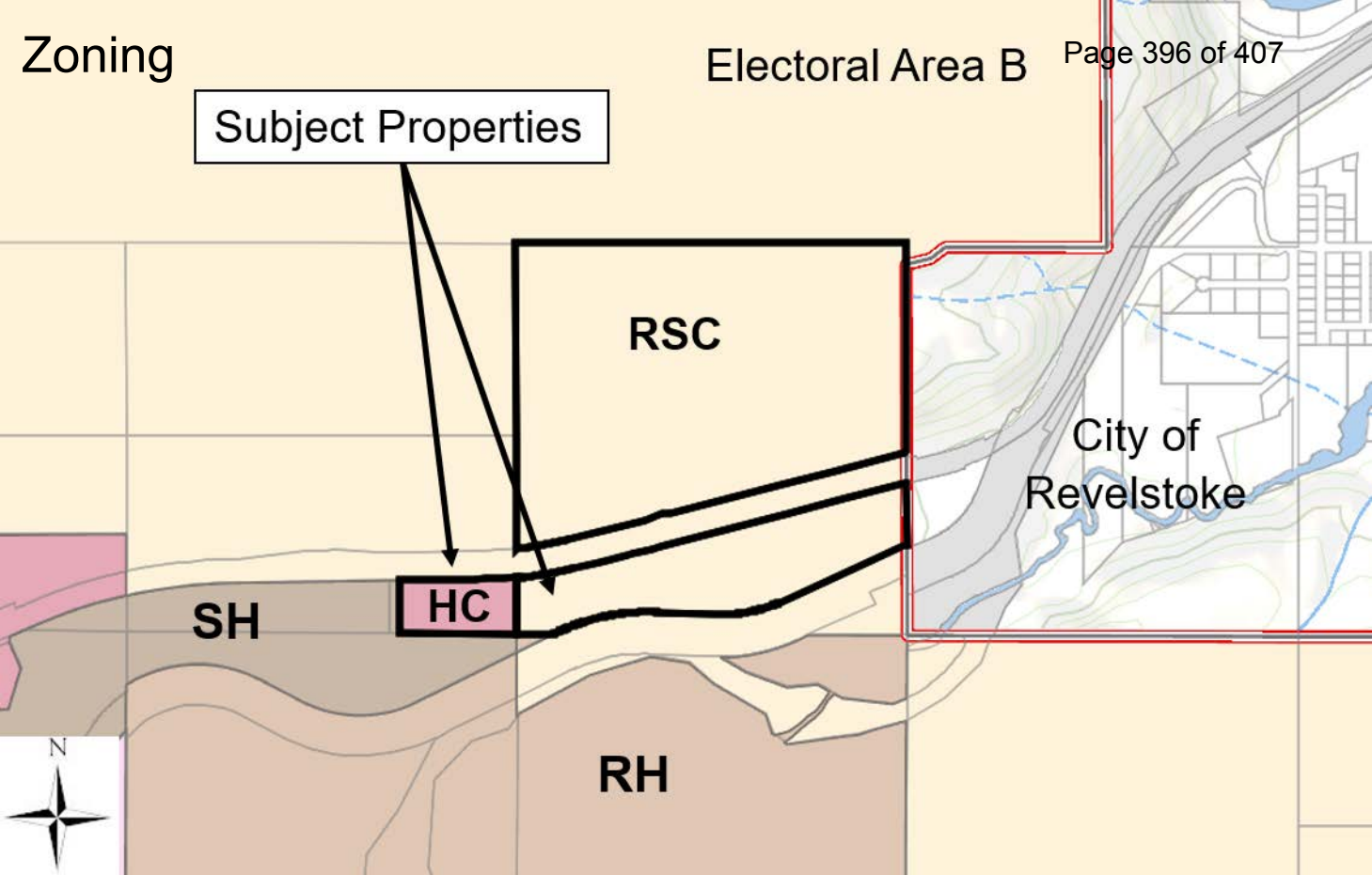


Subject Properties





Subject Properties



RSC

City of  
Revelstoke

SH

HC

RH

# RSC

Page 397 of 407

Subject Area proposed to be re-zoned  
From: RSC - Rural and Resource  
To: HC - Highway Commercial  
Subject Area: 2.3 hectares

City of Revelstoke

NE 1/4

JORDAN FSR

NW 1/4

Pct. A

Plan R257

BIG EDDY ROAD

TRANS-CANADA HIGHWAY

S 1/2  
of  
NE 1/4

# SH

PERLIN RD  
(under construction)

LS 9  
Pct. B

159 348-1

CANADIAN PACIFIC RAILWAY  
Plan 1345

Pt. LS 11

29  
Tp. 29 Rge. 2

Rem NE 1/4

# HC

# RH

# RSC

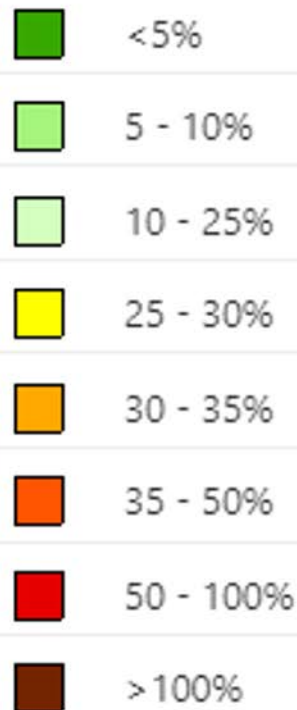
Plan 1345

Plan 12983

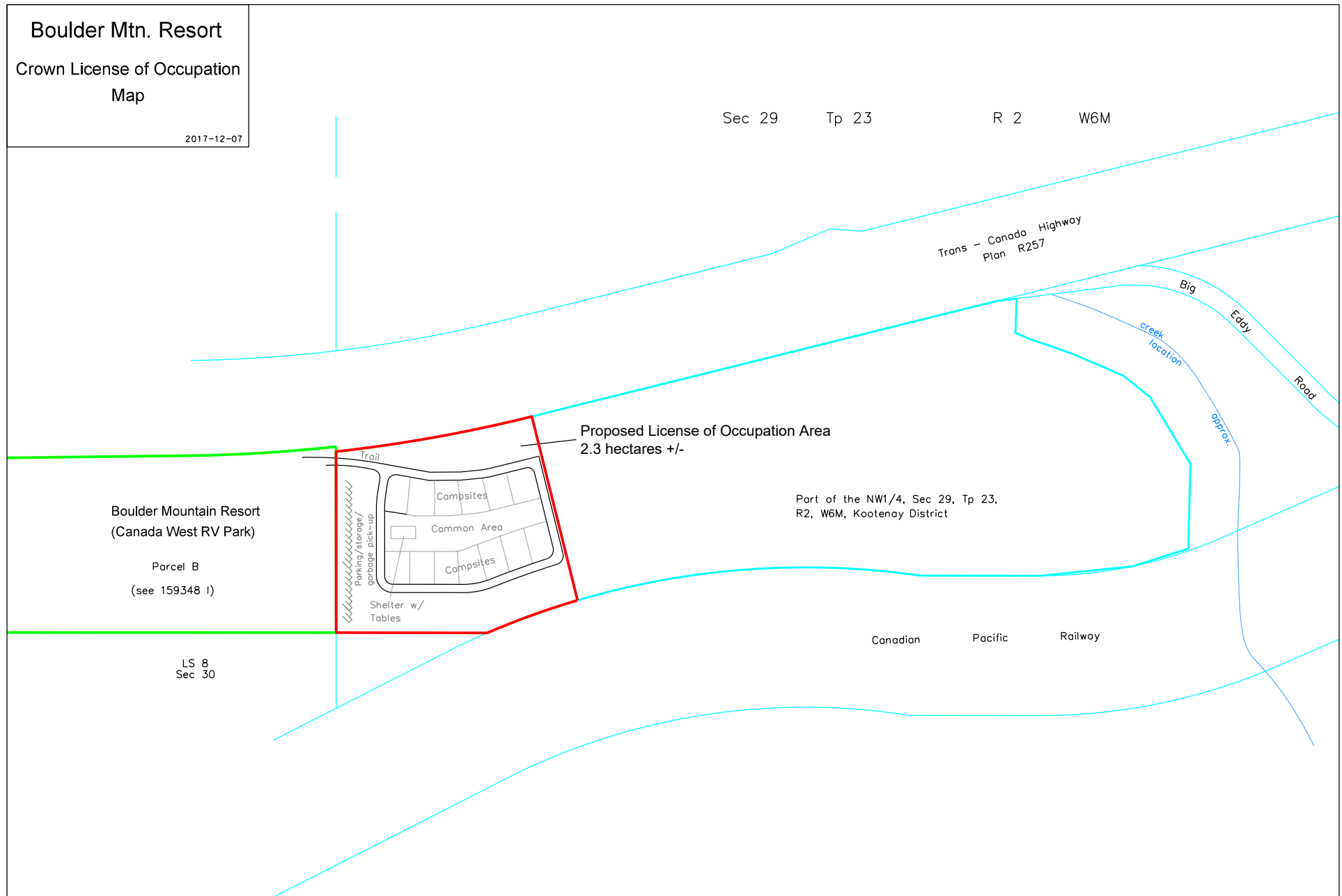
Plan 10868

Plan 12981  
BLK 4

Subject Properties



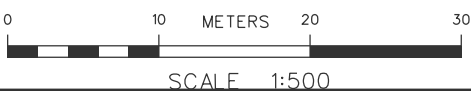
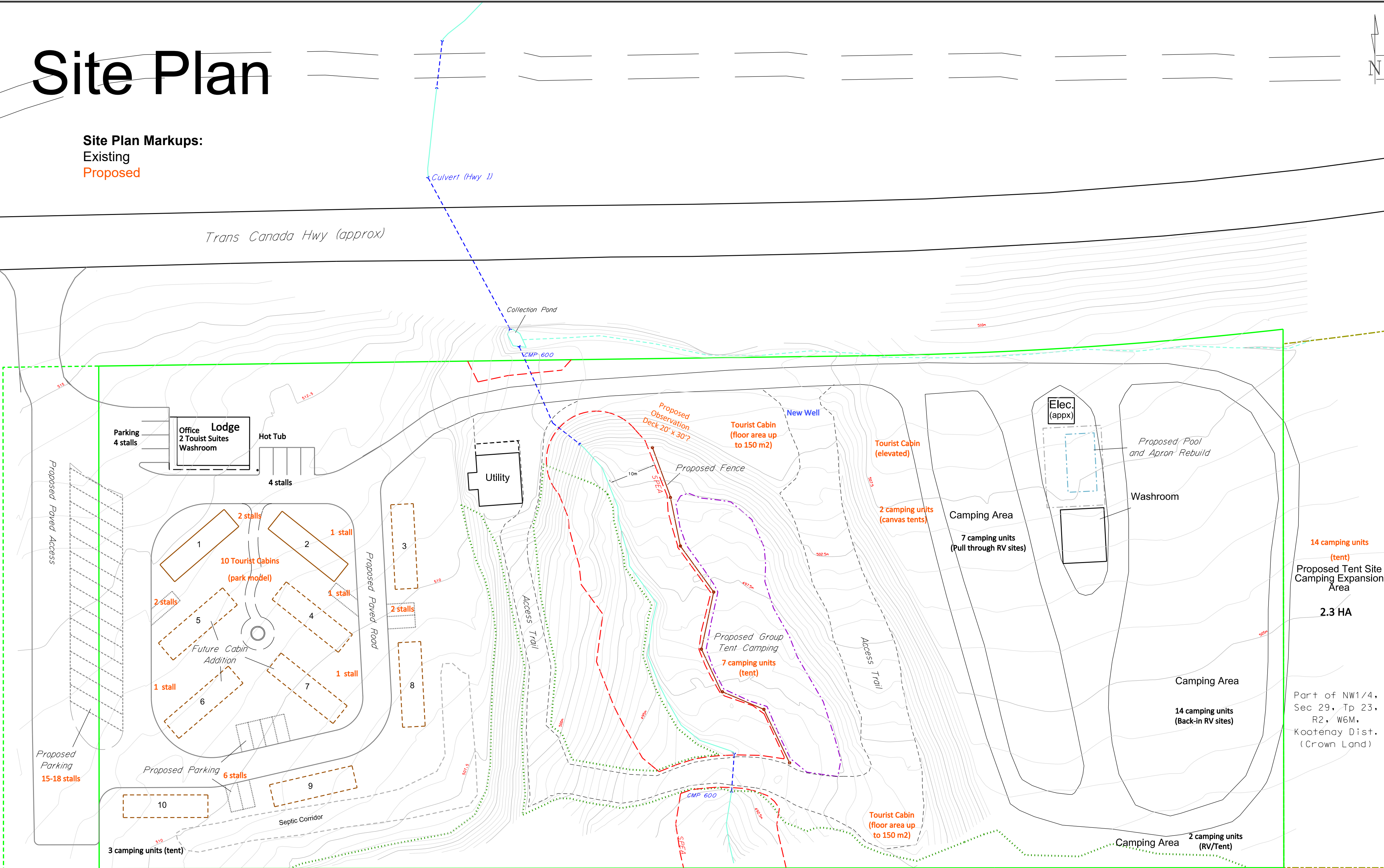
# Site Plan





# Site Plan

Site Plan Markups:  
Existing  
Proposed



Client  
Redekopp Group  
Project  
Boulder Mountain Resort  
Location  
Hwy 1, 3km W. of Revelstoke

Title  
BMR - SITE PLAN &  
PROPOSED IMPROVEMENTS  
Scale  
1:500

**LEGEND**

Highway	Existing Road/Trail	Haul Road	Subject Property	Prop. Camping Expansion	Forest Canopy	Building Footprint	Cabin Footprint	Culvert
SPEA Reserve	Creek	Ditch	Utility Pole	Pond / Wet Area				

CONTOUR INTERVAL: 0.5m

Drawn by: RF

Plot Date: Dec. 18/2017

Orthophoto

Subject Properties



Boulder Mountain  
Resort



Crown Land  
(2.3 HA)





# Boulder Mountain Resort (BMR) West Park lodge / office building

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BMR lodge / office building  
main floor unit - Caboose Suite



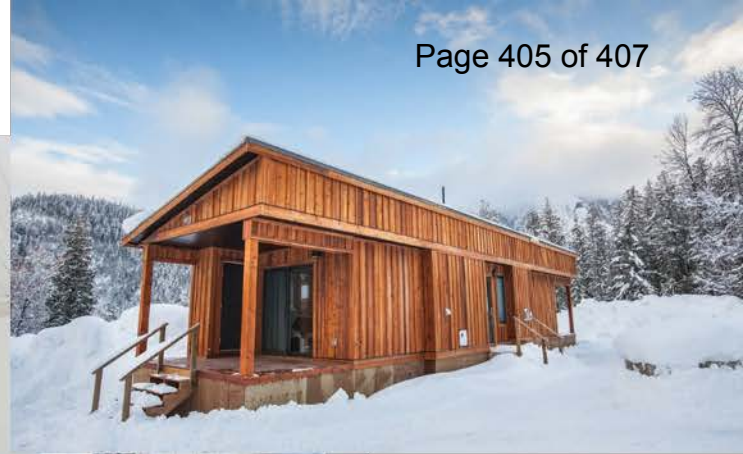
# BMR lodge / office building second floor unit - Boulder Suite

Page 404 of 407



# BMR West Park proposed tourist cabins - park models

Page 405 of 407





BMR East Park  
existing camping  
spaces and  
washroom  
building





1850s timber frame barn and cabin  
to be reconstructed into tourist cabins

