



# 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.