



Governance Advisory Committee

Sicamous-to-Armstrong Rail Trail Corridor

Friday, November 15th, 2019, 9:00 am - 12:00 pm

Hosted in Room 3 at the Splat-sin Community Centre

Version Updated: November 26, 2019

MINUTES

Meeting Purpose: to provide policy direction relative to the planning, development, management and governance of the Rail Trail Corridor project.

Objectives:

- To review minutes and business arising from the previous meeting
- To review draft co-management agreement
- To update on encumbrance agreements along the corridor
- To update on meetings with agencies, businesses, and stakeholders including the ALC, MoTI, CP
- To update/discuss fund raising, project development, and upcoming priorities
- To direct communications to update the public

Agenda:

1. **Welcome, Secwepemc Acknowledgement (Splat-sin), and Introductions** – Friday, November 18, 2019, 9:05 am – Mayor Acton welcomed everyone, recognized the meeting was taking place on Secwepemc First Nations Territory, and reviewed the purpose of the meeting.
2. **Approval of Agenda**
 - a. **Motion:** *THAT: the agenda of the November 15, 2019 Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee meeting be approved.*
Moved: Councillor Eliason, **Seconded:** Councillor Delisle, **Carried:** by consensus
3. **Adoption of Minutes**
 - a. **Motion:** *THAT: the minutes of the September 20, 2019 Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee meeting be adopted as circulated.*
Moved: Councillor Baird, **Seconded:** Director Demenok, **Carried:** by consensus
4. **Business Arising**
 - a. **Update on Resolutions from September 20th, 2019 Governance Advisory meeting**
 - i. *Initiation of fundraising committee* – add Mayor Rysz –
Suggestion made that we invite chambers of commerce, tourism assoc and other community organizations.
Follow-up with Mike Fox – re potential funding donors



5. Reports

a. Financial Update –

Motion: *THAT: Financial update as reported be accepted.*

Moved: Councillor Eliason, **Seconded:** Councillor Delisle, **Carried:** by consensus

b. Project expenses to date: [Project Financial Report \(Nov. 07, 2019\)](#) Phil reported on current status.

Canada-BC Investing in Canada Infrastructure Program – should have answer by end of 2019

Motion: *THAT: Project expenses and Infrastructure Program update be accepted as reported.*

Moved: Councillor Eliason, **Seconded:** Councillor Baird. **Carried:** by consensus

6. [Technical Operational Committee: Progress Report – November 15, 2019](#)

i. Development Planning and Sub-Consultants – Phil provided update

1. Field assessments underway
2. Road-crossing warrants – discussion regarding road crossings, follow-up with MoTI underway regarding crossings and stopping pedestrians and vehicles.
3. Municipal Technical Meetings – Spallucheen, Enderby, etc.

ii. Agricultural Consultation and ALC Process – provided update on process to date

1. Notification letter, consultation process, and meeting dates
Dec 4, 2019, 6 pm to 8 pm, Armstrong Seniors Centre, 2520 Patterson Avenue.
Dec 7, 2019, 2 pm to 4 pm, Enderby Drill Hall, 208 George Street (Hwy 97A)
2. Feedback forms to ALC for review – Jan. 3, 2020
3. ALC application goal – to submit by end of January

ACTION: Tracy to supply all local Corporate Officers with meeting dates to be disbursed to both elected and senior officials.

iii. Consultation with MoTI re: Bruhn Bridge and Hwy 97 Twinning – awaiting follow-up meeting re Bruhn Bridge.

1. Update from Hwy 97 Enderby/Splatsin Twinning technical meetings – updated on meetings Nov. 14th with MoTI planning team for Stepney to Hwy 97 Connector twinning project. Concern identified re limited consultation to date. MoTI invited/willing to meet with Governance Committee in January. And MoTI planner will meet with TOC. Recommended City of Enderby and Splatsin also be invited to provide comment at the January meeting.
2. *Bruhn Bridge* – Mayor Rysz updated. Sicamous Council has established a committee to follow-up with MoTI, noting they are not satisfied with the extent the Rail Trail corridor will be accommodated.
3. *Also noted MoTI plans underway between Fortune Creek Bridge and Stepney Crossing.*



Discussion: also invite Spallumcheen and Sicamous to the meeting in January, as well, to include Spallumcheen and Enderby/Splatsin and Bruhn Bridge plans.

Question: what do we want out of this meeting? Governance wants a continuous corridor, but we need to consider all the interests. Suggest having a pre-meeting to agree to agenda and questions to ask. ACTION: set up a pre-meeting of Governance partners.

Motion: *THAT: a pre-meeting of the Governance Committee be held on Jan. 17th, 2020 along with invitations going out to senior staff and other elected officials from the District of Sicamous, City of Enderby, Splatsin, and Township of Spallumcheen, to discuss questions/concerns to be put to the MoTI. The Governance Committee will then extend an invitation to MoTI for a meeting the following week.*

Moved: Director Martin, **Seconded:** Councillor Delisle, **Carried:** by consensus

- iv. *Lansdowne-to-Armstrong Rail Corridor Acquisition* – follow-up with CP Rail. Still awaiting response.
- v. *Encumbrance Agreements*
 - 1. Land valuation recommendations (Kent-MacPherson) – awaiting report
 - 2. Update from Sicamous meetings – upland consent, dock permits – provided update on community meeting; well attended. Mayor Rysz and Director Martin thanked the technical team who coordinated the meeting.
 - 3. Access License agreements – NEW crossing-only option – provided an update on option for crossing agreement that isn't tied to an upland consent.
 - 4. Technical Guidelines Handout
- vi. *Co-Management Agreement* - pending
- vii. *Communications* – provided update;
 - 1. Beta website, info bulletin, mailings, media
<http://shuswapnorthokanaganrailtrail.ca>
 - 2. messaging and working title (unfolding the true story)
 - 3. Public information sessions
 - November 29, 2019, 10 am to 2 pm Enderby Indoor Farmers' Market**
 - December 9, 2019, 5 pm to 8 pm, Shuswap Lake Estate Community Centre**
 - December 11, 2019, 5 pm to 8 pm Sicamous & District Recreation Centre**
 - December 16, 2019, 5 pm to 8 pm, Oddfellows Hall, Armstrong**



7. New Business

- a. *Response to MoTI regarding Hwy 97 Twinning option to utilize Rail-Trail property* – covered above
- b. *Policy direction regarding collection of Encumbrance Agreement areas* – failure to sign or pay – discussion regarding a cost effective means to deal with these issues. RDNO & CSRD staff will come up with a recommendation for Governance Advisory. **ACTION: TOC** – to develop a recommendation.

8. **Direction on next communication updates to the public** – public and agricultural meetings; use continuous corridor terminology

9. **Summary and Next Steps** – see actions

10. **Next Meeting:** Friday, January 17, 2020, 9:00 am – 12 Noon – Location: Mara or Grindrod (Councillor Delisle will follow-up), March meeting in Armstrong

11. Adjournment

- a. **Motion:** *THAT: the November 15, 2019 Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee meeting be adjourned.*

Moved: Councillor Baird, **Seconded:** Councillor Deslisle, **Carried:** by consensus

Attending: appointed inter-jurisdictional representatives (one designate from each of the 12 jurisdictions within the two regional districts, plus two Splatstin representatives), as well as additional staff representation including CAOs and/or designates.

RSVP Contact: Secretariat/Facilitation – Phil McIntyre-Paul (Shuswap Trail Alliance) – interim secretariat to the Governance Advisory Committee (Contact: phil@shuswaptrails.com, 250-804-1964)

Meeting Documents: (Note: linked to Dropbox – requires free Dropbox app installed on device or computer)

1. [Minutes – September 20, 2019: Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee](#)
2. [Project Financial Report \(Nov. 07, 2019\)](#)
3. [Technical Operational Committee: Progress Report – November 15, 2019](#)
4. [DRAFT Agricultural Notification Letter, ALC Brochure, and Feedback Form \(Nov. 12, 2019\)](#)
5. [Sicamous Narrows Property Owners Meeting Invitation \(Oct. 08, 2019\)](#)
6. [Sicamous Narrows Property Owners – permit application contact information \(Oct. 29, 2019\)](#)
7. DRAFT Encroachment and Lease Agreements:
 - a. [NEW Access License Agreement \(Oct. 31, 2019\)](#)
 - b. [Land Lease Agreement Template](#)
 - c. [License and Upland Consent Agreement Template](#)
 - d. [Encroachment Agreement Template](#)



- e. [Utility Agreement Template](#)
8. [Technical Guidelines Handout for Encroachment Agreements \(Nov. 06, 2019\)](#)
 9. [Information Bulletin #1 \(Nov. 05, 2019\)](#)
 10. [Poster Board Display Set \(Nov. 05, 2019\)](#)

Background Documents: (for Reference)

1. [Rail Trail ½ KM Markers Reference Mapbook \(Aug. 01, 2019\)](#)
2. [Communications Plan & Consultation Strategy FINAL](#)
3. [Memorandum of Understanding \(Master Agreement\) between CSR, RDNO, and Splatins – FINAL](#)
4. [Terms of Reference - Governance Advisory Committee - Sicamous to Armstrong Rail Trail Corridor FINAL](#)
5. [Terms of Reference - Technical Operational Committee - Sicamous to Armstrong Rail Trail Corridor FINAL](#)
6. [Preliminary Concept Design Report – Sicamous-to-Armstrong Rail Trail Corridor \(Updated Aug 2019\)](#)
7. [Overview Map – Rail Corridor](#)

Summary of Actions from Minutes – November 18th, 2019:

Task or Action	Responsibility	Timeframe/Status
Set up meeting between MoTI and Governance committee to closely follow Jan 17 th meeting	TOC/Secretariat (Phil)	In progress
Develop a policy recommendation for of Encumbrance Agreement areas	TOC	In progress
Advise local Corporate Officers with meeting dates.	Secretariat	In progress
Prepare business access use policy and process for review	TOC	Carry forward
review the dialogue to date regarding Vernon to Armstrong Connection, and bring forward a resolution to the Governance Advisory for moving forward on this	TOC	Carry forward
Analyse CP Rail asking price for Lansdown to Armstrong ROW	TOC	Carry forward
Initiate fundraising committee	TOC/Secretariat (Phil)	In progress
Schedule Sicamous narrows, agricultural, public info meetings	TOC/Secretariat (Phil)	In progress
prepare a communication update to the public	TOC/Secretariat (Phil)	In progress

Abbreviations: GAC (Governance Advisory Committee), TOC (Technical Operational Committee), PMT (Project Management Team)



Attendance: Sicamous-to-Armstrong Rail Trail Governance Advisory Committee – November 18, 2019

Acting Governance Representatives at Meeting:

- Kevin Acton – Village of Lumby – Mayor/RDNO Chair – Appointed Rep (Co-Vice Chair)
- Chad Eliason – City of Salmon Arm – Councillor – Appointed Rep
- Chris Pieper – City of Armstrong – Mayor – Appointed Rep
- Denis Delisle – RDNO Area F – Director – Appointed Rep
- Rick Fairbairn – RDNO Area D – Director – Appointed Rep
- Rhona Martin – CSRD Area E – Director/CSRD Chair – Appointed Rep
- Shawn Tronson – Splat-sin – Councillor – Alternate Rep
- Terry Rysz – District of Sicamous – Mayor – Appointed Rep (Co-Vice Chair)
- Todd York – Township of Spallumcheen – Councillor – Appointed Rep
- Tundra Baird – City of Enderby – Councillor – Appointed Rep
- Paul Demenok – CSRD Area C – Director – Appointed Rep
- Jay Simpson – CSRD Area F – Director – Appointed Rep

Alternate Representatives (Observing):

- Randal Ostafichuk – District of Lumby – Councillor – Alternate Rep
- Gord Buschell – District of Sicamous – Councillor – Alternate Rep
- Jeff Mallmes – District of Sicamous – Councillor – Alternate Rep

Staff:

- Charles Hamilton – CSRD – Chief Administrative Officer
- Kevin Bertles – City of Armstrong – Chief Administrative Officer
- Melinda Smyrl – District of Sicamous – Planner
- Ryan Nitchie – CSRD – Team Leader, Community Services
- Sharen Berger – CSRD/RDNO – Rail Corridor Lease Agreements (Contractor)

Other:

- Phil McIntyre-Paul – Shuswap Trail Alliance – Governance Advisory Secretariat
- Tracy Lundberg-Schimpf – Shuswap Trail Alliance – Project Assistant

Regrets:

- David Sewell – RDNO – Chief Administrative Officer
- Kukpi7 Christian – Splat-sin – Kukpi7 (Chief) – Appointed Rep (Chair)
- Lynda Shykora - CSRD - Deputy Manager, Corporate Administration
- Shirley Fowler – City of Armstrong – Councillor – Alternate Rep
- Tate Bengston - City of Enderby – CAO
- Theresa William - Splat-sin – Councillor
- Shawn Tronson – Splat-sin – Councillor
- Mike Fox – RDNO – General Manager of Community Services