

REGIONAL DISTRICT OF COLUMBIA-SHUSWAP

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POLICY

BY-LAW COPIES

*Reduction of Paper: copies of by-laws be issued
to those Directors - Board members - directly
concerned.*

APRIL 1981

COLUMBIA SHUSWAP REGIONAL DISTRICT

POLICY

APPLICATIONS REQUIRING BOARD CONSIDERATION

All applications requiring Regional Board consideration, including but not limited to the following:

- ALR
- Rezoning
- Plan Amendments, etc.
- Development Permits

must be received at the Regional District Office in complete form not later than 12:00 PM (Noon), the first working day of the month to be considered for inclusion on the monthly Board meeting agenda.

This policy allows for staff preparation of all relevant material prior to agenda preparation deadline of Noon Wednesday of the week preceding the Board meeting.

JANUARY 1990
DECEMBER 1982

COLUMBIA SHUSWAP REGIONAL DISTRICT

POLICY

86-412

'AS-BUILT' DRAWINGS FOR CAPITAL WORKS

All capital works for which the CSRD is responsible or toward which the CSRD has advanced public funds shall be documented by 'as-built' drawings retained on file with CSRD.

APRIL 1986

COLUMBIA SHUSWAP REGIONAL DISTRICT

POLICY

86-412

MAINTENANCE OF LOG BOOK BY FACILITY MANAGERS

All facility managers be required to maintain daily or weekly log of incidents arising that may result in legal action and of evidence that facility policies are being enforced.

APRIL 1986

INSPECTION OF WOODBURNING INSTALLATIONSPreamble

In 1987, BC Hydro introduced a "low power rate" program available to residences or buildings with a secondary heating system. If wood heat is that secondary system, it is a qualification requirement that woodburning installations be inspected and certified. In the absence of building inspection, in several areas, requests have been made, and could be made, of the local rural fire departments for inspection and comment.

CSRD fire departments presently do not have the authority, through the Municipal Act, to perform these services and by doing so, could incur liability for the CSRD.

A notice to all fire departments was issued in November 1987. A May 1988 bulletin from Harman, Wilson & Co. indicates that a policy in this regard is warranted.

Policy

In the absence of a building inspection service, fire departments operating under the auspices of the CSRD are in no way to provide inspection services or any measure of certification, either verbally or in writing, toward the adequacy of woodburning appliances or their installation.

DD/bb

FEBRUARY 1989

AVIATION FUEL MANAGEMENT – REVELSTOKE AIRPORT

Preamble

Liability exposure for the storage and dispensing of aviation petroleum products requires strict management especially in light of the Contaminated Sites Regulation of the Waste Management Act.

The CSRD depends on the profits of aviation fuel sales to offset dependency on tax requisition for airport operations at Revelstoke.

Further, this policy has been developed in the interests of safety at the Revelstoke Airport.

Policy

All above-ground fuel storage/dispensing facilities will be under the control of the Columbia Shuswap Regional District. These facilities will include:

- 4 double walled, 5,000 gallon above-ground tanks c/w plumbing and dispensers (100 LL AvGas and jet fuel).
- 1 electronic credit card reader
- 1 above-ground 100 gallon tank for automobile fuel (airport maintenance purposes only)

No other above-ground fuel storage/dispensing facilities are permitted and no aviation fuel, including MOGAS for aviation purposes, is to be brought onto Revelstoke Airport property in drums or other containers with the intent of dispensing and utilizing fuel while at the Airport.

Tundra Helicopters Ltd. only is authorized to store its empty fuel trucks (maximum of two trucks) within its lease site, in a designated area established for that storage, provided the leak/spill containment is in place.

No other fuel trucks may be stored on Revelstoke Airport property.

The installation of underground storage facilities on Revelstoke Airport property will not be permitted.

JULY 1997

NOVEMBER 1997

JUNE 2001

APRIL 19, 2012

Resolution No. 2012-413 authorized an exemption to Policy A-54 allowing the Ministry of Forests to install a 1,300 litre above-ground fuel tank (for non-Aviation fuel only) for a 10 year term (expires 2022).

REGIONAL DISTRICT OF COLUMBIA-SHUSWAP

POLICY

BUILDING PERMIT REFUND POLICY

1. The full permit amount shall be refunded when a permit must be denied.
2. No refund shall be allowed for lapsed permits.

APRIL 1981

POLICY

POLICY NO. F -7

MILEAGE

Compensation for the use of private vehicles utilized for Columbia Shuswap Regional District or Columbia Shuswap Regional Hospital District purposes shall be tied to the annual reasonable allowance rates set by Canada Revenue Agency (CRA). Effective February 24, 2011, the rate shall be \$0.52/km, and will be subject to change as per CRA guidelines.

Where a director or employee's private vehicle is damaged by accident while travelling on corporate business, the CSRD shall reimburse the lesser of actual vehicle damage repair cost or the claimant's vehicle insurance deductible, to a maximum of \$500 per occurrence. This will not apply where a court holds that the claimant or driver of the vehicle is guilty of wilful, wanton or gross negligence.

Where the vehicle's windshield is damaged while travelling on corporate business, the CSRD shall reimburse the lesser of windshield repair cost or the claimant's vehicle insurance deductible for windshield damage, to a maximum of one claim per calendar year.

APRIL 1981
JULY 1981
FEBRUARY 1982
MARCH 1984
DECEMBER 1986
DECEMBER 1989
DECEMBER 1995
DECEMBER 2000
MARCH 2003
FEBRUARY 2011

POLICY

REVENUE ARISING FROM LEGAL CLAIMS

Effective with the endorsation of this policy by the Regional Board, all revenue received by the Regional District arising from any legal claims shall be subject to the recovery of direct legal administrative and advisory costs.

The balance of revenue over expenditures shall be credited to the function involved.

Implementation of this policy shall be limited to claims arising after the adoption of this policy.

MARCH 1983

POLICY

COVID-19 SAFE RESTART ELECTORAL AREA GRANT-IN-AID FUNDING

PURPOSE AND INTENT

The Columbia Shuswap Regional District ("CSR") received COVID-19 Safe Restart Grants from the Province of BC in November of 2020 and March of 2021. The funding was provided to assist local governments in addressing operational issues and fiscal pressures as a result of COVID-19 and to ensure continued delivery of services to members of the community.

The Board recognizes the value to the electoral areas of non-profit organizations and charities maintaining a local presence, and that a contribution by the CSR may support continued community services.

To ensure the continued and future viability of organizations delivering core community services and those delivering critical community-based supports to vulnerable populations, the CSR has designated a proportion of the COVID-19 Safe Restart Grant to assist with COVID-related shortfalls and expenditures.

This policy is intended to set the parameters under which the Board will consider applications for COVID-19 Safe Restart Grant-in-Aid funding for eligible organizations. The parameters will provide fair, consistent treatment and consideration for all applicants providing charitable and non-profit core community services or services to vulnerable populations within the CSR electoral areas.

COVID-19 Safe Restart Grant-in-Aids are provided at the discretion of the Board. There is no obligation to provide a grant.

Not all non-profit organizations meeting the basic criteria will automatically receive a grant, funding is not guaranteed, and may be dependent on the number of applications received.

POLICY

The CSR may support charitable or non-profit organizations in their delivery of core community services or those delivering services to vulnerable populations; within limits set by the Annual Operating Budget by providing financial assistance from the COVID-19 Safe Restart Grant up to a maximum of \$5,000.00 per applicant under the following terms and conditions:

Section 1 - Eligibility Criteria

- 1.1 To be eligible for a COVID-19 Safe Restart Grant-in-Aid, an organization must comply with all the eligibility criteria outlined below. The application forms and supporting documentation are an integral part of this process.

The applicant(s):

- a. Must be a Non-Profit Organization;

Non-profits are defined as community organizations, associations or societies that are (whether incorporated or unincorporated) organized and operated exclusively for social welfare, civic improvement, pleasure, recreation or any other purpose except profit.

- b. Must provide services or programs that are compatible or complementary to those offered by the CSRD (i.e. core community services) or support vulnerable populations.

For the purposes of this policy, “vulnerable populations” means communities in the CSRD that experience physical, economic and social barriers that would typically include those living in poverty (i.e. low income cut-off) and diverse marginalized groups who are at risk of being socially excluded to inclusion, such as seniors, youth, Indigenous, veterans, visible minorities, women, LGTBQ2+, low income, unemployed, single parent families, individuals living with a disability, experiencing homelessness or from an official language minority community.

- c. Must provide services and supports to the benefit of CSRD electoral area residents;

Requests for financial assistance from applicants operating outside of the electoral area boundaries of the CSRD will not be considered unless its members are largely residents in the electoral areas of the CSRD and it is clear that there will be a benefit to the electoral areas.

- d. Must demonstrate a financial need by providing financial information, signed by the organizations’ Auditor or Treasurer, including:

- Comparative financial statements (i.e. Income Statement and Balance Sheet) for the previous two fiscal years;
- Year to date financial statements for the current fiscal year; and
- Revenue and expenditure budget for the current fiscal year.

- e. Must explain the intended use of any cash reserves or retained earnings shown on financial statements and must provide an explanation as to why such monies cannot be used to assist with the financial request.

- f. Must provide details of financial assistance received by other organizations or levels of government in the previous or current year together with details of current applications made or intended to be made to other organizations or levels of government.

Activities that would result in double recovery of funds will not be considered. Examples of items or services covered by other government assistance include Emergency Community Support Fund or the Canada Emergency Wage Subsidy or insurance.

- 1.2 The Board may, at its discretion, consider the relative size and/or scale of the non-profit organization.

- 1.3 The Board may, at its discretion, consider prior CSRD Grant-in-Aid funding awarded to applicants in determining potential awards under this funding stream.
- 1.4 Requests for financial assistance must be aligned with the general intent of the COVID-19 Safe Restart Grant Funding received by the CSRD, to address operational issues and fiscal pressures as a result of COVID-19.

Section 2 – Applications

- 2.1 The application form supplied by the CSRD must be utilized by all applicants. The application form requires organizations to:
 - Provide a full description of the organization, its purposes and programs;
 - Provide all necessary documentation, including financial information, to support the status they claim; and
 - Declare that the information provided is true and accurate.
- 2.2 Applications must be submitted on or before **June 30, 2021**. Applications received after the deadline cannot be considered unless a general extension is provided.

Section 3 – Process

- 3.1 Organizations may not submit more than one application.
- 3.2 Applications are reviewed for completeness by the Finance Department and applicants are contacted for additional information if necessary.
- 3.3 The Board will consider all applications received collectively.
- 3.4 Applications will be presented to the Board for consideration and approval.
- 3.5 All successful recipient organizations will be required to submit a narrative and financial report for the use of the funding received by **December 31, 2021**.

Section 4 – Extent and Conditions

- 4.1 The Board may, at its discretion, reject any or all applications brought forward for consideration.
- 4.2 COVID-19 Safe Restart Grant-in-Aids are subject to the CSRD's budgetary constraints.
- 4.3 The following activities and circumstances will not be considered as eligible for a grant:
 - Applications received from private sector, for-profit businesses and/or organizations not meeting the eligibility criteria as outlined in Section 1 of this policy.

- 4.4 Any financial assistance received from the CSRD must be spent by the applicant in compliance with the details of the project or purpose stated in its application.
- 4.5 It is the responsibility of any approved organization to notify the CSRD if significant changes occur with respect to the organization.

BC BUILDING CODE IN NON-INSPECTION AREASPreamble:

The CSRD receives inquiries, expressions of concern, or information regarding the noncompliance of buildings and structures to the BC Building Code in areas not designated by bylaw as building inspection areas.

Further, on occasion, a request is made for the services of a building inspector to inspect a building or structure in an area not designated for building inspection.

POLICY

The Regional Board accepts the expressed will of the public at various public forums that, at present, the service of building inspection is not desirable in non-designated areas both for political reasons (i.e. the will of the public) and for economic reasons (i.e. the requirement for general property taxation).

The CSRD will have no involvement in the application of the BC Building Code in areas of the Regional District not designated by bylaw for such.

And further, the Board undertake to pursue in 1990 the conducting of a representative survey, in areas not presently designated for building inspection, to determine more precisely the will of the public. At the discretion of the Board, a referendum* may be conducted in conjunction with the November 1990 General Election.

Reference:

- * Section 283 Municipal Act
Correspondence January 30, 1990 Lidstone Young Anderson

FEBRUARY 1990

POLICY

W-7

REVELSTOKE AIRPORT SECURITY

Preamble

The Columbia River Flats (Flats) is located immediately adjacent to the Revelstoke Airport and is accessible to the public during the winter, spring, and fall months when the Columbia basin is at a low elevation. During the summer months the reservoir elevation is high and the access to the Flats is under water. The Flats is located immediately south of the airport runway, and there is no fencing to restrict the public from the runway.

The public is able to enter the Flats from a number of access points and the elevation change of the water reservoir in the Columbia Basin makes it difficult to block or restrict the public from accessing the Flats.

Annually, the Airport Committee develops a five year capital budget and submits the budget to the CSRD Board for approval. The capital upgrade project to construct fencing at the perimeter of the airport runway would be considered along with other airport capital upgrade projects and initiatives.

This policy has been developed to minimize risk to the Columbia Shuswap Regional District (CSRD).

Policy

- The CSRD will post signs along the south and west sides of the Revelstoke Airport runway that restricts the public from the active runway.
- The CSRD will inspect the signs along the south and west sides of the airport runway annually and replace/repair the signs as required.
- The CSRD will post information on the Canada Flight Supplement to advise pilots of the public accessing the Flats and unfenced runway.
- The Revelstoke Airport Management Committee will consider the airport runway fencing capital project with other capital project priorities in conjunction with the annual CSRD budget process.

AUGUST 2012