



# COLUMBIA SHUSWAP REGIONAL DISTRICT Committee of the Whole Meeting AGENDA

Date: Wednesday, February 14, 2024  
Time: 9:30 AM  
Location: CSR D Boardroom  
555 Harbourfront Drive NE, Salmon Arm

[Zoom Registration Link](#)

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 35: Indigenous peoples have the right to determine the responsibilities of individuals to their communities.

2. **Call to Order**

3. **Adoption of Agenda**

**Motion**

THAT: the Committee of the Whole meeting agenda be adopted.

4. **Meeting Minutes**

4.1 **Adoption of Minutes**

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**Motion**

THAT: the minutes attached to the Committee of the Whole meeting agenda be adopted.

4.2 **Business Arising from Minutes**

See Item 5.1

## 5. Business General

### 5.1 Shuswap Tourism Budget 9% Budget Implications

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Report from Morgen Matheson, Manager, Tourism and Film dated January 31, 2024. Review of Shuswap Tourism 2024 Budget

### 5.2 Overview of the Draft II, 2024 Financial Plan

J. Pierce, General Manager, Financial Services to present Draft II of the 2024 Financial Plan.

- Questions arising from Draft I
- Key changes from Draft I to Draft II
- Tax summaries
- Questions
- Public Consultation

A copy of the Draft II, 2024 Financial Plan is available on the CSRD [website](#) and a view only copy is available at the CSRD office.

## 6. Rise and Report

### Motion

THAT: the Committee of the Whole meeting Rise and Report.



## COMMITTEE OF THE WHOLE MEETING MINUTES

**Note: The following minutes are subject to correction when endorsed by the Committee at the next Committee of the Whole meeting.**

Date: January 17, 2024  
 Time: 9:30 AM  
 Location: CSRD Boardroom  
 555 Harbourfront Drive NE, Salmon Arm

Directors Present	K. Cathcart <sup>^</sup>	Electoral Area A Director
	D. Brooks-Hill <sup>^</sup>	Electoral Area B Director
	M. Gibbons <sup>^*</sup>	Electoral Area C Director
	D. Trumbley	Electoral Area D Director
	R. Martin <sup>*</sup>	Electoral Area E Director
	J. Simpson <sup>^</sup>	Electoral Area F Director
	N. Melnychuk (Vice Chair) <sup>^*</sup>	Electoral Area G Director
	R. Oszust	Town of Golden Director
	G. Sulz <sup>^</sup>	City of Revelstoke Director
	K. Flynn (Chair)	City of Salmon Arm Director
	T. Lavery <sup>^</sup>	City of Salmon Arm Director 2
	C. Anderson	District of Sicamous Director
	Staff In Attendance	J. MacLean
J. Sham <sup>*</sup>		General Manager, Corporate Services (Corporate Officer)
C. Robichaud		Deputy Corporate Officer
J. Pierce		General Manager, Financial Services (Chief Financial Officer)
S. Haines		Manager, Financial Services
G. Christie		General Manager, Development Services
B. Van Nostrand		Acting General Manager, Environmental and Utility Services
D. Sutherland	Acting General Manager, Community and Protective Services	

\*attended a portion of the meeting only

<sup>^</sup>electronic participation

**1. Land Acknowledgement**

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Declaration on the Rights of Indigenous Peoples Act  
Article 30:

1. Military activities shall not take place in the lands or territories of indigenous peoples, unless justified by a relevant public interest or otherwise freely agreed with or requested by the indigenous peoples concerned.

2. States shall undertake effective consultations with the indigenous peoples concerned, through appropriate procedures and in particular through their representative institutions, prior to using their lands or territories for military activities.

**2. Call to Order**

The Chair called the meeting to order at 9:35 AM.

**3. Adoption of Agenda**

**Moved By** Director Oszust

**Seconded By** Director Anderson

THAT: the Committee of the Whole meeting agenda be adopted.

**CARRIED**

Director Melnychuk entered the meeting at 9:37 AM

**4. Meeting Minutes**

**4.1 Adoption of Minutes**

**Moved By** Director Lavery

**Seconded By** Director Sulz

THAT: the minutes attached to the Committee of the Whole meeting agenda be adopted.

**CARRIED**

**4.2 Business Arising from Minutes**

**5. Business General**

### 5.1 **Scotch Creek/Lee Creek Fire Hall Rebuild Requirements**

Report from Derek Sutherland, Acting General Manager, Community and Protective Services, dated January 8, 2024

Discussion:

The Board discussed the need for public consultation before making a recommendation on next steps. The current service is only for fire prevention, so if separating the fire hall and community centre would require public assent for a new service. The default position would be to rebuild as it was, but all options should be presented to the community.

**Moved By** Director Oszust

**Seconded By** Director Sulz

THAT: the Committee of the Whole recommend the Board direct staff to explore the process of rebuilding the Scotch Creek/Lee Creek Fire Hall and Community Centre as it was on the same site.

**Moved By** Director Martin

**Seconded By** Director Cathcart

THAT: the Committee recommend the Board defer the discussion of rebuilding the Scotch Creek/Lee Creek Fire Hall and Community Centre until after public consultation has taken place.

**CARRIED**

**Opposed: Chair Flynn**

### 5.2 **Parcel Tax Viability for Solid Waste Closure Taxation**

Report from Jodi Pierce, General Manager, Financial Services, dated January 6, 2024.

**Moved By** Director Oszust

**Seconded By** Director Lavery

THAT: the Committee of the Whole recommend Ad Valorem taxation for the tax requisition dedicated to Solid Waste Closure Reserves.

**CARRIED**

**5.3 Feasibility Study Funds Request - Electoral Area D: Mallory Ridge**

Request from Director Trumbley

Director Trumbley - requesting feasibility study for Mallory Ridge to develop it as a park.

**Moved By** Director Trumbley

**Seconded By** Director Oszust

THAT: the Committee recommend the Board direct staff to present a report at the February Board meeting to explore the concept of using feasibility study funds to acquire Mallory Ridge as a Park.

**CARRIED**

**5.4 Feasibility Study Funds Request - Electoral Area D: Rancho Community Hall**

Request from Director Trumbley

**Moved By** Director Trumbley

**Seconded By** Director Oszust

THAT: the Committee recommend the Board explore the concept of Feasibility Study for to develop a community hall in Electoral Area D Rancho community.

**CARRIED**

The meeting recessed at 11:17 AM and the meeting resumed at 11:24 AM.

**5.5 Overview of the draft 2024 Financial Plan (Budget)**

Presentation by J. Pierce, General Manager, Financial Services.

- Budget process;
- Assessment trends;
- Mandates;
- Review of workbook;
- Questions;
- Public consultation.

A copy of the draft 2024-2028 Five Year Financial Plan is available on the [CSRD Website](#) and a view only copy is available at the CSRD office.

Late Agenda - PowerPoint presentations

### **Assessment Trends**

An overview of assessment trends was provided. The General Manager Financial Services stated that under the Local Government Act (LGA) converted assessment is the default, although some bylaws have differing apportionment formulas (ex. Rail Trail). A comparison of raw total assessment percentage changes for all municipal and electoral area was done. The General Manager, Financial Services noted that total assessments increased 4% on average, down significantly from 14.5% in 2023. Converted assessment, which are more relevant, increased 5.1%. The overall tax burden shifted slightly from the Electoral Areas to the Municipalities, as the average increase was higher for municipalities than the rural areas.

### **Mandates**

General Managers each presented the Mandates for their Departments for 2024.

**Moved By** Director Lavery

**Seconded By** Director Oszust

THAT: the Committee recommend the Board support \$30k funding for the Housing Needs Reports Update Project in the 2025 Special Projects (266) Budget.

**CARRIED**

The Committee paused the meeting for lunch at 11:45 AM and the meeting resumed at 12:01PM.

### **Review of Workbook**

#### Staffing

The General Manager, Financial Services gave an overview of the staffing reconciliation and noted that there are 2.0 FTE request in the current budget, but there will only be 1.0 FTE request in the Draft 2 Budget. Staff are requesting an additional 1.0 FTE for a Communications Assistant within the Corporate Administration Department, due to an unsustainable workload at existing staff levels.

**Moved By** Director Lavery

**Seconded By** Director Gibbons

THAT: the Committee recommend that the Board ratify approving the 1.0 FTE Communications position with effective start date of July 1, 2024.

**CARRIED**

### Budget Overview

The overall operating expenses of the CSRD increased 2.9% which is in line with inflation. The significant increase in expenditures for 2024 is capital projects, most notably the Golden Aquatic Facility and the Scotch Creek Water system.

Taxation is up 10.8% overall, \$2.1 million – this is spread across all functions. Will be reviewed individually later in the presentation.

### Area Tax Summaries

An overview of the impacts on the Draft 1 budget was presented in terms of the impacts on average residential properties for each Municipality and Electoral Area within the Regional District.

Increases in parcel taxes and user fees for most water systems due to underfunded reserves.

### Budget Comparison by Department

The General Manager Financial Services provided a review of the department budget comparisons and identified many of the significant items contained within the Draft 1 budget documents.

Director Gibbons left the meeting at 2:02 PM to attend another meeting.

### Discussion:

Directors shared concerns with the proposed increase to the Shuswap Tourism budget for 2024 and recommended staff revisit the budget and suggest reductions.

**Moved By** Director Lavery

**Seconded By** Director Simpson

THAT: the Committee recommend the Board direct staff to report back on reducing the Shuswap Tourism department budget to a maximum of a nine per cent increase for the 2024 budget.

**CARRIED**

**Opposed: Directors Martin, Anderson and Trumbley**

### Discussion:

Directors expressed concern about the implementation of taxation in the Solid Waste function as proposed in the Draft 1 budget. The General Manager, Environmental and Utility Services noted that the Board



approved the introduction of taxation for 2024 at the December Board meeting. Directors agree that taxation needs to start but would like to see a reduction in the amount requested for 2024.

Director Martin left the meeting at 2:53 PM.

**Moved By** Director Simpson  
**Seconded By** Director Anderson

THAT: the Committee recommend the Board approve a 300K landfill reserve tax request for 2024 and increase funding of an additional 300K increase for future years.

**CARRIED**

**Opposed: Directors Brooks-Hill and Melnychuk**

Corporate Officer left the meeting at 3:11 PM

Discussion:

Director Simpson expressed dissatisfaction with the Rail Trail service, and Area F’s participation in the service. Director Lavery requested a snapshot of the tax requisition history and forecast for this function.

The General Manager, Financial Services noted that surpluses and deficits will be finalized after the February 2<sup>nd</sup> AP run. Other changes for Draft 2 will include reconciliation of grant funded projects, updating information from member municipalities, Electoral Area Director changes requested after one-on-one meetings.

**Public Consultation**

No questions from the public.

**6. Rise and Report**

**Moved By** Director Oszust  
**Seconded By** Director Trumbley

THAT: the Committee of the Whole meeting Rise and Report.

**CARRIED**

3:53 PM

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CORPORATE OFFICER

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CHAIR



# BOARD REPORT

**TO:** Chair and Directors

**SUBJECT:** Shuswap Tourism Budget 9% Budget Implications

**DESCRIPTION:** Report from Morgen Matheson, Manager, Tourism and Film dated January 31, 2024. Review of Shuswap Tourism 2024 Budget

## SUMMARY:

In Draft 1 of the budget presented to the Committee of the Whole, Shuswap Tourism proposed a 20.61% tax increase, equivalent to an additional \$80,241. During the budget discussion, there was a motion by Director Lavery to investigate the implications of reducing the tax increase to 9%, or approximately \$34,000 (a reduction of \$46,241 from Draft 1). At the request of the Directors, Tourism staff, with support from the Finance department, are presenting a revised draft and the implications of the changes.

## BACKGROUND:

Shuswap Tourism's proposed draft 1 budget reflected a tax increase of 20.61%, which was influenced by several key factors outlined in the financial details below. Due to having surpluses and benefiting from grant structures in previous years, the Tourism budget appeared to be artificially sufficient without requiring increased taxation. Regrettably, this situation has led to a delayed request for a tax increase, which is now necessary.

In the midst of the COVID years, Destination BC (DBC) Co-op funding transitioned from 50% matching funds to full 100% funding relieving the need to cost share for marketing programs. Shuswap Tourism has traditionally relied on this funding program for many years to support its activities. The 2022/2023 funding marked the conclusion of this 100% funded period, reverting to the previous standard of 50% matching funds. Essentially, for three years, we received double the funding, alleviating the need for any taxation for Co-op Funding requirements for DBC.

Further, Economic Development had been significantly subsidizing Tourism, amounting to \$120,000 in 2017. This support was gradually phased out, with the subsidy reaching its last year in 2020 at \$60,000. Coincidentally, this was also the year when DBC funding became fully covered at 100%, mitigating the impact of reduced revenue from Economic Development. During this time, many projects and campaigns were delayed due to travel restrictions, and surpluses were accumulated that were carried over for several years. Those funds have now been fully utilized. Given these two combining factors, a tax requisition increase higher than CPI is required.

To achieve a reduction in the budget to reflect limiting the tax increase to 9%, Shuswap Tourism reviewed several options including:

- reducing or eliminating funding for sponsorships;
- eliminating funding for community events and marketing campaigns;
- forgoing increased print runs of regional guides;
- implementing fees for regional guides which are currently distributed at no cost to the user;
- and,
- cutting transfers to operating reserves.

Staff have determined that the least impactful reductions are to cut transfers to operating reserves and to reduce funding for sponsorships. To that end, the transfer to operating reserves for the next strategic plan (\$15,000) and for the 2025 vacation guide production (\$20,000) have been eliminated resulting in the potential of higher taxes during years when these projects are undertaken, or significantly reducing the production of vacation guides. Also, the sponsorship for the Roots and Blues has been cut in half from \$10,000 to \$5,000 as well as the general sponsorship budget being cut from \$15,000 to \$7,500. This could impact the Salty Dog Enduro, Wednesday on the Wharf, Salmon Arm Pride, Music in the Bay, Fungi Fest, Shake the Lake, Falkland Stampede, and the Salmon Run.

**FINANCIAL:**

These changes have been incorporated into the Draft 2 budget and represent a tax increase of 8.42% (down from 20.61%)

**KEY ISSUES/CONCEPTS:**

The key implication of reducing the tax increase may result in decreased support of regional tourism needs with printed guides, as well as financial support for many local events.

**Report Approval Details**

Document Title:	2024-02-14-COW-TF-Shuswap Tourism.docx
Attachments:	
Final Approval Date:	Feb 6, 2024

This report and all of its attachments were approved and signed as outlined below:



Jodi Pierce



Jennifer Sham



John MacLean