



# BOARD REPORT

**TO:** Chair and Directors

**FROM:** Jan Thingsted,  
Planner

**SUBJECT:** South Revelstoke (Electoral Area 'B') Diagnostic Inventory


<b>File No:</b>	3010 40 12
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<b>Date:</b>	March 3, 2017

**RECOMMENDATION:** THAT the Board endorse the proposed Terms of Reference for the South Revelstoke area Diagnostic Inventory;

AND THAT the Board direct staff to finalize a cost-share agreement with the Ministry of Community, Sport, and Cultural Development and the City of Revelstoke;

AND FURTHER THAT the Board direct staff, in collaboration with the City of Revelstoke, to develop and post a Request for Proposals.

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<b>APPROVED for Board Consideration:</b>	
Meeting Date: March 23, 2017	Charles Hamilton, CAO

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## SHORT SUMMARY:

The purpose of this report is to recommend that the Columbia Shuswap Regional District (CSR) Board pass a resolution to endorse the proposed Terms of Reference for a Diagnostic Inventory of the South Revelstoke area of Electoral Area 'B'.

A Diagnostic Inventory will provide a preliminary analysis of the existing governance system, services, taxation, community perspectives, and any other information that may inform future analysis of governance restructure in the subject area.

The Terms of Reference (ToR) provides the scope, objectives, expected outputs, and timeline associated with conducting the Diagnostic Inventory.

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**VOTING:**      Unweighted Corporate       Weighted Corporate       Stakeholder (Weighted)

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## **BACKGROUND:**

The following timeline summarizes key events leading to the development of the ToR:

- June 16, 2016 – CSRD Board passed a resolution to support in principle a Diagnostic Inventory for the South Revelstoke area. The Board also directed staff to jointly develop a ToR with the City of Revelstoke and to request a planning grant from the Ministry of Community, Sport, and Cultural Development (MCSCD).
- November 29, 2016 – City of Revelstoke, CSRD and MCSCD held a joint meeting to discuss the Diagnostic Inventory and draft ToR.
- January 24, 2017 – City of Revelstoke Council passed a resolution to support in principle a Diagnostic Inventory for the South Revelstoke area. Council also supported adding \$15,000 to the City's 2017 budget for the initiative.
- February 3, 2017 – Formal funding request made to MCSCD for a Restructure Planning Grant.
- February 15, 2017 – Final draft of ToR vetted and agreed upon by City, MCSCD, and CSRD staff.
- February 15, 2017 - MCSCD approved a \$30,000 Restructure Planning Grant to the CSRD.
- March 14, 2017 - City of Revelstoke staff will request that City Council formally endorse the proposed ToR.

## **POLICY/LEGISLATION:**

Electoral Area 'B' Official Community Plan Bylaw No. 850 supports developing a clear strategy to establish how properties in the areas adjacent to the City of Revelstoke could be integrated into the City of Revelstoke.

## **FINANCIAL:**

Based on the scope and objectives of the study, it is estimated that the cost of retaining a qualified consultant to carry out the Diagnostic Inventory will be in the range of \$50,000 - \$60,000.

Both the City and CSRD have agreed to cost-share \$30,000 towards the completion of this study and have budgeted \$15,000 respectively for 2017. MCSCD has approved an additional \$30,000 through a Restructure Planning Grant.

## **KEY ISSUES/CONCEPTS:**

Expected outputs from the diagnostic inventory include:

- 1) Preliminary summary of planning facts/data.
- 2) Comprehensive inventory report including synthesis of community profiles, service provision, governance and planning data, and input from public engagement processes.

- 3) Data tables and other quantitative/qualitative information (to be included in inventory report as appendices and also provided electronically in appropriate formats).

The data collected through this inventory may then serve as an objective baseline to support potential future analysis that considers the benefits and costs/detractions of incorporating some or all of this area into the City from both the City, and Electoral Area 'B' perspectives. The information collected will also inform future local planning initiatives.

**IMPLEMENTATION:**

If the Board approves the recommendations contained in this report, CSRD staff, in conjunction with City of Revelstoke staff and MCSCD will finalize a cost-share agreement and develop/post an RFP.



The proposed timeline in the ToR estimates that if the RFP is posted by late March 2017, the project could be completed by October 2017.

**LIST NAME OF REPORT(S) / DOCUMENT(S):**

1. 2017 Proposed Terms of Reference for South Revelstoke area Diagnostic Inventory	Attached to Agenda Summary: <input checked="" type="checkbox"/>	Available from Staff: <input type="checkbox"/>
2. Restructure Planning Grant approval letter from MCSCD	Attached to Agenda Summary: <input checked="" type="checkbox"/>	Available from Staff: <input type="checkbox"/>

**COMMUNICATIONS:**

Engagement with City of Revelstoke staff, Ministry staff, Elected Officials, and any other key stakeholders will continue as the project advances.

<b>REVIEWED BY:</b>	Date Signed Off (MO/DD/YR)	Approval Signature of Reviewing Manager or Team Leader
Manager, Development Services	03/03/17	
Team Leader, Development Services	03/03/17	
Manager, Financial Services	March 3/17	