



COMMITTEE OF THE WHOLE MEETING MINUTES

Note: The following minutes are subject to correction when endorsed by the Committee at the next Committee of the Whole meeting.

Date: October 16, 2024
Time: 9:30 AM
Location: CSR D Boardroom
555 Harbourfront Drive NE, Salmon Arm

Directors

Present	K. Cathcart	Electoral Area A Director
	D. Brooks-Hill^	Electoral Area B Director
	M. Gibbons	Electoral Area C Director
	D. Trumbley	Electoral Area D Director
	R. Martin	Electoral Area E Director
	J. Simpson	Electoral Area F Director
	N. Melnychuk (Vice Chair)	Electoral Area G Director
	R. Oszust	Town of Golden Director
	G. Sulz^*	City of Revelstoke Director
	K. Flynn (Chair)	City of Salmon Arm Director
	T. Lavery^	City of Salmon Arm Director 2
	C. Anderson	District of Sicamous Director

Staff In

Attendance

J. MacLean	Chief Administrative Officer
J. Sham	General Manager, Corporate Services (Corporate Officer)
C. Robichaud	Deputy Corporate Officer
J. Pierce^	General Manager, Financial Services (Chief Financial Officer)
B. Van Nostrand*	General Manager, Environmental and Utility Services
D. Sutherland*	General Manager, Community and Protective Services
C. Paiement*	Manager, Planning Services

J. Thingsted*
B. Payne

Planner III
Manager, Information Technology

1. Land Acknowledgement

We acknowledge that we are meeting in service to the Columbia Shuswap Regional District which is on the traditional and unceded territories of the Secwepemc, Syilx Okanagan, Sinixt and Ktunaxa Nation. We are privileged and grateful to be able to live, work and play in this beautiful area.

Declaration on the Rights of Indigenous Peoples Act
Article 17:

1. Indigenous individuals and peoples have the right to enjoy fully all rights established under applicable international and domestic labour law.
2. States shall in consultation and cooperation with indigenous peoples take specific measures to protect indigenous children from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development, taking into account their special vulnerability and the importance of education for their empowerment.
3. Indigenous individuals have the right not to be subjected to any discriminatory conditions of labour and, inter alia, employment or salary.

2. Call to Order

The Chair called the meeting to order at 9:33 AM.

3. Adoption of Agenda

Moved By Director Oszust

Seconded By Director Cathcart

THAT: the Committee of the Whole meeting agenda be adopted as amended.

Discussion on the Motion:

Chair Flynn ask for an addition to the resolution under item 5 to include "(c) labour relations or other employee relations" as a reason to move into the Closed session of the meeting.

CARRIED

4. Meeting Minutes

4.1 Adoption of Minutes

Moved By Director Melnychuk
Seconded By Director Simpson

THAT: the minutes attached to the Committee of the Whole meeting agenda be adopted.

CARRIED

4.2 Business Arising from Minutes

None.

5. Closed (In Camera)

Late Agenda - order of business change.

Director Sulz joined the meeting at 9:37 AM.

Moved By Director Lavery
Seconded By Director Brooks-Hill

THAT: pursuant to Section 90(1) of the Community Charter, the subject matter being considered relates to one or more of the following:

(c) labour relations or other employee relations;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

AND THAT: the Committee close this portion of the meeting to the public and move to into the Closed Session of the meeting.

CARRIED

The Committee moved into the Closed portion of the meeting at 9:37 AM.

The Open portion of the meeting resumed at 11:34 AM.

6. Business General

6.1 Policy Review

Report from Jennifer Sham, General Manager, Corporate Services (Corporate Officer), dated October 10, 2024.

Late Agenda - report added.

Moved By Director Cathcart
Seconded By Director Simpson

THAT: the Committee support the staff direction to bring forward “No Update” and “Rescind” policies to the November Regular Board Meeting, as attached to the October 16, 2024 Committee of the Whole Agenda.

Discussion on the Motion:

Director Simpson requested to have Policy A-47 added to the 2025 workplan minor updates list as he had been speaking to the CAO about a situation that may be coming forward related to the policy.

Director Gibbons requested to have Policy A-82 added to the 2025 workplan minor updates list and requested to have Métis peoples recognized in the policy.

The Committee asked why Policy F-7 was identified by staff for rescission and F-29 identified for a major update.

General Manager, Financial Services noted that the information within Policy F-7 was duplicated in Policy F-14 and that Policy F-29 required revisions as the policy was linked to old memos and needed modernization.

CARRIED

6.3 Water Utility Financial Health Update and User Fee Recommendations for 2025-29

Report from Ben Van Nostrand, General Manager, Environmental and Utility Services, dated October 4, 2024. An overview of the financial health of water systems to support a utility rate review and update.

Guest Speaker - John Weninger, JW Infrastructure Planning.

Late Agenda - report added.

Moved By Director Anderson

Seconded By Director Brooks-Hill

THAT: the Committee of the Whole recommend to the Board of Directors to direct staff to base the 2025-2029 Annual Water User Fees, under the CSRD Waterworks Rates and Regulation Bylaw No. 5819, on Scenario 2 as outlined in this report;

AND THAT: a board report be presented at the November 21, 2024, Regular Board meeting.

Discussion on the motion:

Director Oszust asked if individual condition assessment were recommendation and if so, how frequently inspections occur.

Mr. Weninger said all that was know was the age of the assets and that the assets life could be extended with good maintenance. Mr. Weninger said that condition assessments were recommended for preventative maintenance but noted that it was difficult to assess water pipes as they were pressurized. The best time to conduct an assessment was during the repair of a line break and compiling the data at that time.

Director Gibbons felt there was a broad range between water systems and thought it would be difficult for taxpayers to manage the increased rates and asked why such a large spectrum was used.

Mr. Weninger advised that the numbers were not just based on pipe replacement as there were various assets associated with each water system. He also noted that there were water systems with asbestos pipes that would need to be replaced. Rather than future taxpayers responsible to pay the lion's share it was best to spread out the future replacement/upgrade costs between current and future users.

Chair Flynn asked if property owners on small water systems would be responsible for the debt.

General Manager, Financial Services confirmed that each system would be responsible for the associated costs.

Director Martin thought increase to build up reserves was the responsible course of action to take and felt it prudent to ensure that an effective communication strategy was developed to provide information to property owners regarding cost increases.

Director Simpson asked why funding would need to increase to achieve 75% of the funding target in 5 years when some water systems were 30 years away from projected replacement.

Mr. Weninger advised that most systems do not currently have sufficient reserves and scenario 2 was based on the need have the reserves caught up to a satisfactory level.

General Manager, Financial Services advised that the bylaw would be drafted and each water system could be reviewed at that time.

The CAO advised the CSRD was attempting to achieve a consistent philosophy across all water systems to ensure for the future health and stability the utilities.

Vice Chair Melnychuk was in favour of scenario 2.

Director Gibbons did not support an overall on size fits all measurement for water systems and felt the utilities should be evaluated individually as it may not be appropriate to instill a blanket fee across the board.

Director Gibbons agreed that reserves were necessary but felt that they should be built up in a manner that taxpayers can support.

Chair Flynn asked if staff were working on increasing community education for water conservation and asked if there could be five, eight and ten year water fee scenarios.

General Manager, Environmental and Utility Services advised that water conservation was a goal in for a future workplan and the department would be looking at what other municipalities and regional districts are doing in regard to education.

CARRIED

The meeting recessed at 12:48 PM and resumed at 1:21 PM.

Director Sulz left the meeting at 1:21 PM.

6.2 Electoral Areas B, C, D, E, F, G: Short-Term Rental (STR) Temporary Use Permit Policy (P-28)

Report from Jan Thingsted, Planner III, dated October 3, 2024.
Presentation of draft Short-Term Rental (STR) Temporary Use Permit (TUP) Policy, and update on CSRD STR communication.

Late Agenda - PowerPoint presentation added.

Moved By Director Cathcart
Seconded By Director Martin

THAT: the Committee of the Whole support in principle the draft Short-Term Rental (STR) Temporary Use Permit (TUP) Policy P-28 for consideration and endorsement at the November 21, 2024 Board Meeting.

Discussion on the motion:

The Committee expressed concerns with the number of unanswered questions from the province regarding the Short Term Rental (STR) registry and felt that it would be prudent to have all the information before establishing a policy.

Planner III confirmed that staff were still waiting on information from the province but felt it was important to move forward with a policy to allow staff to review applications in a consistent manner. Staff confirmed that the majority of steps presented in the proposed policy were already a part of the current TUP process and that a policy would simply formalize the procedure and provide open transparency and clarity to both public and staff.

Directors asked about opting in to the provincial registry and inquired about the possibility of establishing STR business licencing in electoral areas and the potential costs involved.

CAO noted that business licencing would still require property owners to be compliant with other CSRD regulations (i.e. zoning).

Directors asked to staff find out what other regional districts are doing in relation to implementing business licencing and provide information about service costs.

DEFEATED (11 – 1)

In Favour: Director Oszust

The meeting recessed at 3:00 PM and resumed at 3:08 PM.

6.4 2025-2029 Pre-Budget Discussion

Late Agenda - presentation added.

Discussion:

Director Cathcart requested that cost and workload information for the possible implementation of business licencing be included in the 2025/2029 budget discussion. She also inquired about a recent hydrologist study conducted in Area A and the possibility of conducting the second phase of the study. Director Cathcart expressed her continued

support of moving forward with an aquatic centre and was hoping to look at options moving forward.

Director Gibbons said Areas C and G needed to have their own separate OCP and zoning bylaws and noted there was no mention of upgrades that were scheduled for the White Lake and Eagle Bay Firehalls in the pre-budget presentation.

General Manager, Financial Services replied that both projects were committed in the 2024 budget and that they still formed part of that workplan.

Director Simpson requested to have the Rose Clifford playground added to the upcoming workplan and budget.

Director Melnychuk supported the refresh of the parks master plan and was looking forward to the potential implementation of Area G community hall funding service establishment to provide stable ongoing funding to support the operation of community halls.

Director Trumbley left the meeting at 3:49 PM.

Director Martin identified the North Fork Wild grant funding project, the Japanese internment historic program, and Yard Creek Park operation negotiations with the provincial government as items she wished to be budgeted for in 2025.

Director Brooks-Hill requested to have Area B opt into the provincial Short Term Rental (STR) registry and stated that he would consider taxation in Area B in order to implement a business licences service for STRs.

The CAO advised Directors they could provide any additional 2025/2029 budgetary requests to the CAO and the General Manager, Financial Services by November 1, 2024.

6.5 Laserfiche Cloud Migration and Introduction of Process Automations

Report from Jennifer Sham, General Manager, Corporate Services, dated October 3, 2024.

Late Agenda - report added.

Moved By Director Martin

Seconded By Director Melnychuk

THAT: the Committee of the Whole receive the information regarding the potential partnership with Government Frameworks.

Discussion on the motion:

Directors Simpson asked if there would be benefits to the public. General Manager, Corporate Services said the most notable public benefit would be from the application/permit processing automations that were expected to increase efficiencies and streamline applications processing times.

Director Gibbons voiced concerns around cyber security and asked staff how the organization would recover from data theft.

Manager, Information Technology advised that Government Frameworks has a robust disaster recovery system in place and that by partnering with this company it would provide the CSRD an extra layer of security. The current CSRD premises servers would be replaced with the cloud based technology and data would be backed up by multiple servers located in Canada to reduce the risk of data loss.

CARRIED

7. Rise and Report

Moved By Director Cathcart

Seconded By Director Anderson

THAT: the Committee of the Whole meeting Rise and Report.

CARRIED

4:12 PM

CORPORATE OFFICER

CHAIR