



COLUMBIA SHUSWAP REGIONAL DISTRICT

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AGENDA

REGULAR BOARD MEETING

DATE: Thursday, November 17, 2016
TIME: 9:30 AM
PLACE: CSR D Boardroom
555 Harbourfront Drive NE, Salmon Arm, BC

UPCOMING MEETINGS/EVENTS

Shuswap Tourism Advisory Committee Meeting

Date/time: Thursday, December 1, 2016 at 9:30 AM
Location: CSR D Boardroom (555 Harbourfront Drive NE, Salmon Arm)

Shuswap Economic Development Committee Meeting

Date/time: Thursday, December 1, 2016 at 1:00 PM
Location: CSR D Boardroom (555 Harbourfront Drive NE, Salmon Arm)

Electoral Area Directors' Committee Meeting

Date/Time: Friday, December 2, 2016 at 1:00 PM
Location: CSR D Boardroom (555 Harbourfront Drive NE, Salmon Arm)

CALL TO ORDER

INAUGURAL PROCEEDINGS

- 1. Call to Order by Chief Administrative Officer
- 2. Election of Chair Conducted by Chief Administrative Officer
- 3. Election of Vice Chair Conducted by Chief Administrative Officer
- 4. Chair's Remarks

DELEGATIONS

- 10:00 AM **Ministry of Energy and Mines and Responsible for Core Review**
- Rick Adams, Senior Inspector of Mines, Permitting, in attendance to make a presentation to the Board about the role of the Ministry, how the permitting process works, consultation that they do as part of the permitting process, and also discuss his experience with Soil Removal and Deposit Bylaws.

[View PowerPoint](#)

- 10:15 AM **Ron Duggan - Resident**
- Electoral Area C community member, Ron Duggan, in attendance to notify the Board about dogs off leash and to request support for a change to the Dog Control Bylaw.

[View Delegation Request](#)

Note: CSRD staff is currently preparing a revised dog control bylaw for the area.

ADMINISTRATION

1. ADOPTION OF MINUTES

1.1 **Board Meeting Minutes**

[View Minutes](#)

Motion **THAT:**
the minutes of the October 20, 2016 Regular Board Meeting be adopted.

1.2 **BUSINESS ARISING FROM THE MINUTES**

DEFERRED: Directors' Remuneration

- September 15, 2016 agenda item further deferred at the request of Chair Martin. Item anticipated to be scheduled on the January, 2017 Board meeting agenda.

2. CORRESPONDENCE

- 2.1 **BC Utilities Commission – Request for Comments**
- The BC Utilities Commission has put out a Request for Comments regarding the Residential two-tier electricity rates.
 - Proposed motion below put forward by Director Morgan.

[View Attachment](#)

Motion **THAT:**
the Board request that the BC Utilities Commission look into eliminating the BC Hydro two tier rate structure for those areas not currently served by natural gas within the Province.

Motion **THAT:**
the correspondence contained on the November 17, 2016 regular Board agenda be received for information.

3. REPORTS

- 3.1 Shuswap Economic Development Committee Meeting Minutes – September 21, 2016**

[View Minutes](#)

Motion**THAT:**

the minutes of the Shuswap Economic Development Committee Meeting held on September 21, 2016 be received for information.

- 3.2 Shuswap Tourism Advisory Committee Meeting Minutes – September 21, 2016**

[View Minutes](#)

Motion**THAT:**

the minutes of the Shuswap Tourism Advisory Committee Meeting held on September 21, 2016 be received for information.

- 3.3 Revelstoke and Area Economic Development Commission Meeting Minutes – October 5, 2016**

[View Minutes](#)

Motion**THAT:**

the Board receive the minutes of the October 5, 2016 Revelstoke and Area Economic Development Commission Meeting for information.

4. BUSINESS GENERAL

- 4.1 Blind Bay Road Speed Limit**

- Requested by Director Demenok.
 - Given that the CSRD managed the paved parallel walking trail along Blind Bay Road, Director Demenok is asking for Board support to request that the Ministry of Transportation and Infrastructure reduce the speed limit to 50 km per hour, on Blind Bay Road, from Balmoral Road to Ingram Road, indicating a pedestrian zone.
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- 4.2 Area 'A' Local Advisory Committee Terms of Reference**

- Report from L. Shykora, Deputy Manager, Corporate Administration Services, dated November 7, 2016.

[View Attachment](#)

Motion**THAT:**

the Board endorse the Area A Local Advisory Committee Terms of Reference dated November 17, 2016.

- 4.3 Policy A-1 "Occupational Health and Safety Program"**

- Report from D. Mooney, Manager, Operations Management, dated November 2, 2016.

[View Attachment](#)

Motion**THAT:**

the Board endorse the amendment to Policy No. A-1 "Occupational Health and Safety Program" and approve its inclusion into the CSRD Policy Manual.

4. **BUSINESS GENERAL** (cont'd)

- 4.4 **Refuse Disposal Facilities Tipping Fee Increase 2017**
- Report from B. Van Nostrand, Team Leader, Environmental Health Services, dated November 3, 2016.

[View Attachment](#)

Motion

THAT:

the Board endorse the following proposed Refuse Disposal Facilities Tipping Fee amendments scheduled to be implemented on June 1, 2017:

<u>Material (Scaled Facilities)</u>	<u>Existing Fee</u>	<u>Proposed Fee</u>	<u>Minimum Fee</u>
Bagged Garbage	\$2 per bag	\$2 per bag	\$5
Refuse	\$70 / tonne	\$80 / tonne	\$5
Mixed Load Rate	\$140 / tonne	\$160 / tonne	\$10
Asphalt Shingles	\$140 / tonne	\$100 / tonne	\$5
Drywall	\$140 / tonne	\$100 / tonne	\$5
<u>Material (Unscaled Facilities)</u>	<u>Existing Fee</u>	<u>Proposed Fee</u>	<u>Minimum Fee</u>
Bagged Garbage	\$2 per bag	\$2 per bag	\$5
Refuse Rate (Unscaled)	\$10 / m3	\$12 / m3	\$5
Mixed Load Rate	\$20 / m3	\$25 / m3	\$10
Asphalt Shingles	\$20 / m3	\$15 / m3	\$5
Drywall	\$20 / m3	\$15 / m3	\$5

5. **BUSINESS BY AREA**

- 5.1 **Clean Water and Wastewater Fund Grant Application**
- Report from T. Langlois, Team Leader, Utilities, dated November 2, 2016.

[View Attachment](#)

Motion #1

THAT:

the Board empower the authorized signatories to apply for a Clean Water and Wastewater Fund grant in the amount of \$330,026 to fund 83% of the eligible costs for the Lakeview Place Subdivision Water System connection project;

AND THAT:

the Board is committed to contribute its share of the eligible project costs and all of the ineligible costs for the Lakeview Place Subdivision Water System connection project as authorized by "Lakeview Place Subdivision Water Upgrade Service Area Bylaw No. 5731".

Motion #2

THAT:

in accordance with Policy No. F-3 "Community Works Fund - Expenditure of Monies" access to the Community Works Fund be approved for \$70,000 plus applicable taxes from the Electoral Area C Community Works Fund Allocation for the Lakeview Place Subdivision Water System connection project.

6. ADMINISTRATION BYLAWS **6.1 Nicholson Fire Suppression Local Service Area Amendment Bylaw**

- First, second and third readings given on October 20, 2016.

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

Bylaw No. 5732 cited as "Nicholson Fire Suppression Service Area Amendment Bylaw No. 5732", be adopted this 17th day of November, 2016.

 6.2 2016 Five Year Financial Plan Amendment Bylaw No. 5740

- Report from J. Pierce, Manager, Financial Services, dated November 1, 2016.

[View Attachment](#)**Motion #1****THAT:**

Bylaw No. 5740 cited as "2016 Five Year Financial Plan Amendment Bylaw No. 5740", be read a first, second and third time this 17th day of November, 2016.

Motion #2**THAT:**

Bylaw No. 5740 cited as "2016 Five Year Financial Plan Amendment Bylaw No. 5740", be adopted this 17th day of November, 2016.

 6.3 Sunnybrae Waterworks Service Area Reserve Fund

- Report from J. Pierce, Manager, Financial Services, dated November 2, 2016.

[View Attachment](#)**Motion #1****THAT:**

Bylaw No. 5735 cited as "Sunnybrae Waterworks Service Area Reserve Fund Bylaw No. 5735", be read a first, second and third time this 17th day of November, 2016.

Motion #2**THAT:**

Bylaw No. 5735 cited as "Sunnybrae Waterworks Service Area Reserve Fund Bylaw No. 5735", be adopted this 17th day of November, 2016.

 6.4 Cottonwoods Waterworks Service Area Reserve Fund

- Report from J. Pierce, Manager, Financial Services, dated November 2, 2016.

[View Attachment](#)**Motion #1****THAT:**

Bylaw No. 5736 cited as "Cottonwoods Waterworks Service Area Reserve Fund Bylaw No. 5736", be read a first, second and third time this 17th day of November, 2016.

Motion #2**THAT:**

Bylaw No. 5736 cited as "Cottonwoods Waterworks Service Area Reserve Fund Bylaw No. 5736", be adopted this 17th day of November, 2016.

6. ADMINISTRATION BYLAWS (cont'd)

- 6.5 CSRD Security Issuing Bylaw No. 9103**
- Report from J. Pierce, Manager, Financial Services, dated November 7, 2016.

[View Attachment](#)

Motion #1 THAT:
Bylaw No. 9103 cited as "Columbia Shuswap Regional District Security Issuing Bylaw No. 9103", be read a first, second and third time this 17th day of November, 2016.

Motion #2 THAT:
Bylaw No. 9103 cited as "Columbia Shuswap Regional District Security Issuing Bylaw No. 9103", be adopted this 17th day of November, 2016.

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- 6.6 Lakeview Place Water System Upgrade**
- Report from T. Langlois, Team Leader, Utilities, dated October 31, 2016.

[View Attachment](#)

Motion #1 THAT:
Bylaw No. 5731 cited as "Lakeview Place Subdivision Water Upgrade Service Area Bylaw No. 5731", be read a first, second and third time this 17th day of November, 2016.

Motion #2 THAT:
Bylaw No. 5738 cited as "Lakeview Place Subdivision Water Upgrade Loan Authorization Bylaw No. 5738" be read a first, second and third time this 17th day of November, 2016.

7. IN CAMERA

- 7.1 THAT:**
- Motion** *pursuant to Sections 90(1)(a)(c)(e)(g)(i):*
- *Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;*
 - *labour relations or other employee relations;*
 - *the acquisition, disposition or expropriation of land or improvements;*
 - *litigation or potential litigation;*
 - *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- of the Community Charter, the Board move In Camera.*
-

DEVELOPMENT SERVICES

8. BUSINESS GENERAL

□ 8.1 Bylaw Enforcement Policy A-69

- Report from G. Christie, Manager, Development Services, dated October 25, 2016.
- Due to a significant increase in bylaw enforcement complaints of all types, and additional bylaws being adopted by the Board, which require enforcement (e.g. Official Community Plans and Zoning Bylaws), a review was undertaken of the CSRD's existing Bylaw Enforcement Policy and Bylaw Enforcement Procedure. Both the policy and the procedure required significant changes to more effectively focus limited staff resources and budget towards priority areas of concern, namely serious complaints primarily related to health, safety, and the environment. For clarity and to avoid duplication, Bylaw Enforcement Policy A-69 details the roles and responsibilities of staff and contains all necessary procedures for setting priorities and processing complaints. It is expected that these changes will result in:
 - o greater staff efficiency by establishing priorities to better deal with serious complaints;
 - o reduction in frivolous complaints;
 - o providing the public with clearer expectations of the bylaw enforcement and complaints process; and,
 - o redirection of complaints which do not fall within the responsibility or authority of the CSRD.

[View Attachment](#)

Motion #1 THAT:

the Board endorse Policy A-69 "Bylaw Enforcement Policy" and approve its inclusion into the CSRD Policy Manual:

Motion #2 THAT:

the Board rescind Policy P-16 "Bylaw Enforcement" and Procedure PR-7 "Bylaw Enforcement Procedure" from the CSRD Policy and Procedure Manual.

9. ALR APPLICATIONS

□ 9.1 Area C Agricultural Land Commission (ALC) Application Section 21(2) – Subdivision in the ALR Robert and Cindy Clarke

Civic address: 2750 Hilltop Road, Notch Hill

- Report from C. LeFloch, Development Services Assistant, dated October 25, 2016.
- The owners would like to subdivide the property into two parcels of 11.7 ha (28.91 ac) and 20.3 ha (50.16 ac) to create a parcel for their daughter. This property is entirely within the ALR. Approval of the ALC is required.

[View Attachment](#)

Motion is on the next page.

9. ALR APPLICATIONS (cont'd)

Motion

THAT:

Application No. LC2520C, Section 21 (2) Subdivision in the ALR, for Lot B, Section 13, Township 22, Range 11, West of the 6th Meridian, Kamloops Division Yale District, Plan 12427 be forwarded to the Provincial Agricultural Land Commission recommending refusal, this 17th day of November, 2016.

10. DIRECTOR'S REPORTS ON COMMUNITY EVENTS **10.1 One (1) Minute Verbal Report from Each Board Director**

- For information.
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ELECTORAL AREA DIRECTORS**11. BUSINESS BY AREA** **11.1 Area B Temporary Use Permit [TUP 850-8]
Hansford Land Corp./Barry Janyk & Derek Lammie (Agents)****Civic address:** 1944 Leidloff Road, Airport Bench, Revelstoke

- Report from J. Sham, Planner, dated October 31, 2016.
- The owner is applying for a 3 year Temporary Use Permit to operate a year-round 5 bedroom lodge with personal service (available on an on-call basis) operated out of one of the accessory buildings on the property. All meals will be provided for guests of the lodge only, by a limited number of staff who will not be staying at the lodge. All bookings will be done in advance and the guests will arrive by shuttle only.

[View Attachment](#)

Motion

THAT:

in accordance with Section 493 of the Local Government Act, Temporary Use Permit No. 850-8 for Lot A Section 14 Township 23 Range 2 W6M KD Plan 5575 Except parts included in Plans 5614, 10031 and 10533, be issued this 17th day of November, 2016, for a lodge subject to the applicant fulfilling the following conditions:

- a) Proof of adequate commercial liability insurance with a minimum of \$5 million dollars in coverage for the lodge, and naming the CSRD as an additional insured;
 - b) Registration of a suitably worded Section 219 Covenant on the title of the subject property agreeing to obtain the acceptable insurance and agreeing to a release and indemnification to the CSRD for any damage that occurs as a result of the temporary use/lodge use; and,
 - c) Registration of a suitably worded Section 219 Covenant on the title of the subject property to save harmless the CSRD regarding the steep slopes located on the subject property.
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11. BUSINESS BY AREA (cont'd)

- 11.2 Area F Renewal of Temporary Use Permit (TUP 830-1)**
Civic address: Old Crowfoot Road, Magna Bay
- Report from D. Passmore, Senior Planner, dated October 24, 2016.
 - The applicant has submitted this application for a renewal of Temporary Use Permit (TUP 830-1), which was approved by the Board at the August 18, 2016 regular meeting to operate an asphalt production plant on the subject property from September 6, 2016 until October 14, 2016. The asphalt produced is being used to repair Squilax-Anglemont Road this fall. The proposed renewal would extend the operation until November 30, 2016.

[View Attachment](#)

Motion**THAT:**

in accordance with Section 497(2) of the Local Government Act, Temporary Use Permit No. 830-1 for Part SW1/4, Section 20, Township 23, Range 9, W6M, KDYD, Except Plan KAP58137 (PID: 008-455-023), for an asphalt production plant on the subject property from September 6, 2016 until October 14, 2016, issued August 18, 2016, be renewed until November 30, 2016, this 17th of November, 2016.

12. PLANNING BYLAWS

- 12.1 Area B Electoral Area 'B' Official Community Plan Amendment (Illecillewaet Development Inc.) Bylaw No. 850-11**
Electoral Area 'B' Zoning Amendment (Illecillewaet Development Inc.) Bylaw No. 851-10
Civic address: 354 Leoffler Road/Greeley Road
- Report from D. Passmore, Senior Planner, dated October 25, 2016.
 - The proposal is to re-designate the subject properties from RSC Rural Resource to RC – Resort Commercial and to rezone the subject properties from RH – Rural Holdings to a proposed new CDB4 Comprehensive Development Zone B4 (Revelstoke Adventure Park) to allow for an adventure park.

[View Attachment](#)

Motion #1**THAT:**

"Electoral Area 'B' Official Community Plan Amendment (Illecillewaet Development Inc.) Bylaw No. 850-11" be adopted this 17th day of November, 2016.

Motion #2**THAT:**

"Electoral Area 'B' Zoning Amendment (Illecillewaet Development Inc.) Bylaw No. 851-10" be adopted this 17th day of November, 2016.

12. PLANNING BYLAWS (cont'd)**□ 12.2 Area F Scotch Creek/Lee Creek Zoning Amendment (CSRD)
Bylaw No. 825-35**

- Report from J. Thingsted, Planner, dated November 2, 2016.
- Development Services staff is proposing to amend Scotch Creek/Lee Creek Zoning Bylaw No. 825 to remove certain site-specific regulations that are no longer applicable as a result of uses becoming inactive (or never having been established), or properties being rezoned or subdivided. The proposed zoning bylaw amendment also includes housekeeping revisions to address two incorrect legal descriptions, and updates to two reference maps.

[View
Attachment](#)**Motion #1 *THAT:***

"Scotch Creek/Lee Creek Zoning Amendment (CSRD) Bylaw No. 825-35" be read a third time this 17th day of November, 2016."

Motion #2 *THAT:*

"Scotch Creek/Lee Creek Zoning Amendment (CSRD) Bylaw No. 825-35" be adopted this 17th day of November, 2016."

RELEASE OF IN CAMERA RESOLUTIONS

(if any)

ADJOURNMENT

NEXT BOARD MEETING
FRIDAY, December 2, 2016 at 9:30 AM
CSRD Boardroom