



COLUMBIA SHUSWAP REGIONAL DISTRICT

Regular Board Meeting

AGENDA

Date: Thursday, March 29, 2018
Time: 9:30 AM
Location: CSR D Boardroom
555 Harbourfront Drive NE, Salmon Arm

Pages

1. Call to Order
2. Fire Department of the Year Presentation - Eagle Bay Fire Department
Alan Rendell, Fire Chief, Eagle Bay Fire Department, in attendance.
3. Introduction of CSR D Staff: Tom Hansen, Emergency Program Coordinator
4. Board Meeting Minutes

4.1 Adoption of Minutes

1

Motion

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

4.2 Business Arising from the Minutes

- None.

5. Delegations

5.1 10:00 AM: Presentation of the 2017 Audited Financial Statements

Auditors Presentation of the 2017 Audited Financial Statements - BDO Representative, Ms. Angie Spencer, in attendance to present the draft 2017 Financial Statements. - Item 8.1 relates to Draft 2017 Financial Statements.

5.2 10:15 AM: Okanagan Kootenay Sterile Insect Release Program

25

Melissa Tesche, Acting General Manager, in attendance to provide the Board with an overview of the organization and a 2018 update/summary of the OK SIR Program.

5.3 10:30 AM: Howard and Linda Williamson - Expansion of Salmon Arm Landfill 27

Mr. and Mrs. Williamson will present to the Board their Outline of Topics in regards to expansion of the Salmon Arm Landfill.

ADMINISTRATION

6. Correspondence

6.1 Gas Tax Strategic Priorities Fund Application (February 2, 2018) 29

Letter from the Union of BC Municipalities (UBCM) advising the CSRD funding request for the Saratoga Water System was approved.

March 9, 2018 News Release - Saratoga Water System to Receive Funding - For reference.

6.2 Ministry of Municipal Affairs & Housing (February 19, 2018) 33

Letter from the Honourable Selina Robinson, Minister of Municipal Affairs & Housing regarding funding for a restructure study in Electoral Area C.

6.3 Ministry of Municipal Affairs & Housing (February 19, 2018) 35

Letter from the Honourable Selina Robinson, Minister of Municipal Affairs & Housing in response to the CSRD \$20,000 restructure planning grant request to support a community issues assessment in Electoral Area F.

6.4 Union of BC Municipalities (UBCM) (March 9, 2018) 39

Letter from Wendy Booth, President, UBCM, attaching the Provincial response to CSRD 2017 resolutions and endorsed by the UBCM membership at the 2017 convention.

6.5 The Shuswap Trail Alliance (March 13, 2018) 42

Letter from Mr. Phil McIntyre-Paul on behalf of the Shuswap Trail Alliance providing a discussion summary from the February 19, 2018 Rail Corridor Inter-Jurisdictional Workshop.

Also included is key action items from each jurisdiction.

Motion

THAT: the correspondence contained on the March 29, 2018 regular Board agenda be received for information.

7. Reports

- 7.1 **Chair Martin - Verbal Report on Federation of Canadian Municipalities (FCM) Topic/Updates**
- 7.2 **Electoral Area A Local Advisory Committee Meeting Minutes - January 23, 2018** 48
- Motion**
 THAT: the minutes of the January 23, 2018 Electoral Area A Local Advisory Committee meeting be received for information.
- 7.3 **Committee of the Whole (Budget) Meeting Minutes - February 7, 2018** 50
- Motion**
 THAT: the February 7, 2018 Committee of the Whole (Budget) meeting minutes be received for information.
- 7.4 **Revelstoke & Area Economic Development Commission Meeting Minutes - February 7, 2018** 58
- Motion**
 THAT: the minutes of the February 7, 2018 Revelstoke and Area Economic Development Commission be received for information.

8. Business General

- 8.1 **2017 CSRD Year-End Financial Statements** 62
- Report from Jodi Pierce, Manager, Financial Services, dated March 5, 2018.
- Motion**
 THAT: in accordance with the Local Government Act, the 2017 CSRD Year End Financial Statements be approved.
- 8.2 **Purchase of Self-Contained Breathing Apparatus** 95
- Report from Derek Sutherland, Team Leader, Protective Services, dated March 14, 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 \$108,000 including applicable taxes, in accordance with the 2018 Five Year Financial Plan.

8.3 CSRD Solid Waste Management Plan Amendment 98

Report from Ben Van Nostrand, Team Leader, Environmental Health Services dated March 5, 2018. Solid Waste Management Plan Amendment.

Motion

THAT: the Board endorse the 2018 Solid Waste Management Plan amendment;

AND THAT: the Board authorize staff to submit the amended Solid Waste Management Plan to the Ministry of Environment for approval.

8.4 Parkland Deferment Agreement - Shuswap Lake Estates Electoral Area C 326

Report from Ryan Nitchie, Team Leader, Community Services, dated March 2, 2018. Request for an extension to the Parkland Deferral Agreement with changes and to amend the Section 219 Covenant (Land Title Act).

Motion

THAT: the Board approve an extension of a Parkland Deferment Agreement KX187727 over Lot 1 Plan KAP63720 except Plans KAP79982, KAP87392 and EPP5815, expiring on April 8, 2021;

AND THAT: the Chief Administrative Officer be authorized to execute all related documents to affect the extension of the Parkland Deferral Agreement.

9. Business By Area

9.1 Grant-in-Aid Requests 345

Report from Jodi Pierce, Manager, Financial Services, dated March 15, 2018.

Motion

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

Area A

\$10,000 Town of Golden ("Summer Kicks" performance series)

\$1,500 Golden Figure Skating Club (operational funding)

\$8,000 Little Mittens Animal Rescue Association (operational funding)

\$5,000 Field Recreation Advisory Association (Health and Wellness Multi-Use Facility)

\$4,000 Wildsight Golden (Columbia Wetlands Waterbird Survey)

Area C

\$1,999 Notch Hill Cemetery Society (granite numbered square blocks)

Area D

\$2,000 Falkland Historical Society (building upkeep)

Area E

\$2,250 Sicamous Eagles Junior "B" Hockey Club (travel costs)

Area F

\$1,700 Anglemont Firefighters Association (open house/pancake breakfast).

9.2 **Area A Community Works Fund – Golden Light Horse Club** 348

Report from Jodi Pierce, Manager, Financial Services, dated March 16, 2018.

Motion

THAT: in accordance with Policy F-3 "Electoral Area Community Works Fund – Expenditure of Monies", access to the Community Works Fund be approved up to \$89,560 from the Area A Community Works Fund for washroom upgrades at the Golden Rodeo Grounds.

9.3 **Area A Community Works Fund – Rotary Club of Golden** 362

Report from Jodi Pierce, Manager, Financial Services dated March 14, 2018.

Motion

THAT: in accordance with Policy F-3 "Electoral Area Community Works Fund – Expenditure of Monies", access to the Community Works Fund be approved up to \$36,821 from the Area A Community Works Fund for the "Light up the Rotary Trails" project.

- 9.4 Request from Director Cathcart for Board Support - Letter to the Minister of Agriculture** 378
- Letters attached from G & K Persson Farms of Golden, BC, addressed to Director Cathcart and the Honourable Lena Popham, Minister of Agriculture. Persson Farms is requesting a letter of support from the Board to address the need for changes to the regulations for Class E Licences.
- 9.5 Regional Feasibility Study Fund – Golden Aquatic Centre** 389
- Report from Jodi Pierce, Manager, Financial Services dated March 15, 2018. Access to the Regional Feasibility Study Funds.
- Motion**
- THAT: access to the Regional Feasibility Study Fund be approved in the amount of \$80,000 subject to the concurrence of the Town of Golden for a feasibility study to determine the capital and operating costs of an indoor aquatic facility; and, to determine if sufficient community support for establishing a new service to own and operate a community aquatic centre exists.
- 9.6 Cedar Heights Water Conservation Plan Update** 392
- Report from Terry Langlois, Team Leader, Utilities, dated March 15, 2018. Update to the Water Conservation Plan for the Cedar Heights Water System.
- Motion**
- THAT: in accordance with the terms of the Clean Water Wastewater Fund Grant criteria to connect the Lakeview Place Water System to the Cedar Heights Waterworks, the Board endorse the updated Water Conservation Plan for the Cedar Heights Water Waterworks.
- 9.7 Area C Community Works Fund - John Evdokimoff Park** 409
- Report from Ryan Nitchie, Community Services Team Leader, March 2, 2018. Access to Electoral Area C Community Works Fund for parks construction and infrastructure at John Evdokimoff Park.
- Motion**
- THAT: in accordance with Policy No. F-3 “Electoral Area Community Works Fund - Expenditure of Monies” access to the Electoral Area Community Works Fund be approved for up to \$80,000 plus applicable taxes from the Electoral Area C Community Works Fund allocation for park construction and infrastructure at John Evdokimoff Park.

10. Administration Bylaws

10.1 Falkland Waterworks Service Area Amendment Bylaw No. 5773 412

Report from Terry Langlois, Team Leader, Utilities, dated March 9, 2018.
Falkland Waterworks Service Area Amendment.

Motion

THAT: Falkland Waterworks Service Area Amendment Bylaw No. 5773 be read a first, second and third time this 29th day of March, 2018.

10.2 Cedar Heights Waterworks Service Area Amendment Bylaw No. 5769 420

Three Readings: February 15, 2018

Motion

THAT: Cedar Heights Waterworks Service Area Amendment Bylaw No. 5769 be adopted this 29th day of March, 2018.

10.3 Lakeview Place Subdivision Water Upgrade Service Area Amendment Bylaw No. 5770 424

Three Readings: February 15, 2018

Motion

THAT: Lakeview Place Subdivision Water Upgrade Service Area Amendment Bylaw No. 5770 be adopted this 29th day of March, 2018.

10.4 CSRD 2018 Five Year Financial Plan Bylaw No. 5772 428

Report from Jodi Pierce, Manager, Financial Services, dated March 21, 2018.

Motion

THAT: "2018 Five Year Financial Plan Bylaw No. 5772" be read a first, second and third time this 29th day of March, 2018.

Motion

THAT: "2018 Five Year Financial Plan Bylaw No. 5772" be adopted this 29th day of March, 2018.

11. IN CAMERA

Motion

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

(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;

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

the Board move In Camera.

DEVELOPMENT SERVICES

12. Business General

12.1 **Electoral Area B: South Revelstoke Diagnostic Inventory of Planning, Service Delivery and Governance**

439

Report from Jan Thingsted, Planner, dated March 12, 2018.
South Revelstoke.

Deferred to the March 29, 2018 Regular Board meeting, by Resolution 2018-0210.

Motion

THAT: the Board direct CSRD staff to work in collaboration with City of Revelstoke staff to develop a communications protocol regarding future boundary extension proposals.

13. ALR Applications

13.1 **Electoral Area A: Agricultural Land Commission (ALC) Application Section 21(2) – Subdivision LC2551A (Moss)**

625

Report from Erica Hartling, Development Services Assistant, dated March 15, 2018.
3950 Thomas Road, Parson

Motion

THAT: Application No. LC2551A, Section 21(2) Subdivision in the ALR, for Parcel A (See 155378I) of the Southwest Quarter of Section 25, Township 24, Range 20, West of the 5th Meridian, Kootenay District, Except Plan NEP68082, be forwarded to the Provincial Agricultural Land Commission recommending approval this 29th day of March, 2018.

- 13.2 **Electoral Area D: Agricultural Land Commission (ALC) Application Section 17(3) – Inclusion into the Agricultural Land Reserve (ALR) LC2574D (Lance Reimer)** 644

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

174 and 180 Deep Creek Road, Deep Creek

Motion

THAT: Application No. LC2547D, Section 17(3) Inclusion into the ALR, for the West ½ of the North East ¼, Section 20, Township 19, Range 9, West of the 6th Meridian, Kamloops Division Yale District, Except Plan A11384, and the South West ¼ of the South East ¼, Section 29, Township 19, Range 9, West of the 6th Meridian, Kamloops Division Yale District, be forwarded to the Agricultural Land Commission recommending approval this 29th day of March, 2018.

- 13.3 **Electoral Area D: Agricultural Land Commission (ALC) Application Section 20(3) – Non-Farm Use LC2550D (Brownell)** 670

Report from Candice Benner, Development Services Assistant, dated March 8, 2018.

5347 Highway 97, Falkland

Motion

THAT: Application LC2550D, The North 80 Acres of the South West ¼ of Section 36, Township 17, Range 12, W6M KDYD, Except that Part Colored Pink on Plan A319 and Plan KAP55591, be forwarded to the Agricultural Land Commission recommending approval this 29th day of March, 2018.

- 13.4 **Electoral Area E: Agricultural Land Commission (ALC) Application Section 21(2) – Subdivision LC2548E (Milliken)** 683

Report from Candice Benner, Development Services Assistant, dated January 23, 2018.

Johnson-Howard Road, Malakwa

Motion

THAT: Application No. LC2548E, Section 21(2) Subdivision in the ALR, for Block B, Section 4, Township 23, Range 6, W6M, KDYD, be forwarded to the Provincial Agricultural Land Commission recommending refusal on this 29th day of March, 2018.

14. Directors' Report on Community Events

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

ELECTORAL AREA DIRECTORS**15. Business by Area****15.1 Electoral Area E: Development Variance Permit 641-31**

692

Report from Christine LeFloch, Development Services Assistant, dated March 5, 2018.

5597 Avoca Road, Perry River

Motion

THAT: in accordance with Section 498 of the Local Government Act Development Variance Permit No. 641-31 for Lot 1, Section 31, Township 23, Range 5, West of the 6th Meridian, Kamloops Division Yale District, Plan 7220, Except Plan NEP62093 and EPP37414, varying Subdivision Servicing Bylaw No. 641 as follows:

1. Varying Section 8.3(a) for the Proposed Remainder Lot by waiving the requirement that a surface water source proposed for an Independent On-site Water System must be surface water from an intake that has unrecorded water and is on the List of Eligible Sources, shown in Schedule D of Bylaw No. 641, only for the proposed Remainder as shown on the proposed plan of subdivision; and

2. Varying Section 8.5 for the Proposed Remainder Lot by waiving the requirement that all components, including the intake, for an Independent On-Site Water System must be located on the same parcel as the residential dwelling unit in respect of which they are required or located within easements or rights of way meeting the requirements of Section 9.11 of Subdivision Servicing Bylaw No. 641;

for a proposed subdivision under application No. 2016-03274E;

be approved this 29th day of March, 2018;

AND THAT: issuance of the permit be subject to the following conditions:

1. Registration of an easement over the Proposed Remainder in favour of Lot 3, Plan NEP62093 to allow access for maintenance of the water line servicing the proponents' residence property; and
2. Registration of a suitably worded Section 219 covenant on the title of the Proposed Remainder to advise future property owners regarding the shared responsibility for maintenance of the intake and water line.

15.2 Electoral Area B: Temporary Use Permit No. 850-07 (Revell)

716

Report from Jennifer Sham, Planner, dated February 21, 2018.
3401 Catherwood Road, South Revelstoke

Motion

THAT: In accordance with Section 493 of the Local Government Act, Temporary Use Permit No. 850-07 for Lot 1, Section 11, Township 23, Range 2, W6M, KD, Plan 7126, except part included in Plan 7169, be issued this 29th day of March, 2018, for a vacation rental subject to the applicant fulfilling the following conditions:

1. Proof of adequate vacation rental and liability insurance with a minimum of \$5 million dollars in coverage for the vacation rental house, and naming the CSRD as an additional insured; and,
2. Registration of a suitably worded Section 219 Covenant on the title of the subject property agreeing to obtain the acceptable insurance and agreeing to a release and indemnification to the CSRD for any damage that occurs as a result of the temporary use/vacation rental.

16. Planning Bylaws

16.1 **Electoral Area A: Highway Planning Area No. 1 Amendment (Donald Development Corporation) Bylaw No. 649-1**

776

Report from Dan Passmore, Senior Planner, dated February 16, 2018.
2780 Trans Canada Highway and 2750 Big Bend Highway, Donald.

Motion

THAT: "Highway Planning Area No. 1 Amendment (Donald Development Corporation) Bylaw No. 649-1", be read a second time, as amended, this 29th day of March, 2018.

Motion

THAT: a public hearing to hear representations on "Highway Planning Area No. 1 Amendment (Donald Development Corporation) Bylaw No. 649-1" be held;

AND THAT: notice of the public hearing be given by the 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 Karen Cathcart, as Director of Electoral Area A being that in which the land concerned is located, or Alternate Director Stephanie Knaak, if Director Cathcart is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

16.2 **Electoral Area C: Electoral Area C Official Community Plan Amendment (Shuswap Country Estates) Bylaw No. 725-12**

854

Report from Dan Passmore, Senior Planner, dated February 2, 2018.
1885 Tappen Notch Hill Road, Carlin.

Motion

THAT: "Electoral Area C Official Community Plan Amendment (Shuswap Country Estates) Bylaw No. 725-12" be given first reading this 29th day of March, 2018.

Motion

THAT: the Board utilize the simple consultation process for Bylaw No. 725-12, and the Bylaw be referred to the following agencies and First Nations:

- Area C Advisory Planning Commission;
- Interior Health Authority;
- Agricultural Land Commission;
- Ministry of Agriculture;
- Ministry of Transportation and Infrastructure;
- Ministry of Environment;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Water Rights Branch;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Archaeology Branch;
- CSRD Operations Management;
- CSRD Financial Services Department; and,
- All relevant First Nations.

16.3 Electoral Area D: Ranchero / Deep Creek Official Community Plan Amendment (CSRD) Bylaw No. 750-02 & Ranchero / Deep Creek Zoning Bylaw No. 751

883

Report from Jan Thingsted, Planner dated March 12, 2018.

Ranchero / Deep Creek, Electoral Area D

Motion

THAT: "Ranchero / Deep Creek Official Community Plan Amendment (CSRD) Bylaw No. 750-02" be read a third time this 29th day of March, 2018;

Motion

THAT: "Ranchero / Deep Creek Zoning Bylaw No. 751" be read a third time this 29th day of March, 2018;

AND THAT: "Ranchero / Deep Creek Zoning Bylaw No. 751" be forwarded to the Ministry of Transportation and Infrastructure with a request for Statutory Approval.

16.4 Electoral Area E: Lakes Zoning Amendment (Coleman) Bylaw No. 900-23 1076

Report from Christine LeFloch, Development Services Assistant, dated March 6, 2018.

709 Swanbeach Road, Swansea Point

Motion

THAT: "Lakes Zoning Amendment (Coleman) Bylaw No. 900-23" be read a first time this 29th day of March, 2018.

Motion

THAT: The Board utilize the simple consultation process for Bylaw No. 900-23 and it be referred to the following agencies and First Nations:

- Department of Fisheries and Oceans;
- Navigation Canada;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Lands Branch;
- CSRD Operations Management; and
- All relevant First Nations bands and councils.

16.5 Electoral Area F: Electoral Area F Official Community Plan Amendment (CSRD) Bylaw No. 830-19 and Lakes Zoning Amendment (CSRD) Bylaw No. 900-24 1089

Report from Christine LeFloch, Development Services Assistant, dated March 8, 2018.

1946 Bristow Road, Celista

Motion

THAT: "Electoral Area F Official Community Plan Amendment (CSRD) Bylaw No. 830-19" be read a first time this 29th day of March, 2018.

Motion

THAT: "Lakes Zoning Amendment (CSRD) Bylaw No. 900-24" be read a first time this 29th day of March, 2018.

Motion

THAT: the Board utilize the simple consultation process for Bylaw No. 830-19 and Bylaw No. 900-24, and the Bylaws be referred to the following agencies and First Nations:

- Ministry of Transportation and Infrastructure;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Lands Branch;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Archaeology Branch;
- CSRD Operations Management;
- CSRD Financial Services Department;
- Transport Canada;
- All relevant First Nations.

17. Release of In Camera Resolutions

- If any

MEETING CONCLUSION

18. Upcoming Meetings/Events

18.1 Revelstoke & Area Economic Development Commission Meeting

Wednesday, April 4, 2018 at 4:00 PM
301 Victoria Road, Revelstoke, BC

18.2 Area A Parks Advisory Committee Meeting

Wednesday, April 11, 2018 at 12:00 PM
Golden & District Rec Centre, 1410 9th Street South, Golden, BC

18.3 Area F Parks Advisory Committee Meeting

Monday, April 16, 2018 at 1:00 PM
Scotch Creek Community Hall
3852 Squilax Anglemont Road, Scotch Creek

19. **Next Board Meeting**

Thursday, April 19, 2018 at 9:30 AM
CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm, BC

20. **Adjournment**

Motion

THAT: the regular Board meeting of March 29, 2018 be adjourned.

21. **Notation - Item 21 is not a Board agenda business item. Refer to the note below.**

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