



## THE CORPORATION OF THE CITY OF ROSSLAND

### Minutes of Meeting of Rossland Sustainability Commission Held Thursday, May 14, 2009 KAST Boardroom

**PRESENT** Kelvin Saldern (chair)  
Hanne Smith  
Bob Reardon  
Aaron Cosby  
Patricia Marshall-Thompson  
Sara Golling  
Jen Vogel  
Terry Miller

**STAFF IN ATTENDANCE** Jennifer Ellis (Recording Secretary)

**AGENDA** Moved by Cosby / Seconded by Miller

BE IT RESOLVED THAT the agenda for the Sustainability Commission Meeting of 14 May 2009 be adopted with the following amendment:

BE IT RESOLVED THAT Manager's Update be added to the agenda at item 3b.

CARRIED

#### New Business

**INFORMATION ITEM** Kelvin Saldern spoke of adding up all the Commission's successes: There are a lot of upcoming events. The City passed the water monitoring motion, the budget got final approval with water metering, and Rossland got chosen for funding under the CBT State of the Basin initiative. The Commission can be pretty happy with the progress that it has made.

**DRAFT COMMUNICATIONS PLAN** The Draft Communications Plan was discussed. Amendments were made to the approval process for Commission submissions to the City newsletter, approving time-sensitive Commission decision points by email, the Commission Newsletter schedule, and inserting a requirement that Commission members incorporate a disclaimer that they are expressing their own views when speaking to the media. The possibilities of other communication strategies including a brochure and blog were discussed, but will be reconsidered at a later date.

Moved by Reardon / Seconded by Cosby

BE IT RESOLVED THAT the draft Communications Plan be adopted as amended May 14, 2009.

CARRIED

**TASK FORCE  
UPDATES**

Economic Development Task Force

The EDTF will be undertaking review of nomadic entrepreneurs in Rossland through online and in person surveys. It is expected that completion of this report with recommendations could take up to 6 months. Nomadic entrepreneurs bring money into Rossland from outside the region and are the kind of people Rossland wants to attract from an economic development standpoint. Hanne Smith suggested that a companion to this would be a skills inventory that is broad enough to capture people who are here working locally or regionally who are under-utilized. The EDTF is also working on a skills inventory piece.

Water Stewardship Task Force

Jen Vogel of the WSTF attended a Columbia Basin Trust meeting about funding. The WSTF is planning to apply for CBT Environmental Initiative Program funding (\$5000-\$20000 stream) for Sensitive Habitat Inventory Mapping (SHIM mapping). SHIM maps will provide critical information for the WSTF, Council, and City for planning purposes. SHIM results in the creation of 1:5000 maps. At the moment, the City is primarily using 1:20000 or 1:50000 maps. A key part of the process could be to develop partnerships with other groups (i.e. Kootenay Columbia Trails Society, Friends of Rossland Range). The deadline for application is May 25 and four letters of support are required. Kelvin offered to speak to KAST and Selkirk as potential supporters; Jennifer Ellis suggested a letter of support from the Commission and City.

Moved by Golling/ Seconded by Miller

BE IT RESOLVED THAT the Commission support the WSTF's application for EIP funding for SHIM mapping of local area.

CARRIED

Housing and Affordability Task Force

Patricia Marshall-Thompson has met with Jennifer Ellis to discuss the upcoming ACT workshop. Work is underway to finalize a date for the workshop, find presenters and do a pre-workshop survey of participants. The LCDDT's Housing Affordability Forum on May 27 is looks like it will be a very useful forum. Two HATF members are attending and the invitation has been extended to other relevant people in Rossland. Agenda Item 11 on the Housing Needs Assessment motion was moved up. Patricia Marshall-Thompson indicated that the HATF needs baseline data on housing needs in Rossland to start initiating strategic actions. The HATF is planning to start applying for grant funding to undertake such a needs assessment and has prepared a motion in that regard.

Moved by Cosby / Seconded by Golling

BE IT RESOLVED THAT the Sustainability Commission recommends the City of Rossland authorize the Housing and Affordability Task Force to conduct housing needs assessment research to determine the current and future housing needs of existing residents, seasonal workers and new residents. The Housing and Affordability Task Force will secure grant funding to cover the costs of the research

with the support of the SC manager and City staff. The BC Real Estate Foundation is one possible source for funding.

CARRIED

**WEBSITE  
MODIFICATIONS**

The proposed website modifications were approved by the Commission. Wording prepared by Jennifer Ellis does not require approval from the Commission. If concerns regarding the wording arise, it will be dealt with then. The Commission does need to revisit the issue of a new website in which the Commission controls the domain soon, but in the interim the existing website will be utilized.

**MANAGER'S  
UPDATE:  
COLUMBIA BASIN  
TRUST STATE OF  
THE BASIN  
INITIATIVE**

Jennifer Ellis updated the Commission on the State of the Basin Initiative. Rossland's indicators and monitoring project was one of three pilot projects that received funding from the Columbia Basin Trust. This will be a major project that will be undertaken over the course of the next year. Stakeholder and public events will be scheduled shortly and a detailed implementation plan will be provided at the next meeting. Jennifer Ellis will manage the project, but Erin McGuigan will do most of the technical work. Significant input from the Commission and Task Forces will be required. A proposed list of organizations to contact will be distributed at the next meeting for Commission input.

**TASK FORCE  
TERMS OF  
REFERENCE**

Task Forces need to finalize their Terms of Reference (TOR) for submission to Council as per the Sustainability Commission bylaw. The TOR preambles need to be longer and make reference to the Strategic Sustainability Plan and Focus Areas. The target completion date to get the Terms of Reference to Jennifer Ellis is July 13, 2009. When the package is submitted to Council it should incorporate a note stating that the Terms of Reference are supported by the Commission.

**MEETING MINUTE  
APPROVAL  
PROCESS**

Moved by Golling/ Seconded by Smith

BE IT RESOLVED THAT to expedite the official meeting minute approval process, meeting minutes will be circulated by email to all Sustainability Commission members. Sustainability Commission members will have one week to make comments (unless they have arranged for an extension from the Sustainability Commission manager). Following the one-week period, the manager will make requested changes and ask for a vote to approve. A quorum of five Commission member votes will be required for minute approval, at which time they will be posted on the website.

CARRIED

**LIRN INITIATIVE**

The Learning Initiatives for Rural and Northern BC (LIRN) event was scheduled for January but did not occur because the Sustainability Commission Manager position was empty for a few months. The event will be rescheduled for the fall with the same general focus and speakers. There is expected to be a Council organized sustainability event around the same time. The two events should be scheduled

appropriately to not overlap. Jennifer Ellis will follow up with Brandon to reschedule and organize the LIRN event.

**STRATEGIC PLAN** The bylaw states that the Commission needs to have a strategic plan. The Commission needs to have a facilitated one-day strategic planning session. The goal will be to set three or four high level strategic objectives for the next three to five years, which will be revisited every year and will direct short term objectives and Task Force priorities. This planning process will require a day or two half days. Jennifer Ellis will try to find a date, or dates, that most Commission members are available at the end of August or beginning of September. Task Force members should possibly be involved in this process.

**PROTOCOLS** The draft Guiding Principles and Protocols document was reviewed with the goal of adopting it in some form at the June meeting. It is intended to be a living document that provides some guidance with respect to how the Commission will operate, based on parameters outlined in the bylaw and motions made at meetings. Wording changes were made to several sections. The protocols for expanding existing Task Forces were discussed. It was agreed that new Task Force members should fill out the same application form that existing Task Force members filled out, but that it is the purview of the Task Force with regard to whether they add new members and when.

**NEXT MEETING DATE** The next official meeting date was set for June 18, 2009 with a working meeting scheduled for June 4, 2009.

**CLOSE** Chair Saldern closed the meeting at 9:26 am

I hereby certify the preceding to be a true and correct account of the Sustainability Commission Meeting held on 14 May, 2009.

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**CHAIR**

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**RECORDING SECRETARY**