COLUMBIA SHUSWAP REGIONAL DISTRICT

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AGENDA

REGULAR BOARD MEETING

DATE:	**Thursday, September 15, 2016**
TIME:	**9:30 AM**
PLACE:	**CSRD Boardroom** **555 Harbourfront Drive NE, Salmon Arm, BC**

UPCOMING MEETINGS/EVENTS

Shuswap Watershed Council Meeting
Date/Time: Monday, September 19, 2016 at 10:30 AM
Location: CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm

Shuswap Economic Development Committee Meeting
Date/Time: Wednesday, September 21, 2016 at 9:30 AM
Location: Falkland Community Hall, 5706 Highway 97, Falkland

Shuswap Tourism Advisory Committee Meeting
Date/Time: Wednesday September 21, 2016 at 1:00 PM
Location: Falkland Community Hall, 5706 Highway 97, Falkland

Electoral Area Directors Committee Meeting
Date: Thursday, September 22, 2016 at 9:30 AM
Location: CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm

Area A Local Advisory Committee Meeting
Date: Wednesday, October 12, 2016 at 6:00 PM
Location: BC Visitor Information Centre, 111 Golden Donald Upper Road, Golden

CALL TO ORDER

DENOTES LATE AGENDA ITEM/CHANGES

DELEGATIONS

11:00 AM	Kathy Sainas, of Sainas Consult Inc., in attendance to present the Director Remuneration Review authorized by the Board at the October 15, 2015 regular Board meeting. - Note: Further discussion to take place with Item 4.2.	View Attachment View PowerPoint

ADMINISTRATION

1. ADOPTION OF MINUTES

☐ **1.1 Board Meeting Minutes**

View Minutes

Motion ***THAT:***
the minutes of the August 18, 2016 Regular Board Meeting be adopted.

☐ **1.2 BUSINESS ARISING FROM THE MINUTES**

Removal of Derelict Houseboat on Shuswap Lake
- Verbal report from B. Van Nostrand, Team Leader, Environmental Health Services.

DEFERRED: Funding for Golden and District Historical Society
- August 18, 2016 agenda item deferred to September so that the item could be discussed by the Town of Golden and Golden Shared Services Committee. Item to be discussed by the Committee on September 23, 2016, therefore to be brought forward to the October Board meeting.

DEFERRED: Gateway Lakeview Estates
- August 18, 2016 agenda item deferred to September. Item to be brought forward to the October 20, 2016 regular Board meeting.

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2. CORRESPONDENCE

☐ **2.1 Columbia Basin Trust (CBT) – CSRD Appointee** (July 21, 2016)
- Brought forward from August 18, 2016 Board meeting.

View Attachment

☐ **2.2 Mosquito Control – Roderick-Haig Brown and Shuswap Provincial Parks** (August 23, 2016)
- Discussed by the Board at the June 16, 2016 regular Board meeting.
- Follow up response from the Minister of Environment.

View Attachment

☐ **2.3 Logging Near Residential Areas** (August 25, 2016)
- Discussed by the Board at the July 21, 2016 regular Board meeting.
- Follow up response from the Minister of Forests, Lands and Natural Resource Operations.

View Attachment

☐ **2.4 Informal Petition from Electoral Area 'C' Residents** (September 2, 2016)
- Petition from 14 residents requesting a noise bylaw for Area C.

View Attachment

2. CORRESPONDENCE (cont'd)

☐ **2.5 Salmon Arm Golf Club and Shuswap Regional Airport Tree Encroachment** (September 8, 2016)

- Letter from Salmon Arm Golf Club requesting financial support from the CSRD and the City of Salmon Arm to remove trees that are encroaching into the Shuswap Regional Airport boundary.

View Attachment

Motion ***THAT:***
the Salmon Arm Golf Club (SAGC) and the City of Salmon Arm be advised that the Columbia Shuswap Regional District is unable to provide financial assistance for tree removal at the Shuswap Regional Airport as requested in the September 8, 2016 correspondence from the SAGC.

Motion ***THAT:***
the correspondence contained on the September 15, 2016 regular Board agenda be received for information.

3. REPORTS

None.

4. BUSINESS GENERAL

☐ **4.1 Hazardous Waste Collection and Disposal – Contract Award**

- Report from B. Van Nostrand, Team Leader, Environmental Health Services, dated August 31, 2016.

View Attachment

Motion ***THAT:***
the Board empower the authorized signatories to enter into an agreement with Terrapure Environmental to deliver a hazardous waste collection and disposal service for the collection and processing of household hazardous wastes at the Revelstoke Refuse Disposal Site for a one year term commencing October 1, 2016 and expiring September 30, 2017 at the following remuneration rates (plus applicable taxes):

- *Monthly household hazardous waste collection - $900 per month (based on 3 hours of site time).*
- *Hourly rate (technician and truck) - $125 per hour.*
- *Supply of UN rated drums for corrosives, oxidizers, toxics - $65 per drum.*

☐ **4.2 Directors' Remuneration Review**

- Related to 11:00 AM Delegation.
- For discussion and direction to staff on how to proceed. Outcome, Re: revised bylaw, to be brought forward at the October 20, 2016 Board meeting.

5. BUSINESS BY AREA

☐ **5.1 Grant-in-Aid Requests**

- Report from J. Pierce, Manager, Financial Services, dated September 6, 2016.

View Attachment

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

Area A

Kicking Horse Country Chamber of Commerce (Business Excellence Awards - Gold Sponsorship)	$1,000
Mountain Child Early Learning and Care Centre (Storage shelving)	$2,520

Area B

Revelstoke Local Food Initiative Society (Fruit Gleaning & Canning Program)	$ 750

Area C

Sorrento Drop In Society (Replace ceiling tiles)	$7,500
White Lake Fire Department (Halloween Event)	$3,500

Area E

Eagle Valley Rescue Society (Training, equipment maintenance and replacement)	$2,500
Eagle Valley Seniors Meals Society (Food costs)	$1,000

☐ **5.2 Electoral Area A Master Parks Plan and Regional Trails Strategy Community Works Fund**

- Report from R. Nitchie, Team Leader, Community Services, dated August 16, 2016.

View Attachment

Motion ***THAT:***
in accordance with Policy No. F-3 "Community Works Fund – Expenditure of Monies" access to the Community Works Fund be approved for up to $100,000 plus applicable taxes from the Electoral Area A Community Works Fund Allocation to develop a Master Parks Plan and Regional Trails Strategy for Electoral Area A.

☐ **5.3 Nicholson Fire Service – Area Extension Petition**

- Report from D. Mooney, Manager, Operations Management, dated August 31, 2016.
- For information.

View Attachment

6. ADMINISTRATION BYLAWS

☐ **6.1 Service Establishment Bylaw Amendments – Authority to Increase the Maximum Tax Requisition**

- First, Second and Third Readings on August 18, 2016.

Motion #1 ***THAT:***
"Community Parks Local Service Amendment Bylaw No. 5718", be adopted this 15th day of September, 2016.

View Attachment

Motion #2 ***THAT:***
"Sorrento Waterworks Service Amendment Bylaw No. 5719", be adopted this 15th day of September, 2016.

View Attachment

Motion #3 ***THAT:***
"Eagle Bay Estates Waterworks Local Service Amendment Bylaw No. 5720", be adopted this 15th day of September, 2016.

View Attachment

Motion #4 ***THAT:***
"Ranchero/Deep Creek Fire Suppression Local Service Amendment Bylaw No. 5721", be adopted this 15th day of September, 2016.

View Attachment

Motion #5 ***THAT:***
"Swansea Point Fire Suppression Local Service Amendment Bylaw No. 5722", be adopted this 15th day of September, 2016.

View Attachment

Motion #6 ***THAT:***
"Falkland Fire Suppression Local Service Amendment Bylaw No. 5723", be adopted this 15th day of September, 2016.

View Attachment

☐ **6.2 Cottonwood Waterworks Service Area Bylaw No. 5724**

- Received first, second and third readings at the July 21, 2016 Board meeting.
- Received Ministry approval on August 8, 2016.

View Attachment

Motion ***THAT:***
"Cottonwood Waterworks Service Area Bylaw No. 5724", be adopted this 15th day of September, 2016.

☐ **6.3 Cottonwood Waterworks Parcel Tax**

- Report from D. Mooney, Manager, Operations Management, dated September 1, 2016.

View Attachment

Motion #1 ***THAT:***
"Cottonwood Waterworks Service Parcel Tax Bylaw No. 5729", be read a first, second and third time this 15th day of September, 2016.

Motion #2 ***THAT:***
"Cottonwood Waterworks Service Parcel Tax Bylaw No. 5729", be adopted this 15th day of September, 2016.

6. ADMINISTRATION BYLAWS (cont'd)

☐ **6.4 Silver Creek Fire Suppression Local Service Area Amendment**

- Received first, second and third readings at the August 18, 2016 Board meeting.

View Attachment

Motion ***THAT:***
"Silver Creek Fire Suppression Service Area Amendment Bylaw No. 5727", be adopted this 15th day of September, 2016.

☐ **6.5 CSRD Waterworks Cross Connection Control Bylaw**

- Report from T. Langlois, Team Leader, Utilities, dated August 30, 2016.

View Attachment

Motion #1 ***THAT:***
"CSRD Cross Connection Control Bylaw No. 5726" be read a first, second and third time this 15th day of September, 2016.

Motion #2 ***THAT:***
"CSRD Cross Connection Control Bylaw No. 5726" be adopted this 15th day of September, 2016.

☐ **6.6 Consideration of Good Neighbour Bylaw for the regulation of noise and property maintenance within Electoral Areas A, B, C, E and F**

- Report from L. Shykora, Deputy Manager, Corporate Administration Services, dated September 6, 2016.

View Report & Bylaw

Motion ***THAT:***
the Board adopt a resolution to forego consideration of "Columbia Shuswap Regional District Good Neighbour Bylaw No. 5703" at this time, the 15th day of September, 2016, due to insufficient bylaw enforcement resources and the inherent difficulty to enforce such a bylaw in a rural environment.

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7. IN CAMERA

☐ **7.1** ***THAT:***
Motion *pursuant to Sections 90(1)(a)(e)(f)(g):*

- *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 Board;*
- *the acquisition, disposition or expropriation of land or improvements, if the Board considers that disclosure could reasonably be expected to harm the interests of the regional district;*
- *law enforcement, if the Board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;*
- *litigation or potential litigation affecting the regional district;*

of the Community Charter, the Board move In Camera.

DEVELOPMENT SERVICES

8. BUSINESS GENERAL

None.

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9. ALR APPLICATIONS

☐ **9.1** **Area B**

Agricultural Land Commission (ALC) Application
Section 30(1) Exclusion
Stephen Revell/Robert Lundberg (Agent)
Civic address: 3401 Catherwood Road, Revelstoke, BC

- Report from J. Sham, Planner, dated August 23, 2016.
- The 3.16 ha property is completely within the ALR and surrounded by ALR lands. According to the application, the owners would like to exclude the property from the ALR "to turn [the] property into a vacation rental and consider future subdivision." If approved, an Official Community Plan and Zoning amendment would be required.

View Attachment

Motion ***THAT:***
Application No. LC2518, Section 30(1) Exclusion, for Lot 1, Section 11, Township 23, Range 2, West of the 6th Meridian, Kamloops Division Yale District, Plan 7126 except part included in Plan 7169 be forwarded to the Provincial Agricultural Land Commission recommending refusal on this 15th day of September, 2016.

☐ **9.2** **Area C**

Agricultural Land Commission (ALC) Application
Section 21(2) – Subdivision in the ALR
Susan and Daniel Moore c/o Myles Thorp
Civic address: 1962 Notch Hill Road

- Report from C. LeFloch, Development Services Assistant, dated August 31, 2016.
- The subject property is divided by Notch Hill Road and the owners would like to subdivide the property into two parcels of 24.14 ha (59.66 ac) and 27.05 ha (66.85 ac) using the road as the division with the intent to sell the northern portion to the owners of the adjacent parcel to the north. This property is entirely within the ALR.

View Attachment

Motion ***THAT:***
Application No. LC2515C, Section 21 (2) Subdivision in the ALR, for The Northeast ¼ of Section 2, Township 22, Range 11, West of the 6th Meridian, Kamloops Division Yale District, Except: (1) Plans 31 and A14074, and (2) Part on Plan attached to DD5565 be forwarded to the Provincial Agricultural Land Commission recommending approval, subject to consolidation of Proposed Lot 1 with Lot 2, Plan EPP28463, this 15th day of September, 2016.

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11. BUSINESS BY AREA (Item 11.4 moved up in agenda)

☐ **11.4 Area F** **Development Variance Permit**
Civic address: 1372 Webb Road, Scotch Creek
- Report from C. LeFloch, Development Services Assistant, dated August 30, 2016.
- The applicants are proposing to construct a new single family dwelling on the property to replace the previous house which was destroyed by fire on December 25, 2015. In order to replace the dwelling in the same location a Development Variance Permit is required.

View Attachment

View letters from adjacent property owners

Motion ***THAT:***
in accordance with Section 498 of the Local Government Act Development Variance Permit No. 825-24 for Lot 7, Section 35, Township 22, Range 11, West of the 6th Meridian, Kamloops Division Yale District, Plan 8597, varying Scotch Creek/Lee Creek Zoning Bylaw No. 825, as follows:

Section 5.7.3(f) Minimum setback from a rear parcel boundary only for a single family dwelling from 4.5 m to 2.44 m;

be approved for issuance this 15th day of September, 2016.

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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 B** **Temporary Use Permit**
Peter Bernacki, Richard Mickle, and Melinda Bell (Agent)
Civic address: 3304 Catherwood Road, Revelstoke
- Report from J. Sham, Planner, dated August 26, 2016.
- The applicants are applying for a 3 year Temporary Use Permit (TUP) to allow a vacation rental.

View Attachment

Motion ***THAT:***
in accordance with Section 493 of the Local Government Act, Temporary Use Permit No. 850-4 for Legal Subdivision 13, Section 12, Township 23, Range 2, W6M, KD, except parts included in plans 9790 and 11177, be issued this 15th day of September, 2016, for a vacation rental subject to the applicant fulfilling the following conditions:

a) Proof of adequate vacation rental and liability insurance with a minimum of $5 million dollars in coverage for the vacation rental house, and naming the CSRD as an additional insured;

Motion continues on the next page.

11. BUSINESS BY AREA (cont'd)

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/vacation rental; and,

c) Written confirmation of an application to register the existing groundwater well with the Ministry of Forests, Lands and Natural Resource Operations.

☐ **11.2 Area B** **Temporary Use Permit**
Janice and Jamie McCaffrey
Civic address: 4737 Airport Way, Revelstoke
- Report from J. Sham, Planner, dated August 29, 2016.
- The applicants are applying for a 3 year Temporary Use Permit (TUP) to allow a vacation rental.

View Attachment

Motion ***THAT:***
in accordance with Section 493 of the Local Government Act, Temporary Use Permit No. 850-5 for Lot 1, Section 31, Township 22, Range 1, W6M KD, Plan 12142 Except parts included in Plans 12314, 13466, and NEP72289, be issued this 15th day of September, 2016, for a vacation rental subject to the applicant fulfilling the following conditions:

a) Proof of adequate vacation rental and liability insurance with a minimum of $5 million dollars in coverage for the vacation rental house, 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/vacation rental;

c) Written confirmation of an application to register the existing groundwater well, or change/amend the current water licence (C111755) for Eight Mile Creek to commercial, or for a new water licence for commercial use, with the Ministry of Forests, Lands and Natural Resource Operations; and,

d) Submission of a report from an Authorized Person confirming adequate performance, condition, size and location for the continued/intended use of the existing sewerage dispersal system.

☐ **11.3 Area B** **Temporary Use Permit**
Kelly Forbes
Civic address: 4762 Airport Way, Revelstoke
- Report from J. Sham, Planner, dated August 29, 2016.
- The applicants are applying for a 3 year Temporary Use Permit (TUP) to allow a vacation rental.

View Attachment

Motion is on the next page.

11. BUSINESS BY AREA (cont'd)

Motion ***THAT:***
in accordance with Section 493 of the Local Government Act, Temporary Use Permit No. 850-6 for Lot A Section 31 Township 22 Range 1 W6M KD Plan 13203, be issued this 15th day of September, 2016, for a vacation rental subject to the applicant fulfilling the following conditions:

a) Proof of adequate vacation rental and liability insurance with a minimum of $5 million dollars in coverage for the vacation rental house, 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/vacation rental;

c) Written confirmation of an application to change the existing water licence (C113367) for Eight Mile Creek to commercial, or for a new water licence for commercial use, with the Ministry of Forests, Lands and Natural Resource Operations; and,

d) Submission of a report from an Authorized Person confirming adequate performance, condition, size and location for the continued/intended use of the existing sewerage dispersal system.

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12. PLANNING BYLAWS

☐ **12.1 Area E** **Rural Sicamous Land Use Amendment (CSRD) Bylaw No. 2066**

- Report from J. Sham, Planner, dated August 12, 2016.
- Housekeeping text amendment to the Official Community Plan (OCP) portion of the Rural Sicamous Land Use Bylaw No. 2000 to update the designation names to complement other CSRD OCPs, and remove unused designations.

View Attachment

Motion #1 ***THAT:***
"Rural Sicamous Land Use Amendment (CSRD) Bylaw No. 2066", be read a first time this 15th day of September, 2016;

AND THAT:
the Board utilize the simple consultation process for Bylaw No. 2066, and in accordance with Section 475 of the Local Government Act, it be referred to the following agencies and First Nations:

- *Interior Health Authority;*
- *Ministry of Transportation and Infrastructure;*
- *Ministry of Forests, Lands and Natural Resource Operations;*
- *District of Sicamous;*
- *City of Salmon Arm;*
- *Regional District of North Okanagan;*
- *Provincial Agricultural Land Commission;*
- *Ministry of Agriculture;*

Motion continues on the next page.

12. PLANNING BYLAWS (cont'd)

- *CSRD Financial Services;*
- *CSRD Operations Management;*
- *School District #83; and,*
- *All relevant First Nation Bands and Councils.*

AND FURTHER THAT:
pursuant to Section 477 of the Local Government Act, the Board has considered this "Rural Sicamous Land Use Amendment (CSRD) Bylaw No. 2066" in conjunction with the Columbia Shuswap Regional District's Financial Plan and its Waste Management Plan.

Motion #2 ***THAT:***
"Rural Sicamous Land Use Amendment (CSRD) Bylaw No. 2066", be read a second time this 15th day of September, 2016.

☐ **12.2 Area E** **Rural Sicamous Land Use Amendment (Riddoch) Bylaw No. 2067**
Civic address: 643 Swansea Point Road

- Report from C. Benner, Development Services Assistant, dated August 31, 2016.
- The applicant has applied to amend the RS Single and Two Family Residential Zone to permit the uses and density which are currently existing on the site including a single family dwelling, RV trailer, bunkhouse, and accessory structures as well as permit the proposed uses including replacing the RV trailer with a Park Model and installing a kitchen in the bunkhouse. The amendment would be specific to the subject property.

View Attachment

Motion ***THAT:***
"Rural Sicamous Land Use Amendment (Riddoch) Bylaw No. 2067", be read a first time this 15th day of September, 2016;

AND THAT:
the Board utilize the simple consultation process for Bylaw No. 2067, and, in accordance with Section 475 of the Local Government Act, it be referred to the following agencies and First Nations:

- *Ministry of Transportation and Infrastructure;*
- *Ministry of Forests Lands and Natural Resource Operations – Archaeology Branch*
- *Interior Health Authority;*
- *CSRD Operations Management;*
- *CSRD Financial Services;*
- *School District #83; and*
- *All relevant First Nations Bands and Councils;*

AND FURTHER THAT:
pursuant to Section 477 of the Local Government Act, the Board has considered this "Rural Sicamous Land Use Amendment (Riddoch) Bylaw No. 2067" in conjunction with the Columbia Shuswap Regional District's Financial Plan and its Waste Management Plan.

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12. PLANNING BYLAWS (cont'd)

☐ **12.3** **Area F** **Electoral Area 'F' Official Community Plan Amendment (Connolly/DeHart) Bylaw No. 830-17**
Magna Bay Zoning Amendment (Connolly/DeHart) Bylaw No. 800-28
Civic address: 2473 Stevens Road plus vacant lot, Magna Bay

- Report from J. Sham, Planner, dated August 15, 2016
- The agent has submitted an application to redesignate and rezone portions of the properties in order to facilitate a 2 lot boundary adjustment subdivision.

View Attachment

Motion #1 ***THAT:***
"Electoral Area 'F' Official Community Plan Amendment (Connolly/DeHart) Bylaw No. 830-17" be read a third time this 15th day of September, 2016.

Motion #2 ***THAT:***
"Magna Bay Zoning Amendment (Connolly/DeHart) Bylaw No. 800-28, be read a third time this 15th day of September, 2016.

Motion #3 ***THAT:***
"Electoral Area 'F' Official Community Plan Amendment (Connolly/DeHart) Bylaw No. 830-17" be adopted this 15th day of September, 2016.

Motion #4 ***THAT:***
"Magna Bay Zoning Amendment (Connolly/DeHart) Bylaw No. 800-28, be adopted this 15th day of September, 2016.

☐ **12.4** **Area F** **Scotch Creek/Lee Creek Zoning Amendment (CSRD) Bylaw No. 825-35**

- Report from J. Thingsted, Planner, dated September 15, 2016.
- Development Services staff is proposing to amend Scotch Creek/Lee Creek Zoning Bylaw No. 825 to remove site specific regulations that are no longer applicable. The proposed zoning bylaw amendment also includes housekeeping revisions to address two incorrect legal descriptions and update two reference maps.

View Attachment

Motion #1 ***THAT:***
"Scotch Creek/Lee Creek Zoning Amendment (CSRD) Bylaw No. 825-35" be read a second time, as amended, this 15th day of September, 2016."

Motion #2 ***THAT:***
a Public Hearing to hear representations on "Scotch Creek/Lee Creek Zoning Amendment (CSRD) Bylaw No. 825-35" 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;

Motion #2 continues on the next page.

12. PLANNING BYLAWS (cont'd)

Motion #2 (cont'd)

AND FURTHER THAT:
the holding of the Public Hearing be delegated to Director Larry Morgan, as Director of Electoral Area 'F' being that in which the properties concerned are located, or Alternate Director Bob Misseghers, if Director Morgan 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, October 20, 2016 at 9:30 AM
CSRD Boardroom