



COLUMBIA SHUSWAP REGIONAL DISTRICT

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AGENDA

REGULAR BOARD MEETING

DATE:	Friday, December 2, 2016
TIME:	9:30 AM
PLACE:	CSR D Boardroom 555 Harbourfront Drive NE, Salmon Arm, BC

UPCOMING MEETINGS/EVENTS

Area A Local Advisory Committee Meeting

Date/Time: December 14, 2016 at 6:00 PM

Location: BC Visitor Information Centre (111 Golden Donald Upper Road, Golden)

CALL TO ORDER



DENOTES LATE AGENDA ITEM

PRESENTATION

10:00 AM Presentation of Retirement Gift to Sharen Berger, Team Leader, Development Services.

ADMINISTRATION

1. ADOPTION OF MINUTES

- 1.1 Board Meeting Minutes

[View Minutes](#)

Motion

THAT:

the minutes of the November 17, 2016 Regular Board Meeting be adopted.

- 1.2 BUSINESS ARISING FROM THE MINUTES

None.

ELECTORAL AREAS

A GOLDEN-COLUMBIA
B REVELSTOKE-COLUMBIA

C SOUTH SHUSWAP
D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA
F NORTH SHUSWAP-SEYMOUR ARM

MUNICIPALITIES


GOLDEN
REVELSTOKE

SALMON ARM
SICAMOUS

2. CORRESPONDENCE

- 2.1 **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.

[View Attachment](#)

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- 2.2 **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.

[View Attachment](#)

Motion ***THAT:**
the correspondence contained on the December 2, 2016 regular Board agenda be received for information.*

3. REPORTS

None.

4. BUSINESS GENERAL

- 4.1 **2017 Board and Committee Meeting Schedule**
- Report from L. Shykora, Deputy Manager, Corporate Administration Services, dated November 18, 2016.

[View Attachment](#)

Motion ***THAT:**
the proposed 2017 Board and Committee meeting schedule be approved.*

- 4.2 **Overtime – Non-Managerial Exempt Staff**
- Report from J. Pierce, Manager, Financial Services, dated November 18, 2016.

[View Minutes](#)

Motion ***THAT:**
the Board endorse the amendment to Policy F-18 "Overtime – Non-Managerial Exempt Staff" and approve its inclusion into the CSRD Policy Manual.*

- 4.3 **Recognition of Managerial Hours Worked**
- Report from J. Pierce, Manager, Financial Services, dated November 18, 2016.

[View Attachment](#)

Motion ***THAT:**
the Board endorse the amendment to Policy F-19 "Recognition of Managerial Hours Worked" and approve its inclusion into the CSRD Policy Manual.*

4. BUSINESS GENERAL (cont'd) **4.4 Asset Management Planning Program**

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

[View Attachment](#)**Motion #1 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.

Motion #2 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.

 4.5 2016 CSRD Food Waste Diversion Trial Overview

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

[View Attachment](#)

 4.6 Cottonwood Waterworks - SCADA Upgrade Award

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

[View Attachment](#)**Motion 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.

 4.7 CSRD Tag Line

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

[View Attachment](#)**Motion THAT:**

the Board endorse the proposed CSRD Tag Line "SERVICES & SOLUTIONS for Stronger Communities" for use in marketing and communication materials.

5. BUSINESS BY AREA**□ 5.1 Grant-in-Aid Requests**

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

[View Attachment](#)

THAT:

the Board approve the following allocations from the 2016 electoral grant-in-aid's:

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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6. ADMINISTRATION BYLAWS

None.

7. IN CAMERA**□ 7.1 *THAT:*****Motion**

pursuant to Sections 90(1)(c):

- *labour relations or other employee relations;*
- of the Community Charter, the Board move In Camera.*
-

DEVELOPMENT SERVICES**8. BUSINESS GENERAL**

None.

9. ALR APPLICATIONS

9.1 Item removed on Late Agenda at the request of the agent.

- 9.2 Area D **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.

[View Attachment](#)

Motion

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.

10. DIRECTOR'S REPORTS ON COMMUNITY EVENTS

- 10.1 **One (1) Minute Verbal Report from Each Board Director**
 - For information.

ELECTORAL AREA DIRECTORS

11. BUSINESS BY AREA

- 11.1 Area C **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.
 - Letter from agent attached to late agenda.
 - Note: letter references an enclosed building location certificate. This is included in the other attachment.

[View Attachment](#)

[View Attachment](#)

Motion

THAT:

a public hearing to hear representations on Amendment of Section 219 Covenant KW122577, 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 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.

12. PLANNING BYLAWS**□ 12.1 Area C South Shuswap Zoning Amendment (CSRD)
Bylaw No. 701-86**

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

[View
Attachment](#)

Motion**THAT:**

a public hearing to hear representations on "South Shuswap Zoning Amendment (CSRD) 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.

**□ 12.2 Area E 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.

[View
Attachment](#)

Motion #1**THAT:**

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

Motion #2**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.

RELEASE OF IN CAMERA RESOLUTIONS

(if any)

ADJOURNMENT

NEXT BOARD MEETING: Thursday, January 19, 2017 at 9:30 AM, CSRD Boardroom
Meeting date is tentative. Will be confirmed upon Board approval of Item 4.1.