

COLUMBIA SHUSWAP REGIONAL DISTRICT

Minutes of a Regular Board meeting held December 2, 2016
at the Board Room of the Regional District Office, Salmon Arm, BC

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

PRESENT

Chair	R. Martin	(Electoral Area 'E')
Directors:	K. Cathcart	(Electoral Area 'A') (Absent)
Alt. Director	S. Knaak	(Electoral Area 'A')
	L. Parker	(Electoral Area 'B')
	P. Demenok	(Electoral Area 'C')
	R. Talbot	(Electoral Area 'D')
	L. Morgan	(Electoral Area 'F')
Vice Chair:	C. Moss	(Town of Golden) (Absent)
Alt. Director	R. Oszust*	(Town of Golden)
	M. McKee*	(City of Revelstoke)
	N. Cooper*	(City of Salmon Arm)
	C. Eliason	(City of Salmon Arm) (Absent)
Alt. Director	T. Lavery*	(City of Salmon Arm)
	T. Rysz*	(District of Sicamous)
Staff:	C. Hamilton	Chief Administrative Officer (Absent)
	L. Shykora	Deputy Manager, Corporate Administration Services
	E. Johnson	Executive Assistant/Confidential Secretary
	B. Payne*	Manager, Information Systems
	D. Mooney*	Manager, Operations Management
	J. Pierce*	Manager, Financial Services
	C. Kraft*	Deputy Treasurer, Financial Services
	B. Van Nostrand*	Team Leader, Environmental Health Services
	T. Langlois*	Team Leader, Utilities
	G. Christie	Manager, Development Services
	S. Berger	Team Leader, Development Services
	D. Passmore*	Senior Planner
	C. Benner*	Development Services Assistant

* attended part of meeting only

CALL TO ORDER

The Chair called the meeting to order at 9:30 AM.

ADMINISTRATION

ADOPTION OF MINUTES

2016-1201
BOARD MEETING
MINUTES

Adoption of November 17, 2016 Regular Board Meeting Minutes.

M/S Director Talbot/Alt. Director Oszust THAT:
the minutes of the November 17, 2016 Regular Board Meeting be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

None.

CORRESPONDENCE

MINISTER OF
FISHERIES AND
OCEANS CANADA
(NOVEMBER 14, 2016)

Letter from the Honourable Dominic LeBlanc, Minister of Fisheries, Oceans and the Canadian Coast Guard regarding zebra and quagga mussels.

The correspondence advised of the Federal Government's actions in support of preventing the spread of zebra and quagga mussels.

2016-1202
SUPPORT FOR GRANT
APPLICATION
(NOVEMBER 24, 2016)

Request from Malcom Makayev, Chair of Eagle Valley Transportation (EVT) in Sicamous, for CSRD Board support to aid in EVT's grant application to Shuswap Community Foundation for 2 electric cars.

M/S Directors Talbot/Demenok THAT:
the Board write a letter of support for Eagle Valley Transportation's grant application to Shuswap Community Foundation for two electric cars.

Discussion:

- Mr. Makayev was in attendance to provide additional background in relation to the request for a letter of support. He advised that the Eagle Valley Transportation Society will be able to provide improved transportation service to senior citizens and other community members in Sicamous and Area E for those requiring rides to medical and other appointments.

CARRIED

2016-1203

M/S Alt. Director Lavery/Director Talbot THAT:
the correspondence contained on the December 2, 2016 regular Board agenda be received for information.

CARRIED

REPORTS

None.

BUSINESS GENERAL

2016-1204
2017 BOARD AND
COMMITTEE MEETING
SCHEDULE

Report from L. Shykora, Deputy Manager, Corporate Administration Services, dated November 18, 2016.

M/S Directors Cooper/Parker THAT:
the proposed 2017 Board and Committee meeting schedule be approved, including date changes for the following meetings:

- January 31, 2017 Electoral Area Directors Meeting changed to Tuesday, February 7, 2017
- Wednesday, February 15, 2017 Committee of the Whole (Budget) meeting changed to Friday, February 17, 2017.

CARRIED

BUSINESS GENERAL
Cont'd

2016-1205
OVERTIME
– NON-MANAGERIAL
EXEMPT STAFF

Report from J. Pierce, Manager, Financial Services, dated November 18, 2016.

M/S Directors McKee/Demenok THAT:
the Board endorse the amendment to Policy F-18 “Overtime – Non-Managerial Exempt Staff” and approve its inclusion into the CSRD Policy Manual.

CARRIED

2016-1206
RECOGNITION OF
MANAGERIAL HOURS
WORKED

Report from J. Pierce, Manager, Financial Services, dated November 18, 2016.

M/S Directors McKee/Demenok THAT:
the Board endorse the amendment to Policy F-19 “Recognition of Managerial Hours Worked” and approve its inclusion into the CSRD Policy Manual.

Discussion:

- Staff responded to questions, confirming that the policy is applicable to senior management only and that the policy may be varied by an employment contract.

CARRIED

2016-1207
ASSET MANAGEMENT
PLANNING PROGRAM

Report from D. Mooney, Manager, Operations Management, dated November 22, 2016.

M/S Alt. Director Oszust/Director Talbot THAT:
the Board empower the authorized signatories to apply for three Provincial Asset Management Planning Program grants in the amount of \$10,000 each in order to support the development of an Asset Management Strategy, Asset Management Framework and an Asset Management Operational Level Service Analysis. The CSRD will provide in-house contributions to support overall grant and project management;

AND THAT:

in accordance with Policy No. F-3 “Community Works Fund – Expenditure of Monies” access to the Community Works Fund be approved in the amount of \$45,000 plus applicable taxes for continued advancements in Asset Management Program development from the 10% portion of the All Electoral Areas Community Works Fund allocation.

Discussion:

- In response to questions, staff confirmed:
 - (1) the need to authorize funding from the Community Works Fund in the event that the grant application is unsuccessful;
 - (2) that member municipalities were not contacted to seek a funding contribution;
 - (3) the rationale for recommending Opus International Consultants (Canada) for the contract work.
- Staff advised that the many CSRD assets are for electoral area services and the related assets are located within the electoral areas.

CARRIED

BUSINESS GENERAL
Cont'd

2016-1208

M/S Alt. Director Oszust/Director Talbot THAT:
the Board empower the authorized signatories to enter into an agreement with Opus International Consultants (Canada) to develop an Asset Management Strategy, Asset Management Framework, and an Asset Management Operational Level of Service Analysis for a total cost of \$43,260 plus applicable taxes.

CARRIED

2016 CSRD FOOD
WASTE DIVERSION
TRIAL OVERVIEW

Report from B. Van Nostrand, Team Leader, Environmental Health Services, dated November 21, 2016.

The above noted report advising the Board that the 30-week food waste diversion program did not prove to be cost effective was received for information.

The Team Leader responded to questions about the determination that the continuation of food waste collection at transfer stations is not warranted; rather there are economic and operational reasons to move forward in the long term with the collection of residentially generated food waste through a curbside collection system as identified in the Solid Waste Management Plan.

Area D Director commented on the recent food collection trial system using Spa Hills composting facility; he also commented on the challenge of getting the word out to the public on the past trial program and with other future projects.

Area C Director expressed support for moving forward with a curbside collection system in Area C and he enquired about the possibility of that initiative through the City of Salmon Arm in its RFP process on a curbside collection system for the City. Staff advised that further discussion is needed on this point with the CSRD Operations Manager.

Area F Director remarked that a curbside pick-up system may not work in Area F due to a large number of absentee owners.

City of Salmon Arm Director advised that she received feedback from the community supporting food waste collection at the Salmon Arm landfill, questioned future plans food waste collection. Staff responded that they are looking forward to working with City of Salmon Arm staff on the upcoming procurement for curbside collection services.

The Chair suggested that the CSRD may wish to offer a trial project again in the future.

PRESENTATIONPRESENTATION OF
RETIREMENT GIFT TO
TEAM LEADER,
DEVELOPMENT
SERVICES

The Chair thanked the retiring Team Leader, Development Services, Sharen Berger, for her many years of service with the Regional District and presented Ms. Berger with a gift on behalf of the Board.

BUSINESS GENERAL
Cont'd

2016-1209
 COTTONWOOD
 WATERWORKS - SCADA
 UPGRADE AWARD

Report from T. Langlois, Team Leader, Utilities, dated November 21, 2016.

M/S Directors Morgan/McKee THAT:
 the Board empower the authorized signatories to enter into an agreement with Turn-Key Controls to provide, install and commission the necessary Supervisory Control and Data Acquisition (SCADA) upgrades for the Cottonwood Water System for a total cost of \$28,800 plus applicable taxes.

CARRIED

2016-1210
 CSRD TAG LINE

Report from B. Payne, Manager, IT/GIS Services, dated November 21, 2016.

M/S Director Demenok/Alt. Director Knaak THAT:
 the Board endorse the proposed CSRD Tag Line "SERVICES & SOLUTIONS for Stronger Communities" for use in marketing and communication materials.

CARRIED

BUSINESS BY AREA

2016-1211
 GRANT-IN-AID
 REQUESTS

Report from J. Pierce, Manager, Financial Services, dated November 22, 2016.

M/S Alt. Directors Knaak/Oszust THAT:
 the Board approve the following allocations from the 2016 electoral Grant-in-Aids:

Area A

Columbia Basin Environmental Education Network (Wild Voices for Kids)	\$1,000
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Area C

Shuswap Outdoor Learning Foundation (wilderness camps)	\$1,500
SAS Dry Grad (celebration event)	\$500
Sorrento Food Bank	\$1,000
Sorrento Memorial Hall (asphalt repairs)	\$2,490

Area E

Shuswap Outdoor Learning Foundation (wilderness camps)	\$1,500
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Area F

Shuswap Outdoor Learning Foundation (wilderness camps)	\$1,500
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AMENDMENT

M/S Directors Morgan/McKee THAT:
 the above motion be amended to reflect the addition of an electoral Grant-in-Aid in **Area F** to SAS Dry Grad in the amount of \$1,000.

AMENDMENT TO MOTION - CARRIED

MOTION AS AMENDED - CARRIED

ADMINISTRATION BYLAWS

None.

IN CAMERA

2016-1212
IN CAMERA

M/S Alt. Director Lavery/Director Talbot THAT:
pursuant to Sections 90(1)(c):
- labour relations or other employee relations;
of the Community Charter, the Board move In Camera.

CARRIED

The regular Board meeting re-convened at this time.

DEVELOPMENT SERVICES

BUSINESS GENERAL

None.

ALR APPLICATIONS

2016-1213
AGRICULTURAL LAND
COMMISSION
APPLICATION
SECTION 21(2)
SUBDIVISION WITHIN
THE ALR
ALAN GALBRAITH
CIVIC ADDRESS: 4598
CEDAR HILL ROAD,
SWEETSBRIDGE AREA

Report from C. Benner, Development Services Assistant, dated November 17, 2016.

The applicant was not in attendance.

M/S Director Demenok/Alt. Director Knaak THAT:
Application No. LC2519D, Section 21(2) Subdivision within the ALR, Lot 2, Section 17, Township 17, Range 11, West of the 6th Meridian, Kamloops Division Yale District, Plan 24015, be forwarded to the Provincial Agricultural Land Commission recommending refusal on this 2nd day of December, 2016.

CARRIED

DIRECTOR'S REPORTS COMMUNITY EVENTS

Directors provided highlights of the community events and activities taking place within their respective municipalities and electoral areas.

Municipal Directors left the meeting at this time.

ELECTORAL AREA DIRECTORS

BUSINESS BY AREA

2016-1214
PUBLIC HEARING
REQUIREMENT FOR
AMENDMENT OF
SECTION 219
COVENANT KW122577
CIVIC ADDRESS: #1 -
1801 ARCHIBALD ROAD

Report from D. Passmore, Senior Planner, dated November 16, 2016.

The applicant was not in attendance.

M/S Director Demenok/Alt. Director Knaak THAT:
a public hearing to hear representations on Amendment of Section 219 Covenant KW122577, be held;

Resolution Cont'd

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 Paul Demenok, as Director for Electoral Area 'C' being that in which the land concerned is located, or Alternate Director Arnie Payment, if Director Demenok is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

CARRIED

PLANNING BYLAWS

2016-1215
SOUTH SHUSWAP
ZONING AMENDMENT
(CSR D)
BYLAW NO. 701-86

Report from C. Benner, Development Services Assistant, dated November 21, 2016.

M/S Directors Demenok/Talbot THAT:

"South Shuswap Zoning Amendment (CSR D) Bylaw No. 701-86" be read a second time, as amended, this 2nd day of December, 2016.

CARRIED

2016-1216

M/S Director Demenok/Alt. Director Knaak THAT:

a public hearing to hear representations on "South Shuswap Zoning Amendment (CSR D) Bylaw No. 701-86" 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 Paul Demenok, as Director of Electoral Area 'C' being that in which the land concerned is located, or Alternate Director Arnie Payment, if Director Demenok is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

Discussion:

- In response to a question, staff explained the illumination and timing of the flashing sign is to minimize distracted driving;
- Comment made that area residents, particular those in proximity to the Cedar Heights Community Hall, may be impacted by sign illumination;
- Area Director supports an improved revenue stream for the Sorrento and the Cedar Heights Hall Associations.

CARRIED

PLANNING BYLAWS,
Cont'd

2016-1217
RURAL SICAMOUS
LAND USE AMENDMENT
(RIDDOCH)
BYLAW NO. 2067
CIVIC ADDRESS: 643
SWANSEA POINT ROAD,
SWANSEA POINT AREA

Report from C. Benner, Development Services Assistant, dated November 21, 2016.

Subsequent to first reading of Rural Sicamous Land Use Amendment (Riddoch) Bylaw No. 2067, the owner requested a change to the proposed amendment. The new proposal is to recognize the existing single family dwelling and an existing RV, and non-compliant siting of structures and includes decommissioning the existing bunkhouse on the property. Staff is proposing to introduce a definition for 'Temporary' into the bylaw definitions and amend the definition for 'Recreational Vehicle' to be consistent with regulations adopted in other CSRD zoning bylaws.

The applicant was in attendance.

M/S Directors Parker/Demenok THAT:

"Rural Sicamous Land Use Amendment (Riddoch) Bylaw No. 2067" be read a second time, as amended, this 2nd day of December, 2016.

Discussion:

- Question: Why hold a Public Hearing before the septic system assessment from a qualified professional (for connection of the RV trailer to the septic system on the property as referenced in the staff report) is received;
- Staff advised of the staff recommendation and the possibility that the Board may consider and defeat the bylaw at second reading which would preclude the need for the applicant to pay for an engineering assessment;
- Staff clarified the definition of 'temporary use' as defined in the relative bylaw and as associated with the proposed temporary use of the existing RV;
- The applicant advised that (1) the drywell will be decommissioned, (2) the new onsite treatment plant was previously certified by a wastewater practitioner, and (3) the intent is for his daughter and granddaughter to vacation there (RV) in the summer;
- Director commented on the preference to see the engineering assessment before a Public Hearing is held;
- Staff noted that delegating the Public Hearing provides staff the opportunity to gather more information (on the amended proposal) and to continue the process;
- Director noted that Interior Health has recommended against the proposal. Staff confirmed that the agency has not yet reviewed the amended proposal and that any updated referral comments from Interior Health should be received prior to scheduling a Public Hearing;
- Staff also confirmed that the Board has the opportunity to have the proposal signed off by a professional, prior to adoption of the bylaw;
- Area Director suggested proceeding as recommended by staff.

CARRIED
Director Demenok Opposed.

PLANNING BYLAWS,
Cont'd

2016-1218

M/S Directors Parker/Demenok THAT:
a public hearing to hear representations on "Rural Sicamous Land Use
Amendment (Riddoch) Bylaw No. 2067", 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 Rhona Martin as
Director of Electoral Area 'E', being that in which the land concerned is located,
or Alternate Director Brian Thurgood, if Director Martin is absent, and the
Director or Alternate Director, as the case may be, give a report of the public
hearing to the Board.

CARRIED
Directors Demenok and Morgan Opposed.

RELEASE OF
IN-CAMERA
RESOLUTIONS

None.

ADJOURNMENT

2016-1219
ADJOURNMENT
AT 12:15 PM

M/S Directors Morgan/Parker THAT:
the regular Board meeting of December 2, 2016 be adjourned.

CARRIED

CERTIFIED CORRECT:

CHAIR

CHIEF ADMINISTRATIVE OFFICER