



# COLUMBIA SHUSWAP REGIONAL DISTRICT

## Regular Board Meeting

### AGENDA

**Date:** Thursday, June 15, 2023  
**Time:** 8:30 AM  
**Location:** CSR D Boardroom  
555 Harbourfront Drive NE, Salmon Arm

[Zoom Link Registration](#)

Pages

#### 1. Land Acknowledgement

We acknowledge that we are meeting in service to the Columbia Shuswap Regional District which is on the traditional and unceded territories of the Secwepemc, Syilx Okanagan, Sinixt and Ktunaxa Nation. We are privileged and grateful to be able to live, work and play in this beautiful area.

Declaration on the Rights of Indigenous Peoples Act  
Article 12:

1. Indigenous peoples have the right to manifest, practise, develop and teach their spiritual and religious traditions, customs and ceremonies; the right to maintain, protect, and have access in privacy to their religious and cultural sites; the right to the use and control of their ceremonial objects; and the right to the repatriation of their human remains.

2. States shall seek to enable the access and/or repatriation of ceremonial objects and human remains in their possession through fair, transparent and effective mechanisms developed in conjunction with indigenous peoples concerned.

#### 2. Call to Order

#### 3. Adoption of Agenda

THAT: the Regular Board meeting agenda be approved.

#### 4. Meeting Minutes

#### 4.1 Adoption of Minutes

THAT: the minutes attached to the the Regular Board Meeting Agenda be adopted.

#### 4.2 Business Arising from the Minutes

##### 4.2.1 Canada Post Postal Code Changes in Electoral Areas C & G

The Board considered a request from Canada Post regarding a Postal Code change project at its May 18, 2023 Board Meeting. Staff forwarded the Board's decision to defer sending a response in support of the project and Canada Post responded with the following:

This project is operational in nature and we will be carrying forward with the customer engagement [as] described in [the] initial email: 'In July 2023, customers affected will be notified of the change and will be provided with details of their new postal code and the implementation date. We understand that this change may cause some inconvenience for residents, but we assure you that it is a necessary step to improve the efficiency and effectiveness of our postal services. Canada Post will also provide customers with 12 months of free mail forwarding to ensure a smooth transition. We believe that this project will not only benefit our residents but also improve the overall mail delivery experience in the area.'

#### 5. Announcements

##### 5.1 New Staff

Tim Perepolkin, Team Leader, Utilities

#### 6. Correspondence

##### 6.1 For Information

THAT: the Board receive the correspondence attached to the Regular Board Meeting Agenda.

##### 6.1.1 2023 UBCM Convention Meeting Requests

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Meeting requests to Premier Eby, Provincial Cabinet Ministers or the Minister of Municipal Affairs, meetings will take place between September 18 - 22, 2023. Meetings with provincial staff will take place between September 19 - 21, 2023. Meetings with BC Hydro Senior Executives will take place between September 18-22. All meetings will take place in person. Deadline to submit meeting requests is June 30, 2023.

### 6.1.2 BC Energy Step Code Legislation 75

Letter from Chair Flynn to the Honourable Minister Kahlon, Ministry of Housing, expressing concerns with the regulatory changes to the BC Energy Step Code Legislation.

### 6.1.3 Emergency Preparedness and Resources Letter (May 31, 2023) 76

Letter from Chair Flynn to the Honourable Minister Ma, Ministry of Emergency Management and Climate Readiness in response to the Ministers letter dated April 25, 2023 (ref 638875).

Click to view [Minister Ma's letter dated April 25, 2023](#).

## 6.2 Action Requested

None.

## 7. Committee Reports and Updates

### 7.1 For Information

THAT: the Board receive the committee minutes attached to the Regular Board Meeting Agenda.

#### 7.1.1 Municipal Directors' Committee (April 19, 2023) 77

#### 7.1.2 Okanagan-Kootenay Sterile Insect Release Board (May 12, 2023) 81

#### 7.1.3 Okanagan Regional Library Board (February 15, 2023) 82

### 7.2 Action Requested

#### 7.2.1 Shuswap Emergency Program Executive Committee (April 18, 2023) 86

SEP Executive Committee Recommendations:

1) THAT: the Board direct staff to conduct a review of the bylaws to permit the Shuswap Emergency Program Executive Committee elections for Chair and Vice Chair to take place every 2 years.

2) THAT: the Board write a letter to the Minister of Emergency Management and Climate Readiness and copy UBCM regarding the lack of communication and local government engagement with the modernized emergency management legislative change process.

Staff note that Procedure Bylaw No. 5820, 2020 is set for a review which regulates the proceedings of the Board of Directors and its Committees.

- 8. 9:00 AM Delegations**
- 8.1 Landmarks Project Update** 92  
 Libby Chisholm, Project Coordinator, Shuswap Trail Alliance.
- 8.2 Trout and Arrow Lakes Foreshore Integrated Management Planning Project** 101  
 Georgia Peck, Lakes Program Manager, Living Lakes Canada.
- 9. Business General**
- 9.1 9:30 AM Ministry of Indigenous Relations and Reconciliation Presentation** 114  
 Wayne Giles, Regional Director, Kootenay Boundary, MIRR
- 9.2 Community Works Funds - Signage Program** 142  
 Report from Jodi Pierce, Manager, Financial Services, dated May 25, 2023.  
 Funding request for consideration.
- THAT: in accordance with Policy F-3 “Electoral Area Community Works Fund – Expenditure of Monies”, access to the Strategic Priorities allocation of Community Works Fund be approved up to \$10,000 plus taxes for a comprehensive signage program for projects funded using Community Works Funds.
- Stakeholder Vote Weighted*
- 9.3 Shuswap Tourism Organizational and Marketing Strategy – Contract Award** 145  
 Report from Stephanie Goodey, Tourism Marketing Coordinator dated June 5, 2023.
- THAT: the Board empower the authorized signatories to enter into an agreement with Travel Local to develop the Shuswap Tourism Organizational and Marketing Strategy
- Corporate Vote Unweighted Majority*

**10. CLOSED (In Camera)**

THAT: pursuant to Section 90(1) of the Community Charter, the subject matter being considered relates to one or more of the following:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

AND THAT: the Board close this portion of the meeting to the public and move to into the Closed Session of the meeting.

**11. Business By Area****11.1 Grant-in-Aid Requests**

148

Report from Jodi Pierce, Manager, Financial Services dated May 5, 2023.  
Funding request for consideration.

THAT: the Board approve the following allocations from the 2023 electoral area Grant-in-Aid:

**Area E**

\$16,000 Swansea Point Community Association (electrical installation of 2 AED cabinets plus operating funding)

*Stakeholder Vote Weighted*

**11.2 Electoral Area A/Golden: Curling Rink Vinyl Floor Covering Sheets**

150

Report from Darcy Mooney, Operations Manager, dated June 5, 2023. Golden Curling Rink Budget reallocation.

THAT: the Board authorize the reallocation of \$21,000 from the Golden Curling Rink 2023 Five Year Financial Plan, originally allocated for an elevator feasibility study (\$10,000) and unutilized funds budgeted for a brine pump, motor, and filter replacement work (\$11,000), for the purchase of curling rink vinyl floor covering sheets;

AND THAT: the Board empower the authorized signatories to enter into an agreement with Hack to Hack Solutions for a total cost not to exceed \$21,000 including taxes, for the supply of curling rink vinyl floor covering sheets, this 15<sup>th</sup> day of June, 2023.

*Corporate Vote Weighted*

- 11.3 **Electoral Area F: 2023-2027 Contribution Agreement – North Shuswap Health Centre Society** 153

Report from Jodi Pierce, Manager, Financial Services, dated June 5, 2023.  
Formalization of annual funding contribution.

THAT: the Board empower the authorized signatories to enter into a Contribution Agreement with the North Shuswap Health Centre Society for a five-year agreement commencing August 1, 2023.

*Corporate Vote Unweighted Majority*

- 11.4 **Electoral Area G: Community Works Fund – Street Light Purchase, Blind Bay Street Light Service Area** 160

Report from Tim Perepolkin, Team Leader, Utilities, dated June 8, 2023.  
Purchase of LED Street Light Fixtures for Blind Bay Street Light Service Area.

THAT: in accordance with CSRD Policy No. F-3 Community Works Fund - Expenditure of Monies, access to the Community Works Fund be approved for a maximum amount of \$15,000 plus applicable taxes from the Electoral Area G Community Works Fund allocation for costs associated with the purchase of 50 LED Street Light Fixtures for the Blind Bay Street Light Service Area;

AND THAT: the Board empower the authorized signatories to enter into an agreement with EECOL Electric (Kelowna) for a total cost not to exceed \$15,000 including applicable taxes, for the supply and delivery of 50 LED Street Light Fixtures, this 15<sup>th</sup> day of June, 2023.

*Corporate Vote Weighted*

## 12. Administration Bylaws

- 12.1 **Electoral Areas C, D, E, F, G, and District of Sicamous: Shuswap Watershed Council Service Establishment Bylaw No. 5864, 2023** 165

The Board gave three readings to BL5864, 2023 at its May 18, 2023 Board Meeting. The Board chose Option 2; however the intent was to include both a maximum requisition amount and a tax rate, as stated in the assent voting question. The corrected bylaw is attached for the Board's consideration, with the following correction:

“(b) The maximum amount of money that may be requisitioned annually in support of this Service in accordance with the Local Government Act shall not exceed \$180,000 or \$0.0167/\$1,000 of net taxable value of land and improvements, whichever is greater.”

THAT: second and third readings for "Shuswap Watershed Council Service Establishment Bylaw No. 5864, 2023" be rescinded.

Corporate Vote Unweighted Majority

THAT: "Shuswap Watershed Council Service Establishment Bylaw No. 5864, 2023" be given second reading, as amended, and third reading, this 15th day of June, 2023.

Corporate Vote Unweighted Majority

## 12.2 Amendments to CSRD Building Bylaw No. 660-03 168

Report from Marty Herbert, Team Leader Building and Bylaw Services, dated May 29, 2023. Proposed amendment to administer the BC Energy Step Code.

THAT: "Columbia Shuswap Regional District Building Bylaw No. 660-04", be read a first, second and third time, this 15<sup>th</sup> day of June 2023.

*Corporate Vote Unweighted Majority*

THAT: "Columbia Shuswap Regional District Building Bylaw No. 660-04", be adopted this 15<sup>th</sup> day of June 2023.

*Corporate Vote Unweighted Majority*

## 12.3 Shuswap North Okanagan Rail Trail Regulation Bylaw - Permits 176

Report from Darcy Mooney, Manager, Operations Management dated June 5, 2023. A bylaw to regulate the use of the Shuswap North Okanagan Rail Trail.

THAT: Shuswap North Okanagan Rail Trail Governance Bylaw No. 5865, 2023 be given first reading this 15<sup>th</sup> day of June, 2023.

*Corporate Vote Unweighted Majority*

## 13. Public Question & Answer Period

Click to view the [Public Question Period Guidelines](#).

## 14. Development Services Business General

## 15. ALR Applications

### 15.1 Electoral Area C: Agricultural Land Commission (ALC) Application Section 21(2) Subdivision in the ALR LC2605C 197

Report from Christine LeFloch, Planner III, dated May 24, 2023.  
Ford Road, Tappen

THAT: Application No. LC2605C Section 21(2) – Subdivision in the ALR, for Legal Subdivision 2 of Section 22 Township 21 Range 10 West of the 6<sup>th</sup> Meridian, Kamloops Division Yale District as shown on the Plan of the Northeast ¼ of Said Township Dated at Ottawa 9/13/1917, be forwarded to the Provincial Agricultural Land Commission with a recommendation of approval this 15<sup>th</sup> day of June, 2023.

*Corporate Vote Unweighted Majority*

**15.2 Electoral Area C: Agricultural Lands Commission (ALC) Application Section 20 (2) 220**

Report from Hayley Graham, Planner I, dated May 25, 2023.  
1250 Kirkpatrick Road, Tappen

THAT: Application No. LC2593C Section 20(2) – Non-Farm Use, for Lot 6 Section 21 Township 21 Range 10 West of the 6<sup>th</sup> Meridian Kamloops Division Yale District Plan 670 Except Plans H9620, H716, KAP72870 and EPP5548 be forwarded to the Provincial Agricultural Land Commission recommending approval this 15<sup>th</sup> day of June, 2023.

*Corporate Vote Unweighted Majority*

**16. Development Services Business by Area**

**16.1 Electoral Area E: Development Variance Permit No. 841-03 244**

Report from Hayley Graham, Planner I, dated May 25, 2023.  
586 Davidson Drive, Swansea Point



THAT: in accordance with Section 498 of the Local Government Act, Development Variance Permit No. 841-03 for Lot 8 Section 11 Township 21 Range 8 West of the 6th Meridian Kamloops Division Yale District Plan 30168, varying the Electoral Area E Zoning Bylaw No. 841 as follows:

1. Section 4.8.4 (g) the maximum height for the existing accessory building be varied from 8 m to 10.97 m.
2. Section 4.8.4 (j) the maximum floor area for the existing accessory building be varied from 200 m<sup>2</sup> to 397 m<sup>2</sup>.
3. Section 4.8.4 (k) the west interior side parcel boundary setback be reduced from 2 m to 1.61 m only for the existing accessory building structure.
4. Section 4.8.4 (k) the west interior side parcel boundary setback be reduced from 2 m to 0.96 m only for the existing accessory building deck.
5. Section 4.8.4 (k) the west interior side parcel boundary setback be reduced from 2 m to 1.52 m only for the existing lock block retaining wall.
6. Section 3.2 (c) the west interior side parcel boundary setback for eaves on the existing accessory building be reduced from 1 m to 0.88 m,

be approved this 15<sup>th</sup> day of June, 2023.

*Stakeholder Vote Unweighted (LGA Part 14) Majority*

## 17. Planning Bylaws

### 17.1 **Electoral Area E: Electoral Area E Official Community Plan Amendment Bylaw No. 840-03 and Electoral Area E Zoning Amendment Bylaw No. 841-07**

272

Report from Jan Thingsted, Planner III, dated May 29, 2023.  
3410 Oxbow Frontage Road, Yard Creek

THAT: "Electoral Area E Official Community Plan Amendment Bylaw No. 840-03" be denied second reading this 15<sup>th</sup> day of June, 2023.

*Stakeholder Vote Unweighted Majority*

THAT: "Electoral Area E Zoning Bylaw Amendment Bylaw No. 841-07" be denied second reading, as amended, this 15<sup>th</sup> day of June, 2023.

*Stakeholder Vote Unweighted Majority*

## 18. Release of Closed Session Resolutions

Attached to minutes, if any.

19. **Next Board Meeting**

Thursday, July 20, 2023 at 9:30 AM  
CSRD Boardroom, 555 Harbourfront Dr NE, Salmon Arm, BC

20. **Adjournment**

THAT: the Regular Board meeting be adjourned.