



REGULAR BOARD MEETING MINUTES

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

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

Directors	K. Cathcart	Electoral Area A
Present	D. Brooks-Hill*	Electoral Area B
	P. Demenok	Electoral Area C
	R. Talbot	Electoral Area D
	R. Martin (Chair)	Electoral Area E
	J. Simpson	Electoral Area F
	G. Sulz*	City of Revelstoke
	T. Rysz*	District of Sicamous
	K. Flynn*	City of Salmon Arm
	C. Eliason*	City of Salmon Arm
	R. Oszust (Alternate Director)	Town of Golden
	A. Parkin* (Alternate Director)	Electoral Area B
Directors Absent	C. Moss	Town of Golden
In Attendance	C. Hamilton	Chief Administrative Officer
	L. Shykora	Deputy Manager, Corporate Administration Services
	J. Sham	Assistant Deputy Corporate Officer
	J. Pierce*	Manager, Financial Services
	D. Mooney*	Manager, Operations Management
	M. Herbert	Team Leader, Building and Bylaw Services
	B. Van Nostrand*	Team Leader, Environmental Health Services
	R. Nitchie*	Team Leader, Community Services
	T. Langlois*	Team Leader. Utilities

D. Sutherland*	Team Leader, Protective Services
C. Paiement*	Team Leader, Development Services
C. Benner*	Development Services Assistant
C. LeFloch*	Development Services Assistant
E. Hartling*	Development Services Assistant
B. Payne*	Manager, Information Systems

*Attended a portion of the meeting.

1. Call to Order

The Chair called the meeting to order at 9:32 AM.

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

Chair Martin congratulated CSRD staff member, Candice Benner, and presented her with a certificate designating her as a “Registered Professional Planner” in British Columbia and Canada.

ADMINISTRATION

3. Board Meeting Minutes

3.1 Adoption of Minutes

2018-1201

Moved By Director Talbot

Seconded By Director Demenok

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

CARRIED

ADMINISTRATION

Late Agenda Handouts

Add two items:

Item 7.8 Preventing and Eliminating Invasive Species across Canada; and,

**Item 8.7 Board Authorization of Agreement with the Town of Golden –
Electoral Area A Core Facilities Funding Contribution Agreement.**

4. Delegations

- None.

5. Correspondence

5.1 BDO Canada LLP (October 19, 2018)

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)

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

Director Simpson suggested writing a thank you letter.

2018-1202

Moved By: Director Demenok

Seconded By: Director Simpson

THAT: the Board send a letter to The Adams River Salmon Society thanking the Society for their work and declining to formalize the appointment of a CSRD Board member to the TARSS at this time.

CARRIED

5.3 Ministry of Forests, Lands, Natural Resource Operations and Rural Development (November 29, 2018)

Letter from Garth Wiggill, Regional Executive Director, in response to Chair Martin's letter dated October 2, 2018 regarding funding a recreational land use planning pilot project in Electoral Area B.

5.4 Southern Interior Local Government Association (SILGA) (December 1, 2018)

Letter from Alison Slater, Executive Director, SILGA, regarding Call for Resolutions for the 2019 Convention -*Friday, March 1, 2019 deadline for receipt of resolutions.

2018-1203

Moved By: Director Talbot

Seconded By: Director Demenok

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

CARRIED

6. Reports

6.1 Electoral Area Directors' Committee Meeting (September 25, 2018)

2018-1204

Moved By Director Talbot

Seconded By Director Demenok

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

CARRIED

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

2018-1205

Moved By Director Talbot

Seconded By Director Demenok

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

CARRIED

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

2018-1206

Moved By Director Cathcart
Seconded By Alt. Director Oszust

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

CARRIED

7. Business General

7.1 Social Media Policy

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

2018-1207

Moved By Director Brooks-Hill
Seconded By Alt. Director Oszust

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

CARRIED

7.2 Purchase of Self-Contained Breathing Apparatus

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

2018-1208

Moved By Director Brooks-Hill
Seconded By Alt. Director Oszust

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 7th day of December, 2018.

CARRIED

7.3 Community Resiliency Investment Program

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.

2018-1209

Moved By Director Talbot

Seconded By Director Demenok

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 7th day of December, 2018.

CARRIED

2018-1210

Moved By Director Brooks-Hill

Seconded By Alt. Director Oszust

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 7th day of December, 2018.

CARRIED

7.4 Community Emergency Preparedness Fund Grant Application

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

2018-1211

Moved By Director Talbot

Seconded By Director Demenok

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 7th day of December, 2018.

Discussion on the motion:

In response to a question, staff responded that this grant is for the Shuswap Emergency Program area. The service for Area A is currently undertaken by the Town of Golden.

CARRIED

7.5 CSRD Staff Headcount and Board Governance

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 to Board agenda for information.

7.6 Road Rescue Feasibility Study

Brought forward from the Electoral Area Directors' Committee meeting on September 25, 2018. Report attached to Board agenda for the Board's information.

2018-1212

Moved By Director Talbot

Seconded By Director Demenok

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

CARRIED

2018-1213

Moved By Director Talbot

Seconded By Director Demenok

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.

Discussion on the motion:

Director Talbot asked about the existing road rescue service because in his area, the City of Vernon provides this service and are not paid for it.

Staff responded that it cannot be added to the bylaw framework. More work needs to be done and staff will report back in a few months.

Director Simpson is concerned about the amount of time for studies rather than implementation.

Director Eliason said staff is asking for a report. The province should be doing this work but in the meantime we need a report.

Director Demenok would like to see what the report says.

Chair Martin stated that we need to represent the area, provide the service, and provide support to the societies.

CARRIED

7.7 2019 Appointments to Committees and other External Boards/Agencies

Report from Lynda Shykora, Deputy Manager, Corporate Administration Services dated December 3, 2018.

2018-1214

Moved By Director Cathcart

Seconded By Director Brook-Hill

THAT: the Board endorse the listing of appointments to Committees, external Boards and Agencies for the year 2019, this 7th day of December, 2018.

Discussion on the motion:

Director Flynn asks why there is no Municipal Directors Committee like the Electoral Area Directors Committee.

CAO clarifies that these committees have no decision making powers and provide the Board with recommendations.

CARRIED

7.8 Additional Agenda Item – Handout

Preventing and Eliminating Invasive Species across Canada

Requested by Team Leader, Environmental Health.

2018-1215

Moved By Director Demenok

Seconded By Director Simpson

THAT: the Board write a letter of support to the Standing Committee on Fisheries and Oceans Canada outlining the CSRD's support for a Federal Government study to examine the Department of Fisheries and Oceans resources dedicated to preventing and eliminating aquatic invasive species and whether such resources are distributed across Canada in an equitable and consistent manner.

CARRIED

8. Business By Area

8.1 Grant in Aid Requests

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

2018-1216

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)

CARRIED

8.2 Golden/Area A EOF Application – Imagine Kootenay Program

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

2018-1217

Moved By Director Cathcart

Seconded By Alt. Director Oszust

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.

CARRIED

8.3 Revelstoke and Area B Emergency Management Agreement

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.

2018-1218

Moved By Director Brooks-Hill

Seconded By Alt. Director Oszust

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 7th day of December, 2018.

CARRIED

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

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.

2018-1219

Moved By Director Demenok

Seconded By Director Simpson

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 7th day of December, 2018.

CARRIED

8.5 Potential Residential Curbside Collection Service – Electoral Area C

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

2018-1220

Moved By Director Demenok

Seconded By Director Simpson

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 7th day of December, 2018.

Discussion on the motion:

Director Demenok asked if this mail out goes to everyone in Area C? Staff confirmed yes.

Director Eliason thanks staff and said that the City of Salmon Arm will be implementing this service in 2019.

CARRIED

Director Eliason left the meeting at 10:58 AM.

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

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

2018-1221

Moved By Director Demenok

Seconded By Director Flynn

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

CARRIED

8.7 Additional Agenda Item – Handout

Board Authorization of Agreement with the Town of Golden – Electoral Area A Core Facilities Funding Contribution Agreement.

The Town of Golden and the CSRD had previously agreed, subject to a successful elector assent process, to enter into an Operating Agreement that would outline the payment of contributions from the CSRD (Area A) to the Town of Golden – for Area A residents to access and use four (4) recreation and community facilities within the Town of Golden.

Service Establishment Bylaw No. 5777 received Elector Assent October 20, 2018. Bylaw No. 5777 adopted November 15, 2018.

Request from Town of Golden for proposed five-year agreement (2019-2023), circulated to the Board at today's meeting.

2018-1222

Moved by Alt. Director Oszust

Seconded By Director Cathcart

THAT: the CSRD Board endorse as presented the Core Facilities Funding Contribution Agreement between the CSRD and the Town of Golden this 7th day of December, 2018, and further that the Board empower its authorized signatories to execute the Agreement, subject to ratification by the Town of Golden.

CARRIED

Break 11:05 AM

Reconvened at 11:23 AM

9. Administration Bylaws

9.1 2018 Five Year Financial Plan Amendment Bylaw No. 5792

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

2018-1223

Moved by Alt. Director Oszust

Seconded By Director Cathcart

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

CARRIED

2018-1224

Moved by Alt. Director Oszust

Seconded By Director Cathcart

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

CARRIED

9.2 Sorrento Water Service Area Amendment Bylaw No. 5791

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

2018-1225

Moved by Director Demenok

Seconded By Director Sulz

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

CARRIED

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

Report from Jodi Pierce, Manager, Financial Services dated November 28, 2018. Proposed amendment to MacArthur Heights/Reedman Heights Waterworks Service Bylaw No. 5491 - increase the maximum parcel tax requisition. *Corrected Bylaw No. 5793 attached to the Late Agenda.

2018-1226

Moved by Director Demenok

Seconded By Director Simpson

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

CARRIED

DEVELOPMENT SERVICES

10. Business General

10.1 All Electoral Areas: Procedure to address Cannabis Retail and Production Referrals

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

2018-1227

Moved By Director Simpson

Seconded By Director Sulz

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

Discussion.

Considerable discussion relative to the Board Policy A-71. Staff responded to questions and comments about Policy A-71 and the proposed Procedure PR 32.

CARRIED

11. IN CAMERA

*Section 90(1)(e) added to the Late Agenda.

2018-1228

Moved by Director Simpson

Seconded By Director Sulz

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

(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;

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

of the Community Charter, the Board move In Camera.

CARRIED

12:07 PM

Lunch 12:30 PM

Reconvened at 1:05 PM

ELECTORAL AREA DIRECTORS

13. 1:05 PM - Business by Area

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

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

*One public submission was attached to the Late Agenda, for Board information.

Applicants in attendance.

2018-1229

Moved by Director Simpson

Seconded By Director Brooks-Hill

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 7th 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.

Discussion on the motion:

Director Brooks-Hill stated that he agrees with the Advisory Planning Commission and the City of Revelstoke comments that it is not appropriate to approve this TUP. This application does not meet the policy for TUPs and a rezoning application would be more appropriate. This is not clearly temporary or seasonal in use and does not meet OCP policies.

Director Cathcart asked why the applicant applied for a TUP instead of rezoning. In response, Staff replied that TUPs are typically used for temporary uses but can also give an opportunity to "test the waters". Applicants are aware that the TUP is valid for 3 years with the possibility of another 3 year renewal. TUP process is quicker than rezoning.

Director Demenok asked if the zone would allow this building. Staff reply that it would but not for the use proposed.

Director Brooks-Hill stated that both a TUP and rezoning could be applied for concurrently. Staff stated that typically the CSRD does not see these applied for concurrently and rezoning applications are usually received in year one or two of the TUP.

Applicant was asked to speak. He stated that staff directed him to apply for a TUP first and that it may make rezoning easier.

Director Brooks-Hill stated that the building has not been constructed yet. Applicant responded that they will adjust if any issues arise.

CARRIED

Directors Brooks-Hill and Simpson opposed.

14. Planning Bylaws

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

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

Unsurveyed Crown land, Twin Butte area, East of Revelstoke

Applicants in attendance

2018-1230

Moved by Director Brooks-Hill
Seconded By Director Simpson

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

Discussion on motion:

Director Brooks-Hill supports the application going forward to Public Hearing. His concerns relate not to the lodge use but to the Crown Land tenure approval, commenting that an Area B/Revelstoke Recreational Back Country Plan is needed in relation to the many recreation crown land tenure applications.

CARRIED

2018-1231

Moved By Director Brooks-Hill
Seconded By Director Simpson

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.

CARRIED

Director Brooks-Hill recuses himself due to a conflict of interest in relation to Item 14.2 on the agenda, because he is an adjacent land owner. Director Brooks-Hill left the meeting at this time.

Alternate Director Andy Parkin attends the meeting. Quorum is maintained.

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

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

3069 Trans Canada Hwy, West Revelstoke

Applicant is in attendance.

2018-1232

Moved by Director Cathcart

Seconded By Director Demenok

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

CARRIED

2018-1233

Moved by Director Cathcart

Seconded By Director Demenok

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.

CARRIED

15. Release of In Camera Resolutions

The following resolution was authorized for release from the Closed (In-Camera) meeting of December 7, 2018:

Property Acquisition Update - Salmon Arm Landfill Expansion

Report from Ben Van Nostrand, Team Leader, Environmental Health Services, dated November 20, 2018. Amendment to the Purchase Agreement for the Mounce Property located adjacent to the Salmon Arm Landfill.

“THAT: the Board empower the authorized signatories to extend the acquisition date to June 30, 2019 on the Purchase Agreement with Mounce Construction Ltd. for a 20 acre parcel of land located at 2750 40 Street SE in Salmon Arm, BC for the amount of \$750,000 plus applicable taxes in order to expand the Salmon Arm Landfill site, subject to the property being successfully rezoned to comply with the City of Salmon Arm’s Official Community Plan;

AND THAT: the resolution and associated Board Report from Ben Van Nostrand, Team Leader, Environmental Health Services, dated November 20, 2018 re: Update on the Purchase Agreement for the Mounce Property located adjacent to the Salmon Arm Landfill, be authorized for release from the In-Camera (Closed) portion of the meeting, this 7th day of December 2018.”

18. Adjournment

2018-1234

Moved By Director Demenok

Seconded By Director Simpson

THAT: the regular Board meeting of December 7, 2018 be adjourned.

CARRIED

Adjournment: 1:53 PM

CHAIR

CHIEF ADMINISTRATIVE OFFICER