



COLUMBIA SHUSWAP REGIONAL DISTRICT

Regular Board Meeting

AGENDA

Date: Thursday, July 18, 2024
Time: 9:30 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 9: Indigenous peoples and individuals have the right to belong to an indigenous community or nation, in accordance with the traditions and customs of the community or nation concerned. No discrimination of any kind may arise from the exercise of such a right.

2. Call to Order

3. Adoption of Agenda

THAT: the Regular Board meeting agenda be adopted.

4. Meeting Minutes

4.1 Adoption of Amended Minutes

Item 17.1 corrected the discussion on the motion regarding not waiving a public hearing.

THAT: the minutes of the May 16, 2024 Regular Board meeting be adopted as amended.

4.2 Adoption of Minutes

16

THAT: the minutes of the June 20, 2024 Regular Board meeting be adopted.

4.3 Business Arising from the Minutes

None.

5. Announcements**5.1 New Staff**

Devon Tompkins, Administrative Clerk

David Boag, Community Parks and Recreation Coordinator

Sophie Randell, FireSmart Coordinator

Darcy Blair, Wildfire Mitigation Specialist

Jeremy Denny, Wildfire Mitigation Specialist

Martin Birse, Manager, Environmental Services

6. 9:40 AM Delegations & Guest Speakers**6.1 Bruhn Bridge Traffic Management Strategy**

37

Presentation from Ministry of Transportation and Infrastructure, Jennifer Stites, Megan Forness, and Erik Lachmuth.

7. 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;

(g) litigation or potential litigation affecting the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

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

8. ~1:30 PM Correspondence

8.1 For Information

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

8.1.1 From June 20, 2024 Regular Board Meeting

8.1.1.1 Correspondence to the City of Salmon Arm (July 3, 2024) 49

Letter from CSRD Board requesting an update regarding the City of Salmon Arm recreational facilities strategy.

8.1.2 Ministry of Housing (July 8, 2024) 50

Response from Ravi Kahlon, Minister of Housing regarding the Secondary Suites Incentive Program (SSIP).

Click to view [Board Chair's letter dated April 19, 2024](#).

8.1.3	Environmental Assessment Office (July 10, 2024)	52
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Environmental Assessment Act review notification.

8.1.4	District of Saanich UBCM Resolution (July 11, 2024)	54
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UBCM Resolution recommending an amendment to the BC Hydro and Power Authority Act.

8.2 Action Requested

None.

9. Committee Reports and Updates

9.1 For Information

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

9.1.1	Okanagan-Kootenay Sterile Insect Release Program Board Meeting Minutes (April 12, 2024)	55
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9.1.2	Columbia Basin Trust Meeting Minutes (April 2024)	59
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9.1.3	Shuswap Watershed Council Meeting Summary (June 12, 2024)	63
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9.1.4	Shuswap Watershed Council Annual Report 2023/2024	74
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9.1.5	Economic Trust of the Southern Interior Board Update (June 21, 2024)	84
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9.2 Action Requested

None.

10. Business General

10.1 Memorandum of Understanding Between Agricultural Land Commission and Shuswap North Okanagan Rail Trail Owners and Splat sin te Secwépemc First Nation 86

In accordance with the Regional District Special Voting Regulation, Chair Flynn and Director Martin deemed the following matter urgent and agreed that calling a regular or special meeting would be impractical. The Board of Directors were given the opportunity to vote via email or by phone between July 4 and 8, 2024.

This motion passed with the majority of the Board in favour:

THAT: the Board empower the CSRD authorized signatory to sign the Memorandum of Understanding between the Agricultural Land Commission and the Regional District of North Okanagan, CSRD, and Splat sin te Secwépemc, version dated 2024-07-03, this 8th day of July, 2024.

10.2 Water System Acquisition Moratorium and Department Review 88

Report from Ben Van Nostrand, General Manager, Environmental and Utility Services, dated June 26, 2024. A report to formalize the recommendation approved at the Committee of the Whole meeting on June 19, 2024.

THAT: the Board endorse a moratorium on the CSRD acquiring new water systems until systems in the existing queue are reduced to the recommended number outlined in the CSRD's Water Acquisition Strategy.

Corporate Vote Unweighted Majority

10.3 2024-2034 UBCM Canada Community Building Fund BC 91

Community Works Fund (CWF) Agreement signing request

THAT: the Board empower the authorized signatories to enter into the 2024-2034 Community Works Fund agreement with the Union of British Columbia Municipalities.

Corporate Vote Weighted

10.4 Grant in Assistance Request – Property Clean Up for affected North Shore Properties 116

Report from John M. MacLean, CAO, dated July 4, 2024 identifying options for funding property clean up for affected North Shore properties without adequate insurance.

THAT: the Board accept this report for information.

Corporate Vote Unweighted Majority

THAT: the Board consider and discuss the attached report and direct Staff as to any additional action to be taken.

11. Business By Area

11.1 **Electoral Area A: 2024-2028 Contribution Agreement – Wildsight Golden** 124

Report from Jodi Pierce, General Manager, Financial Services, dated May 3, 2024. Formalization of annual funding contribution.

THAT: the Board empower the authorized signatories to enter into a Contribution Agreement with Wildsight Golden for a five-year agreement commencing January 1, 2024.

Corporate Vote Weighted

11.2 **Electoral Areas A, C, F and G: Grant in Aids** 135

Report from Jodi Pierce, General Manager, Financial Services, dated June 10, 2024. Funding requests for consideration.

THAT: the Board approve the following allocations from the 2024 electoral area Grant-in-Aids:

Area A

\$10,000 Golden & Region Seniors Society (Program Coordinator)

Area C

\$2,000 Arts Council for the South Shuswap Society (Music in the Bay)

Area F

\$500 Arts Council for the South Shuswap Society (Music in the Bay)

\$5,000 Seymour Arm Community Association (Operating expenses)

Area G

\$14,000 Arts Council for the South Shuswap Society (Music in the Bay and operating costs)

\$300 Notch Hill Town Hall Association (Community Children's Christmas party)

Stakeholder Vote Weighted – Electoral Area Directors

11.3 Revelstoke/Area B: EOF Application, Community Economic Development Initiatives

138

Report from Jodi Pierce, General Manager, Financial Services, dated July 5, 2024. Funding requests for consideration.

THAT: with the concurrence of the City of Revelstoke and the Electoral Area B Director, the Board approve the following amounts from the Revelstoke and Area B Economic Opportunity Fund:

- \$90,000 to the City of Revelstoke to maintain and expand trail networks, and backcountry amenities (specifically \$30,000 towards the Revelstoke Cycling Club, \$30,000 towards the Alpine Club of Canada Columbia Mountains Division and \$30,000 towards the Climbers Access Society).
- \$30,000 to the City of Revelstoke to support the Revelstoke Ambassador Program through the Revelstoke Chamber of Commerce

Corporate Vote Weighted

THAT: with the concurrence of the City of Revelstoke and the Electoral Area B Director, the Board approve \$100,000 (\$20,000 annually for five years) from the Revelstoke and Area B Economic Opportunity Fund to the City of Revelstoke towards the East Kootenay Immigration Pilot program through the Revelstoke Chamber of Commerce.

Corporate Vote Weighted

12. Administration Bylaws

12.1 Town of Golden Security Issuing Bylaw 9111, 2024

150

Report from Jodi Pierce, General Manager, Financial Services, dated July 3, 2024. Legislative requirement for borrowing.

THAT: Bylaw No. 9111, 2024 cited as “Columbia Shuswap Regional District Security Issuing Bylaw No. 9111, 2024” be read a first, second, and third time this 18th day of July, 2024.

Corporate Vote Weighted

THAT: Bylaw No. 9111, 2024, cited as “Columbia Shuswap Regional District Security Issuing Bylaw No. 9111, 2024” be adopted this 18th day of July, 2024.

Corporate Vote Weighted

13. Public Question & Answer Period

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

14. Development Services Business General

None.

15. ALR Applications

None.

16. Development Services Business by Area**16.1 Electoral Area E: Development Variance Permit No. 841-08**

162

Report from Hayley Johnson, Planner I, dated June 21, 2024.
9059 Hummingbird Drive , Swansea Point

THAT: in accordance with Section 498 of the Local Government Act,
Development Variance Permit No. 841-08 for Lot 14 Section 11 Township 21
Range 8 West of the 6th Meridian Kamloops Division Yale District Plan 27052,
varying Electoral Area E Zoning Bylaw No. 841 as follows:

1. Section 4.8.4 (i) the maximum floor area, gross of the proposed
accessory building be increased from 150 m² to 218 m².

Stakeholder Vote Unweighted (LGA Part 14) Majority

17. Planning Bylaws**17.1 Electoral Area F: Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-51**

183

Report from Laura Gibson, Planner II, dated July 3, 2024.

Kenwood Gate, Scotch Creek

THAT: "Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-51" be
read a second time, as amended, this 18th day of July, 2024.

Stakeholder Vote Unweighted (LGA Part 14) Majority

THAT: "Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-51" be
read a third time this 18th day of July, 2024.

Stakeholder Vote Unweighted (LGA Part 14) Majority

THAT: "Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-51" be
adopted this 18th day of July, 2024.

Stakeholder Vote Unweighted (LGA Part 14) Majority

17.2 Electoral Area F: Electoral Area F Official Community Plan Amendment Bylaw No. 830-26 and Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-52

197

Report from Laura Gibson, Planner II, dated July 3, 2024.
3856 Squilax-Anglemont Road, Scotch Creek

THAT: “Electoral Area F Official Community Plan Amendment Bylaw No. 830-26” be read a first time, this 18th day of July 2024.

Stakeholder Vote Unweighted (LGA Part 14) Majority

THAT: “Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-52” be read a first time, this 18th day of July 2024.

Stakeholder Vote Unweighted (LGA Part 14) Majority

THAT: The Board utilize the complex consultation process for “Electoral Area F Official Community Plan Bylaw No. 830-26” and “Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-52” and it the bylaws be referred to the following agencies and First Nations:

- CSRD Community and Protective Services,
- CSRD Environmental and Utility Services,
- CSRD Financial Services,
- Interior Health Authority,
- Ministry of Environment and Climate Change Strategy,
- Ministry of Transportation and Infrastructure,
- Ministry of Forests: Archaeology Branch, and,
- All applicable First Nations Bands and Councils.

Stakeholder Vote Unweighted (LGA Part 14) Majority

17.3 Electoral Area C: Electoral Area C Official Community Plan Amendment Bylaw No. 725-28

227

Report from Jan Thingsted, Planner III, July 03, 2024.
1315 Tappen Valley Road, Tappen.

THAT: “Electoral Area C Official Community Plan Amendment Bylaw No. 725-28” be read a first time, this 18th day of July, 2024.

Stakeholder Vote Unweighted (LGA Part 14) Majority

THAT: The Board utilize the complex consultation process for Bylaw No. 725-28, and it be referred to the following agencies and First Nations:

- CSRD Community and Protective Services;
- CSRD Environmental and Utility Services;
- Agricultural Land Commission;
- Interior Health Authority;
- Ministry of Transportation and Infrastructure;
- Ministry of Forests: Archaeology Branch;
- All applicable First Nations Bands and Councils:

Stakeholder Vote Unweighted (LGA Part 14) Majority

17.4 Electoral Area C: Lakes Zoning Amendment Bylaw No. 900-34C 275

Report from Hayley Johnson, Planner I, dated June 28, 2024.
4119 Galligan Road, Eagle Bay

THAT: “Lakes Zoning Amendment Bylaw No. 900-34C” be read a second time as amended this 18th day of July 2024.

Stakeholder Vote Unweighted (LGA Part 14) Majority

THAT: “Lakes Zoning Amendment Bylaw No. 900-34C” be read a third time this 18th day of July 2024

Stakeholder Vote Unweighted (LGA Part 14) Majority

THAT: “Lakes Zoning Amendment Bylaw No. 900-34C” be adopted this 18th day of July 2024.

Stakeholder Vote Unweighted (LGA Part 14) Majority

17.5 Electoral Area C: Lakes Zoning Amendment Bylaw No. 900-20 299

Report from Hayley Johnson, Planner I, dated June 14, 2024.
7429 Sunnybrae Canoe Point Road, Tappen

THAT: “Lakes Zoning Bylaw Amendment Bylaw No. 900-20” be adopted this 18th day of July 2024.

Stakeholder Vote Unweighted (LGA Part 14) Majority

- 17.6 Electoral Area C: South Shuswap Zoning Amendment Bylaw No. 701-112** 322
- Report from Laura Gibson, Planner II, dated June 26, 2024.
4956 Ivy Road, Eagle Bay
- THAT: "South Shuswap Zoning Amendment Bylaw No. 701-112 be read a second time this 18th day of July 2024.
- Stakeholder Vote Unweighted (LGA Part 14) Majority*
- 17.7 Electoral Area G: South Shuswap Zoning Amendment Bylaw No. 701-109** 346
- Report from Laura Gibson, Planner II, dated June 26, 2024.
1249 Trans Canada Highway, Sorrento
- THAT: "South Shuswap Zoning Amendment Bylaw No. 701-109" be read a second time, this 18th day of July 2024.
- Stakeholder Vote Unweighted (LGA Part 14) Majority*
- 17.8 Electoral Area D: Ranchero/Deep Creek Zoning Amendment Bylaw No. 751-02** 372
- Report from Christine LeFloch, Planner III, dated June 19, 2024.
5530 Gardiner Frontage Road, Ranchero
- THAT: "Ranchero/Deep Creek Zoning Amendment Bylaw No. 751-02" be read a first time, this 18th day of July, 2024.
- Stakeholder Vote Unweighted (LGA Part 14) Majority*
- THAT: In accordance with Section 464(2) of the Local Government Act, the public hearing for "Ranchero/Deep Creek Zoning Amendment Bylaw No. 751-02" be waived.
- Stakeholder Vote Unweighted (LGA Part 14) Majority*
- THAT: The Board utilize the simple consultation process for "Ranchero/Deep Creek Zoning Amendment Bylaw No. 751-02" and the bylaws be referred to the following agencies and First Nations:
- CSRD Community and Protective Services;
 - CSRD Environmental and Utility Services;
 - Ministry of Transportation & Infrastructure;
 - All applicable First Nations Bands and Councils
- Stakeholder Vote Unweighted (LGA Part 14) Majority*

17.9 Electoral Area D: Ranchero / Deep Creek Zoning Amendment Bylaw No. 751-07.

410

Report from Jan Thingsted, Planner IIII, dated June 25, 2024.
942 Gardom Lake Road, Gardom Lake.

THAT: "Ranchero/Deep Creek Zoning Amendment Bylaw No. 751-07" be given second reading, as amended, this 18th day of July, 2024.

THAT: in accordance with Section 464(2) of the Local Government Act, the public hearing for "Ranchero/Deep Creek Zoning Amendment Bylaw No. 751-07" be waived.

Stakeholder Vote Unweighted (LGA Part 14) Majority

18. Release of Closed Session Resolutions

Attached to minutes, if any.

19. Next Board Meeting

Thursday, August 15, 2024 at 9:30 AM.
CSR D Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

20. Adjournment

THAT: the Regular Board meeting be adjourned.



REGULAR BOARD MEETING MINUTES

Note: The following minutes are subject to correction when endorsed by the Board at the next Regular meeting.

Date: May 16, 2024
 Time: 9:30 AM – 12:00 PM
 Location: Golden Town Hall
 810 9 Ave South
 Golden

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

^electronic participation

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 2: Indigenous peoples and individuals are free and equal to all other peoples and individuals and have the right to be free from any kind of discrimination, in the exercise of their rights, in particular that based on their indigenous origin or identity.

2. Call to Order

The Chair called the meeting to order at 9:41 AM (MT).

3. Adoption of Agenda

2024-0501

Moved By Director Gibbons

Seconded By Director Oszust

THAT: the Regular Board meeting agenda be adopted as amended.

Discussion on the motion:

Director Cathcart added the introduction of the new Alternate Director for Electoral Area A with a request for the oath of office to be administered and to welcome a long standing Area A Local Advisory Committee member. Introductions added under item 5.

CARRIED

4. Meeting Minutes

4.1 Adoption of Minutes

2024-0502

Moved By Director Cathcart

Seconded By Director Trumbley

THAT: the minutes attached to the Regular Board meeting agenda be adopted.

CARRIED

4.2 Business Arising from the Minutes

4.2.1 From the March 21, 2024 Board Meeting

4.2.1.1 Minister Kahlon regarding Secondary Suite Incentive Program (April 19, 2024)

4.2.2 From the April 18, 2024 Board Meeting

4.2.2.1 Electoral Area A: Development Variance Permit No. 680-04A

Typographical correction made to the legal description for DVP680-04A permit and resolution from the April 18, 2024 Board meeting.

[Click to view the April 18, 2024 staff report](#)

2024-0503

Moved By Director Simpson

Seconded By Director Martin

THAT: in accordance with Section 498 of the Local Government Act, Development Variance Permit No. 680-04A for The Northwest Quarter of Section 29 Township 26 Range 21 West of the 5th Meridian Kootenay District Except Parts Included in Plans 10028, 11497, 12760, 17229, 18938 and NEP22520 (PID: 010-222-162) to vary Section 9.5 of the Subdivision Servicing Bylaw No. 680 to permit components of a surface water system to be located in shared easements for Surface Water Licenses 117694, 100159, and 100136 as shown on the proposed plan of subdivision dated February 24, 2024 for Ministry of Transportation and Infrastructure Subdivision File No. 2022-001013, be approved, this 16th day of May 2024.

CARRIED

5. Announcements

Director Cathcart thanked staff and Directors for travelling to Golden and Area A for the annual Board on the Road meeting.

Director Cathcart introduced Rick Pullen as her new Alternate Director for Electoral Area A. Staff confirmed that the oath of office would be administered at the conclusion of the Board meeting. Director Cathcart also introduced Denice Darbyshire long standing committee member on the Area A Local Advisory Committee.

6. Correspondence

6.1 For Information

2024-0504

Moved By Director Lavery

Seconded By Director Melnychuk

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

CARRIED

6.1.1 Office of the Ombudsperson Quarterly Report: Oct - Dec 2023

6.1.2 District of Logan Lake (May 6, 2024)

Letter to Premier Eby in support of Bill-34.

6.1.3 Minister of Public Safety and Solicitor General and Deputy Premier (April 17, 2024)

Response from Minister Farnworth regarding Bill-34.

Click to view [Board Chair's letter dated February 29, 2024](#).

6.1.4 Union of BC Municipalities (UBCM) (May 8, 2024)

6.2 Action Requested

6.2.1 Salmon Arm 2024 55+ BC Games Society

Request for the CSRD to become a Friend of the Games by sponsoring an in-kind contribution for the cost of the Sicamous and District Recreation Centre facility booking.

2024-0505

Moved By Director Martin

Seconded By Director Anderson

THAT: the CSRD become a Friend of the Games by sponsoring an in-kind contribution for the rental costs of the Sicamous and District Recreation Centre facility booking.

Discussion on the motion:

General Manager, Finance stated that the rental costs would be recorded as revenue for the Sicamous and District Recreation Centre and the sponsorship amount would be funding through the general government function.

CARRIED

6.2.2 Swansea Point Community Association (April 18, 2024)

Requesting Board support pertaining to the Swansea Point Community Association request to the Ministry of Transportation for a speed limit reduction and no parking signs placed in certain locations in Swansea Point.

2024-0506

Moved By Director Martin

Seconded By Director Cathcart

THAT: the Board write a letter of support to the Ministry of Transportation for a speed limit reduction from May 1 to October 1 and no parking signage on certain roadsides for pedestrian safety in the Swansea Point area.

CARRIED

7. Committee Reports and Updates

7.1 For Information

None.

7.2 Action Requested

7.2.1 Shuswap North Okanagan Rail Trail Governance Advisory Committee - Briefing Note (May 8, 2024)

Late Agenda - clarification that the letters be sent from the Rail Trail Owners.

2024-0507

Moved By Director Martin

Seconded By Director Anderson

THAT: the Board approve the following Policy Guidelines for the use of surplus Rail Trail Lands:

- The proposed use must not negatively impact:
 - o Public use of the trail, or
 - o Environmental, cultural, heritage (archaeology) or agricultural values;
- Applicants will be responsible for all costs, including archaeological investigations, permitting, installation of temporary fencing etc. as well as on-going costs for maintenance of the Licence Area;
- No new permanent structures will be permitted;
- Any temporary structures, including fencing, must be approved by the TOC;
- Applicants will be responsible for complying with any local zoning or other regulations in respect of the proposed use;
- Agreements for use of surplus Rail Trail Lands will have a maximum term of 25 years;
- Agreements will include a clause that the rail trail owners can terminate the agreement with two years notice;
- Applicants will be responsible for taking appropriate measures to minimize risk to the public from their use of the Licence Area; and
- Applicants will be responsible for taking appropriate measures to protect any structures placed within the Licence Area from damage or vandalism.

CARRIED

2024-0508

Moved By Director Simpson

Seconded By Director Martin

THAT: the Board approve entering into Licence Agreements for use of surplus Rail Trail lands, with the City of Enderby for a linear dog park, with Shuswap Trail Alliance for the location of a sculpture, as part of the Secwépemc Landmarks Project, and with Parsons environmental consultants representing Imperial Oil for property owned at 401 Vernon Street in Enderby, as these requests meet the proposed policy guidelines.

CARRIED

2024-0509

Moved By Director Martin**Seconded By** Director Melnychuk

THAT: the Board support a letter being sent from the Rail Trail Owners to the Ministry of Water, Land and Resource Stewardship, asking them to take action to remove the Provincially Untenured docks, which are located adjacent to the Rail Trail Lands within CSRD Electoral Area E, along Mara West Road;

AND THAT: all correspondence with the Province include acknowledgement of the standing Splitsin te Secwépemc title & rights in this area.

CARRIED

2024-0510

Moved By Director Martin**Seconded By** Director Simpson

THAT: the Board confirms that all individuals having a dock located adjacent to the rail trail lands along Mara Lake, must be issued a Dock/Upland Permit from the Rail Trail Owner prior to July 31, 2024; or, have submitted an application and all required supporting information for a Dock/Upland Permit prior to July 31, 2024;

AND THAT: after July 31, 2024, a letter be sent from the Rail Trail Owners to the Ministry of Water, Land and Resource Stewardship, providing a list of the dock owners who have not obtained a Dock/Upland Permit, requesting that the Province take appropriate action regarding the tenures granted for those docks;

AND FURTHER THAT: all correspondence with the Province include acknowledgement of the standing Splitsin te Secwépemc title & rights in this area.

Main motion as amended: CARRIED**Amendment:**

2024-0511

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

THAT the Board extend the deadline date 30 days from June 30, 2024 to July 31, 2024.

Amendment to the main motion: CARRIED

2024-0512

Moved By Director Martin**Seconded By** Director Simpson

THAT: the Board supports all requests to place utility infrastructure within and running parallel to the rail trail lands, and to register

associated Statutory Rights of Way (SROWs), be considered on an individual basis by the Governance Advisory Committee (GAC);

AND THAT: following consideration by the GAC of such requests, that a subsequent recommendation be made to CSRD and RDNO Boards and Splat sin Kukpi7 and Tkwamipla7s.

CARRIED

8. Business General

8.1 Shuswap North Okanagan Rail Trail Project Direct Award

In accordance with the [Regional District Special Voting Regulation](#), Chair Flynn and Director Anderson deemed the following matter urgent and agreed that calling a regular or special meeting would be impractical. The Board of Directors were given the opportunity to vote via email or by phone on May 6 - 8, 2024. This motion passed with the majority of the Board in favour.

THAT: the Board empower the authorized signatories to enter into a direct award agreement, consistent with CSRD Purchasing Policy No. F-32 - Procurement of Goods and Services, with Yucwmenlucwu (Caretaker of the Land) LLP – Splat sin for an additional kilometer of trail construction within the District of Sicamous for the Shuswap North Okanagan Rail Trail project, subject to an uncontested Notice of Intent, in the amount of \$111,922.65.

8.2 Annual Report 2023

Report from Tracy Hughes, Communications Coordinator, dated May 1, 2024.

2024-0513

Moved By Director Trumbley

Seconded By Director Cathcart

THAT: the Columbia Shuswap Regional District's Annual Report 2023 be received for information, this 16th day of May, 2024.

CARRIED

8.3 2024 Asset Management Planning Program Grant Application

Report from Ben Van Nostrand, General Manager, Environmental and Utility Services, dated April 23, 2024 requesting the Board support a Grant application to the Union of BC Municipalities (UBCM).

2024-0514

Moved By Director Brooks-Hill

Seconded By Director Lavery

THAT: the Board empower the authorized signatories to submit an application to the UBCM Asset Management Planning Grant program in the amount of \$25,000;

AND THAT: the Board support the provision of in-house contributions of \$25,000 from the CSRD's Community Works Fund – Strategic Priorities Fund to match the grant application amount, this 16th day of May, 2024.

CARRIED

8.4 Protective Services Structure Protection Unit (SPU) Vehicle Purchase

Report from Sean Coubrough, Manager, Protective Services (Regional Fire Chief), dated April 30, 2024. Purchase of Protective Services SPU pickup truck.

2024-0515

Moved By Director Anderson

Seconded By Director Cathcart

THAT: the Board empower the authorized signatories to enter into an agreement with Bannister GM Salmon Arm for the purchase of a 2024 Chevrolet Silverado Crew Cab Long Box in the amount of \$80,831.50 before taxes, this 16th day of May, 2024.

CARRIED

The Board recessed at 10:37 AM and returned to the meeting at 10:42 AM.

10. Delegations & Guest Speakers

10.1 City of Revelstoke's New Recreation Services Facility

Presentation by Evan Parliament, Chief Administrative Officer and Sheanna Moore, Director of Finance, City of Revelstoke.

Revelstoke CAO provided notice of intent to the Board regarding replacement of the Revelstoke Forum (Arena and Curling Rink). He said the building has reached the end of life and the city is looking at building a multi purpose facility if assent of the voters is achieved through a future referendum vote.

9. Business By Area

9.1 Electoral Areas A, B, D, E, F and G: Grant in Aids

Report from Jodi Pierce, General Manager, Financial Services, dated May 6, 2024. Funding requests for consideration.

2024-0516

Moved By Director Cathcart

Seconded By Director Trumbley

THAT: the Board approve the following allocations from the 2024 electoral area Grant-in-Aids:

Area A

\$1,500 Golden & District Historical Society (Fall Faire event)

Area B

\$1,000 Wildsight Revelstoke (Summer camp program)

Area D

\$2,000 Southwest Shuswap First Responders Society (program startup costs)

\$250 Shuswap Theatre Society (Computer equipment)

Area E

\$800 Shuswap Theatre Society (Computer equipment)

Area F

\$1,900 Anglemont Fire Fighters Association (Canada Day event)

\$2,000 Celista Volunteer Firefighters Association (Community Re-kindle BBQ)

\$24,600 North Shuswap Chamber of Commerce (Community revitalization and engagement)

Area G

\$200 Shuswap Theatre Society (Computer equipment)

CARRIED

9.2 Electoral Area C: South Shuswap Subregional Fire Services Budget Amendment

Report from Derek Sutherland, General Manager, Community and Protective Services, dated April 29, 2024. Budget amendment request for White Lake Fire Hall expansion.

2024-0517

Moved By Director Gibbons

Seconded By Director Anderson

THAT: the Board authorize the allocation of \$350,000 from the South Shuswap Subregional Fire Five Year Financial Plan Capital Reserve Fund for construction of the White Lake Fire Hall expansion.

AND THAT: the Board support an amendment to the 2024 Five Year Financial Plan to include the additional expenditure for the construction of the White Lake Fire Hall expansion, this 16th day of May, 2024.

CARRIED

9.3 Electoral Area C: Eagle Bay Parkland Dedication

~~Staff report attached to Late Agenda.~~

Item moved to June 20, 2024 Regular Board meeting.

11. Administration Bylaws

11.1 Electoral Area C: Eagle Bay Estates Waterworks Local Service Amendment Bylaw No. 5878, 2024

Board gave first, second, and third reading to this bylaw at the [April 18, 2024 Regular Board Meeting](#).

2024-0518

Moved By Director Gibbons

Seconded By Director Martin

THAT: Eagle Bay Estates Waterworks Local Service Area Amendment Bylaw No. 5878, 2024 be adopted, this 16th day of May, 2024.

CARRIED

11.2 Electoral Area G: Waverly Park Water Upgrade Service Area Amendment Bylaw No. 5879, 2024

Report from Jodi Pierce, General Manager, Financial Services dated April 9, 2024. Proposed amendment to Waverly Park Upgrade Service Area Bylaw No. 5654.

2024-0519

Moved By Director Melnychuk

Seconded By Director Simpson

THAT: Waverly Park Water Upgrade Service Area Amendment Bylaw No. 5879, 2024" be read a first, second and third time this 16th day of May, 2024.

CARRIED

11.3 Electoral Area A: Kicking Horse Mountain Resort Fire Service Establishment Bylaw No. 5813, 2020

The Board gave second reading as amended and third readings to Kicking Horse Mountain Resort Fire Service Establishment Bylaw No. 5813, 2020 at the [February 15, 2024 Regular Board Meeting](#). Statutory Approval from the Deputy Inspector of Municipalities was given on March 18, 2024. A sufficient petition was certified on May 8, 2024.

2024-0520

Moved By Director Cathcart

Seconded By Director Oszust

THAT: Kicking Horse Fire Suppression Service Area Establishment Bylaw No. 5813, 2020 be adopted this 16th day of May, 2024.

CARRIED

11.2 Electoral Area G: Waverly Park Water Upgrade Service Area Amendment Bylaw No. 5879, 2024

Report from Jodi Pierce, General Manager, Financial Services dated April 9, 2024. Proposed amendment to Waverly Park Upgrade Service Area Bylaw No. 5654.

2024-0521

Moved By Director Melnychuk
Seconded By Director Simpson

THAT: Waverly Park Water Upgrade Service Area Amendment Bylaw No. 5879, 2024” be adopted this 16th day of May, 2024.

CARRIED

11.4 Electoral Area A: Nicholson Fire Suppression Local Service Amendment Bylaw No. 5880, 2024

Report from Sean Coubrough, Manager, Protective Services (Regional Fire Chief), dated May 7, 2024. Forty-nine (49) lot service area expansion for Nicholson Fire Suppression Service.

Staff report attached to Late Agenda.

2024-0522

Moved By Director Cathcart
Seconded By Director Martin

THAT: Nicholson Fire Suppression Local Service Amendment Bylaw No. 5880, 2024, be read a first, second, and third time this 16th day of May, 2024.

CARRIED

12. Public Question & Answer Period

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

No questions were posed by the public.

13. CLOSED (In Camera)

None.

14. Development Services Business General

None.

15. ALR Applications

15.1 Electoral Area F: Agricultural Land Commission Application – Non-Farm Use in the ALR

Report from Christine LeFloch, Planner III, dated May 1, 2024.
 6137 Squilax-Anglemont Road, Magna Bay

2024-0523

Moved By Director Simpson
Seconded By Director Cathcart

THAT: Application No. LC2606F Section 20(2) – Non-Farm Use in the ALR, for Lot 2, Section 14, Township 23, Range 10 West of the 6th Meridian, Kamloops Division Yale District Plan EPP27675 be forwarded to the

Provincial Agricultural Land Commission with a recommendation of refusal, this 16th day of May, 2024.

CARRIED

Municipal Directors Anderson, Lavery, and Sulz left the meeting at this time.

16. Development Services Business by Area

None.

17. Planning Bylaws

17.1 Electoral Area C: South Shuswap Zoning Amendment Bylaw No. 701-112

Report from Laura Gibson, Planner II, dated May 1, 2024.
4956 Ivy Road, Eagle Bay

2024-0524

Moved By Director Gibbons

Seconded By Director Trumbley

THAT: "South Shuswap Zoning Amendment Bylaw No. 701-112 be read a first time this 16th day of May, 2024.

Discussion on the motion:

Director Gibbons did not wish to see the public hearing be waived and requested the Board to utilize the complex consultation rather than the simple consultation as recommended by staff.

CARRIED

2024-0525

Moved By Director Gibbons

Seconded By Director Trumbley

THAT: The Board utilize the complex consultation process for Bylaw No. 701-112, and it be referred to the following agencies and First Nations:

- CSRD Community and Protective Services;
- CSRD Environmental and Utility Services;
- Interior Health Authority;
- Ministry of Transportation and Infrastructure;
- Ministry of Forests: Archaeology Branch
- All applicable First Nations Bands and Councils.

CARRIED

17.2 Electoral Area G: South Shuswap Zoning Amendment Bylaw No. 701-109

Report from Laura Gibson, Planner II, dated April 30, 2024.
1249 Trans Canada Highway, Sorrento

2024-0526

Moved By Director Melnychuk

Seconded By Director Brooks-Hill

THAT: “South Shuswap Zoning Amendment Bylaw No. 701-109” be read a first time, this 16th day of May, 2024.

CARRIED

2024-0527

Moved By Director Melnychuk

Seconded By Director Brooks-Hill

THAT: In accordance with Section 464(2) of the Local Government Act, the public hearing for “South Shuswap Zoning Amendment Bylaw No. 701-109” be waived.

Discussion on the motion:

Director Melnychuk noted that previously there were challenges with rodents and asked if there was a way the developer could prevent infestations. General Manager, Development Services said a referral would be sent to Interior Health Authority (IHA) and staff would follow up with IHA.

Director Simpson stated he was not in support of a recycling facility in the downtown centre and felt that the public should have a chance to provide comment.

CARRIED

In Favour – Directors Cathcart, Brooks-Hill, Gibbons, Trumbley, Martin, and Melnychuk

Opposed – Director Simpson

2024-0528

Moved By Director Melnychuk

Seconded By Director Brooks-Hill

THAT: The Board utilize the simple consultation process for Bylaw No. 701-109, and it be referred to the following agencies and First Nations:

- CSRD Community and Protective Services,
- CSRD Environmental and Utility Services,
- Interior Health Authority,
- Ministry of Transportation and Infrastructure,
- Ministry of Forests: Archaeology Branch,
- All applicable First Nations Bands and Councils.

CARRIED

17.3 Electoral Area G: South Shuswap Zoning Amendment Bylaw No. 701-110

Report from Laura Gibson, Planner II, dated May 1, 2024.
1239 Notch Hill Road, Sorrento

2024-0529

Moved By Director Melnychuk

Seconded By Director Trumbley

THAT: “South Shuswap Zoning Amendment Bylaw No. 701-110” be read a second time, this 16th day of May, 2024.

CARRIED

17.4 Electoral Area E: Electoral Area E Zoning Amendment Bylaw No. 841-02

Report from Jan Thingsted, Planner III, dated April 29, 2024.
3250 Oxbow Frontage Road, Yard Creek.

2024-0530

Moved By Director Martin

Seconded By Director Cathcart

THAT: "Electoral Area E Zoning Bylaw Amendment Bylaw No. 841-02" be adopted, this 16th day of May, 2024.

CARRIED

17.5 Electoral Area F: Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-51

Report from Laura Gibson, Planner II, dated May 2, 2024.
Kenwood Gate, Scotch Creek

Late Agenda - staff presentation.

Discussion:

The Board discussed the accessory/residential use limitations and suggested modifications due to the housing crisis.

General Manager, Development Services noted the proposed zoning change would permit industrial use to occur on the properties as the primary activity and also allow space for residential use as an accessory to the main industrial use. The provincial legislative changes regarding housing impact residential zoned properties and are not a consideration in relation to industrial zoning designations.

Recognizing residential accommodation would be considered an accessory use; Director Simpson did not agree with the accessory use restrictions presented and suggested two accessory (residential) uses be permitted in the industrial zoning with no limitation the accessory use location.

2024-0531

Moved By Director Simpson

Seconded By Director Cathcart

THAT: the Board defer Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-51" second reading, as amended to the June 20, 2024 Regular meeting.

CARRIED

18. Release of Closed Session Resolutions

None.

19. Next Board Meeting

Thursday, June 20, 2024 at 9:30 AM.
CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

20. Adjournment

2024-0532

Moved By Director Oszust

Seconded By Director Gibbons

THAT: the Regular Board meeting be adjourned.

CARRIED

11:41 PM (MT).

CORPORATE OFFICER

CHAIR



REGULAR BOARD MEETING MINUTES

Note: The following minutes are subject to correction when endorsed by the Board at the next Regular meeting.

Date: June 20, 2024
 Time: 9:30 AM - 4:00 PM
 Location: CSR D Boardroom
 555 Harbourfront Drive NE, Salmon Arm

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

*attended a portion of the meeting only

^electronic participation

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 6: Every indigenous individual has the right to a nationality.

2. **Call to Order**

The Chair called the meeting to order at 9:33 AM.

3. **Adoption of Agenda**

2024-0601

Moved By Director Simpson

Seconded By Director Cathcart

THAT: the Regular Board meeting agenda be adopted.

CARRIED

4. **Meeting Minutes**

4.1 **Adoption of Minutes**

2024-0602

Moved By Director Sulz

Seconded By Director Anderson

THAT: the minutes attached to the Regular Board meeting agenda be adopted.

CARRIED

4.2 **Business Arising from the Minutes**

4.2.1 **Electoral Area F: Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-51 Deferral**

Board deferred Item 17.5 from the [May Board Meeting](#) and will consider it at Item 17.1.

5. **Announcements**

Sean Coubrough new Manager, Protective Services (Regional Fire Chief) was introduced.

5.1 **Fire Department of the Year**

Celista Fire Department

6. **Delegations & Guest Speakers**

6.1 **Ministry of Agriculture and Food**

Presentation from Alison Fox, Land Use Agrologist and Lindsay Benbow, Regional Agrologist

7. Correspondence

7.1 For Information

2024-0603

Moved By Director Simpson

Seconded By Director Cathcart

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

CARRIED

7.1.1 Office of the Ombudsperson Quarterly Report: Jan - Mar 2024

7.1.2 City of Campbell River Letter to Minister of Forests, Honorable Bruce Ralston (May 28, 2024)

7.1.3 Lake Windermere Ambassadors Letter to Minister of Transport, Canada and Minister of Water, Land and Natural Resource Stewardship, BC (June 6, 2024)

7.1.4 Support Letter - Swansea Point Pedestrian and Motorist Safety (June 6, 2024)

7.2 Action Requested

7.2.1 Southeastern BC Regional Connectivity Committee (March 11, 2024)

Request from the Southeastern BC Regional Connectivity Committee for the CSRD to enter into a Memorandum of Understanding.

If approved the Board would appoint two committee members to represent the CSRD.

2024-0604

Moved By Director Cathcart

Seconded By Director Martin

THAT: the Board empower the authorized signatory to enter into the Memorandum of Understanding (MOU) agreement with the Southeastern BC Regional Connectivity Committee ending October 31, 2027.

CARRIED

2024-0605

Moved By Director Martin

Seconded By Director Anderson

THAT: the Board appoint Directors Cathcart and Simpson to the Southeastern BC Regional Connectivity Committee for 2024.

CARRIED

7.2.2 Community Futures Shuswap - Rural Community Immigration Pilot (RCIP) Program (June 14, 2024)

Request from Community Futures Shuswap for a letter from the Board supporting their application to be a RCIP community.

2024-0606

Moved By Director Oszust

Seconded By Director Simpson

THAT: the Board approve the draft letter supporting Community Futures Shuswap's application to offer a rural community immigration pilot program in the Shuswap region with no financial contribution from the CSRD.

Discussion on the motion:

Directors supported providing a letter for Community Futures application for the RCIP Program; however, did not support the financial funding component outlined in the cover letter.

CARRIED

8. Committee Reports and Updates

8.1 For Information

2024-0607

Moved By Director Trumbley

Seconded By Director Cathcart

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

CARRIED

8.1.1 Okanagan Regional Library Board Meeting Minutes (February 21, 2024)

8.1.2 Shuswap Regional Airport Operations Committee Meeting Minutes (March 20, 2024)

8.1.3 Area A Local Advisory Committee Meeting Minutes (March 26, 2024)

8.1.4 North Okanagan Columbia Shuswap Regional Hospital District Meeting Minutes (March 28, 2024)

8.1.5 Kootenay East Regional Hospital District Meeting Minutes (May 10, 2024)

8.2 Action Requested

8.2.1 Electoral Area Directors' Committee Minutes (May 7, 2024)

Recommendations from the Electoral Area Directors' (EAD) Committee Meeting:

1) THAT: the Board review the road rescue report and discuss the options presented.

[Link to the EAD Committee Road Rescue Staff Report and Attachments.](#)

2) THAT: The Board request an update from the City of Salmon Arm regarding their recreation facilities strategy.

2024-0607

Moved By Director Simpson

Seconded By Director Trumbley

THAT: the Board review the road rescue report and discuss the options presented.

CARRIED

2024-0608

Moved By Director Simpson

Seconded By Director Gibbons

THAT: the Board defer the discussion of Road Rescue to the August Committee of the Whole meeting.

CARRIED

2024-0609

Moved By Director Lavery

Seconded By Director Anderson

THAT: The Board request an update from the City of Salmon Arm regarding their recreational facilities strategy.

CARRIED

8.2.2 Shuswap North Okanagan Rail Trail (SNORT) Governance Advisory Committee (GAC) Recommendations – Agriculture Easements

Report from Derek Sutherland, General Manager, Community and Protective Services, dated June 14, 2024. SNORT Easements for agricultural operations.

2024-0610

Moved By Director Anderson

Seconded By Director Martin

THAT: as recommended by the Governance Advisory Committee of the Shuswap North Okanagan Rail Trail, the Board support a registered easement option for agricultural operations be developed in addition to the existing permit option to assure adjacent agricultural landowners of the rail trail owners' intent to protect agricultural operations;

AND THAT: language be included in the easements for future provision to move the easement location, if required;

AND THAT: all costs for registration of the easements be paid for by the requesting agricultural property owners;

AND FURTHER THAT: the conditions of the easement option mirror those of the existing permits.

CARRIED

2024-0611

Moved By Director Martin

Seconded By Director Anderson

THAT: the Board support the Governance Advisory Committee to direct the Technical Operating Committee staff to respond to the delegation request regarding permits for all adjacent property owners declining the request and outlining the approved permitting process.

Discussion on the motion:

Director Anderson did not support declining delegation requests.

CARRIED (11-1)

Opposed: Director Anderson

The meeting recessed at 11:22 AM and resumed at 11:30 AM.

9. Business General

9.1 Community Conversations Progress Report

Report from Tracy Hughes, Communications Coordinator, dated June 1, 2024. A progress update on recommendations from the Bush Creek East Wildfire Community Conversations report.

2024-0612

Moved By Director Gibbons

Seconded By Director Sulz

THAT: This progress report be received for information.

CARRIED

9.2 Wildland Type 3 Vehicle Purchase

Report from Sean Coubrough, Manager, Protective Services (Regional Fire Chief), dated June 5, 2024. Approval of purchase of two (2) vehicles.

Late Agenda - staff report.

2024-0613

Moved By Director Cathcart

Seconded By Director Sulz

THAT: The Board approve the purchase of two (2) Type 3 Wildland Engines from Safetek Emergency Vehicles Ltd. at a cost of \$543,957.00 each plus applicable taxes.

CARRIED

9.3 Shuswap North Okanagan Rail Trail Construction Direct Award – Lansdowne to Armstrong Section

Report from Fiona Barton, Manager, Community Services, dated June 4, 2024. Construction Contract Direct Award for the Shuswap North Okanagan Rail Trail project - Lansdowne Road to Armstrong section.

2024-0614

Moved By Director Martin

Seconded By Director Cathcart

THAT: the Board empower the authorized signatories to enter into a direct award agreement, consistent with CSRD Purchasing Policy No. F-32, Procurement of Goods and Services, with Yucwmenlucwu (Caretaker of the Land) LLP – Splatsin for the supply and installation of 1,040 lineal metres of the Shuswap North Okanagan Rail Trail (SNORT) for a lump sum price of \$643,631.99 plus tax;

AND THAT: the Board empower the General Manager, Community and Protective Services to approve all payments, commitments, and change orders to Yucwmenlucwu (Caretaker of the Land) LLP within the approved grant funding and budget for the project.

CARRIED

10. Business By Area

10.1 Electoral Area C: Eagle Bay Subdivision – Park Land Dedication Variance

Report from Fiona Barton, Manager, Community Services, dated May 6, 2024. To vary Policy P-05 'Park Land Dedication as a Function of Subdivision' to accept a 2.84 hectare (7 acre) park land dedication in the community of Eagle Bay.

2024-0615

Moved By Director Gibbons

Seconded By Director Simpson

THAT: the Board authorize a variance to Section 2. e) and 2. f) of CSRD Policy No. P-05, 'Park Land Dedication as a Function of Subdivision' with respect to a proposed subdivision for the property at 5193 Ivy Road in Electoral Area C to allow for the CSRD to accept a park land dedication of 2.84 hectares for park and trail use, which contains slopes greater than 10%.

CARRIED

10.2 Electoral Area D: Licence of Tenure over Crown Land

Report from Ben Van Nostrand, General Manager of Environmental and Utility Services, dated June 3, 2024. Licence of Tenure over Crown Land renewal for the purposes of operating the Falkland Refuse Transfer Station.

2024-0616

Moved By Director Trumbley

Seconded By Director Simpson

THAT: the Board agrees to acquire the Licence for Tenure for the term of ten (10) years from the Province over the land that part of the Southwest ¼ of Section 10, Township 18, Range 12, West of the Sixth Meridian, Kamloops Division of Yale District and containing 4.00 hectares, more or less, for the purposes of community waste disposal.

CARRIED

10.3 Electoral Area D: Silver Creek Community Park – Licence of Occupation Tenure Renewal

Report from Fiona Barton, Manager, Community Services, dated June 4, 2024. To renew a provincial licence of occupation for Silver Creek Community Park in Electoral Area D.

2024-0617

Moved By Director Trumbley

Seconded By Director Sulz

THAT: the Board empower the authorized signatories to obtain a Licence in accordance with the letter dated March 14, 2024, from the Ministry of Water, Land and Resource Stewardship for parks purposes for the Silver Creek Community Park in Electoral Area 'D'.

CARRIED

10.4 Electoral Area G: Community Works Funds – Carlin Community Hall

Report from Jodi Pierce, General Manager, Financial Services, dated June 3, 2024. Funding request for consideration.

2024-0618

Moved By Director Simpson

Seconded By Alternate Director Smith

THAT: in accordance with Policy F-3 “Electoral Area Community Works Fund – Expenditure of Monies”, access to the Community Works Fund be approved up to \$238,097 including taxes from the Area G Community Works Fund for Carlin Community Hall upgrades and renovations.

CARRIED

10.5 Electoral Areas A, C, F and G: Grant in Aids

Report from Jodi Pierce, General Manager, Financial Services, dated June 10, 2024. Funding requests for consideration.

2024-0619

Moved By Director Simpson

Seconded By Director Cathcart

THAT: the Board approve the following allocations from the 2024 electoral area Grant-in-Aids:

Area A

\$10,000 Golden and District Search & Rescue (maintaining base of operations)

\$1,025 Columbia Woodlot Association (speaker series)

Area C

\$2,000 South Shuswap Canada Day Society (Canada Day celebrations)

\$500 Carlin Elementary Middle School PAC (student food program)

\$4,000 White Lake Fire Fighters Society (Halloween event)

Area F

\$2,000 North Shuswap Timber Days Society (lumberjack show)

Area G

\$14,000 South Shuswap Canada Day Society (Canada Day celebrations)

\$500 Sorrento Elementary School PAC (student food program)

\$500 Carlin Elementary Middle School PAC (student food program)

CARRIED

10.6 Electoral Area C: Whitehead Road Boat Launch - License of Occupation Tenure Renewal

Report from Fiona Barton, Manager, Community Services, dated June 4, 2024. To renew a provincial licence of occupation for the Whitehead Park and Boat Launch in Electoral Area C.

Late Agenda - staff report.

2024-0620

Moved By Director Gibbons

Seconded By Director Simpson

THAT: the Board empower the authorized signatories to obtain a Licence in accordance with the letter dated May 1, 2024, from the Ministry of Water, Land and Resource Stewardship for parks purposes for the Whitehead Road Park & Boat Launch in Electoral Area C.

CARRIED

11. Administration Bylaws

11.1 Electoral Area A: Nicholson Fire Suppression Local Service Amendment Bylaw No. 5880, 2024

Report from Sean Coubrough, Manager, Protective Services (Regional Fire Chief) dated June 5, 2024. Forty-nine (49) lot service area expansion for Nicholson Fire Suppression Service.

2024-0621

Moved By Director Cathcart

Seconded By Director Oszust

THAT: Nicholson Fire Suppression Local Service Amendment Bylaw No. 5880, 2024, be adopted this 20th day of June, 2024.

CARRIED

2024-0622

Moved By Director Cathcart

Seconded By Director Oszust

THAT: the Nicholson Fire Department begin offering fire protection service to this area starting July 1, 2024 with taxation commencing January 1, 2025.

CARRIED

12. Public Question & Answer Period

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

Mr. Leiper from Notch Hill asked the Board questioned the purchase price for the Wildland Type 3 Vehicles and if a competitive bid process took place.

General Manager, Community and Protective Services replied that funding for the vehicles had been in the financial plan for a number of years and confirmed that there was a competitive bid process as outlined in the CSRD procurement policy.

13. Development Services Business General

None.

14. ALR Applications

14.1 Electoral Area D: Agricultural Land Commission Application – Non-Farm Use in the Agricultural Land Reserve (ALR)

Report from Laura Gibson, Planner II, dated June 5, 2024.
2003 Deep Creek Road, Deep Creek

2024-0623

Moved By Director Trumbley

Seconded By Director Brooks-Hill

THAT: Application No. LC2069D Section 20(2) – Non-Farm Use in the ALR, for Lot 1 Section 19 Township 18 Range 9 West of the 6th Meridian Kamloops Division Yale District Plan KAP54943, be forwarded to the Provincial Agricultural Land Commission with a recommendation of approval, this 20th day of June 2024.

CARRIED

15. CLOSED (In Camera)

2024-0624

Moved By Director Anderson

Seconded By Director Cathcart

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

(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.

CARRIED

The Board moved to the Closed portion of the meeting at 11:58 AM and returned to the Regular Open meeting at 1:03 PM.

Municipal Directors Oszust, Sulz, Anderson, and Lavery left the meeting at this time.

16. Development Services Business by Area

16.1 Electoral Area F: Development Permit No. 830-437

Report from Laura Gibson, Planner II, dated May 29, 2024.
3871 Squilax-Anglemont Road, Scotch Creek

2024-0625

Moved By Director Simpson

Seconded By Director Cathcart

THAT: in accordance with Section 490 of the Local Government Act, Development Permit No. 830-437, for Lot 2 Section 34 Township 22 Range 11 West of the 6th Meridian Kamloops Division Yale District Plan KAP44660 be issued, this 20th day of June, 2024, for a new office building.

CARRIED

16.2 Electoral Area F: Development Permit No. 830-443

Report from Laura Gibson, Planner II, dated May 29, 2024.
1329 Cardy Drive, Scotch Creek

2024-0626

Moved By Director Simpson

Seconded By Director Cathcart

THAT: in accordance with Section 490 of the Local Government Act, Development Permit No. 830-443, for Lot A Section 33 Township 22 Range 11 West of the 6th Meridian Kamloops Division Yale District Plan EPP82051, be issued, this 20th day of June 2024, for a new building for storage, office space and an owner/operator dwelling.

CARRIED

16.3 Electoral Area B: Development Permit No. 850-60

Report from Christine LeFloch, Planner III, dated May 31, 2024.
3210 Trans-Canada Highway, West Revelstoke

2024-0627

Moved By Director Brooks-Hill

Seconded By Director Simpson

THAT: In accordance with Section 490 of the Local Government Act, Development Permit No. 850-60 for The South Half of Legal Subdivision 11, Section 30, Township 23, Range 2, West of the 6th Meridian, Kootenay District, Except (1) Part Lying South of Plan R265 (2) Part included in Plan 15058 and (3) Plan R265, which includes the following variance:

- a. Section 3.2(2)(a)(ii) of Bylaw No. 851, area of a free-standing sign in a Commercial zone is varied from 8.4 m² to 15 m² for one free-standing sign;

be authorized for issuance this 20th day of June, 2024.

CARRIED

16.4 Electoral Area A: Development Variance Permit No. 680-07A

Report from Ken Gobeil dated June 4, 2024.

No Address, Campbell Rd, Nicholson.

Late Agenda - presentation and public submissions added.

2024-0628

Moved By Director Cathcart

Seconded By Director Simpson

THAT: in accordance with Section 498 of the Local Government Act, Development Variance Permit No. 680-07A for Lot 3 Section 35 Township 25 Range 21 West of the 5th Meridian Kootenay District Plan NEP87559 (PID: 027-658-058) to vary Schedule A Subdivision Servicing Bylaw No. 680 to permit a five-lot subdivision of which four of the five lots north of Campbell Road being less than 1 ha and not less than 0.5 ha served by an independent on-site water system and an on-site sewage disposal systems more particularly shown on the plan of subdivision dated September 13, 2023 by Munroe Hunsicker ROWP, Ministry of Transportation and Infrastructure Subdivision File No. 2023-03584, be denied this 20th day of June 2024.

Discussion on the Motion:

Director Cathcart recognized staff's rationale for denial, however, she felt that approval of the DVP was the best course of action.

DEFEATED (7-0)

2024-0629

Moved By Director Cathcart

Seconded By Director Simpson

THAT: in accordance with Section 498 of the Local Government Act, Development Variance Permit No. 680-07A for Lot 3 Section 35 Township 25 Range 21 West of the 5th Meridian Kootenay District Plan NEP87559 (PID: 027-658-058) to vary Schedule A Subdivision Servicing Bylaw No. 680 to permit a five lot subdivision of which four of the five lots being less than 1 ha and no less than 0.5 ha served by an independent on-site water system and an on-site sewage disposal systems be approved this 20th day of June 2024.

CARRIED

16.5 Electoral Area G: Development Variance Permit No. 680-08G

Report from Ken Gobeil, Senior Planner, dated June 6, 2024.

1516 Blind Bay Rd, Sorrento.

Late Agenda - owners submission added.

2024-0630

Moved By Alternate Director Smith

Seconded By Director Simpson

THAT: in accordance with Section 498 of the Local Government Act, Development Variance Permit No. 680-08A for Lot A Section 15 Township 22 Range 11 West of the 5th Meridian Kamloops Division Yale District Plan 37477 (PID 005-489-903) to vary Section 9.5 b) of Subdivision Servicing Bylaw No. 680 as follows:

1. Reduce the width of an easement for components of a delivery system from a surface water source from 6 m to 3 m, and,
2. Increase the number of water systems that can be placed in an easement from one to two water systems,

for components of two water delivery systems for a surface water source serving a two-lot subdivision contained in a conduit pipe that is directionally drilled under the eastern side of Lot 1 Section 15 Township 22 Range 11 West of the 6th Meridian Kamloops Division Yale District Plan KAP62863 (PID 024-273-627),

be approved this 20th day of June 2024.

CARRIED

17. Planning Bylaws

17.1 Electoral Area F: Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-51

This Item was deferred from the May Regular Board Meeting. Staff have considered the comments at the May Board meeting about (1) allowing more than one dwelling unit without connection to community services and (2) allowing dwellings that are not upper floor dwelling units. Staff have the same recommendations as were presented at the May Board meeting.

2024-0631

Moved By Director Cathcart

Seconded By Director Gibbons

THAT: "Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-51" be amended by 5.24 (3) (c) column 2, 6 per hectare (6 per 2.47 ac.);

AND THAT: "Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-51" be read a second time, as amended, this 20th day of June, 2024.

Discussion on the Motion:

Director Simpson asked for an amendment to the motion to correct a typographical error in the bylaw.

CARRIED

17.2 Electoral Areas C, F, G: Secondary Dwelling Units Project Official Community Plan Amendments

Report from Christine LeFloch, Planner III, dated May 9, 2024.

2024-0632

Moved By Director Gibbons

Seconded By Director Trumbley

THAT: “Electoral Area C Official Community Plan Amendment Bylaw No. 725-22” be read a third time, this 20th day of June, 2024.

CARRIED

2024-0633

Moved By Director Gibbons

Seconded By Director Trumbley

THAT: “Electoral Area F Official Community Plan Amendment Bylaw No. 830-24” be read a third time, this 20th day of June, 2024.

CARRIED

2024-0634

Moved By Director Gibbons

Seconded By Director Trumbley

THAT: “Electoral Area C Official Community Plan Amendment Bylaw No. 725-22” be adopted, this 20th day of June, 2024.

CARRIED

2024-0635

Moved By Director Gibbons

Seconded By Director Trumbley

THAT: “Electoral Area F Official Community Plan Amendment Bylaw No. 830-24” be adopted, this 20th day of June, 2024.

CARRIED

17.3 Electoral Areas B, C, D, E, F, G: Secondary Dwelling Units Project

Report from Christine LeFloch, Planner III, dated May 27, 2024.
Secondary Dwelling Units Project – Zoning Bylaw Amendments.

Late Agenda - typographical error corrected.

2024-0636

Moved By Director Cathcart

Seconded By Director Simpson

THAT: “Anglemont Zoning Amendment Bylaw No. 650-19” be adopted this 20th day of June, 2024.

CARRIED

2024-0637

Moved By Director Cathcart

Seconded By Director Simpson

THAT: “South Shuswap Zoning Amendment Bylaw No. 701-103” be adopted this 20th day of June, 2024.

CARRIED

2024-0638

Moved By Director Cathcart

Seconded By Director Simpson

THAT: “Ranchero-Deep Creek Zoning Amendment Bylaw No. 751-05” be adopted this 20th day of June, 2024.

CARRIED

2024-0639

Moved By Director Cathcart

Seconded By Director Simpson

THAT: “Magna Bay Zoning Amendment Bylaw No. 800-35” be adopted this 20th day of June, 2024.

CARRIED

2024-0640

Moved By Director Cathcart

Seconded By Director Simpson

THAT: “Scotch Creek-Lee Creek Zoning Amendment Bylaw No. 825-49” be adopted this 20th day of June, 2024.

CARRIED

2024-0641

Moved By Director Cathcart

Seconded By Director Simpson

THAT: “Electoral Area E Zoning Amendment Bylaw No. 841-04” be adopted this 20th day of June, 2024.

CARRIED

2024-0642

Moved By Director Cathcart

Seconded By Director Simpson

THAT: “Electoral Area B Zoning Amendment Bylaw No.851-28” be adopted this 20th day of June, 2024.

CARRIED

2024-0643

Moved By Director Cathcart

Seconded By Director Simpson

THAT: “Salmon Valley Land Use Amendment Bylaw No. 2566” be adopted this 20th day of June, 2024.

CARRIED

2024-0644

Moved By Director Cathcart

Seconded By Director Simpson

THAT: “Kault Hill Land Use Amendment Bylaw No. 3007” be adopted this 20th day of June, 2024.

CARRIED

17.4 Electoral Areas B, C, D, E, F, G: Accessory Building Project Zoning Bylaw Amendments

Report from Ken Gobeil, Senior Planner, dated May 24, 2024.

Accessory Building Project: Zoning Bylaw Amendments to floor area definitions and accessory building regulations.

2024-0645

Moved By Director Gibbons

Seconded By Director Simpson

THAT: “Anglemont Zoning Amendment Bylaw No. 650-17” be adopted this 20th day of June, 2024.

CARRIED

2024-0646

Moved By Director Gibbons

Seconded By Director Simpson

THAT: “South Shuswap Zoning Amendment Bylaw No. 701-111” be adopted this 20th day of June, 2024.

CARRIED

2024-0647

Moved By Director Gibbons

Seconded By Director Simpson

THAT: “Ranchero/Deep Creek Zoning Amendment Bylaw No. 751-08” be adopted this 20th day of June, 2024.

CARRIED

2024-0648

Moved By Director Gibbons

Seconded By Director Simpson

THAT: “Magna Bay Zoning Amendment Bylaw No. 800-34” be adopted this 20th day of June, 2024.

CARRIED

2024-0649

Moved By Director Gibbons

Seconded By Director Simpson

THAT: “Scotch Creek-Lee Creek Zoning Amendment Bylaw No. 825-45” be adopted this 20th day of June, 2024.

CARRIED

2024-0650

Moved By Director Gibbons

Seconded By Director Simpson

THAT: “Electoral Area E Zoning Amendment Bylaw No. 841-09” be adopted this 20th day of June, 2024.

CARRIED

2024-0651

Moved By Director Gibbons

Seconded By Director Simpson

THAT: “Electoral Area B Zoning Amendment Bylaw No. 851-31” be adopted this 20th day of June, 2024.

CARRIED

2024-0652

Moved By Director Gibbons

Seconded By Director Simpson

THAT: “Salmon Valley Land Use Amendment Bylaw No. 2565” be adopted this 20th day of June, 2024.

CARRIED

2024-0653

Moved By Director Gibbons

Seconded By Director Simpson

THAT: “Kault Hill Land Use Amendment Bylaw No. 3009” be adopted this 20th day of June, 2024.

CARRIED

17.5 Electoral Area B: Electoral Area B Official Community Plan Amendment Bylaw No. 850-18 and Electoral Area B Zoning Amendment Bylaw No. 851-25

Report from Christine LeFloch, Planner III, dated May 31, 2024.
20 Hwy 31, Galena Bay

2024-0654

Moved By Director Brooks-Hill

Seconded By Director Cathcart

THAT: Pursuant to Section 477 of the Local Government Act, the Board has considered “Electoral Area B Official Community Plan Amendment Bylaw No. 850-18” in conjunction with the Columbia Shuswap Regional District’s Financial Plan and Waste Management Plan.

CARRIED

2024-0655

Moved By Director Brooks-Hill

Seconded By Director Cathcart

THAT: “Electoral Area B Official Community Plan Amendment Bylaw No. 850-18” be read a second time, this 20th day of June, 2024.

CARRIED

2024-0656

Moved By Director Brooks-Hill

Seconded By Director Cathcart

THAT: “Electoral Area B Zoning Amendment Bylaw No. 851-25” be read a second time, as amended, this 20th day of June, 2024.

CARRIED

2024-0657

Moved By Director Brooks-Hill

Seconded By Director Cathcart

THAT: a public hearing to hear representations regarding “Electoral Area B Official Community Plan Amendment Bylaw No. 850-18” and “Electoral Area B Zoning Amendment Bylaw No. 851-25” be held in the Board Room at the CSRD Office;

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;

AND FURTHER THAT: the holding of the public hearing be delegated to Director David Brooks-Hill, as Director of Electoral Area B being that in which the land concerned is located, or Alternate Director Michael Brooks-

Hill, if Director Brooks-Hill is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

CARRIED

17.6 Electoral Areas C and G: Temporary Use Permits - Electoral Area C Official Community Plan Amendment

Report from Jan Thingsted, Planner III, May 31, 2024.

2024-0658

Moved By Director Gibbons

Seconded By Alternate Director Smith

THAT: pursuant to Section 477 of the Local Government Act, the Board has considered “Electoral Area C Official Community Plan Amendment Bylaw No. 725-30” in conjunction with the Columbia Shuswap Regional District’s Financial Plan and Waste Management Plan.”

CARRIED

2024-0659

Moved By Director Gibbons

Seconded By Alternate Director Smith

THAT: “Electoral Area C Official Community Plan Amendment Bylaw No. 725-30”, be read a first and second time, this 20th day of June, 2024.

CARRIED

2024-0660

Moved By Director Gibbons

Seconded By Alternate Director Smith

THAT: the Board utilize the simple consultation process for Bylaw No. 725-30, and the bylaw not be referred to agencies and First Nations.

CARRIED

2024-0661

Moved By Director Gibbons

Seconded By Alternate Director Smith

THAT: a public hearing to hear representations regarding “Electoral Area C Official Community Plan Amendment Bylaw No. 725-30” be held at the CSRD office;

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;

AND FURTHER THAT: the holding of the public hearing be delegated to Director Marty Gibbons as Director for Electoral Area C or Director Natalya

Melnychuk as Director for Electoral Area G if Director Gibbons is absent, and the Director give a report of the public hearing to the Board.

CARRIED

17.7 Electoral Area G: South Shuswap Zoning Amendment Bylaw No. 701-110

Report from Laura Gibson, Planner II, dated May 29, 2024.
1239 Notch Hill Road, Sorrento.

Late Agenda - staff report.

2024-0662

Moved By Director Cathcart

Seconded By Director Simpson

THAT: "South Shuswap Zoning Amendment Bylaw No. 701-110" be read a second time, as amended, this 20th day of June, 2024.

CARRIED

2024-0663

Moved By Director Cathcart

Seconded By Director Simpson

THAT: "South Shuswap Zoning Amendment Bylaw No. 701-110" be read a third time, this 20th day of June, 2024.

CARRIED

18. Release of Closed Session Resolutions

None.

19. Next Board Meeting

Thursday, July 18, 2024 at 9:30 AM.
CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

20. Adjournment

2024-0664

Moved By Director Gibbons

Seconded By Director Simpson

THAT: the Regular Board meeting be adjourned.

CARRIED

2:01 PM

CORPORATE OFFICER

CHAIR

Trans-Canada Highway 1 RW Bruhn Bridge and Approaches

Meeting with CSRD

**Informational Update on Construction Phase Traffic Strategy
Summer 2024**



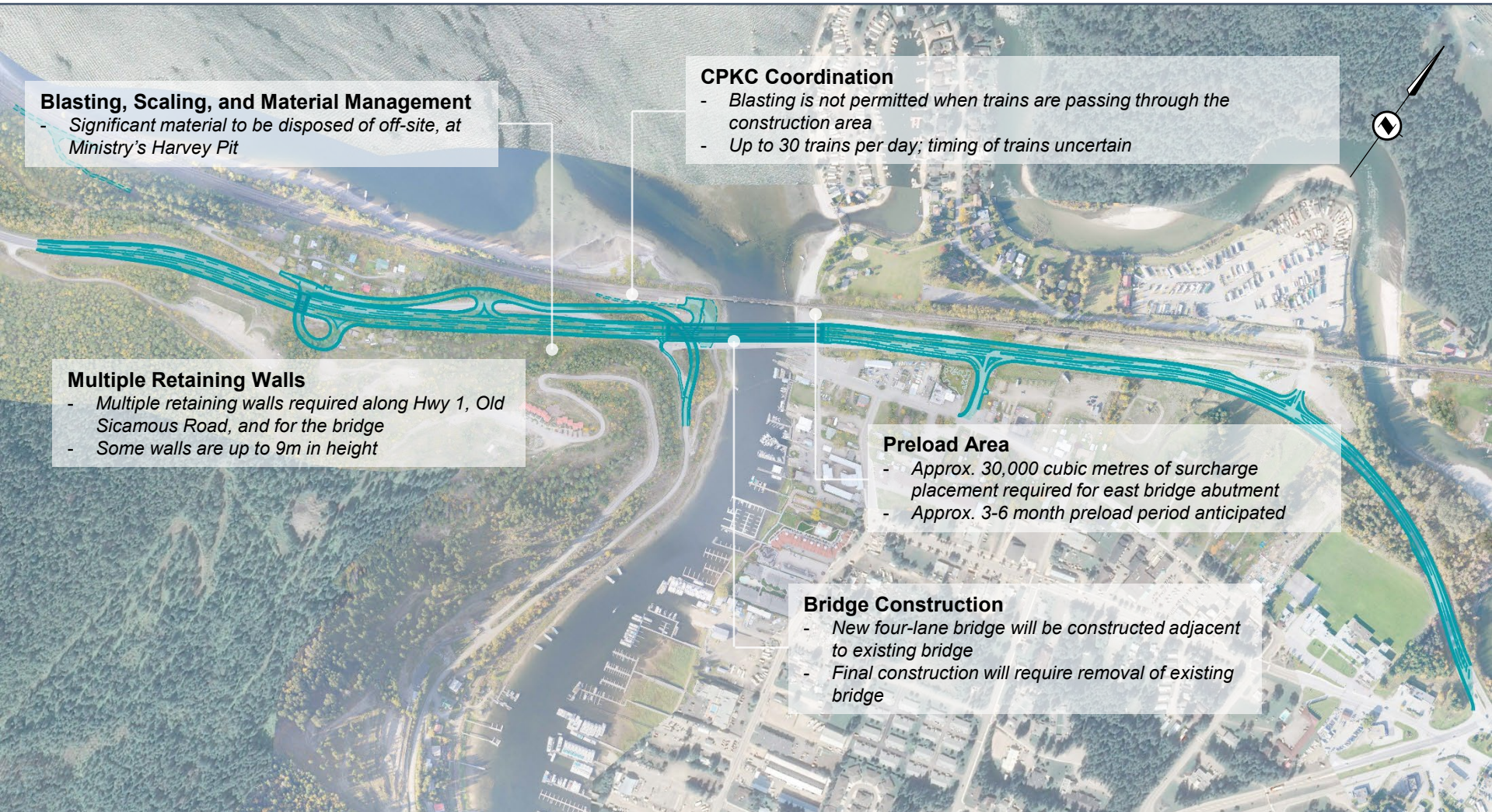
1. Anticipated Construction Schedule
2. Traffic Management Objectives
3. Options Evaluation
4. Traffic Management Strategy

Anticipated Construction Schedule

- **Tender:** June 2024
- **Contractor Mobilization:** September 2024
- **Complete construction of new infrastructure:** Late 2026
- **Decommissioning and removal of existing bridge:** 2027
- **Complete Multi-Use Path on New Bridge:** 2027
- **Completion:** Late 2027

Note: Construction schedule is subject to change and will be confirmed by the retained contractor.

Key Construction Activities & Complexities



Objectives

- Reduce construction duration
- Provide consistent and predictable access for local residents and businesses
 - Avoid closures during regular commuter windows
 - Limit closures during peak summer tourist season
- Provide consistent and predictable closures for all road users

Actions

- Season specific interruptions
- Extended daytime/nighttime closures with diversion to Alternate Route
- Alternate Route improvements
- Limited short duration closures

Seasonal, Extended Day/Nighttime Closures

Summer (June 15 – Sept. 15)

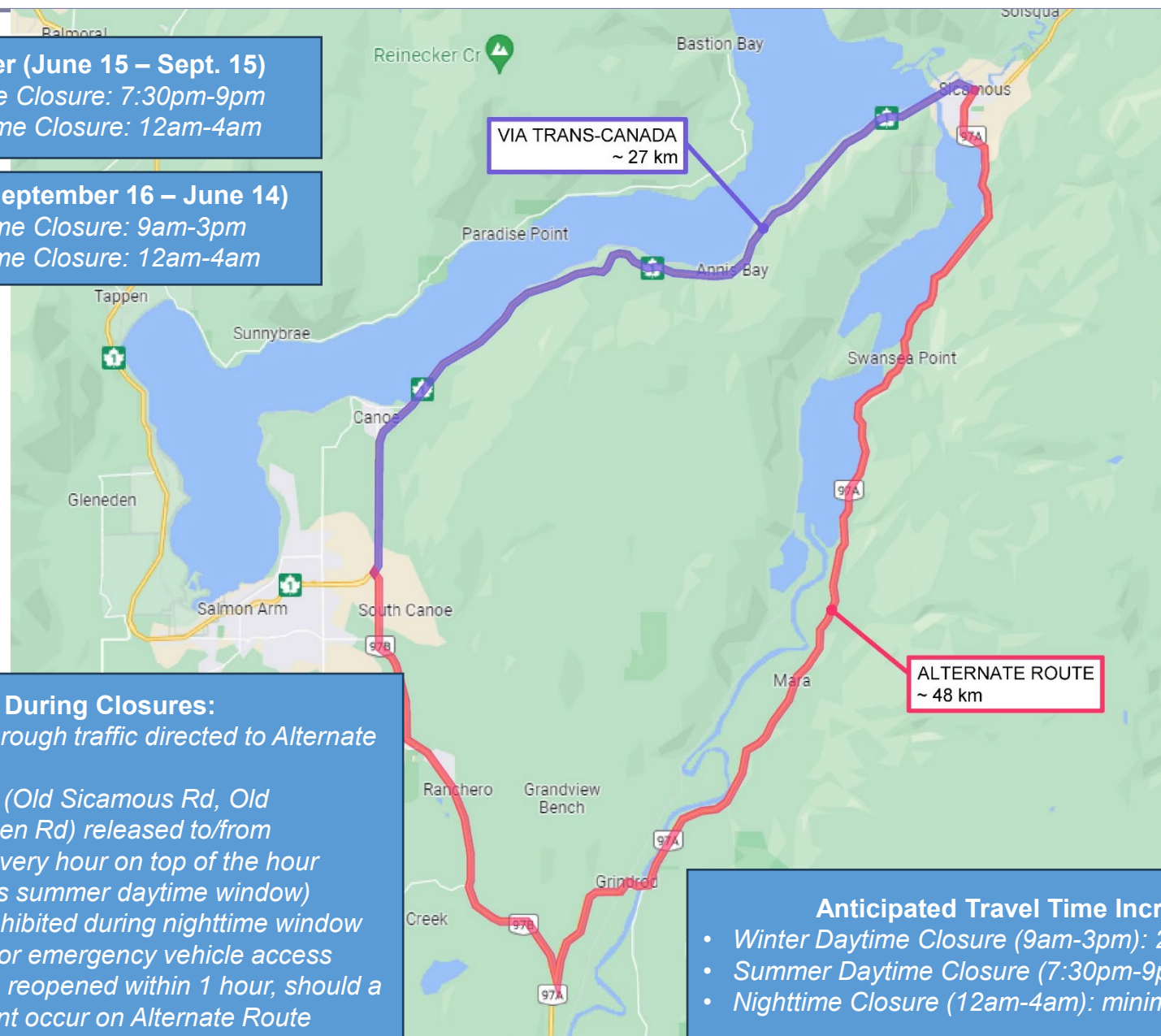
Daytime Closure: 7:30pm-9pm

Nighttime Closure: 12am-4am

Winter (September 16 – June 14)

Daytime Closure: 9am-3pm

Nighttime Closure: 12am-4am



During Closures:

- All Hwy 1 through traffic directed to Alternate Route
- Local traffic (Old Sicamous Rd, Old Spallumcheen Rd) released to/from Sicamous every hour on top of the hour (exception is summer daytime window)
- Blasting prohibited during nighttime window
- Provisions for emergency vehicle access
- Hwy 1 to be reopened within 1 hour, should a serious event occur on Alternate Route

Anticipated Travel Time Increase:

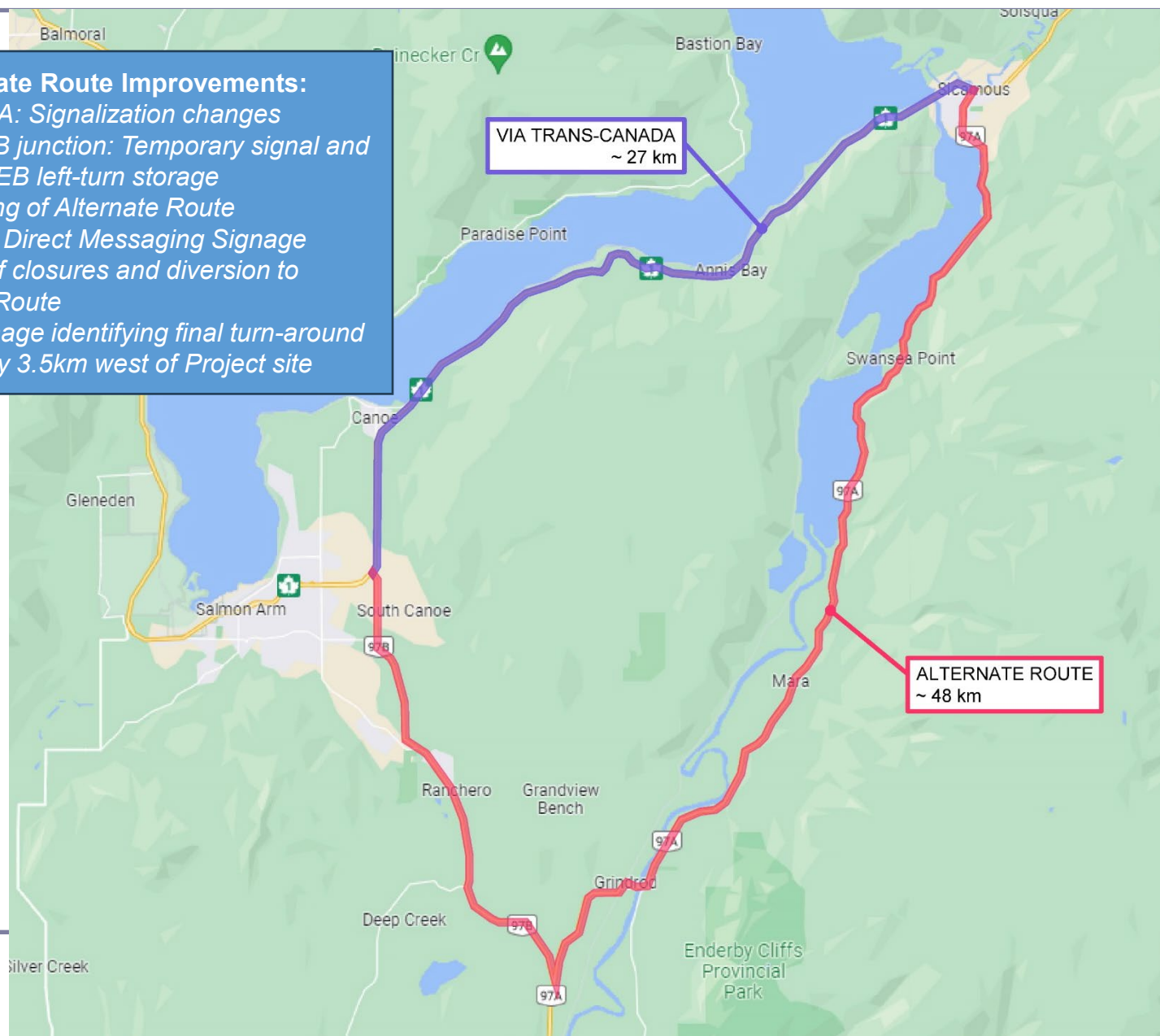
- Winter Daytime Closure (9am-3pm): 20-30 min.
- Summer Daytime Closure (7:30pm-9pm): 30-45min.
- Nighttime Closure (12am-4am): minimal impact

- **Single Lane Alternating (SLAT)**
 - **Winter (Sept. 16 – June 14)**
 - Allowed 24-hours on days where contractor does not implement an extended closure
 - **Summer (Jun. 15 – Sept. 15)**
 - Allowed 7pm-6am on days where contractor does not implement an extended closure

Alternate Route Improvements

Alternate Route Improvements:

- Hwy 1 /97A: Signalization changes
- Hwy 97A/B junction: Temporary signal and extended EB left-turn storage
- Resurfacing of Alternate Route
- Advanced Direct Messaging Signage advising of closures and diversion to Alternate Route
- Static signage identifying final turn-around opportunity 3.5km west of Project site



Gill Avenue

- 2 one-week closures permitted during the course of construction

Information Sharing

- Advance warning East and West of Sicamous via digital message signs advising of closures and diversion to Alternate Route
- Static signage identifying final turn-around opportunity 3.5km west of Project site (will accommodate commercial vehicles)
- Communication of planned closure schedule through DriveBC, TRAN social media channels and Project Website
- Contract requirements for approval of a Public Information Sharing Plan before implementing closures
 - Contractor must provide at least 4 weeks' notice of planned closures or SLAT
 - Contractor can make changes with one-week notice and changes must be shared

Thank you!



COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1
T: 250-832-8194 | F: 250-832-3375 | TF: 1-888-248-2773 | www.csr.bc.ca

July 3, 2024

Sent by email: aharrison@salmonarm.ca

His Worship Alan Harrison
Mayor, City of Salmon Arm
Box 40, 500 2 Ave NE
Salmon Arm, BC V1E 4N2

Dear Sir:

Re: City of Salmon Arm Recreational Facilities

At the regular Board meeting on June 20, 2024, the Columbia Shuswap Regional District (CSRD) Board of Directors passed a motion:

THAT: The Board request an update from the City of Salmon Arm regarding their recreational facilities strategy.

The Board would appreciate any information such as documentation, data, or reports regarding your recreational facilities strategy, particularly as it relates to the development of differential pricing. This could include relevant background information in addition to current practices and materials.

We believe your information and insights will contribute significantly to our discussions and decision-making processes.

Thank you for your support and assistance.

Yours truly,

COLUMBIA SHUSWAP REGIONAL DISTRICT

Per:

Kevin Flynn
Board Chair

cc: City of Salmon Arm Administration

ELECTORAL AREAS

A GOLDEN-COLUMBIA
B REVELSTOKE-COLUMBIA

C EAGLE BAY-WHITE LAKE-TAPPEN
D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA
F NORTH SHUSWAP-SEYMOUR ARM
G BLIND BAY-SORRENTO-NOTCH HILL

MUNICIPALITIES

GOLDEN
REVELSTOKE

SALMON ARM
SICAMOUS



BRITISH
COLUMBIA

July 8, 2024

Reference: 67894

Kevin Flynn
Board Chair
Columbia Shuswap Regional District
555 Harbourfront Drive North East
PO Box 978
Salmon Arm BC V1E 4P1
Email: JFreund@csrd.bc.ca; kflynn@csrd.bc.ca

Dear Chair Flynn:

Thank you for your letter of April 19, 2024, regarding the Secondary Suite Incentive Program (SSIP). We appreciate your interest in this innovative new program as an opportunity to address critical housing issues in the Columbia Shuswap Regional District (CSRD). I apologize for the delay in responding.

The Province recognizes that one of the biggest challenges for people in BC is finding an affordable home to live in. To address this need, the Province released the *Homes for People* action plan to speed up the delivery of new homes, increase the supply of middle-income housing, fight speculation, and help those who need it the most. SSIP is one of the initiatives coming out of the plan. Complete information on the action plan is available here: news.gov.bc.ca/files/Homes_For_People.pdf

After our initial release of SSIP criteria, we responded to interest from regional districts by expanding eligibility where possible within the existing program structure. BC Housing relies on existing local government building permit and inspection services to ensure that the homes built are legal and safe for tenants and owners living in those homes.

Page 1 of 2

Chair Flynn
Page 2

As part of the application process, homeowners are required to submit a building permit from their local government. Regional districts with differential access to building permit and inspection services could not be accommodated without additional costs and implementation delays. As well, since SSIP encouraged homeowners to begin projects prior to the program launch, there was a risk that homeowners could have taken on thousands of dollars in construction costs only later to be found ineligible for the program. Based on the risks where local government building services are not available, we chose to launch the program with more restricted eligibility while continuing to do the needed work to inform future program expansion.

Ministry staff have noted that there are a small number of unincorporated municipalities within the CSRD where homeowners cannot obtain building permits or inspections from either local government in their area. These areas include Electoral Area A (Parson, Nicholson, Donald, and Blaeberry, and the Town of Field) and Electoral Area D (Falkland, Deep Creek, Ranchero, Salmon Valley, Silver Creek, and Gardom Lake). Unfortunately, these homeowners will not be able to meet the requirements of the program.

We are committed to finding ways to continue to expand access to this program. In the meantime, we are also happy to extend eligibility to any regional district or incorporated municipality that makes changes that enable all homeowners to access required building services for SSIP. Ministry staff have informed me that this could include a bylaw amendment to enable those outside of regional district building service areas to voluntarily opt-in and receive permits and inspections. We understand there are cases where this is not possible, and we continue to explore other options that would support future SSIP expansion.

We recognize the benefit of the program for communities across the province. As a three-year pilot program, SSIP will be closely monitored and evaluated to inform changes and improvements over time.

The most updated information about the program is available on the BC Housing website here: www.bchousing.org/housing-assistance/secondary-suite

I trust this information is of assistance. Thank you again for writing.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ravi Kahlon', with a stylized, flowing script.

Ravi Kahlon
Minister of Housing



File: ARCS-048-22339 / ARRP IN

Reference: 410993

July 10, 2024

SENT VIA EMAIL

To whom it may concern:

The Environmental Assessment Office (EAO) wishes to notify you of its upcoming legislative review of the [Environmental Assessment Act, 2018](#) (the Act). The Act outlines the process for conducting assessments for major projects in British Columbia that are reviewable under the Act and carrying out monitoring, compliance, and enforcement activities on those projects.

As [required by the Act](#), the Minister of Environment and Climate Change Strategy must initiate a review of the Act within five years of the Act coming into force (December 16, 2019). This means the review must begin by December 16, 2024, as seen below:

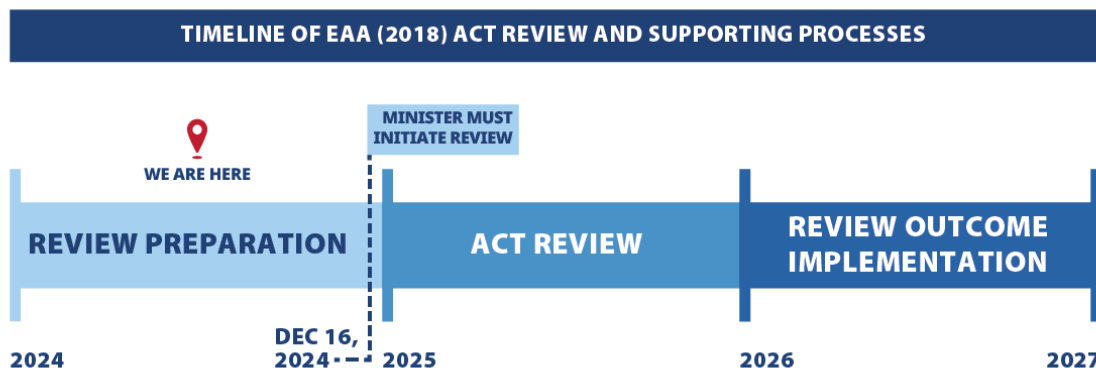


Figure 1: Timeline of the Environmental Assessment Act (2018) Act Review and Supporting Processes.

...2

As part of the review preparation phase, the EAO will be engaging with First Nations, industry associations, and other associations including the Union of BC Municipalities (UBCM), to identify potential areas of focus for the review. This initial engagement, which will take place during the summer of 2024, will focus only on issues identification so that the EAO can be sure it understands what the key issues are with the Act. The EAO will not consider making changes to the Act until after the Act Review has begun.

If you would like to notify us of any issue with the Act and/or its regulations that you have identified, please contact UBCM with this information. Once the Act Review has begun, local governments, and all other interested and affected groups, will have the chance to participate in a future round of engagement.

Further information

If you have any questions related to the Act Review or the upcoming engagement of industry associations, please contact EAO.ActReview@gov.bc.ca.

Sincerely,



Chris Trumpy
A/Chief Executive Assessment Officer and Associate Deputy Minister



UNION OF BRITISH COLUMBIA MUNICIPALITIES RESOLUTION REGARDING BC HYDRO PROJECTS – ESTABLISHMENT OF FUNDING FOR CLIMATE ACTION ECOSYSTEM RESTORATION

WHEREAS the *BC Hydro and Power Authority Act* and associated statutes references other Acts within its scope, including the *Climate Change Accountability Act* and *Environmental Management Act*. Various communities have experienced that their operations do not fully comply with these Acts or the Provincial Government's Nature-Based 2030 Climate Change targets to protect land, preserve nature, and reverse diversity loss. Moreover, the Authority does not allocate a budget for adequate eco-restoration in areas where its activities have harmfully impacted biodiversity. Financial support is crucial to the success of hydro projects and the realization of provincial climate change targets;

AND WHEREAS to prepare the Province for the impacts of climate change, it is essential that BC Hydro collaborates with local governments, stakeholders, and landowners. The *BC Hydro Power and Authority Act* must also prioritize ecosystem retention in its mandate to provide affordable power while minimizing environmental impact, restoring biodiversity and in the process support local governments' Climate Action Plans;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities recommend the Provincial Government mandate an amendment to the *BC Hydro and Power Authority Act* to incorporate a budget for Climate Change Ecosystem Restoration as well as technologies that support tree retention and/or re-planting in all its projects, thus demonstrating the Provincial Government's commitment to its Nature-Based 2030 Climate Change targets.

OKANAGAN-KOOTENAY STERILE INSECT RELEASE PROGRAM BOARD

Minutes of a Regular Meeting of the **OKANAGAN-KOOTENAY STERILE INSECT RELEASE (SIR) PROGRAM BOARD**
held in the RDCO Woodhaven Boardroom, Kelowna BC, on Friday, April 12th, 2024

Voting Members:

Director Shirley Fowler	Regional District of North Okanagan
Director George Bush	Regional District of Okanagan Similkameen
Director Tim Lavery	Regional District Columbia Shuswap (virtual)
Director Mohini Singh	Regional District of Central Okanagan
Director Gordon Lovegrove	Regional District of Central Okanagan
Grower Walter Makepeace	Grower Representative – Zone 1, organic
Grower Joginder Dhand	Grower Representative – Zone 3
Grower Tarsem Goraya	Grower Representative – Zone 2

Non-Voting Members:

Taras Pojasok	Agriculture and Agri-Food Canada
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Guests/Delegates:

Melissa Tesche	BC Fruit Growers' Association
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Regrets:

Susana Achaempong	BC Ministry of Agriculture and Food
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Staff:

Michelle Cook	OKSIR General Manager
Peter Rotheisler	OKSIR Operations Manager
Evan Esch	OKSIR Entomologist
Tanya Littley	OKSIR Office Manager
Kellie Garcia	Cross-Commodity Leadership Support Project
Lori White	RDCO Financial Manager

1. CALL TO ORDER

The Chair called the meeting of the OKSIR Board to order at 10:34 am.

2. ADOPTION OF AGENDA

2.1 Adoption of Agenda

Moved by: Director Lovegrove

Seconded by: Grower Makepeace

"THAT the April 12, 2024, meeting agenda be adopted as presented."

CARRIED

3. MINUTES

3.1 Regular Board Meeting – February 9th, 2024 – for adoption

Moved by: Director Lovegrove

Seconded by: Director Fowler

"THAT the OKSIR Regular Board Meeting Minutes from February 9th, 2024, be adopted as presented."

CARRIED

3.2 Business Arising from Minutes

4. DELEGATION/PRESENTATION

5. CORRESPONDENCE/ INFORMATION

5.1 Staff Report from Michelle Cook, General Manager, dated April 5, 2025, re: Program Update (page 8).

The SIR staff report was presented in detail as outlined in the agenda package.

The Program Entomologist, Evan Esche, provided detailed information to board members regarding the current weather conditions and impact on the codling moth's emergence from dormancy and the potential for the season to be hot, dry, and long enough to produce a third generation of codling moth. The Board was reassured that the SIR program is aware and prepared for the early emergence of coding moth and a potential third generation. Both the facility operation and the budget have accounted for these conditions.

The extreme winter cold snap that resulted in major damage to wine grape and cherry buds in 2024 was discussed. Apples showed very little mortality from the cold snap and the board wondered if an increase in apple plantings over the next few years might occur.

An update was provided regarding a Salmon Arm property identified as the most-infested orchard in 2023. The board was informed that compliance action was not taken against the property owner, as the property was recently sold. The Program is working with the new owners on cleaning up the infestation and using extra measures to control the infestation including the release of four times the typical number of moths and the use of mating disruption.

The OKSIR GM provided detailed information regarding SIR's attendance at various industry events in the first three months of the year.

The Board was updated regarding the change of location for a IAE conference by the Program Entomologist. The conference was to be hosted in the Okanagan by OKSIR, however due to undisclosed diplomatic reasons, Global Affairs Canada has denied the request.

The CCLSP Project Director presented the details of the CCLSP.

The OKSIR GM discussed sending educational materials to Washington state. She also proposed the 10 May Board Meeting be held in Osoyoos with a tour of the facility to proceed the meeting. The Board was informed of potential meeting cancellations due to the abundance of scheduled meetings for 2024 in comparison to previous years.

Moved by: Grower Makepeace

Seconded by: Gower Goraya

"THAT the staff report from the General Manager be received."

CARRIED

5.2. Memo from Tanya Littley, Office Manager, dated February 15th, 2024, re: 2024 Preliminary Parcel Tax Roll Values (page 11)

The Office Manager presented the memo in detail as attached in the agenda package.

Moved by: Grower Makepeace

Seconded by: Director Lovegrove

"THAT the 2024 Preliminary Tax Roll Memo be received."

CARRIED

- 5.3** Under Correspondence Director Bush brought forward that he received a call from Osoyoos Orchard Owner Gerald Hesketh. In February 2024, the GM and Chair had reviewed a letter sent by Mr. Hesketh to the Board. Mr. Hesketh property had a bad codling moth infestation in 2023. The SIR Program hopes that the new South Okanagan field supervisor and Mr. Hesketh will be able to work together to lower the level of infestation on his property in 2024.

6. UNFINISHED BUSINESS

7. NEW BUSINESS

7.1 Interim Financials to February 28th, 2024 (page 13)

The RDCO Financial Manager presented the financials in detail as attached in the agenda package. The Board was informed the first quarter financial statement will be finalized shortly and presented at the next meeting.

Moved by: Director Lovegrove

Seconded by: Director Fowler

"That the interim financial statements be received."

CARRIED

8. ADJOURN TO IN-CAMERA

The Board adjourned to an in-camera meeting at 11:24 am.

Moved by: Director Lovegrove

Seconded by: Director Bush

"THAT this meeting be closed to the public pursuant to Section 90(2) (b) of the Community Charter for the OKSIR Board to deal with matters related to:

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public."

CARRIED

The general meeting of the OKSIR Board resumed at 11:50 pm.

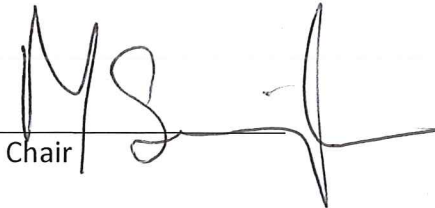
9. OTHER BUSINESS

Moved: Director Lovegrove

Seconded: Grower Makepeace

Recommended Motion

"THAT the Board raise the report to open meeting that OKSIR will issue an RFEOI to investigate securing a strategic partner to further moth sales in the future."

CARRIED**9. ADJOURNMENT****Moved by: Director Lovegrove****Seconded by: Director Bush***"THAT the SIR Board meeting be adjourned at 12:00PM"***CARRIED**
Chair
Corporate Officer

**COLUMBIA BASIN TRUST
BOARD OF DIRECTORS MEETING NO. 240
April 5/6, 2024
MINUTES**

Meeting No. 240 was held in the Elkford Community Conference Centre (April 5) and Sparwood Chamber of Commerce (April 6).

Directors in Attendance:

J. Carver, Chair	A. Graeme
K. Hamling	C. Hoechsmann
B. Marino	D. McCormick
C. Morigeau	R. Oszust
O. Torgerson	K. Turcasso
B. van Yzerloo	

Staff and Guests in Attendance:

J. Strilaeff	J. Medlar, Corporate Secretary
A. Ambrosone	B. Haney
D. Hoodicoff	S. Hewat
D. Woynillowicz, Principal, Polaris Strategy + Insight	

CALL TO ORDER

The Chair called the meeting to order on April 5, 2024 at 10:30 a.m. (MT).

Chair Carver acknowledged that this meeting was being held on the unceded traditional territories of the Ktunaxa, and that the Trust operates within these unceded traditional territories and those of the Lheidli T'enneh, Secwepemc, Sinixt, and Syilx Nations. We are grateful for the opportunity to meet, work and live here.

The Chair suspended the Order of Business. For continuity, these Minutes reflect the order of the Agenda.

ADOPTION OF AGENDA

Attachments:

- Draft Resolutions for April 5/6, 2024
- Minutes: Board Meeting no. 239
- Report from the CEO
- CBBC Update
- Minutes: CBBC Board Meeting no. 55
- CBDC Update
- Delivery of Benefits Update
- Communications Update
- Minutes: Executive Committee no. 170 & 171
- Columbia Power Subsidiary Board Appointments
- Biennial Governance Policies Review

17/24 Moved, Seconded and Resolved that:

Agenda No. 240 be and hereby is approved and adopted.

ADOPTION OF MINUTES

18/24 Moved, Seconded and Resolved that:

Minutes of the Board of Directors' meeting held January 26/27, 2024 be and are hereby approved and adopted. The Corporate Secretary is hereby authorized to apply the electronic signature of the Chair to the approved minutes.

BOARD DIRECTED SESSION

BC Electricity Sector

The Board was joined by D. Woynillowicz, Polaris Strategy + Insight, for a professional development session focused on British Columbia's energy sector, and future trends in power generation and consumption. Topics discussed included an overview of BC's electric utilities, policy framework, current energy system, global trends in the energy transition, BC's energy system in transition, and embedding reconciliation in energy transition.

There were no resolutions arising.

REPORTS FROM THE CHAIR AND CEO

Report from the Chair

Chair Carver shared a high-level overview of the topics discussed at the annual Crown Board Chairs Meeting held virtually on March 21, 2024 for information.

Report from the President and CEO

The Board was provided a written report for information on general corporate matters not specifically addressed on the Board agenda.

DELIVERY OF BENEFITS MATTERS

Columbia Basin Broadband Corporation Update

The Board was provided a memorandum for information on broadband initiatives since the last Board meeting that included the status of the Connect the Basin - Universal Broadband Fund project, CRTC Broadband Fund projects, network utilization and operations.

Columbia Basin Development Corporation Update

The Board was provided a memorandum for information on economic development initiatives since the last Board meeting that included updates on economic programs and the Impact Investment Fund portfolio.

Delivery of Benefits Update on Activities

The Board was provided a memorandum for information on Delivery of Benefits (DOB) activities since the last Board meeting that included updates on new projects, funds committed, new partnerships, and engagement with communities and delivery partners/recipients.

CORPORATE MATTERS

Communications Annual Update

The Board was provided a memorandum for information on activities within communications initiatives that included:

- overview of the Communications Strategic Framework: objectives, strategies, and desired outcomes,
- review of communications activities during the past fiscal year, linked to strategies, key performance indicators and results observed,
- projects and planning for the current fiscal year which will include development of a communications plan that outlines departmental resources and efforts to support the new Columbia Basin Management Plan.

D. Hoodicoff provided a presentation that expanded on the memorandum.

REPORTS FROM COMMITTEES

REPORT FROM THE EXECUTIVE COMMITTEE

Minutes from Executive Committee meetings held November 24, 2023 and January 26, 2024 were provided for information.

Columbia Power Subsidiary Board Appointments

The Board was provided a memorandum which sought approval for the reappointment of Jocelyn Carver, Krista Turcasso and Bill van Yzerloo to each of the four power subsidiary Boards of Directors.

19/24 Moved, Seconded and Resolved that:

The Board of Directors hereby approves the appointment Jocelyn Carver, Krista Turcasso and Bill van Yzerloo to the Board of Directors of Arrow Lakes Power Corporation, Brilliant Expansion Power Corporation, Brilliant Power Corporation and Waneta Expansion Power Corporation effective July 1, 2024 with terms to expire on June 30, 2025.

Biennial Governance Policies Review

The Board was provided a memorandum which sought approval for proposed amendments to the Trust Governance Policies and Procedures. The Board and Standing Committees' governance calendars were also provided for information on the tasks and timing of governance practices for fiscal year 2024/25.

20/24 Moved, Seconded and Resolved that:

The Board of Directors hereby approves the Trust Governance Policies and Guidelines in substantially the form provided in the material to this meeting.

Update on Provincial Matters

An update was provided on the renewal of the Memorandum of Understanding (MOU). We await a draft document from the Province for review in April and have been advised it may take the form of a letter vis a vis an MOU. Further updates will be provided at the next Board meeting.

The Trust received an enquiry from the Province on whether we would consider an administrative role to support a new fund being created as part of government reconciliation efforts for the Sons of Freedom Doukhobor community. As per Executive Committee discussion, the Board would recommend that the Trust not partner on this initiative.

Staff left the meeting with the exception of J. Strilaeff.

IN CAMERA

The Board and J. Strilaeff met In Camera.

There were no resolutions arising.

J. Strilaeff left the meeting.

Annual President & CEO Performance Review

The Board held in camera discussions.

There were no resolutions arising.

CONCLUSION

The meeting was concluded on April 6, 2024 at 12:10 p.m. (MT).

Certified Correct:

J. Carver, Chair

J. Medlar, Corporate Secretary



Council Meeting
June 12th 2024 • 9:30 AM – 12:00 PM
Columbia Shuswap Regional District Boardroom
555 Harbourfront Drive NE
Salmon Arm, BC

Draft Record of Decisions and Action Items as at June 12th 2024
 This record is subject to change at the next Council meeting

Meeting objectives

1. Receive update from program managers
2. Approve revised budget for 2024-25
3. Receive guest presentations
4. Roundtable discussion on formation of a committee to work on fundraising and governance

Present

Rhona Martin, Chair – Columbia Shuswap Regional District, Area E
 Natalya Melnychuk, Vice Chair – Columbia Shuswap Regional District, Area G (*by Zoom, to 10:10*)
 Jay Simpson – Columbia Shuswap Regional District, Area F (*by Zoom, until 11:15*)
 Debbie Cannon – City of Salmon Arm
 Pam Beech – District of Sicamous (*by Zoom*)
 Reid Hamer-Jackson – Thompson-Nicola Regional District, City of Kamloops
 David Lepsoe – Thompson-Nicola Regional District, Village of Chase
 Rick Fairbairn – Regional District of North Okanagan, Area D (*by Zoom*)
 Diane Sutherland – BC Ministry of Environment & Climate Change Strategy (*alternate, by Zoom*)
 Lindsay Benbow – BC Ministry of Agriculture & Food
 Kelly Chiatto – BC Ministry of Forests (*by Zoom, to 11:50*)
 Erik Kok – Community representative (*to 11:35*)
 Kimm Magill-Hofmann – Community representative
 Phil Owen – Community representative
 Dennis Einarson – Senior Scientific Advisor

Erin Vieira and Alex de Chantal – Fraser Basin Council

Observers

Rob Solinger
 Ian Rogalski

Regrets

Robyn Laubman
 Brian Schreiner
 Marty Gibbons
 Dean Trumbley
 Howard Nordquist



Call to Order	Chair Martin called the meeting to order at 9:35 AM and welcomed everyone to the meeting. The Chair acknowledged the meeting taking place on the historical and traditional lands of the Secwepemc and Syilx Peoples.
Adoption of meeting agenda	<p>Moved/seconded by Councillor Cannon/Erik Kok that:</p> <p>The agenda for the June 12th 2024 meeting of the Shuswap Watershed Council be adopted.</p> <p>CARRIED</p>
Adoption of meeting summary	<p>Moved/seconded by Phil Owen/Kimm Magill-Hofmann that:</p> <p>The draft summary of the March 13th 2024 meeting of the Shuswap Watershed Council be adopted.</p> <p>CARRIED</p>
Correspondence	<p>Moved/seconded by Councillor Cannon/Director Hamer-Jackson that:</p> <p>The correspondence be received for information.</p> <p>CARRIED</p>
Old business	Erin Vieira, program manager, reported that an email vote took place on April 23 rd to approve two Water Quality Grant Program applications. The vote passed with 7 in favour and one opposed. Staff have signed Contribution Agreements with all grant recipients, and work is underway with the grant funds. The total value of the SWC grant funding awarded this year is \$59,961.
Report from Chair	No report.
Update from CSRD administration	<p>John MacLean, Chief Administrative Officer for the Columbia Shuswap Regional District, joined the meeting by telephone. He explained that the CSRD established their participation in the SWC through a bylaw that had a 'sunset clause'. The bylaw was originally scheduled to sunset during the Covid pandemic. The provincial government granted an extension to the CSRD's bylaw until such time it was safe to convene the public in an assent process regarding the continuation of the bylaw. A referendum was scheduled for August 2023 but had to be re-scheduled due to wildfires in the region to February 2024. Referendum results indicated that the majority of voters are not in support of continuing CSRD funding to the SWC. Thus, the bylaw will come to an end in December 2024. Beyond 2024, the CSRD will not have a service, bylaw or other mechanism to appoint CSRD directors to the SWC. Mr. MacLean clarified that CSRD directors may choose to use discretionary or grant-in-aid funding to support the SWC, but there will be no formal agreement or participation of the CSRD in the SWC starting in 2025.</p>

Vice Chair Melnychuk left the meeting at 10:10

Discussion

Erik Kok asked about the percentage of electorate that voted in the referendum. Mr. MacLean said that approximately 1200 votes were cast, out of an estimated 10,000 – 12,000 eligible voters. Mr. Kok also clarified that CSRD directors could participate in the SWC beyond 2024, but not as an appointed representative of the CSRD. Mr. MacLean confirmed that yes, that is correct. Mr. Kok also clarified that the CSRD is not ordering directors not to participate in the SWC. Mr. MacLean said that yes, that is also correct.

Director Simpson asked SWC staff if Area Directors were to contribute funding via grant-in-aid or discretionary funds in 2025, would that allow them to participate and vote? Erin Vieira replied that it possibly could, but that the SWC Terms of Reference would need to be revised to reflect changing membership and funding. Revising the Terms of Reference will be a decision of the SWC members.

Kimm Magill-Hofmann asked if the CSRD could change their participation and support of the SWC in the future? Mr. MacLean said that it could, if the board provided the direction to do so. It would require public assent to establish a service, as before.

Councillor Cannon asked if the CSRD could hold another referendum concurrent with the next local government election. Mr. MacLean said that yes, it would be possible, and would require a CSRD board directive.

Dennis Einarson asked about the results of the referendum. The CSRD website reports that the results were 982 against and 364 for the service and funding to the SWC.

Director Lepsoe commented that water quality is very important, including for residents in the Village of Chase downstream of the lake. He remarked that he and residents of Chase disappointed with the results of the referendum.

Councillor Beech commented that a lot of effort by the CSRD was put into preparing for the referendum and she agreed with other comments that the voter turnout was very poor.

Mr. MacLean left the meeting at 10:30.

Director Fairbairn commented that the Regional District of North Okanagan has two representatives appointed to the Shuswap Watershed Council.

Director Simpson suggested that local government representatives of the SWC convene for a meeting in the Fall to discuss how to keep the SWC going.



**Report from Program
Managers: Year-end
financial report for
2023-24**

Erin Vieira, Program Manager, presented the year-end financial report for 2023-24:

Revenue Source	Amount (\$)
2022-23 operational surplus (carried forward from March 31 st , 2023)	47,656
2022-23 funds allocated and carried forward to 2023-24 projects	53,004 ¹
<i>Per Contribution Agreement:</i>	
Columbia Shuswap Regional District (Areas C, D, E, F and the District of Sicamous)	160,000
Thompson-Nicola Regional District	53,600
City of Salmon Arm	40,000
Adams Lake Indian Band	1300
<i>Federal grant funding:</i>	
Transport Canada – Boating Safety Contribution Program	24,025
Environment & Climate Change Canada – Fraser River Freshwater Ecosystem Initiative	40,000
Revenue for 2023-24	419,585

Expenses on next page ...

Program Expenses	Budget (\$)		Expenses (\$)		Variance (\$)
	Program mgmt.	Disbursements	Program mgmt.	Disbursements	
Water Quality Monitoring Program					
• Monitoring Group	7200	0	7493	0	(293)
• Water monitoring	2200	21,900	600	21,037	2463
• Annual Water Quality Report	5800	7200	4880	8402	(281)
Water Quality Protection Program					
• Advisory Committee	4200	0	4173	429	(402)
• Grant Program	9800	118,464	9827	52,849	65,588
• Wetland Strategy	12,600	51,400	11,280	36,398	16,322
• Climate change research (TRU)	600	3000	560	3000	40
Zebra & Quagga Mussel Prevention Program	6600	33,300	6800	34,251	(1151)
Safe Recreation Program	10,000	20,000	9920	13,925	6155
Communications & Advocacy					
• Communications collateral	6100	3250	5907	4509	(1065)
• Public, media engagement	17,400	9650	19,320	10,159	(2429)
• Advocacy	4200	0	3213	0	509
Management & Administration					
• Council meetings, work planning, liaison	20,800	2600	23,007	1405	(1012)
• Financial management, fund development	16,700	0	16,547	0	153
Sub-total operational expenses	124,200	270,764	123,527	186,363	85,074
2023-24 contribution to Operating Reserve		24,621		24,621	0
Summary of expenses		419,585		334,511	85,074

Ms. Vieira gave a brief overview of 2023-24 activities and accomplishments, which will be covered in the upcoming Annual Report (publishing soon):

- The Shuswap Watershed Council facilitates collaboration on water issues. 10 organizations participate in the Council and 19 organizations participate in the Monitoring Group.
- The Water Quality Grant Program awarded five grants in 2023 worth \$52,760 which leveraged an additional \$56,869
- Development of a wetland strategy for the Shuswap began, with two preliminary phases complete that involved data collection and analysis
- The Zebra and Quagga Mussel Prevention Program supported early-detection monitoring on seven waterbodies in the Shuswap while the education and outreach had approximately 2.5 million impressions through articles, advertising, and billboards
- Safe boating campaigns had approximately 686,000 impressions
- Two new watershed research projects got underway with universities
- New and ongoing communiques and advocacy.

**Report from
Program
Managers:
Program
operations
update**

Erin Vieira presented an overview of work done since the last Council meeting in March:

- The new Community Water Monitoring Grants program is running. It has a \$3000 budget. Community and stewardship groups are invited to apply for a grant to support water monitoring. To-date, grants have been approved for Gardom Lake Stewardship Society and White Lake Residents' Association.
- The Water Quality Grant Program is also running; six projects have been recommended and approved for funding. Staff have contribution agreements in place with all applicants. The grant recipients are: Sunnybrae Winery, Gietema Farms, Syme Farms, Foxtrot Dairy, and Jeff Czepil.
- Phase 2 of the Wetland Strategy is complete. Associated Environmental submitted their report to staff, it contains four strategic direction to be incorporated into a strategy. Staff have completed reporting to the funder of this work, Environment & Climate Change Canada. Next step for staff is to convene the Wetland Strategy Committee to review the report and discuss next steps.
- Staff worked with graduate student Margot Webster, Royal Roads University, to sign a contribution agreement for funding support of her research project on floating treatment wetlands in the Salmon River. A media release about the project was sent out by staff and then a radio interview on CBC was done with Ms. Webster and SWC Chair Rhona Martin.
- Education/awareness campaigns for the prevention of zebra and quagga mussels are underway. Staff sent out articles and advertisements throughout the month of May, 'Invasive Species Action Month'. Campaigns will continue through summer into fall. Staff also relayed that the Province of BC has enacted a new prevention measure requiring travellers to pull watercraft drain-plugs prior to travelling on BC roads.
- The SWC is providing financial support to the Columbia Shuswap Invasive Species Society who are monitoring 12 sites on six waterbodies in the Shuswap for invasive mussels in 2024

- Boating and recreation safety campaigns launched on May long weekend. Campaigns promote 8 tips for safety and also promote the availability of lifejackets for kids from 20 loaner kiosks in the Shuswap.
- Staff reported that Transport Canada turned down the SWC's application for \$24,000 federal grant funding due to the federal fund being oversubscribed.
- Staff have sent out four media releases since April and are working on the SWC Annual Report for 2023-24
- Staff have submitted a report to Elections BC for communication expenses incurred by the SWC during the CSRD referendum period, as required by the Local Elections Campaign Financing Act
- Staff are looking into a new funding opportunity from the Provincial Watershed Security Fund.

**Revised budget
for 2024-25**

Erin Vieira presented a revised budget for 2023-24. Ms. Vieira explained that revisions were necessary to update actual expenses according to what was approved at the March SWC meeting and to adjust the revenue due to loss of funding from Transport Canada:

Revenue Source	Former budget (approved March 13 th 2024)	Revised budget
2023-24 operational surplus	20,410	25,113
2023-24 funds allocated and carried forward to 2024-25 projects	65,000	59,961
<i>Per Contribution Agreement:</i>		
Columbia Shuswap Regional District (Areas C, D, E, F and the District of Sicamous)	0	0
Thompson-Nicola Regional District	0	53,600
City of Salmon Arm	0	0
Adams Lake Indian Band	0	1300
<i>Federal grant funding:</i>		
Transport Canada – Boating Safety Contribution Program	24,391	0
Grants-in-aid (potential multiple contributors)	40,000	
<i>SWC Operating Reserve:</i>		
Operating reserve balance from March 31 st 2024	174,987	174,987
Revenue for 2024-25	324,788	314,961

Program expenses shown on next page...

Program Expenses - Summary	Former budget (approved March 13 th 2024)			Revised budget		
	Program mgmt.	Disbursements	Sub-total	Program mgmt.	Disbursements	Sub-total
Water Quality Monitoring Program	14,063	33,559	47,622	14,063	33,059	47,122
Water Quality Protection Program	20,250	129,860	150,110	20,250	124,821	145,071
Zebra & Quagga Mussel Prevention Program	7425	26,220	33,645	7425	27,432	34,857
Safe Recreation Program	9450	20,700	30,150	9450	14,400	23,850
Communications & Advocacy	16,763	4900	21,663	16,763	2725	19,488
Council Meetings & Administration	38,131	1850	39,981	38,131	1850	39,981
Sub-total operational expenses	106,081	217,089	323,170	106,081	204,287	310,368
Surplus			1618			4593
Summary of expenses			324,788			314,961

Erik Kok proposed that, due to loss of funding from Transport Canada, the Safe Recreation Program be cut back while maintaining the focus on water quality and invasive mussels. Chair Martin explained that there is some strong – albeit mixed – support for the safety program. Councillor Cannon also commented that in her opinion water quality is the more important focus for the SWC. Phil Owen also agreed that without federal funding, the safety program be cut back.

Ms. Vieira explained that the revised budget needs to be approved, and reminded everyone present that the meeting attendance does not meet quorum for financial decisions.

Moved/seconded by Director Simpson/Director Hamer-Jackson that:

Staff be directed to reduce the safe recreation program to a minimum, direct the savings to the surplus, and that the budget go to an email vote.

CARRIED

Action item:

Staff will facilitate an email vote for the revised budget.

Director Hamer-Jackson and Director Simpson left the meeting at 11:15 AM

**Guest
presentation:
Update on
Canada Water
Agency**

Mr. Ian Rogalski, Senior Ecosystems Analyst with Environment & Climate Change Canada presented an overview of the Canada Water Agency (CWA) and Fraser River Basin Freshwater Ecosystem Initiative. Creating the Canada Water Agency was a federal directive in 2019; it was created as a branch within Environment & Climate Change Canada in mid-2023 with a mandate to “*improve fresh water in Canada by providing leadership, effective collaboration ... improved coordination ... to proactively address national and regional transboundary freshwater and opportunities...*”. The federal Budget 2023 provided \$85.1M over five years and \$21M ongoing thereafter to support the CWA and \$650M over 10 years to support monitoring, assessment and restoration work. watershed restoration. Ian is leading the Fraser watershed work.

The CWA has national and regional initiatives. Of the latter, one is focused specifically on the Fraser River basin (which includes the Shuswap and Thompson watersheds), the *Fraser Freshwater Ecosystem Initiative (FEI)*. Priorities include restoration, water quality protection, science, monitoring, Indigenous knowledge, governance, knowledge and reporting, and improving climate change resiliency. He noted that algal blooms in parts of Shuswap Lake are a priority ‘hotspot’ for the Fraser FEI. Key strategies of the Fraser FEI include engagement with governments, sub-basin collaboratives, non-government organizations and academia; information sharing and coordination; and developing knowledge and restoration priorities.

There was a short question-and-answer period, and Chair Martin thanked Mr. Rogalski for his presentation.

Erik Kok left the meeting at 11:35 AM

**Guest
presentation:
Compliance
and
enforcement
within the BC
MOECCS**

Mr. Bryan Vroom, Section Head with BC Ministry of Environment & Climate Change Strategy (MOECCS), presented an overview of the Ministry’s compliance management framework. The four-part compliance model includes setting requirements, promoting compliance through education, verifying compliance through inspections, and enforcing requirements. He outlined the non-compliance response which includes consideration of environmental and human health impacts. He also outlined complaint management. Complaints may be submitted to the Ministry via an online form or the RAPP hotline. Environmental Protection Officers review complaints, gather information, conduct inspections, and refer for enforcement if appropriate.

He explained how the Ministry verifies compliance with the *Agricultural Environmental Management Code of Practice (AEMCoP)*, which is the Provincial regulation that ensures agriculture practices are consistent with the preservation of water and air quality. Compliance inspections are complaint-driven, and responded

to by a dedicated team. AEMCoP requires all agricultural operations not to cause pollution, and there are requirements for record-keeping, nutrient management, plus special requirements for farms in vulnerable aquifers and high-risk areas.

There was a short question-and-answer period. Chair Martin asked Mr. Vroom if he could comment on some of the recent complaints related to sewage discharge into Shuswap Lake. Mr. Vroom replied that the Ministry responds to these issues through a set process with policies and procedures and he remarked that administrative penalties have been issued recently to some operations in the South Shuswap.

Chair Martin thanked Mr. Vroom for his presentation.

Kelly Chiatto left the meeting at 11:50 AM

**Guest
presentation:
Adams River
watershed
glacier
research**

Mr. Tay Powrie, graduate student with Thompson Rivers University, introduced himself and thanked the SWC for the funding support of his research project. He explained that his research is investigating the future of glacier ice and melt processes in the Adams River sub-basin of the Shuswap watershed.

Mr. Powrie presented some data and charts about the general state of glaciers and their influence on runoff. He briefly explained that glacial coverage affects many attributes in a watershed including water quality and nutrient composition which in turn affect trophic systems (i.e., food availability). Additional potential regional effects of glacial melt will affect water supply/utilization and habitat.

His research project is attempting to answer the following questions: How will glaciers within the Adams watershed respond to future climate? Will changes in glacier run-off influence hydrological processes? Is management of water resources within the watershed necessary, and what management is suggested?

Mr. Powrie explained the use of predictive models as part of his research methodology and shared some preliminary results. Generally, models predict that run-off will shift to earlier in the season, which will negatively impact ecosystem requirements such as water for salmon habitat. Models also predict that run-off will be driven more by precipitation than ice melt.

He concluded with an overview of the SWC funding, which included at \$3000 contribution in 2023 and a \$5000 contribution in 2024. The funding has gone toward equipment and data analysis for the project.

New business

Chair Martin suggested that the SWC members spend some time looking at the Terms of Reference, as well as how other watershed organizations are structured and funded. She proposed that there be some dedicated time on the September meeting agenda for this.

Dennis Einarson commented that he was involved, as a staff biologist with the BC Ministry of Environment, prior to the formation of the Shuswap Watershed Council.



He commented that it is imperative that the SWC – or something just like it – continue to function.

Roundtable updates

Lindsay Benbow reported that the Ministry has a Water Infrastructure Program for producers. The application period opens on June 20th. She also commented that the Ministry is hosting water management and irrigation field days later in the summer, and a phosphorus field day next week in the North Okanagan.

Phil Owen reported that a society is forming for the Bessette watershed to address water quantity issues, including considering water storage for irrigation and for fish habitat.

Dennis Einarson reported that a group from Cherryville contacted him about concerns related to farming and water quality, and he has since put them in touch with Lindsay Benbow.

Councillor Beech reported that she is working with the Sicamous Chamber of Commerce to deliver some information to residents about invasive mussels via in-person outreach.

Chair Martin reported that there have been two instances of high *E. coli* at CSRD beaches.

Councillor Cannon, Phil Owen, and Kimm Magill-Hofmann are unable to attend the September SWC meeting.

Action item:

Staff to collect comments from SWC members that can't attend the September SWC meeting.

Adjourn

Moved/seconded by Councillor Cannon/Director Lepsoe that:

The June 12th 2024 meeting of the Shuswap Watershed Council meeting be adjourned.

CARRIED

The meeting adjourned at 12:40.

CERTIFIED CORRECT:

Chair

ANNUAL REPORT

APRIL
2023
—
MARCH
2024

Photo credit: Darren Robinson Photography / Shuswap Tourism

In this Annual Report you'll find the highlights of the SWC's work on:



Water quality monitoring and research



Water quality protection and improvement



A wetland strategy for the Shuswap



Aquatic invasive species prevention



Safe boating and swimming



Communications, reporting and advocacy



Council administration and governance



Expenditures

Message from the Chair

Photo credit: Darren Robinson Photography / Shuswap Tourism



RHONA MARTIN

Chair, Shuswap Watershed Council
Director, Columbia Shuswap
Regional District Area E
—Rural Sicamous and Malakwa

As the new Chair of the Shuswap Watershed Council, I want to thank past Chair Jay Simpson and the past and present members of the Council for their efforts and collaboration to protect and improve the water quality of the Shuswap watershed. I have been pleased to be part of this Council since its inception in 2014 and am very supportive of its work on water quality, invasive mussels, and safe water-based recreation.

We are very fortunate to have clean lakes and rivers in our region, which are so important for drinking water, tourism and recreation, fish and wildlife, and agriculture. However, the watershed is facing challenges from sources of pollution, climate change, fires and drought, and invasive species. The best way to approach these problems is through collaboration. The Council brings together municipal and regional governments, First Nations, Provincial government agencies, scientists, water

monitors, and stewardship organizations to work together on water.

I want to highlight the threat that invasive zebra and quagga mussels pose to the Shuswap watershed. Monitoring indicates that the Shuswap—and all lakes in BC—still do not have invasive mussels. However, quagga mussels were detected last year in Idaho, the closest known presence of the mussels to BC. If the mussels spread to BC, it's estimated that managing infestations will cost up to \$129 million annually for BC residents. It's imperative that boaters and all watercraft users practice 'Clean-Drain-Dry' and stop for watercraft inspection when travelling—this applies to watercraft of all kinds, including non-motorized and inflatables.

I encourage you to read this report and learn more about what the Shuswap Watershed Council is doing for the watershed and for all residents.

2



Who We Are

About the Shuswap Watershed Council

The SWC was established in 2014 as a watershed-based partnership of several organizations with an interest or responsibility for protecting water quality. There are 20 members that represent three regional districts, two municipalities, the Secwepemc Nation, three Provincial government agencies, and Shuswap communities. The SWC is a collaborative, non-regulatory group that focuses on strategic initiatives to protect, maintain, and enhance water quality and promote safe recreation in the Shuswap.

Staff

The Fraser Basin Council, a BC non-profit non-government organization established in 1997, provides staff services to the Shuswap Watershed Council. There are two staff in FBC's Kamloops office that lead the SWC's programs and initiatives.

Our Vision

Enhanced water quality that supports human and ecosystem health and the local economy in the Shuswap watershed.

The SWC humbly acknowledges that its work takes place in Secwepemc'ulecw, the traditional unceded territory of the Secwepemc Peoples.

The Shuswap Watershed

The Shuswap watershed is a very special place.

It is within Secwepemc'ulecw, the traditional unceded territory of the Secwepemc Peoples and the homeland of the Neskonalith, Skw'lax, Adams Lake, and Splatshin te Secwepemc First Nations. The Shuswap watershed—including Shuswap Lake, Mara Lake, Mabel Lake, Adams Lake, and many more lakes and rivers—is about 1.5 million hectares. Shuswap Lake itself is 310 square kilometres, with hundreds of kilometres of shorelines.

It is known for its pristine water and beautiful beaches.

These attributes make the Shuswap one of the most popular recreation destinations in BC, and contribute to a desirable lifestyle for residents and a significant tourism economy. The Shuswap is a nursery watershed for four species of Pacific salmon, and provides important habitat for a variety of plants and wildlife. The Shuswap is a vitally important source of water for drinking for many communities and rural residents, and for agriculture.

Working together on water

The management and decision-making for water is complex, and many different governments and organizations have roles and responsibilities related to water.

The Shuswap Watershed Council convenes these organizations to work on water quality together. Through collaboration, we can build relationships, increase engagement, improve communication, share and learn from each other, and achieve efficiencies and synergies—all for the betterment of the watershed.

The Council itself has representatives from 10 organizations that include regional districts, municipalities, First Nations, and Provincial government agencies. Additionally, regular meetings of the **Shuswap Water Quality Monitoring Group**—a group of scientists and water monitors—enable dialogue, data and information sharing, and planning water quality monitoring across the Shuswap watershed.

The watershed is our main priority

While the Shuswap boasts abundant, clean water in many parts of the watershed throughout the year, there are emerging concerns about the water quality and health of the ecosystem. Algal blooms have the potential to impact our enjoyment of the lake, tourism, and the availability of healthy drinking water. Additionally, there is an ongoing threat of invasive zebra and quagga mussels being introduced to BC from Eastern Canada or the USA. If invasive mussels were to arrive in the Shuswap, they would impact water quality, ruin beaches, compete with native species for food and habitat potentially decimating Pacific salmon populations, and managing the infestations would cost up to \$129 million annually for BC residents and tax-payers.

To address these concerns and threats, the SWC's role is to provide financial incentives for water quality protection and improvement; to support water quality monitoring and research to achieve a greater understanding of the watershed; to educate residents about best practices, stewardship and invasive species prevention; and to advocate to policymakers for better protection and management of the Shuswap watershed.

In the following pages of our 2023–24 Annual Report, you can learn more about what the SWC has done to address these priority issues, and more, in the Shuswap watershed.

10

different organizations participate in the Shuswap Watershed Council plus community representatives

In 2023,

19

different organizations participated in the Monitoring Group including municipal, regional, Indigenous, Provincial, and non-government organizations



Protecting and improving water quality



Water monitoring and research



Educating and advocating for better protection against invasive mussels



Promoting safe boating and recreation

Water Quality Grant Program

2023 was the fourth year the SWC offered its **Water Quality Grant Program**. The grant program provides financial support to farms, stewardship groups, and landowners in the Shuswap watershed for projects that improve on-farm nutrient management, increase soil health, or restore wetlands and riparian areas. This helps protect and improve water quality in creeks, rivers, and downstream to Shuswap and Mara Lakes. By taking care of the landscape, we take care of water quality.

"Agriculture is a significant part of the economy in the Shuswap and contributes greatly to local food security. We want to support the adoption of new and improved nutrient management practices by local farms to help protect our water quality."

—SWC Chair Rhona Martin

The SWC's grant program supports watershed restoration and targets a significant threat to water quality.

Five grants were awarded in 2023 worth a total of \$52,760. The grant funding leveraged an additional \$56,869 cash and in-kind contributions from the grant recipients for a total investment of \$109,629 in new water quality protection projects.

5

grants awarded



\$52,760

SWC funds toward better nutrient management and watershed restoration

\$56,869

other funds and resources leveraged for better nutrient management and watershed restoration

1



Fresh Valley Farms (Spallumcheen)

installed a new enclosed and automated pastured livestock system to manage livestock rotations across pastures and improve manure deposition, resulting in improved soil health and decreased nutrient loss through leaching and run-off.

4



Shuswap Organics (Grindrod)

introduced new regenerative agriculture practices including cover cropping and no-till to improve soil health on the farm and improve the soil's ability to store and cycle nutrients.

2



Iron Horse Ranch (Celista)

installed new paddock cross fencing to better manage animals on the property, improve the distribution of manure, and keep animals off wet areas of the property during the spring. Riparian fencing and off-stream waterers were installed to keep animals out of a creek that runs through the property.

5



Rivershore Nursery (Mara)

introduced cover crops and new organic soil amendments. They replaced overhead sprinkler irrigation with a more efficient drip system to improve soil health and reduce surface run-off to ditches and the Shuswap River. The nursery also introduced mycorrhizal inoculation to new planting stock to reduce the need for phosphorus fertilizers.

3



Crystal Lake Ranch (Malakwa)

installed new fencing adjacent to the riparian area along the Eagle River to control livestock access and installed new off-stream livestock waterers on the ranch.





Photo credit: Valerie Walsh

A wetland strategy for the Shuswap watershed

In 2023, the SWC began to develop a wetland strategy for the Shuswap watershed. Ultimately, a wetland strategy will help protect and improve water quality in the Shuswap watershed through policies and guidelines to conserve, manage and restore wetlands as vital components of a healthy watershed.

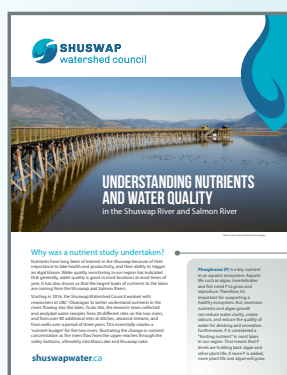
Initially, the wetland strategy is focusing on the Salmon River and Salmon Arm Bay regions of the Shuswap watershed. The first two phases of a multi-phased process to create the strategy were completed. This involved desk-top GIS data-gathering and analysis to gain an understanding of the current distribution and ecological functions of wetlands in the study area. These data will help inform the development of the strategy.

The SWC is grateful to Environment & Climate Change Canada for funding that supported this work!

Did you know?

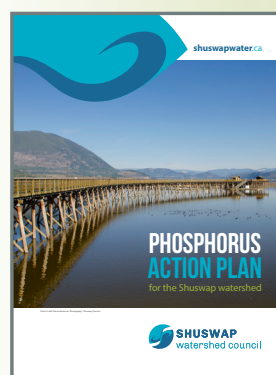
Wetlands are natural wonders. They filter and improve water quality, provide habitat, support biodiversity, mitigate flooding and drought, and store carbon!

5



The Water Quality Grant Program was developed by the SWC in response to the findings of a three-year research project done in partnership with UBC-Okanagan (2016–2019). Research results showed that the greatest proportion of nutrients in Shuswap and Mara Lakes originate from the agricultural landscapes in the valley bottoms of the Salmon and Shuswap Rivers. These are the areas where better nutrient management and watershed restoration will have the most impact in improving water quality in the lakes.

Find the research summary report on the SWC website



We are all stewards of the watershed, and we can all play a part in protecting our water quality whether we are agriculturalists or silviculturists; building or maintaining roads; tending to parks, lawns and gardens; choosing household products and minding what we flush down our drains; properly maintaining septic systems, and more. Learn more in our Phosphorus Action Plan!

Find the Phosphorus Action Plan on the SWC website

Invasive Zebra and Quagga Mussel Prevention

The Shuswap Watershed Council partnered with the Columbia Shuswap Invasive Species Society (CSISS) to monitor the Shuswap watershed for invasive zebra and quagga mussels (ZQM) from spring to fall. This **early detection monitoring program** is critical to ensure that the Shuswap watershed is still invasive mussel-free.

Additionally, the SWC delivered educational campaigns to residents and visitors about preventing the spread of ZQM. These campaigns focus on the importance of **watercraft inspection** for travellers and **Clean-Drain-Dry** practices for all watercraft users. The SWC delivered these campaigns through the news and travel literature, print media, social media, and signage.

95

samples collected and tested for the presence of Zebra and Quagga Mussels

15

sites on 7 waterbodies were repeatedly monitored in 2023

The SWC's educational campaigns had:

Over
643,000
Impressions
in the news
and travel literature

Up to
200,000
Impressions
on radio
listeners

Over
1.6 million
Impressions
on travellers
through billboards

23,000
Impressions
on social
media



Laura (Columbia Shuswap Invasive Species Society) and Erin (Shuswap Watershed Council) are pictured at a monitoring site in Blind Bay on Shuswap Lake. Laura is holding a phytoplankton net which would capture microscopic mussel larvae if they were present at this site. Samples are collected according to a Provincial protocol and then sent to a laboratory for analysis.

Zebra and quagga mussels are not native to North America. ZQM have infested waters in Eastern Canada as far west as Manitoba, and many states including as nearby as Idaho. The mussels are very destructive and would negatively impact so much of what we all love about the Shuswap: clean water, beaches, fish and wildlife, and recreation. The mussels can attach and grow on anything below the water's surface including essential infrastructure such as water and irrigation pipes, hydro-electric facilities, on boat hulls and docks pilings, and more. The mussels grow in colonies and removing them would require ongoing maintenance estimated at a cost of up to \$129 million per year for BC taxpayers and property owners.



This photo shows how quickly quagga mussels have colonized on pieces of pipe in Lake Mead (Nevada) over different periods of time. This imposes very costly ongoing maintenance to rid pipes and other infrastructure of mussel colonies.

The Shuswap needs your help!

Lakes in the Shuswap—and all of British Columbia—remain invasive mussel-free. We all must be diligent to prevent the spread of invasive mussels to BC. Here's what you need to do:

- always **clean, drain, and dry watercraft** when you remove it from the water, before re-launching
- stop for **watercraft inspection** and pull out your watercraft's drain plug when travelling
- avoid using invasive species as fishing bait
- **never release** aquarium contents (plants, animals, or water) into the environment
- report invasive species – for suspected zebra and quagga mussels, phone the Provincial RAPP hotline immediately (1-877-952-7277) and for all other invasive species use the **Report Invasives BC app**

RAPP
Report All Poachers and Polluters
Conservation Officer 24-Hr Hotline:
1-877-952-RAPP (7277)



rapp.bc.ca



Safe Boating and Recreation

Photo credit: Viktoria Haack / Shuswap Tourism

The SWC's safety messaging had up to...

Over
42,000
Impressions
on social media

194,000
Impressions
in the news and in print

Up to
450,000
Impressions
on the radio

The SWC is grateful to Transport Canada for funding that supports this work!

May 20th - 26th is
SAFE BOATING AWARENESS
week in Canada.

- Wear a PFD or lifejacket every time you go out on the water.
- Never operate a watercraft under the influence of alcohol or drugs.
- Be prepared for every outing on the water. Carry all required safety gear.

SHUSWAP watershed council shuswapwater.ca

Dial 9-1-1 for help

Marine Radio Channel 16 is not monitored 24/7 in the Shuswap. It is only monitored when RCM-SAR vessels are out for training or missions.

And remember:
the sooner you call, the sooner the help arrives. Don't delay.

SHUSWAP watershed council shuswapwater.ca

Safety equipment for rowing and paddling

When paddling, rowing, or stand-up paddle boarding, the minimum safety equipment you are required to have, according to Transport Canada's Small Vessel Regulations is:

- Option A: Wear a lifejacket or PFD with a whistle
- Option B: Carry a lifejacket or PFD on board, along with a whistle and a buoyant heaving line

Learn more in Transport Canada's Safe Boating Guide.

SHUSWAP watershed council shuswapwater.ca

8 TIPS for Having Fun and Staying Safe in the Shuswap

1. Whether boating, floating, paddling, or SUPing always wear a lifejacket.
2. Have a sober skipper! Never boat under the influence of drugs or alcohol.
3. Be prepared. Check your pre-departure checklist.
4. Be extra safe in cold water—it can disable you from resurfacing.
5. Always use a spotter for tow sports.
6. Watch for floating and partially submerged debris.
7. Watch—don't just listen—for trouble in the water. Don't be distracted while supervising children.
8. Always swim with a friend—it's safer than swimming alone.

SHUSWAP watershed council shuswapwater.ca

Locations of Royal Canadian Marine Search and Rescue (RCM-SAR) Kids Don't Float PFD loaner stations:

- ① Sicamous Boat Launch.....Sicamous
- ② Old Town Bay Boat Launch.....Sicamous
- ③ Canoe Beach Park.....Canoe
- ④ Downstream Salmon Arm Boat Launch.....Salmon Arm
- ⑤ Scamogah Community Park.....Scamogah
- ⑥ Harrell Provincial Park.....Scamogah
- ⑦ Harbour Road Boat Launch.....Blind Bay
- ⑧ Sandy Beach Community Park.....Blind Bay
- ⑨ Harbour Road Boat Launch.....Scotch Creek
- ⑩ Shuswap Lake Provincial Park.....Shuswap
- ⑪ Harrell Provincial Park.....Chase
- ⑫ Colville Road Lake Access.....Scamogah
- ⑬ Research Road Boat Launch.....Scamogah
- ⑭ Harrell Provincial Park.....Chase
- ⑮ Sandy Beach Community Park.....Blind Bay
- ⑯ Thompson Beach.....Fording
- ⑰ Eagle Bay.....Fording

SHUSWAP watershed council shuswapwater.ca

The Shuswap is a wonderful watery playground ideal for thrilling water sports, fishing, swimming, playing on the beach, and self-propelled activities such as kayaking and paddle-boarding. The SWC wants everyone in the Shuswap to be safe on and near the water. In 2023, the SWC **promoted 8 tips for water safety** including the importance of life jackets, boating sober, and boating preparedness. The SWC also promoted national campaigns such as Lifejacket Day, Water Safety Week, and Drowning Prevention Week. Additionally, the SWC partners with the Royal Canadian Marine Search & Rescue, Station 106 Shuswap (based in Sicamous) to raise awareness of the availability of lifejacket loaner kiosks for children and life ring stations at several locations throughout the Shuswap.

Rack cards and posters describing 8 top tips for safety were distributed to over 50 locations throughout the Shuswap.

7

PFD Loaner Station

Kids Don't Float!

Remember, if you're playing in or near the water, always wear a PFD.

This Kids Personal Flotation Device (PFD) Loaner Station is brought to you by:

RCM-SAR

PFD Dolphin wants kids to stay safe in the water. If you need a PFD, borrow one here! Please return it when you're through for other kids to use.

Parents, please make sure that the PFD fits your child—read the safety instructions on the inside of the PFD.

www.rcmsar106.ca

Sponsored by SASCU Financial Group, CSRD, MOTI (2017-01329), Hyde Sawmill

SHUSWAP watershed council shuswapwater.ca



Did you know there are **20 lifejacket loaner kiosks** around the Shuswap, equipped with child-sized lifejackets to borrow for free on the honour system? The kiosks are provided by the Royal Canadian Marine Search and Rescue, Station 106 Shuswap, with support from several community sponsors. The SWC has proudly sponsored the installation of three kiosks.

Residents and visitors are encouraged to borrow a lifejacket for a child from any one of 20 lifejacket loaner kiosks across the Shuswap watershed, such as this kiosk located in Blind Bay at the Harbour Road boat launch.



ROYAL CANADIAN MARINE SEARCH & RESCUE
Saving Lives on the Water
Station 106 • Shuswap

Watershed Research

Adams River headwaters glacier research

The Shuswap Watershed Council partnered with a research team from Thompson Rivers University (TRU) to research the effects of climate change on glaciers and local hydrology within the Adams River sub-basin. The Adams River is a large tributary to Shuswap Lake. It is important for fish habitat and domestic water, and it has a significant influence on the water quality of the lake. Glaciated mountains in the upper reaches of the river supply source water to the Adams River. The glaciers are not well understood, and they may be under stress due to climate change.

Other studies in Western Canada have shown increased rates of glacier area loss and fragmentation since the early 2000s. The research project with TRU is the first of its kind in the Shuswap watershed. The research will validate glacier coverage in the Adams River basin, quantify historical glacier change, and model future glacier run-off. Research outcomes will ultimately reveal if new water management regimes may be needed for the Adams River as climate change and glacier melt affect the river's hydrological cycle. It is a two-year project that will wrap up in late 2024. The project has funding support from the Natural Sciences and Engineering Research Council of Canada (NSERC) and the Shuswap Watershed Council.



The research team and equipment at Gold Peak Glacier in the headwaters of the Adams River. Photo Credit: Tay Powrie

“By studying the glaciers in the headwaters of the Adams River, we hope to understand the influence that glacial melt is having on the hydrology of the river system. There could be impacts to salmon habitat, domestic water use, and water quality.”

—Tay Powrie, graduate student, Thompson Rivers University.



Floating Treatment Wetlands in the Salmon River

In early 2024, the SWC approved funding support for a research partnership with Royal Roads University to research how ‘floating treatment wetlands’ (FTWs) may help to improve water quality in the Salmon River. The Salmon River is important for fish and wildlife habitat, domestic and livestock water, and irrigation for agriculture. Earlier studies have shown that the river carries a significant load of phosphorus and other nutrients to the lake which have contributed to nuisance algal blooms in Salmon Arm Bay.

FTWs are a nature-based solution that can improve water quality by absorbing nutrients and contaminants from a waterbody. They are simple, low-cost, and can have many ecological benefits. Graduate student and biologist Margot Webster will build and install multiple floating treatment wetlands in the lower reach of the Salmon River in 2024. She will monitor water quality and analyze plant tissue samples to determine how much nutrients that FTWs take up from river water. The field season will conclude later this year, with results anticipated in 2025.

An example of floating treatment wetlands. Photo credit: International Institute for Sustainable Development.



Throughout the year, the SWC publishes various communiqués about its work, accomplishments, decisions and expenditures. It also strives to engage Shuswap residents and visitors in important issues and announcements relevant to the Shuswap watershed. These communiqués include:

- A FAQ document
- Completion and distribution of the SWC's seventh annual water quality report, the **2022 Shuswap Water Quality Summary**
- SWC Meeting Highlights Summaries
- Media releases about the SWC's activities and achievements
- The SWC maintains an informative [website](#) and an active presence on [social media](#)



Follow us and stay up to date with our work!

shuswapwater.ca

Local voices for local issues

Nobody cherishes the Shuswap watershed more than locals do. That is why the SWC—a collaborative partnership of 20 people who live, work and play in the Shuswap and represent different organizations—plays an important role as an advocate for the Shuswap. Over the past several years, the SWC has urged regional, provincial and federal authorities to take further action and allocate more resources to ensure the long-term well-being of the Shuswap watershed.

In 2023, the SWC wrote to Provincial and Federal agencies regarding its dire concern about the threat of invasive zebra and quagga mussels (ZQM) to BC, and to ask for greater investments and new actions to prevent such an invasion. The SWC recommended that government funding be significantly increased to allow for **more watercraft inspection and decontamination stations** at entry-points to BC and at all Canada Border Services Agency locations in Western Canada, new pull-the-plug legislation requiring watercraft to have their drain plugs pulled out prior to travelling on BC roads, new measures to ensure floatplanes aren't transporting invasive ZQM, more early detection monitoring, more education and outreach, and new containment measures for invasive mussels in Manitoba and Ontario.

Success! In May 2024, the Province of BC issued a new order requiring watercraft owners/operators to pull out the drain plug and drain all compartments onto dry land before travelling on BC roads.

The Provincial network of watercraft inspection stations is a very important part of BC's defense against invasive mussels. The SWC remains concerned about watercraft entering BC via an unchecked route or outside of inspection station hours.

2023 CSRD referendum for Shuswap Watershed Council funding

Since 2016, the SWC has received core funding from three partners: the Columbia Shuswap Regional District, Thompson-Nicola Regional District, and City of Salmon Arm. In 2017, Adams Lake Indian Band also became a funding partner. Additionally, the SWC has received project-specific grant funding from federal agencies.

The CSRD funding was established as a set term with an end date. In order to renew the funding, the CSRD opted to hold a referendum to determine public support of the funding. The referendum was scheduled for August 2023 but due to

a large wildfire in the region the referendum was re-scheduled to February 3rd 2024. The referendum results indicated that the majority of voters do not support the continuation of CSRD funding for the Shuswap Watershed Council, with 982 against and 364 for the funding.

What's next for the SWC?

SWC members and staff are considering next steps. Prioritizing fund development in 2024 and beyond will be key to ensuring the SWC's work can continue.

The Shuswap Watershed Council is grateful to the CSRD for eight years of core funding that was critical to leverage funds from other partners and agencies, and support the important work of the SWC.

Administration and Expenses

Photo credit:
Valerie Walsh



Four Council meetings were held throughout the year to approve projects and work plans, receive operational updates from staff, hear informative presentations from partners and other groups, and discuss arising issues.

2023–24 Budget (April 1st 2023–March 31st 2024)

The SWC's work in 2023–24 was supported by contributions from the following organizations:

Contributor	Amount (\$)
2022–23 operational surplus (carried forward from March 31 st , 2023)	47,656
2022–23 funds allocated and carried forward to 2023–24 projects	53,004 ¹

Per Contribution Agreement:

Columbia Shuswap Regional District (Areas C, D, E, F and the District of Sicamous)	160,000
Thompson-Nicola Regional District	53,600
City of Salmon Arm	40,000
Adams Lake Indian Band	1300

Federal grant funding:

Transport Canada—Boating Safety Contribution Program	24,025
Environment & Climate Change Canada —Fraser River Freshwater Ecosystem Initiative	40,000
Revenue	419,585

Operational Expenses

Program	Budgeted (\$)	Expenses (\$)	Variance (\$)
Water Quality Monitoring Program	44,300	42,412	1888
Water Quality Protection Program	200,064	118,516	81,548 ²
Zebra & Quagga Mussel Prevention Program	39,900	41,051	-1151
Safe Recreation Program	30,000	23,845	6155
Communications & Advocacy	40,600	43,108	-2508
Management & Administration	40,100	40,958	-858
Sub-total operational expenses	394,964	309,890	85,074
2023–24 contribution to Operating Reserve	24,621	24,621	0
Summary of expenses	419,585	334,511	85,074

Operating Reserve ³	(\$)
Balance at April 1 st 2023 (carried forward from March 31 st)	150,366
2023–24 contribution	24,621
Balance as at March 31 st 2024	174,987

- 1 The Water Quality Protection Program often ends the year with a surplus due to funds that have been approved for spending but not carried out until the following year. \$53,004 were carried forward from March 31st 2023, dedicated to projects that were completed in 2023–24. Also see note #2.
- 2 Of the \$81,548 surplus in the Water Quality Protection Program as of March 31st 2024, \$59,961 is allocated to projects that will be completed in 2024–25.
- 3 The Operating Reserve has been growing since 2016 as a result of annual surpluses.



Council Membership

—as at March 31, 2024

Chair—Rhona Martin

Columbia Shuswap Regional District, Area E

Vice Chair—Natalya Melnychuk

Columbia Shuswap Regional District, Area G

Council Members:

Director Marty Gibbons

Columbia Shuswap Regional District, Area C

Director Dean Trumbley

Columbia Shuswap Regional District, Area D

Director Jay Simpson

Columbia Shuswap Regional District, Area F

Director David Lepsoe

Thompson-Nicola Regional District,
Village of Chase

Director Reid Hamer-Jackson

Thompson-Nicola Regional District,
City of Kamloops

Councillor Debbie Cannon

City of Salmon Arm

Councillor Pam Beech

District of Sicamous

Councillor Howard Nordquist

Adams Lake Indian Band

Robyn Laubman

Splatsin te Secwepemc

Director Rick Fairbairn

Regional District of North Okanagan, Area D

Director Brian Schreiner

Regional District of North Okanagan,
City of Enderby

Erik Kok

Community Representative

Kimm Magill-Hofmann

Community Representative

Phil Owen

Community Representative

Kym Keogh

BC Ministry of Environment
& Climate Change Strategy

Lindsay Benbow

BC Ministry of Agriculture & Food

Kelly Chiatto

BC Ministry of Forests

Dennis Einarson

Senior Scientific Advisor



June 14, 2024 Regional Advisory Committee Meeting Summary

June 21, 2024 ETSI-BC Board Update

For Release: June 24, 2024

Regional Advisory Committee Meeting Summary

At the Joint Regional Advisory Committee (RAC) meeting for the Economic Trust of the Southern Interior (ETSI-BC), held on June 14, 2024 by Zoom, the RACs recommended 28 projects for funding, totalling \$625,000 of ETSI-BC funding and a total project value of \$1.7 million.

ETSI-BC Spring 2024 Funding Intake Approvals by Region

	\$ Approved	% of Total
Columbia-Kootenay	\$278,000	44%
Thompson-Okanagan	\$347,000	56%
TOTAL	\$625,000	100%

These projects help build and diversify the region's economy, as part of the ETSI-BC Spring 2024 Funding Intake, focused on two of its core Funding Streams: *Building Economic Development Capacity, and Innovating & Advancing Key Sectors*. Project partners include local governments, First Nations, industry groups, Chambers of Commerce, Community Futures, and non-profit organizations in BC's Southern Interior.

Projects approved in this Funding Intake will be carried out by one First Nation and in communities in eight of the nine Regional Districts in the ETSI-BC service area. More information about this funding can be found in Attachment 1 of this document and on the ETSI-BC [News page](#).

Since April 2021, ETSI-BC has approved \$8.4 million in grant funding in support of its Strategic Pillars. This funding has supported projects valued at almost \$19 million that have helped create or maintain over 20,000 jobs in the region.

The Columbia-Kootenay RAC and the Thompson-Okanagan RAC also both approved updates to their Terms of Reference to reflect the new provincial electoral districts and ensure representation by MLAs from all political parties elected in each region.

ETSI-BC June 21, 2024 Board Meeting Update

"On behalf of the ETSI-BC Board, I am delighted to share the results of the Spring 2024 Funding Intake," said Paul Donald, a provincial appointee who was appointed the new ETSI-BC Board Chair at the June 21, 2024 Board Meeting. "These initiatives will help enhance economic development capabilities within our communities, foster innovation, and facilitate progress in key sectors of our regional economy."

The other members of the Executive Committee include Alan Harrison, Mayor of Salmon Arm (Vice-Chair), Provincial appointee Peggy DeVries (Finance Committee Chair), and Steve Morissette, Mayor of Fruitvale.

Sharon Shepherd (former Board Chair) and Dr. Philip Barker (Finance Committee Chair) were both thanked for their service on the Board of ETSI-BC at the meeting. Their terms will conclude in August 2024.

ATTACHMENT 1

The following list of projects has been approved for funding by ETSI-BC, following the RAC recommendation made at the June 14, 2024 Joint RAC meeting.

ETSI-BC APPROVED SPRING 2024 FUNDING INTAKE PROJECTS

PROJECT PARTNER	PROJECT NAME	ETSI-BC FUNDING
Accelerate Okanagan	Economic Impact Study of Okanagan Technology Sector	\$24,000
Armstrong Spallumcheen Chamber	Local Sustainable Agri-Industry Connections	\$16,500
Chawathil First Nation	Economic Development Corporation Planning	\$20,000
Columbia Valley Tourism Marketing Society	Downtown Invermere Branding Initiative	\$20,000
Community Futures Okanagan Similkameen	Okanagan Food & Innovation Hub Project Implementation	\$50,000
Community Futures Revelstoke	Creative Cultural Cluster - land feasibility assessment	\$38,000
Creston Valley Chamber of Commerce	Exploring Rural Non-Profit Collaborative Social Enterprise Models	\$18,000
Elkford Chamber of Commerce	2024 ECOC Business Growth and Strategy Plan	\$19,000
Hope Business and Development Society	Downtown Revitalization: Business Facade & Community Amenities	\$25,000
Kamloops Innovation Centre Society	Business Services Expansion Strategy	\$10,000
Kicking Horse Chamber of Commerce	Golden Workforce Innovation & Youth Mentorship Program	\$13,000
Kootenay Employment Services Society	Southeastern BC Agriculture Forum	\$35,000
KORE	Re-Hub Mobile Repair Tour & Hardgoods Repair Lab	\$40,000
Lower Columbia Initiatives Corporation	West Kootenay Recruitment Agency Incubation Pilot	\$25,000
North Shuswap Chamber of Commerce	North Shuswap Business Facade Improvement Program	\$15,000
Regional District East Kootenay	Columbia Valley Film Coordinator	\$20,000
Salmo District Arts Council	Salmo District Arts Council Business and Cultural Plan	\$20,000
Sand Creek Community Club	Economic Growth Plan/ Grant Writer	\$20,000
Shuswap Economic Development Society	Business Facade Improvement: Falkland, Silver Creek & Area	\$15,000
Silver Star Resort Association	Building Shoulder Season Capacity	\$40,000
Similkameen Country Development Ass'n	Keremeos & Area Economic Vitality Initiative	\$16,500
South Shuswap Chamber of Commerce	Business Attraction Retention & Expansion: DotheShu.com	\$20,000
Spallumcheen, Township of	Agri-Hub Business Plan	\$20,000
Thompson Nicola Regional District	"Love Where You Live - Blue River"	\$20,000
Tourism Golden Association	Feasibility Study for LMS Platform and Tourism Business Incubator	\$10,000
Tourism Kamloops	Establishing an Iconic Attraction for Regional Tourism Growth	\$20,000
Travel Penticton Society	Examining the Economic Impact of MICE	\$15,000
Vernon Jubilee Hospital Physician Society	Physician Waffle House	\$20,000

Version date: 2024-07-03

MEMORANDUM OF UNDERSTANDING
between
Agricultural Land Commission
and
**Regional District of North Okanagan, Columbia Shuswap Regional District,
and Słatsin te Secwépemc**

WHEREAS:

The Agricultural Land Commission (the "ALC" or the "Commission") is an administrative tribunal established by provincial legislation, responsible for administering the Agricultural Land Commission Act.

The Regional District of North Okanagan and the Columbia Shuswap Regional District (the "Applicants") are the owners of properties that together with the Słatsin te Secwépemc First Nation constitute the Shuswap North Okanagan Rail Trail between Sicamous and Armstrong (the "Trail") corridor.

On March 4, 2020 the Applicants submitted an application (the "Application") to the Commission for a change in use for those properties of the Trail corridor that are within the Agricultural Land Reserve (the "ALR") and abut the ALR.

On February 24, 2021 the Commission issued a decision (the "Decision") regarding that application, under ALC file 60525.

AND WHEREAS:

As a condition of Commission approval for the application, Condition h. of the Decision requires a Memorandum of Understanding between the Commission and the Applicants to ensure adequate buffering and fencing is installed along the Trail corridor in accordance with ALC Resolution #65/2021 for landowners who request it; are located within the ALR; and abut the Trail as identified in Schedule B: ALR Parcels Adjacent to Trail. The duration of the MOU is to be for a minimum of three years from the date of opening the ALR portion of the Trail and will only be released upon the receipt of a final report.

THEREFORE:

The Applicants commit to ensure adequate buffering and fencing is installed along the Trail corridor to address areas where concerns arise between landowners who are farming and trail users, as required as part of Condition H of Resolution #65/2021. An adaptive approach will be used to install additional fencing, buffering or vegetative screening along the Trail, as described in the Application Paragraph 20, working with adjacent landowners to identify areas where concerns arise between ALR landowners who are farming and Trail users once the Trail is open.

The Applicants shall prepare two reports (the "Reports"), per Condition i. and Condition j. of the Decision, that describes the completed, ongoing and proposed works (e.g. buffering, fencing, posting signage, etc.) by the Applicants.

Version date: 2024-07-03

As per Condition i. and Condition j. of the Decision, the Applicants shall:

- i. submit a report to the Commission prior to construction of the Trail that includes confirmation from landowners that are in the ALR, abut onto the Trail and are identified in Schedule B: ALR Parcels Adjacent to Trail that the Applicant has taken appropriate steps to identify and resolve issues of concern or conflict with the Trail.
- ii. submit a final report to the Commission upon expiration of the MoU. The final report must include, but is not limited to, a written description of the completed, ongoing and proposed works on the Trail.

TERM:

The duration (the "Term") of this Memorandum of Understanding is three years from the date of the opening of the ALR portion of the Trail and will only be released upon receipt of a final report (per clause 21.j. of ALC Resolution #65/2021).. For clarity, the RDNO will notify the ALC of the date the ALR portion of the trail opens.

AUTHORIZATION

This Memorandum of Understanding is not intended as a legally enforceable contract. This Memorandum of Understanding intends that the signatories will strive to fulfill, to the best of their abilities, the content and responsibilities stated herein.

Assented to on July 3, 2024 by:



Shirley Fowler, Chair
Regional District of North Okanagan

Jennifer Dyson, Chair
Agricultural Land Commission



Kevin Flynn, Chair
Columbia Shuswap Regional District



Kukpi7 (Chief) Michael Christian
Splatsin te Secwépemc

APPENDICES

60525 (RDNO) Schedule A_The Properties
60525 (RDNO) Schedule B_ALR Properties Adjacent to Trail
60525 (RDNO) Schedule C_Decision Maps (Map of extent)



BOARD REPORT

TO:	Chair and Directors
SUBJECT:	Water System Acquisition Moratorium and Department Review
DESCRIPTION:	Report from Ben Van Nostrand, General Manager, Environmental and Utility Services, dated June 26, 2024. A report to formalize the recommendation approved at the Committee of the Whole meeting on June 19, 2024.
RECOMMENDATION:	<p>THAT: the Board endorse a moratorium on the CSRD acquiring new water systems until systems in the existing queue are reduced to the recommended number outlined in the CSRD's Water Acquisition Strategy.</p> <p><i>Corporate Vote Unweighted Majority</i></p>

SUMMARY:

At the Committee of the Whole (COW) meeting on June 19, 2024, staff presented the committee with an overview of the challenges facing the Utility Services Department. The purpose of this report is to formally adopt the recommendations contained within the Utility Services Review report presented to the COW.

BACKGROUND:

The [Utility Services Review report](#) presented to the COW at the June 19, 2024, meeting provided an in-depth review of key issues related to 1) current service delivery, 2) the CSRD's Water Acquisition Strategy and 3) other matters such as: Interior Health policies, cross-connection, water metering and asset management. The purpose of the report was to highlight to the Board the challenges faced by the Utility Services Department and recommendations to enable staff to ensure the department is delivering mandated services.

The following recommendations were highlighted and subsequently endorsed by the COW:

- The Board consider a moratorium on acquiring new water systems until the CSRD has conducted a review of the Strategy and associated policies.
- The moratorium, if approved, be held in place until the queue is reduced to the recommended three, as outlined in Policy #7 of the Strategy.
- Staff engage with a consultant to help review department priorities and associated resources required to deliver on those priorities. In addition, the Strategy requires a review and update, with a focus on, the process to onboard and queue new systems, the service delivery model, and long-term sustainability of the department.

POLICY:

[Water System Acquisition Strategy](#)

FINANCIAL:

Finances for staff to engage with a consultant to help review department priorities, in the amount of \$20,000, will be funded by the CSRD's Special Projects function. This potential expense was included in the 2024-2028 Five Year Financial Plan.

KEY ISSUES/CONCEPTS:

Approval of the recommendation in this report and the work associated with reviewing department priorities, will enable the CSRD's Utility Services Department to develop long term, sustainable, delivery of potable water to current users in existing service areas. Furthermore, the department will create a process to consider new requests for system acquisitions in the future.

IMPLEMENTATION:

Upon approval, staff will advise developers of the moratorium on acquiring new water systems and will engage with a qualified professional to assist with the review work outlined in this report.

COMMUNICATIONS:

Staff will advise developers of the moratorium on acquiring new water systems and work with the communications department to post information related to this matter on the website.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2024-07-18_EUS_Water_Aquisition_Strategy_Moratorium.docx
Attachments:	
Final Approval Date:	Jul 4, 2024

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



Jodi Pierce



Jennifer Sham



John MacLean



June 21, 2024

John MacLean
Chief Administrative Officer
Columbia Shuswap Regional District
Box 978
Salmon Arm, BC V1E 4P1

SENT VIA E-MAIL: jmaclean@csrd.bc.ca

Dear John MacLean:

RE: 2024-2034 CANADA COMMUNITY-BUILDING FUND AGREEMENT

Please find enclosed the 2024-2034 Community Works Fund Agreement between the Columbia Shuswap Regional District and the Union of BC Municipalities. As part of the renewed Canada Community-Building Fund Agreement, the CWF will continue to provide dedicated and predictable funds to each local government in British Columbia for investments in local infrastructure and capacity-building priorities.

In order to receive your first CWF payment for the 2024/25 funding year, please review the Agreement, sign, and return to ccbf@ubcm.ca.

Once we have received the Agreement, we will return an executed version for your records.

Please also include a Board resolution authorizing the Chair and Corporate Officer to sign on behalf of your local government.

We have provided a program guide, an information sheet, and estimated funding for the first five years of the program on our UBCM CCBF [website](#).

If you have any questions, please email us at ccbf@ubcm.ca or call us at 250-356-5134.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Felker".

Brant Felker
Manager, CCBF Program Services

2024-2034 COMMUNITY WORKS FUND AGREEMENT
under the
ADMINISTRATIVE AGREEMENT
ON THE CANADA COMMUNITY-BUILDING FUND

This Agreement made as of _____, 202__,

BETWEEN:

Columbia Shuswap Regional District (the Local Government)

AND

The **UNION OF BRITISH COLUMBIA MUNICIPALITIES** (UBCM) as continued by section 2 of the *Union of British Columbia Municipalities Act RSBC 2006, c.1*, as represented by the President (the "UBCM")

1. PURPOSE

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM.

2. SCHEDULES

The following annexes and schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

Schedule A:	Ultimate Recipient Requirements
Schedule B:	Eligible Project Categories
Schedule C:	Eligible and Ineligible Expenditures
Schedule D:	Program Reporting
Schedule E:	Communications Protocol
Schedule F:	Asset Management
Schedule G:	Housing Report

3. ROLE OF UBCM

3.1 UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:

- a) receive CCBF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;
- b) report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and

- c) fulfill other roles and responsibilities as set out in the Agreement.

4. CONTRIBUTION PROVISIONS

- 4.1 Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.
- 4.2 Payments under section 4.1 are subject to UBCM receiving sufficient CCBF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the Prior Agreement.
- 4.3 Annual allocation is based on a formula set out in section 1.1 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive \$548,857, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and between November 15, 2024 and March 31, 2025.
- 4.4 Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 1.1 of Annex B of the Agreement due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.
- 4.5 Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

5. USE OF FUNDS BY LOCAL GOVERNMENT

- 5.1 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).
- 5.2 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

6. COMMITMENTS OF THE LOCAL GOVERNMENT

- 6.1 The Local Government shall:
 - a) Be responsible for the completion of each Eligible Project in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).
 - b) Comply with all requirements outlined in Schedule D (Program Reporting), Schedule E (Communications Protocol) and Schedule G (Housing Report).

- c) Continue to strengthen the development and implementation of asset management best practices over the course of the Agreement, in accordance with Schedule F.
- d) Invest, in a distinct account, Community Works Fund funding it receives from UBCM in advance of it paying Eligible Expenditures.
- e) With respect to Contracts, award and manage all Contracts in accordance with their relevant policies and procedures and, if applicable, in accordance with the Agreement on International Trade and applicable international trade agreements, and all other applicable laws.
- f) Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within (5) years of the date of completion of the Eligible Project.
- g) Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of CWF funding and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by Canada or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Administrative Agreement.
- h) Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada and UBCM. Keep proper and accurate accounts and records relevant to the CWF program for a period of at least six (6) years after the termination of this Administrative Agreement.
- i) Ensure your actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Local Government, or between Canada and a Third-Party.
- j) Ensure that the Local Government do not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada.
- k) Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from CCBF funding, Unspent Funds, and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.
- l) Ensure that the Local Government will not, at any time, hold the Government of Canada, British Columbia, or UBCM, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Local Government, Third Parties or any other person or entity may suffer in relation to any matter related to CCBF funding or an Eligible Project and that the Local Government will, at all times, compensate the Government of Canada, British Columbia, or UBCM, its officers, servants, employees, and agents for any claims or losses of any kind that any of the Local Government may suffer in relation to any matter related to CCBF funding or an Eligible Project.
- m) Agree that any CCBF funding received will be treated as federal funds for the purpose of other federal infrastructure programs.
- n) Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Administrative Agreement, will extend beyond such

expiration or termination.

7. TERM

This Community Works Fund Agreement will be effective as of April 1, 2024 and will be in effect until March 31, 2034 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any CCBF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2034 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

8. SURVIVAL

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

9. AMENDMENT

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall form part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

10. WAIVER

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

11. NO ASSIGNMENT

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

12. NOTICE

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

Any notice to UBCM will be addressed to:

Executive Director

525 Government Street

Victoria, British Columbia

V8V 0A8

Email: ccbf@ubcm.ca

Any notice to the Local Government will be addressed to:

The Corporate Officer at the place designated as the Local Government office.

SIGNATURES

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

Columbia Shuswap Regional District

UNION OF BC MUNICIPALITIES

Original signed by:

Original signed by:

 Chair

 Corporate Officer

 Corporate Officer

 General Manager, Victoria Operations

Signed by Columbia Shuswap Regional District on
the _____ day of _____, 202__.

The Community Works Fund Agreement have been
executed by UBCM on the _____ day of
_____, 202__.

Schedule A – Definitions

“Affordable Housing” means a dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30% of before-tax household income. The household income is defined as 80% or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the Ultimate Recipient.

“Administrative Agreement or Agreement” means the 2024-2034 Administrative Agreement on the Canada Community-Building Fund in British Columbia and UBCM.

“Asset Management” means an integrated process, bringing together skills, expertise, and activities of people; with information about a community’s physical and natural assets; and finances; so that informed decisions can be made, supporting Sustainable Service Delivery.

“Canada Community-Building Fund” (CCBF) means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

“Chief Financial Officer” means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

“Community Works Fund” means the fund provided from the Canada Community-Building Fund to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

“Community Works Fund Agreement” means this Agreement made between UBCM and Local Government.

“Contract” means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Core Housing Need” means a household living in an unsuitable, inadequate or unaffordable dwelling and cannot afford alternative housing in their community.

“Eligible Expenditures” means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

“Eligible Projects” means projects as described in Schedule B (Eligible Project Categories).

“Funding Agreement” means an agreement between British Columbia and UBCM and an Ultimate Recipient setting out the terms and conditions of the CCBF funding to be provided to the Ultimate Recipient, containing, at a minimum, the elements in Schedule A (Ultimate Recipient Requirements).

“Gender Based Analysis Plus” (GBA Plus or GBA+) is an analytical process that provides a rigorous method for the assessment of systemic inequalities, as well as a means to assess how diverse groups of women, men, and gender diverse people may experience policies, programs and initiatives. The “plus” in GBA Plus acknowledges that GBA Plus is not just about differences between biological (sexes) and socio-cultural (genders). GBA Plus considers many other identity factors such as race, ethnicity, religion, age, and mental or physical disability, and how the interaction between these factors influences the way we might experience government policies and initiatives. Conducting a GBA Plus analysis involves considering all intersecting identity factors as part of GBA Plus, not only sex and gender. GBA+ is a priority for the Government of Canada.

“Housing Needs Assessment” means a report informed by data and research describing the current and future housing needs of a municipality or community according to guidance provided by Canada.

“Housing Report” means the duly completed housing report to be prepared and delivered by British Columbia and UBCM to Canada annually by September 30, as described in Schedule G (Housing Report).

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

“Infrastructure” means municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia primarily for public use or benefit.

“Local Government” means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

“Oversight Committee” means the committee established to monitor the overall implementation of this Administrative Agreement as outlined in section 7 (Oversight Committee) of this Administrative Agreement.

“Party” means Canada, British Columbia or UBCM when referred to individually and collectively referred to as “Parties”.

“Previous Agreements” means any agreements between Canada, British Columbia and UBCM for the purposes of administering the Gas Tax Fund or Canada Community-Building Fund (CCBF).

“Prior Community Works Fund Agreement” means the 2014-2024 Community Works Fund Agreement between this Local Government and the UBCM.

Third Party means any person or legal entity, other than Canada, British Columbia and UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

“Sustainable Service Delivery” means ensuring that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible

manner), do not compromise the ability of future generations to meet their own needs. Sound asset management practices support Sustainable Service Delivery by considering community priorities, informed by an understanding of the trade-offs between the available resources and the desired services.

“Ultimate Recipient” means this Local Government

- (i) a Local Government or its agent (including its wholly owned corporation);
- (ii) a non-local government entity, including Indigenous recipients, non-governmental and not-for-profit organizations, on the condition that the Local Government(s) has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s) and that the entity receiving funds delivers a service typical of local government.
- (iii) TransLink, BC Transit, and Islands Trust

“Unspent Funds” means funds that have not been spent towards an Eligible Project or eligible costs in accordance with this Agreement or the Previous Agreements prior to the effective date of this Agreement.

SCHEDULE B - Eligible Project Categories

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories (as defined in the current program terms and conditions):

1. Local roads and bridges – roads, bridges and active transportation infrastructure
2. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean
3. Short-line rail – railway related infrastructure for carriage of passengers or freight
4. Regional and local airports – airport-related infrastructure (excludes the National Airport System)
5. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities
6. Public transit – infrastructure which supports a shared passenger transport system which is

available for public use

7. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems
8. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems
9. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage
10. Community energy systems – infrastructure that generates or increases the efficient usage of energy
11. Brownfield Redevelopment - remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
 - the construction of public infrastructure as identified in the context of any other category under the Canada Community-Building Fund, and/or;
 - the construction of local government public parks and publicly-owned social housing.
12. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League))
13. Recreational Infrastructure – recreational facilities or networks
14. Cultural Infrastructure – infrastructure that supports arts, humanities, and heritage
15. Tourism Infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes
16. Resilience – Infrastructure and systems that protect and strengthen the resilience of communities and withstand and sustain service in the face of climate change, natural disasters and extreme weather events.
17. Fire halls – fire halls and fire station infrastructure – including fire trucks
18. Capacity building - includes investments related to strengthening the ability of municipalities to develop long-term planning practices including: capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments and housing planning, and/or asset management plans, related to strengthening the ability of recipients to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

SCHEDULE C - Eligible and Ineligible Expenditures

1. Eligible Expenditures

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

- a) the expenditures associated with acquiring, planning, designing, constructing or renewal and rehabilitation of infrastructure and any related debt financing charges specifically identified with that asset;
- b) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans. The expenditures could include developing and implementing:
 - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
 - ii. studies, strategies, or systems related to housing or land use, including Housing Needs Assessments;
 - iii. training directly related to asset management planning; and
 - iv. long-term infrastructure plans.
- c) the expenditures directly associated with joint federal communication activities and with federal project signage.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a Contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the Contract; and,
- c) the arrangement is approved in advance and in writing by UBCM.

2. Ineligible Expenditures

The following are deemed Ineligible Expenditures:

- a) project expenditures incurred before April 1, 2005;
- b) project expenditures incurred before April 1, 2014 for the following investment categories:
 - i. highways;
 - ii. regional and local airports;
 - iii. short-line rail;

- iv. short-sea shipping;
 - v. disaster mitigation;
 - vi. broadband connectivity;
 - vii. brownfield redevelopment;
 - viii. cultural infrastructure;
 - ix. tourism infrastructure;
 - x. sport infrastructure; and
 - xi. recreational infrastructure.
- c) Fire Hall project expenditures incurred before April 1, 2021;
 - d) Fire Truck purchases as stand-alone expenditures and expenditures under the Resilience Infrastructure category before April 1, 2024;
 - e) the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
 - f) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
 - g) purchase of land or any interest therein, and related costs;
 - h) legal fees;
 - i) routine repair or maintenance costs; and
 - j) costs associated with healthcare infrastructure or assets.

SCHEDULE D - Program Reporting

Ultimate Recipient Reporting

Ultimate Recipient requirements for program reporting under the CWF consist of the submission of an Annual Expenditure Report, and an outcomes report, which will be submitted to UBCM for review and acceptance. The reporting year is from January 1 to December 31. In addition to overall program reporting, specific asset management reporting and housing reporting obligations are described in Schedule F and G.

1. Ultimate Recipient Annual Expenditure Report

The Ultimate Recipient will provide UBCM an Annual Expenditure Report by June 1 of each year for the prior calendar year reporting which will include the following elements: unique project identifier, project title, project description, investment category, project start date, project end date, geo-location, total project cost, CCBF funding spent, closing balance, output indicator, and where applicable, a housing indicator and an outcomes indicator. A reporting template will be provided by UBCM.

The Annual Expenditure Report may also include a communications and signage report, and confirmation by the Ultimate Recipient's CFO that expenditures are eligible use of funds in accordance with the terms and conditions of this Agreement.

2. Audited Financial Report

The Ultimate Recipient must submit an Audited Financial Statement to British Columbia in order to receive funds in each reporting year.

2.1 Independent Audit or Audit Based Attestation:

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by UBCM, as to:

- a) the accuracy of the information submitted in the Financial Report Table; and
- b) that CCBF funding and Unspent Funds, and any interest earned thereon, were expended for the purposes intended.

2.2 Ultimate Recipient audit:

UBCM and Canada may perform an audit or of an Ultimate Recipient annually.

3. Housing Report

By September of 30 each year British Columbia and UBCM will provide to Canada a report on housing as outlined in Schedule G (Housing Report).

4. Outcomes Report

By March 31 of each year, British Columbia and UBCM will provide to Canada an outcomes report that will outline the following program benefits:

- a) beneficial impacts on communities of completed Eligible Projects, supported by specific outcomes examples in communities;
- b) the impact of CCBF as a predictable source of funding;
- c) progress made on improving Local Government planning and asset management, including development or update of Housing Needs Assessments; and
- d) a description of how CCBF funding has alleviated housing pressures tied to infrastructure gaps and contributed to housing supply and affordability outcomes (further details on this requirement may be found in Schedule G – Housing Report).

The outcomes report will present a narrative on how each program benefit is being met. A template and guidance document will be provided by Canada.

SCHEDULE E – Communications Protocol

In support of transparency and accountability of the CCBF, the following communications protocol will apply to all communications activities undertaken regarding any CCBF funding and will apply to the Parties and Ultimate Recipients. Communicating to Canadians on the use of CCBF funding is clearly linked with our joint accountability to Canadians. Compliance with this protocol will inform the timing and flow of any CCBF funding and is critical to meeting our joint commitment to transparency.

1. Purpose

- 1.1 The Communications Protocol applies to all communications activities related to any CCBF funding, including annual allocations and the identification and communication of projects under this Administrative Agreement. Communications activities may include, but are not limited to: public or media events, news releases, reports, digital and social media products, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.
- 1.2 Through collaboration, Canada, British Columbia and UBCM agree to work to ensure consistency in the communications activities meant for the public. This will include the importance of managing the delivery of communications activities based on the principle of transparent and open discussion.
- 1.3 Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this communication protocol may affect the timing and flow of any CCBF funding that may be transferred by Canada.

2. Joint communications approach

- a. British Columbia and UBCM agree to work in collaboration with Canada to develop a joint communications approach to ensure visibility for the program, the provision of upfront project information and planned communications activities throughout the year.

Canada will provide a “Communications Approach” template to be completed by British Columbia and UBCM. This approach will then be reviewed and approved by Canada as well as British Columbia and UBCM.

This joint communications approach will have the objective of ensuring that proactive communications activities are undertaken each year to communicate the annual allocations and key projects, as identified in the communications approach, located in both large and small communities by using a wide range of communications tools to ensure local visibility.

To accomplish this, Canada, British Columbia and UBCM agree to establish a communications subcommittee that will meet biannually. This committee will review and approve a communications plan at the beginning of each year.

- b. Canada, British Columbia and UBCM will work together on the initial annual joint communications approach, which will be finalized and approved by Canada's Co-Chair and British Columbia and UBCM agree that achievements under the joint communications approaches will be reported to the

Oversight Committee once a year.

- c. Through the communications subcommittee, British Columbia and UBCM agree to assess, with Canada, the effectiveness of communications approaches on an annual basis and, as required, update and modify the joint communications approach, as required. Any modifications will be brought to Canada's Co-Chair, British Columbia's Co-Chair and UBCM's Co-Chair, as appropriate for approval.
- d. If informed of a communications opportunity (ex. milestone event, news release) by an Ultimate Recipient, Canada, British Columbia and UBCM agree to share information promptly and coordinate participation in alignment with section 4.3, 4.5 and 5.2 of this communications protocol.
- e. Canada, British Columbia and UBCM agree to ensure the timely sharing of information, products (ex. news releases, media advisories), and approvals in support of communications delivery.

3. Inform Canada on allocation and intended use of CCBF funding for communications planning purposes

- 3.1 British Columbia and UBCM to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. Canada, British Columbia and UBCM will each agree, in this joint communications approach, on the date this information will be provided. Through the creation of a sub-committee, Canada, British Columbia and UBCM will be required to enact a communications approach that will be assessed bi-annually through the sub-committee mechanism.

In this agreement the information will include, at a minimum:

- Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; expected project outcomes including housing (if applicable); federal contribution; anticipated start date; anticipated end date; and a status indicator: not started, underway, completed.

Canada will link to the UBCM's CCBF website where this information will be accessible to the general public.

- 3.2 British Columbia and UBCM agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada.
- 3.3 Canada, British Columbia and UBCM each agree that their joint communications approach will ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements (see 4.2 for full definition) for Eligible Projects.

4. Announcements and media events for Eligible Projects

- 4.1 At Canada's request, Canada, British Columbia and UBCM agree to coordinate an announcement regarding annual allocations of CCBF funding.

- 4.2 Media events and announcements include, but are not limited to: news conferences, public announcements, and the issuing of news releases to communicate funding of projects or key milestones (e.g. ground breaking ceremonies, completions).
- 4.3 Key milestones events and announcements (such as ground breaking ceremonies and grand openings) may also be marked by media events and announcements, news releases, or through other communications activities. Ultimate recipients, Canada, British Columbia and UBCM will have equal visibility through quotes and will follow the [Table of Precedence for Canada](#).
- 4.4 Media events and announcements related to Eligible Projects will not occur without the prior knowledge and agreement of British Columbia and UBCM, as appropriate, Canada and the Ultimate Recipient.
- 4.5 The requester of a media event or an announcement will provide at least 15 working days' notice to other parties of their intention to undertake such an event or announcement. An event will take place at a mutually agreed date and location. British Columbia and UBCM, and, as appropriate, Canada and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. If communications is proposed through the issuing of a news release (with no supporting event), Canada requires at least 15 working days' notice and 5 working days with the draft news release to secure approvals and confirm the federal representative's quote.
- 4.6 For media events, each participant will choose its own designated representative. UBCM and Ultimate Recipients are responsible for coordinating all onsite logistics.
- 4.7 British Columbia and UBCM shall not unreasonably delay the announcement of opportunities identified in annual communications plans that have been pre-approved in advance.
- 4.8 The conduct of all joint media events, announcements for project funding, and supporting communications materials (ex. News releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 4.9 All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of the parties.
- 4.10 All joint communications material for funding announcements must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 4.11 Canada, British Columbia and UBCM and Ultimate Recipients agree to ensure equal visibility in all communications activities.

5. Program communications

- 4.1 Canada, British Columbia, UBCM and Ultimate Recipients may include messaging in their own communications products and activities with regard to the CCBF.

- 4.2 The party undertaking these activities will recognize the funding of all contributors.
- 4.3 The conduct of all joint events and delivery of supporting communications materials (ex. News releases) that support program communications (ex. Such as intake launches) will follow the [Table of Precedence for Canada](#).
- 4.4 Canada, British Columbia and UBCM agree that they will not unreasonably restrict the other parties from using, for their own purposes, public communications products related to the CCBF prepared by Canada, British Columbia and UBCM or Ultimate Recipients, or, if web-based, from linking to it.
- 4.5 Notwithstanding Section 4 of Schedule E (Communications Protocol), Canada retains the right to meet its obligations to communicate to Canadians about the CCBF and the use of funding.

6. Operational communications

- 6.1 British Columbia, UBCM or the Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.
- 6.2 Canada does not need to be informed on operational communications. However, such products should include, where appropriate, the following statement, “This project is funded in part by the Government of Canada” or “This project is funded by the Government of Canada”, as applicable.
- 6.3 British Columbia, UBCM and the Ultimate Recipient will share information as available with Canada should significant emerging media or stakeholder issues relating to an Eligible Project arise. Canada, British Columbia and UBCM will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

7. Communicating success stories

- 7.1 British Columbia and UBCM to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including, but not limited to Eligible Project success stories, including the positive impacts on housing, Eligible Project vignettes, and Eligible Project start-to-finish features.

8. Advertising campaigns

- 8.1 Canada, British Columbia, UBCM or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the CCBF or Eligible Projects. However, such a campaign must respect the provisions of this Administrative Agreement. In the event of such a campaign, the sponsoring party or Ultimate Recipient agrees to inform the other parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

9. Digital Communications, Websites and webpages

- 9.1 Where British Columbia and UBCM produce social media content to provide visibility to CCBF programs or projects, they shall @mention the relevant Infrastructure Canada official social media account.
- 9.2 Where a website or webpage is created to promote or communicate progress on an Eligible Project or Projects, it must recognize federal funding through the use of a digital sign or through the use of the Canada wordmark and the following wording, “This project is funded in part by the Government of Canada” or “This project is funded by the Government of Canada”, as applicable. The Canada wordmark or digital sign must link to Canada’s website, at www.infrastructure.gc.ca. The guidelines for how this recognition is to appear and language requirements are published on Canada’s website, at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

10. Project signage

- 10.1 Unless otherwise approved by Canada, British Columbia, UBCM or Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.
- 10.2 Where British Columbia, UBCM or an Ultimate Recipient decides to install a sign, a permanent plaque or other suitable marker recognizing their contribution with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.
- 10.3 British Columbia, UBCM or the Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.
- 10.4 British Columbia and UBCM to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approaches.

11. Communication Costs

- 11.1 The eligibility of costs related to communication activities that provide public information on this Administrative Agreement will be subject to Schedule C (Eligible and Ineligible Expenditures).

SCHEDULE F – Asset Management

Canada, British Columbia and UBCM agree that the measures contained in the Previous Agreements to create and foster a culture of asset management planning were effective in increasing the capacity of the diverse range of Ultimate Recipients in British Columbia and UBCM to enhance their community's sustainability.

Under the previous Agreement (2014-2024), local governments in BC demonstrated a commitment to improving asset management practices within their respective communities. As awareness and knowledge has grown, asset management practices and culture has matured. However, as noted in the *2022 Status of Asset Management in BC Report*, while moving in the right direction, there remains significant gaps and priority areas where local governments need to improve if they are to realize the full benefits of asset management.

Using the results from the *2022 Status of Asset Management in BC Report* as a guide, the Oversight Committee will develop and approve Asset Management Commitments, over the duration of this Agreement for ultimate recipients, consistent with the Asset Management for Sustainable Service Delivery: A BC Framework. Asset Management BC will be asked to provide expertise and input where appropriate.

All Ultimate Recipients will be required to meet the Asset Management Commitments. Asset Management Commitments may vary depending on whether the Ultimate Recipient is; a Local Government, a non-local government entity, Translink, and/or BC Transit. Asset Management Commitments will focus on strengthening asset management capacity over the term of the Agreement while continuing to recognize the varying capacities of Ultimate Recipients and the range of ongoing asset management activities.

The Oversight Committee will consider Asset Management Commitments under the following areas;

- Reporting on continuous improvement of Asset Management practices over the duration of the Agreement, including reporting through the Ministry of Municipal Affairs Local Government Data Entry (LGDE) System,
- Development and implementation of Long-term Financial Plans
- Ongoing Asset Management education and training, and
- Implementing asset management performance measurement.

SCHEDULE G – Housing Report

1. Housing Needs Assessments

- 1.1 By March 31, 2025, or as otherwise agreed upon by Canada and British Columbia, municipalities with a 2021 Census population of 30,000 or more are required to complete and make available to Canada a Housing Needs Assessment (HNA) prepared in accordance with provincial legislation and additional details provided, as agreed to by Canada and British Columbia, which together align with the information requirements, spirit and intent of the federal Housing Needs Assessment template and the guidance document.
- 1.2 HNAs should be used by British Columbia and UBCM in preparing the Project-Level Housing Report and the Housing Narrative in the CCBF Outcomes Report in order to identify housing pressures related to infrastructure. HNAs should also be used by municipalities to prioritize infrastructure projects that support increased housing supply where it makes sense to do so.
- 1.3 HNAs must be made publicly available on the municipal website and municipalities are to provide links to the page where the HNAs are posted to Canada for all Ultimate Recipients in their jurisdiction that have a 2021 Census population of 30,000 or more.
- 1.4 A separate HNA Guidance Document has been provided by Canada.

2. Project-Level Housing Report

By September 30 of each year, starting in 2025, British Columbia and UBCM will provide Canada a Housing Report in an electronic format deemed acceptable by Canada consisting of the following:

2.1 Methodology

British Columbia and UBCM will provide a description of the process used to collect data and information presented in the Housing Report. The methodology section should include the following information:

- Scope of the report and related rationale.
- Reporting process used to collect data from Ultimate Recipients.
- Identification of baseline data and other data sets used for the purposes of the report and which data has been excluded.
- How performance indicators were assessed in British Columbia.

2.2 Municipalities Identified for Project-Level Reporting

Criteria for Project-Level Reporting

Municipalities with a population of 30,000 or more, outside of the Metro Vancouver Region, that have housing pressures that can be addressed through closing infrastructure gaps or building capacity where it makes sense to do so, must:

- be included in Table 1 (below); and,
- provide project-level data on housing requirements to British Columbia and UBCM, for inclusion in the Housing Report that will be submitted by British Columbia and UBCM to Canada.

HNA and project-level reporting requirements can also be applied to other municipalities as agreed to by Canada, British Columbia and UBCM. Municipalities that do not meet these criteria may additionally be included at the discretion of British Columbia and UBCM, but are not required by Canada to include project-level data in the annual Housing Report.

British Columbia and UBCM will be expected to summarize project-level information from the municipalities identified by the above criteria to report to Canada annually.

The following table (**Table 1**) is to be used as a template to identify municipalities required to provide project-level reporting and to identify housing pressures related to infrastructure needs. Housing pressures should be consistent with needs and pressures identified by Ultimate Recipients in their HNAs. British Columbia and UBCM will provide an aggregate of this table to Canada in their annual Housing Report.

Ultimate Recipient	Project Level Reporting Criteria	Key Infrastructure-Related Housing Pressures
<i>Name of the municipality</i>	<i>Identify which criteria as noted above applies</i>	<i>Identify key housing gaps and needs that are related to infrastructure</i>

Table 1: Ultimate Recipients Identified for Project Level Reporting

2.3 Project-Level Housing Outcomes

For municipalities required to provide project-level reporting, British Columbia and UBCM are required to collect project-level data on housing outcomes and to complete the table below (Table 2) on an annual basis.

Table 2 is intended to link the housing pressures identified in Table 1 and in HNAs with outcomes supported by CCBF projects that can help Ultimate Recipients to address their specific housing pressures. More specifically, Table 2 is to be completed by Ultimate Recipients outlined in Section 1.2. It will include a subset of the projects from the above project list and this subset represents projects with housing outcomes.

Project ID	Ultimate Recipient	Project Title	Project Description	Investment Category	Housing Outcomes and Indicators
<i>As provided in program reporting (Schedule D)</i>	<i>As provided in Table 1</i>	<i>As provided in program reporting (Schedule D)</i>	<i>Provide a brief description of the project</i>	<i>Indicate which CCBF category the project falls under</i>	<i>Identify key housing outcomes and indicators (section 2.3) that will be used to measure success.</i>

Table 2: Project-Level Reporting on Housing Outcomes

2.3.1 Housing Outcome Indicators

For each of the projects listed in Table 2, British Columbia and UBCM shall report on the following core indicators, as relevant to each investment category.

- # of housing units supported or preserved; and
- # of affordable housing units supported or preserved.

Units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development (e.g., building social housing as part of brownfield remediation category, may include new units directly supported by CCBF funding).

3. Housing Narrative in the CCBF Outcomes Report

By March 31st each year, starting in 2026, British Columbia and UBCM shall provide Canada with a narrative report on program-level housing outcomes. This narrative report will be aligned with and incorporated into the annual CCBF Outcomes Report.

The housing narrative should outline how CCBF has supported housing supply and affordability pressures within British Columbia and UBCM's jurisdiction, over the reporting period, and measures taken between British Columbia, UBCM and Ultimate Recipients to improve housing supply and improve housing affordability for Canadians. It should also align with identified needs within Ultimate Recipients Housing Needs Assessments once they have been developed.

Further, British Columbia and UBCM must include in their Outcomes Report a narrative assessment of measures they have taken to improve housing outcomes through CCBF funded infrastructure projects. This should include:

- How Ultimate Recipients have prioritized specific infrastructure investments, where it made sense to do so, that support an increased supply of housing (e.g., upgrading pipes to support densification rather than sprawl, or remediating a brownfield site that could then be used for affordable housing);
- How Ultimate Recipients are utilizing CCBF funding to build local capacity for sound land use and development planning (e.g., through the capacity building category).
- Any measures taken to preserve and/or increase supply and mix of affordable housing (e.g., minimizing displacement, making land available for non-market housing, minimum affordability requirements for private developers); and

This housing narrative must also include responses to the following questions:

- How many or what percentage of projects from the total CCBF project list contribute to an increase in housing supply and how many housing units were supported or preserved (as outlined in 2.3.1)?
- What percentage of total housing units supported or preserved are affordable?
- How many communities have published a new Housing Needs Assessment or an updated one within the last 5 years?

For further information and details on the housing narrative portion of the Outcomes Report please refer to the Housing Report Template and Guidance document.

4. Assessment of the Housing Reports and Compliance

4.1 Assessment of Housing Reports

Both the project-level housing report and the housing narrative on program-level housing outcomes will be assessed against the Government of Canada's Evaluation Framework as well as HNAs.

4.2 Compliance

Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this Schedule may affect the timing and flow of any CCBF funding that may be transferred by Canada. Repeated or sustained failures to comply with the terms of this Schedule could result in downward adjustment of allocations for British Columbia, UBCM or Ultimate Recipient for future Infrastructure Canada programs.



BOARD REPORT

TO:	Chair and Directors
SUBJECT:	Grant in Assistance Request – Property Clean Up for affected North Shore Properties
DESCRIPTION:	Report from John M. MacLean, CAO, dated July 4, 2024 identifying options for funding property clean up for affected North Shore properties without adequate insurance.
RECOMMENDATION #1:	THAT: the Board accept this report for information. <i>Corporate Vote Unweighted Majority</i>
RECOMMENDATION #2:	THAT: the Board consider and discuss the attached report and direct Staff as to any additional action to be taken.

SUMMARY:

The Regional District has been supporting recovery efforts in the Shuswap areas impacted by the wildfires of 2023. Most properties have been cleaned and many are on the path to redevelopment.

We have been approached by the North Shuswap Disaster Relief Society to assist with the funding of clean up of properties that did not have insurance in place. Most of the affected properties had insurance policies in place that managed the costs of the clean up on behalf of the property owner.

There are 18 properties that do not have insurance to manage the clean up costs. The North Shuswap Disaster Relief Society has reported that a majority (almost all) of the people without insurance are living on limited income and the cost of insurance represented an absolute barrier.

The Samaritan's Purse, non-governmental organization, that is active in assisting people recover from disasters, has done an assessment of the 18 properties in question and is in position to assist in the clean up. They do not have access to the necessary funds to cover the tipping fees at our solid waste facilities.

The estimate prepared by Samaritan's Purse has estimated that the cost associated with waste disposal at our facilities (tipping fees) is approximately \$30,000.00.

BACKGROUND:

The Bush Creek East Fire was the most destructive fire in the Columbia Shuswap's history. Over 170 properties suffered damage, much of it being total loss.

The CSR, along with the Province and agencies like the North Shuswap Disaster Relief Society, have been working to facilitate recovery from the fires.

A remaining challenge has been addressing the clean up of damaged properties of people who for many reasons, mostly economic, do not have access to insurance to cover these costs.

Property clean up represents societal, personal and environmental benefits. Having the properties appropriately and safely lean will assist with personal healing for the property owner, facilitates redevelopment and reducing the environmental risks of contamination.

POLICY:

The legislative basis for grants-in-aid are established in the following sections of the Local Government Act:

Corporate powers

263 (1) *Subject to the specific limitations and conditions established under this or another Act, the corporate powers of a board include the following:*

(a) to make agreements respecting

(i) the regional district's services, including agreements respecting the undertaking, provision and operation of those services, other than the exercise of the board's regulatory authority,

(ii) operation and enforcement in relation to the board's exercise of its regulatory authority, and

(iii) the management of property or an interest in property held by the regional district;

(b) to make agreements with a public authority respecting

(i) activities, works or services within the powers of a party to the agreement, other than the exercise of regulatory authority, including agreements respecting the undertaking, provision and operation of activities, works and services,

(ii) operation and enforcement in relation to the exercise of regulatory authority within the powers of a party to the agreement, and

(iii) the management of property or an interest in property held by a party to the agreement;

(c) to provide assistance for the purpose of benefiting the community or any aspect of the community;

(d) to acquire, hold, manage and dispose of land, improvements, personal property or other property, and any interest or right in or with respect to that property;

(e) to delegate its powers, duties and functions, in accordance with Division 7 [Delegation of Board Authority] of Part 6 [Regional Districts: Governance and Procedures];

(f) to engage in commercial, industrial and business undertakings and incorporate a corporation or acquire shares in a corporation for that purpose;

(g) to establish commissions to

(i) operate regional district services,

(ii) undertake operation and enforcement in relation to the board's exercise of its regulatory authority, and

(iii) manage property or an interest in property held by the regional district.

(2) In exercising its powers under subsection (1), a board may establish any terms and conditions it considers appropriate.

(3) The powers of a board under subsection (1) may be exercised outside the boundaries of the regional district.

Division 4 — Providing Assistance

Definition of "assistance"

271 For the purposes of section 263 (1) (c) [assistance for community benefit] and this Division, "**assistance**" means providing a grant, benefit, advantage or other form of assistance, including

(a) any form of assistance referred to in section 272 (1), and

(b) an exemption from a tax, fee or charge.

Publication of intention to provide certain kinds of assistance

272 (1) A board must publish, in accordance with section 94 [requirements for public notice] of the [Community Charter](#), notice of its intention to provide any of the following assistance:

(a) disposing of land or improvements, or any interest or right in or with respect to them, for less than market value;

(b) lending money;

(c) guaranteeing repayment of borrowing or providing security for borrowing;

(d) assistance under a partnering agreement.

(2) The notice must be published before the assistance is provided and must include

(a) the intended recipient of the assistance, and

(b) the nature, term and extent of the proposed assistance.

General prohibition against assistance to business

273 As a limitation on section 263 (1) (c) [assistance for community benefit], a board must not provide assistance to an industrial, commercial or business undertaking.

Exception for assistance under partnering agreements

274 Despite section 273 and in addition to the power under section 263 (1) (c) [assistance for community benefit], a board may provide assistance under a partnering agreement.

Exception for assistance in relation to utilities, mountain resorts or high-speed internet services

- 275** (1) Despite section 273, a regional district may operate the service of
- (a) providing capital financing for services provided by a telephone, natural gas or electric power utility,
 - (b) the giving of grants to an applicant for a business promotion scheme under section 215 [business improvement areas] of the [Community Charter](#) in relation to a mountain resort, or
 - (c) providing capital financing for high-speed internet service to an area without access to high-speed internet service.

(2) In this section, "**high-speed internet service**" has the meaning prescribed by regulation.

Exception for heritage conservation purposes

- 276** (1) A board may provide assistance for one or more of the purposes referred to in section 25 (2) [heritage assistance] of the [Community Charter](#).
- (2) A board may, by an affirmative vote of at least 2/3 of the votes cast, provide assistance for the conservation of property referred to in section 25 (3) [heritage property assistance to business] of the [Community Charter](#).
- (3) The powers under this section are in addition to the power under section 263 (1) (c) [assistance for community benefit] and apply despite section 273 [general prohibition against assistance to business].

Limitation on assistance by means of tax exemption

- 277** As a limitation on sections 263 (1) (c) [assistance for community benefit] and 274 [exception for assistance under partnering agreements], a board may provide a property tax exemption only in accordance with Division 4 [Tax Rates and Exemptions] of Part 11 [Regional Districts: Financial Management].

Apportionment of costs

- 380** (1) If the establishing bylaw sets the method for apportioning the costs of providing a service, those costs must be apportioned among the participating areas in accordance with the bylaw.
- (2) If the method of apportionment is not set by establishing bylaw, the costs of providing a service must be apportioned on the basis of the converted value of land and improvements in the service area as follows:
- (a) if there is an establishing bylaw but it does not set out the method of apportionment, among the participating areas for the service;
 - (b) if there is no establishing bylaw and the method of apportionment is not otherwise set under this or another Act, among all the municipalities and

electoral areas participating in the service, with the service area deemed to be the entire regional district;

(c)in the case of electoral area administration,

(i)subject to subparagraph (ii), among all the electoral areas, with the service area deemed to be all the electoral areas, and

(ii)if the board provides that some or all of the costs are to be apportioned among the electoral areas that the board considers benefit from the administration, those costs must be apportioned among those electoral areas, with the service area deemed to be all those electoral areas;

(d)in the case of feasibility studies in relation to proposed services, if no service is established and the board provides that the costs are to be apportioned among the electoral areas, among all the electoral areas, with the service area deemed to be all those electoral areas;

(e)in the case of services related to an approving officer, if the board is authorized to appoint the approving officer under section 77.1 [appointment of regional district and islands trust approving officers] of the [Land Title Act](#), among all the electoral areas, with the service area deemed to be all those electoral areas;

(f)in the case of a service that is in relation to a regional growth strategy for an area that is less than the entire regional district, among the areas for which the regional growth strategy is initiated or adopted, with the service area being all those areas;

(g)in the case of assistance under section 263 (1) (c) [assistance for community benefit], other than assistance under a partnering agreement referred to in section 274, at the option of the board,

(i)in accordance with paragraph (b) of this subsection, or

(ii)among the municipalities or electoral areas benefiting from the assistance, with the service area deemed to be all those areas;

(h)in the case of a referendum under section 336 [referendums regarding services] that is not limited to all or part of the service area for an existing service, among the municipalities and electoral areas in which the referendum is held, with the service area deemed to be all those areas;

(i)in the case of a local community commission under section 243 [local community commissions], entirely from the local community, with the service area deemed to be that local community;

(j)in the case of a business improvement area under section 215 [business improvements areas] of the [Community Charter](#) in relation to a mountain resort, entirely from that area, with the service area deemed to be the business improvement area;

(k)in the case of services under Part 14 [Planning and Land Use Management], in accordance with section 381 [cost sharing for Part 14 services].

The CSRD has adopted Policy F-30 which establishes the existence of grant-in-aid funding in the Electoral Areas and the policies and procedures associated with them.

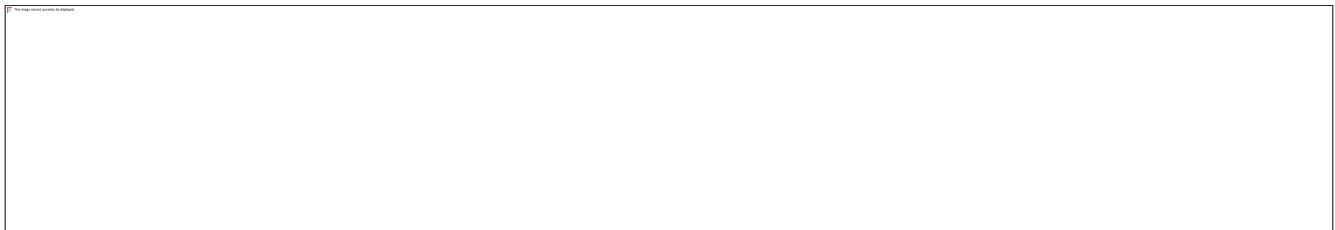
In terms of our Policy and the relevant legislation we see an opportunity for the Board to approve a Grant-in-aid to (GIA) one of the organizations working on this file.

The Board can fund the request through a Grant-in-aid pursuant to the legislation and our policy. The funding could be funded through a GIA funded by one or more Electoral Area (See Policy: <https://www.csr.bc.ca/DocumentCenter/View/1232/Policy-F-30-Electoral-Grant-in-Aid-PDF>).

FINANCIAL:

The Board has sufficient funding in at least two funds (GIA and a specific reserve) to cover the requested funding.

The following chart indicate the remaining GIA balances for the EA Directors:



If this source of funding is ultimately chosen that it will be the Electoral area Directors making that decision and voting accordingly.

Secondly, there is a Reserve fund in the Emergency Management Service called the Disaster Mitigation Reserve. The current balance in that reserve is approximately \$180,000.

If this method is chosen there is a requirement for discussion by the Shuswap Emergency Program Committee, and with their concurrence, the Board as a whole can make this choice. A budget amendment will be required.

KEY ISSUES/CONCEPTS:

While staff are comfortable that the Board has options to fund this ask if they so desire, staff want to advise caution and awareness.

- Will it be expected that all people will have tipping fees related to property clean up funded by the Government?
- Is it equitable that some people chose to expend funds to acquire levels of insurance that covered these expenses?

- Will the insurance companies be incentivized to remove such coverage from new policies in anticipation that the Government will cover these costs?

IMPLEMENTATION:

If approved, through whatever method that is deemed to be acceptable to the Board, staff will take the necessary steps.

COMMUNICATIONS:

N/A

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2024-07-18_Board_CS_Request for Support - Unmet Needs Bush Creek East Fire.docx
Attachments:	
Final Approval Date:	Jul 9, 2024

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

A handwritten signature in black ink, appearing to read "Jennifer Sham". The signature is fluid and cursive, with the first name "Jennifer" written in a larger, more prominent script than the last name "Sham".

Jennifer Sham



BOARD REPORT

TO: Chair and Directors

SUBJECT: Electoral Area A: 2024-2028 Contribution Agreement – Wildsight Golden

DESCRIPTION: Report from Jodi Pierce, General Manager, Financial Services, dated May 3, 2024. Formalization of annual funding contribution.

RECOMMENDATION: THAT: the Board empower the authorized signatories to enter into a Contribution Agreement with Wildsight Golden for a five-year agreement commencing January 1, 2024.
Corporate Vote Weighted

SUMMARY:

The CSR D had been providing grant in aid funding to the Town of Golden Air Quality Committee for a woodstove exchange program and other means which are intended to achieve improved air quality since 2009. The Committee disbanded in 2022 and Wildsight Golden was ready to assume responsibility for this function, however, the bylaw required updating to reflect that the service is purely a financial contribution agreement and the contractor providing the service can be changed at the discretion of the CSR D. Staff has worked with Wildsight Golden to draft a proposed contribution agreement that lays out the parameters for the annual contribution. Staff have recently been converting these larger annual grants to Contribution Agreements to ensure that all parties are aware of their responsibilities regarding the use and reporting of funds. The recipient's responsibilities which include, but are not limited to, submitting annual budgets, financial statements, and an annual report.

BACKGROUND:

N/A

POLICY:

Woodstove Exchange Program Financial Contribution (Area 'A') Service Bylaw No. 5494 and Community Wood Smoke Reduction Program Financial Contribution (Area 'A') Service Amendment Bylaw No. 5872, 2023 provides the authority for the Regional District to provide, by way of an annual grant, the financial contribution towards the cost of a wood smoke reduction program and other means which are intended to achieve improved air quality.

FINANCIAL:

The CSR D will provide a \$15,000 annual financial contribution to be funded through tax requisitions subject to all reporting requirements being met for five years beginning August 1, 2024.

KEY ISSUES/CONCEPTS:

Formalize funding and clearly identify roles, responsibilities and deliverables.

IMPLEMENTATION:

Upon Board approval, staff will work with Wildsight Golden to have the Contribution Agreement executed. Once the signed agreement has been received, the operating funding will be paid to the Wildsight Golden in accordance with the schedule of payments.

COMMUNICATIONS:

Staff will communicate with the Wildsight Golden to advise of the Board's decision as well as to ensure all reporting outcomes are being met prior to the release of funding in each year of the agreement.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2024-07-18_Board_FIN Area A Contribution Agreement - Wildsight Golden.docx
Attachments:	<ul style="list-style-type: none">- CONTRIBUTION AGREEMENT - Wildsight Golden - Smoke Reduction Program.pdf- 5872, 2023 Community Wood Smoke Reduction Program Financial Contribution (Area 'A') Service Amendment.pdf- BL5494 Woodstove Exchange Program Financial Contribution (Area 'A') Service.pdf
Final Approval Date:	Jul 4, 2024

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



Jennifer Sham



John MacLean

**CONTRIBUTION AGREEMENT**
Smoke Reduction Program

THIS AGREEMENT dated for reference the _____ day of _____ 2024.

BETWEEN: COLUMBIA SHUSWAP REGIONAL DISTRICT

BOX 978
SALMON ARM BC V1E 4P1

(hereinafter referred to as the Regional District)

AND: WILDSIGHT GOLDEN

Box 25
GOLDEN, BC V0A 1H0

(hereinafter referred to as Recipient)

for the provision of operating funds to help support the cost of a wood smoke reduction program and other means which are intended to achieve improved air quality pursuant to Community Wood Smoke Reduction Program Financial Contribution (Area 'A') Service Bylaw No. 5872, 2023 and amendments thereto.

RECIPIENT'S RESPONSIBILITIES

1. The Recipient will utilize the contributed operating funds toward its operational capacity in order to help the Recipient coordinate the necessary tasks needed to improve air quality in Electoral Area A through a smoke reduction program.
2. The Recipient will endeavor to support and encourage improved air quality by:
 - a. Providing financial incentives to residents to reduce the use of older inefficient wood stoves and upgrade to heat pump systems.
 - b. Public education initiatives to teach residents how to burn a wood stove properly to minimize smoke and dangerous creosote build up in chimneys.

REPORTING

3. The Recipient will submit a Budget for the upcoming year (January 2025) to the Regional District annually by August 1 in each year of this Agreement. The Budget will provide information on the planned projects and initiatives for the upcoming year.

REPORTING (cont.)

4. The Recipient will submit Financial Statements for the most recent fiscal year, to the Regional District on or before June 30th of each year of this Agreement. The statements must be signed by the Recipient's authorized signing officers.
5. The Recipient will submit an Annual Report to the Regional District on or before June 30th in each year of this Agreement. The Annual Report will outline the work carried out during the fiscal year ended January 31st. The Regional District may, in its sole discretion, require that the Recipient's records be audited.
6. The Recipient will submit the minutes of all Annual General Meetings within 60 days of the date of said meeting.

CONTRIBUTIONS

7. The Regional District will provide an annual operating contribution of \$15,000 to the Recipient for the services outlined herein throughout the Term of this Agreement.
8. Payments will be made to the Recipient according to the following schedule in each year of this Agreement:

2024	August 15, 2024	\$15,000
2025	August 15, 2025	\$15,000
2026	August 15, 2026	\$15,000
2027	August 15, 2027	\$15,000
2028	August 15, 2028	\$15,000

GENERAL

9. The Recipient will maintain its status as a registered non-profit society in good standing, in accordance with the provincial legislation and will ensure compliance with all municipal, provincial, and federal requirements with respect to the conduct of its business, throughout the Term of this Agreement. Upon signing the Contribution Agreement, the Society will provide proof of good standing and a copy of the Society's constitution, bylaws, and most recent Annual General Meeting minutes.
10. The Regional District will not be liable for any loss, injury or damage suffered or caused as a result of the work completed under this Agreement. The Recipient will indemnify and save harmless the Regional District from fines, suits, proceedings, claims, demands or actions of any kind or nature or from anyone whosoever, arising or growing out of or otherwise connected with the performance of its covenants herein contained.

GENERAL (cont.)

11. The Recipient will be solely responsible for all Employment Insurance, Canada Pension Plan, Income Tax, WorkSafe BC premiums, health and welfare benefits, overtime, vacation pay, licenses, permits, any other federal, provincial or municipal tariffs or taxes usually payable by an employer to an employee and self-owned motor vehicle insurance premiums.
12. The Recipient will be responsible for all expenses including, but not limited to the salaries of the Recipient's employees, stationary, postage, meetings and all other expenses related to the Wildsight Golden.
13. The Recipient will not assign this Agreement or any part thereof without written authority by the Regional District.
14. This Agreement constitutes the entire Agreement between the parties hereto and no representations, warranties, understanding or Agreements, oral or otherwise, exist between the parties hereto except as expressly set out in this Agreement.
15. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia.
16. This Agreement shall enure to the benefit of and be binding upon the parties hereto and upon their respective successors, heirs, administrators, and assigns.

TERM

17. This Agreement will commence upon signing of the Agreement and will be completed by the 31st day of July 2029.

TERMINATION

18. This Agreement may be terminated by either party without cause upon giving to the other party sixty (60) days written notice at any time during the period that this Agreement is in effect to the other party at the address herein contained.



SIGNATURE

IN WITNESS WHEREOF this Agreement has been duly executed by the parties hereto:

COLUMBIA SHUSWAP REGIONAL DISTRICT

WILDSIGHT GOLDEN

CHIEF ADMINISTRATIVE OFFICER (CAO)

Director Signature

Director Signature

Witness Signature

Witness Name (please print)

Witness Address

COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW NO. 5872, 2023

A bylaw to amend the Wood Stove Exchange Bylaw No. 5494

The Board of Directors of the Columbia Shuswap Regional District, in an open meeting, enacts the following:

1. Woodstove Exchange Program Financial Contribution (Area 'A') Service Area is amended by:
 - a. deleting Section 1, Service, and replacing it with:
"The Regional District hereby establishes a service, pursuant the Local Government Act, for the purpose of providing, by way of an annual grant, financial contribution toward the cost of a wood smoke reduction program and other means which are intended to achieve improved air quality."
 - b. Deleting Section 8, Citation, and replacing it with:
"This bylaw may be cited as "Community Wood Smoke Reduction Program Financial Contribution (Area 'A') Service Bylaw No. 5494."
2. This bylaw may be cited as "Community Wood Smoke Reduction Program Financial Contribution (Area 'A') Service Amendment Bylaw No. 5872, 2023".

READ a first time this 8th day of December, 2023.

READ a second time this 8th day of December, 2023.

READ a third time this 8th day of December, 2023.

ADOPTED this 8th day of December, 2023.



Corporate Officer



Chair

COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW NO. 5494

A bylaw to establish a service within Electoral Area 'A'
of the Columbia Shuswap Regional District
to provide financial contribution toward the cost of a woodstove exchange program
and other means intended to achieve improved air quality.

AND WHEREAS the Board of the Columbia Shuswap Regional District wishes to establish a service for the purpose of providing financial contribution toward the cost of a woodstove exchange program and other means which are intended to achieve improved air quality, as provided by the Town of Golden Air Quality Committee under the provisions of Part 24 of the Local Government Act;

AND WHEREAS the Board has submitted the proposal to establish the service to the electors within all of Electoral Area 'A' and the assent of the electors, pursuant to the Local Government Act, has been obtained;

AND WHEREAS the number of petitions against the proposal in the entire proposed service area represents fewer than ten (10) percent of the electors therein;

AND WHEREAS the Director of Electoral Area 'A' has consented, in writing, to the adoption of this bylaw;

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

SERVICE

1. The Regional District hereby establishes a service, pursuant to Section 801.1 (1) of the Local Government Act, for the purpose of providing, by way of an annual grant, financial contribution toward the cost of a woodstove exchange program and other means which are intended to achieve improved air quality as provided by the Town of Golden Air Quality Committee, and which will be known as the "Woodstove Exchange Program Financial Contribution (Area 'A') Service Area."

PARTICIPATING AREA

2. The participant in the named service established under Section 1 is all of Electoral Area 'A'.

BOUNDARY

3. The boundary of the service area is the boundary of Electoral Area 'A'.

..../2

REQUISITION

4. The maximum amount of money that may be requisitioned for the service provided under Section 1 of this bylaw will be \$20,000 annually within the service area.

COST RECOVERY

5. The costs of providing the service established under Section 1 shall be recovered by requisition of money to be collected by a property value tax on the net taxable value of land and improvements within the service area.
6. No borrowing shall be incurred for the purposes of this service.

EFFECTIVE DATE

7. This bylaw shall be effective January 1, 2009.

CITATION

8. This bylaw may be cited as "Woodstove Exchange Program Financial Contribution (Area 'A') Service Bylaw No. 5494."

READ a first time this 10th day of April, 2008.

READ a second time this 10th day of April, 2008.

READ a third time this 10th day of April, 2008.

APPROVED by the Inspector of Municipalities this 10th day of June, 2008.

RECONSIDERED AND ADOPTED this 21st day of August, 2008.

MANAGER OF CORPORATE
ADMINISTRATION SERVICES (SECRETARY)

CERTIFIED a true copy of
Bylaw No. 5494 as read a third time.

CHAIR

CERTIFIED a true copy of
Bylaw No. 5494 as adopted.

Manager of Corporate
Administration Services (Secretary)

Manager of Corporate
Administration Services (Secretary)



Statutory Approval

Under the provisions of section 801(1)

of the Local Government Act

I hereby approve Bylaw No. 5494

of the Columbia Shuswap Regional District,

a copy of which is attached hereto.

Dated this 10 ***day***
of JUNE ***, 2008***



Deputy Inspector of Municipalities



BOARD REPORT

TO: Chair and Directors

SUBJECT: Electoral Areas A, C, F and G: Grant in Aids

DESCRIPTION: Report from Jodi Pierce, General Manager, Financial Services, dated June 10, 2024. Funding requests for consideration.

RECOMMENDATION: THAT: the Board approve the following allocations from the 2024 electoral area Grant-in-Aids:

Area A

\$10,000 Golden & Region Seniors Society (Program Coordinator)

Area C

\$2,000 Arts Council for the South Shuswap Society (Music in the Bay)

Area F

\$500 Arts Council for the South Shuswap Society (Music in the Bay)

\$5,000 Seymour Arm Community Association (Operating expenses)

Area G

\$14,000 Arts Council for the South Shuswap Society (Music in the Bay and operating costs)

\$300 Notch Hill Town Hall Association (Community Children's Christmas party)

Stakeholder Vote Weighted – Electoral Area Directors

BACKGROUND:

N/A

POLICY:

These requests meet the requirements of Policy F-30 and have been supported by the respective Area Directors. The required source documentation for the applications have been received.

FINANCIAL:

These requests are within the Electoral Area's Grant-in-Aid budget from the 2024-2028 Five Year Financial Plan.

KEY ISSUES/CONCEPTS:

N/A

IMPLEMENTATION:

The respective Electoral Director will advise each organization of the Board's decision. The successful organization will be sent a cheque accompanied by a congratulatory letter.

COMMUNICATIONS:

Information on Grant in Aids is included within the CSRD Annual Report.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2024-07-18_Board_FIN Grant in Aids.docx
Attachments:	
Final Approval Date:	Jul 8, 2024

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



Jennifer Sham



John MacLean



BOARD REPORT

TO: Chair and Directors

SUBJECT: EOF Application – Revelstoke/Area B – Community Economic Development Initiatives

DESCRIPTION: Report from Jodi Pierce, General Manager, Financial Services, dated July 5, 2024. Funding requests for consideration.

RECOMMENDATION #1: THAT: with the concurrence of the City of Revelstoke and the Electoral Area B Director, the Board approve the following amounts from the Revelstoke and Area B Economic Opportunity Fund:

- \$90,000 to the City of Revelstoke to maintain and expand trail networks, and backcountry amenities (specifically \$30,000 towards the Revelstoke Cycling Club, \$30,000 towards the Alpine Club of Canada Columbia Mountains Division and \$30,000 towards the Climbers Access Society).
- \$30,000 to the City of Revelstoke to support the Revelstoke Ambassador Program through the Revelstoke Chamber of Commerce

Corporate Vote Weighted

RECOMMENDATION #2: THAT: with the concurrence of the City of Revelstoke and the Electoral Area B Director, the Board approve \$100,000 (\$20,000 annually for five years) from the Revelstoke and Area B Economic Opportunity Fund to the City of Revelstoke towards the East Kootenay Immigration Pilot program through the Revelstoke Chamber of Commerce.

Corporate Vote Weighted

SUMMARY:

Information relating to this Economic Opportunity Fund (EOF) request is attached and is supported by the Electoral Area B Director. The City of Revelstoke Community provides community economic development services in the Revelstoke and Area B. The attached Council Report provided by the Director of Community Economic Development for the City of Revelstoke identifies how the funding will provide an ongoing economic benefit.

Although the City of Revelstoke Resolution for the recreational program is for \$100,000, there is not enough information to fund the final \$10,000 at this time. CSRD staff have had discussions with the City of Revelstoke staff and have provided that information and are aware that the CSRD will only be bringing a resolution for the \$90,000.

The City of Revelstoke will administer the distribution of the funding to the appropriate groups through a third party agreement that identifies the recipients' roles and responsibilities.

BACKGROUND:

N/A

POLICY:

This request meets the criteria for support in relation to [CSRD Policy F-29, BC Hydro Payments -in-Lieu of Taxes](#) funding assistance to stimulate economic development within the Revelstoke/Area B area.

FINANCIAL:

The approximate balance of the Revelstoke/Area B EOF (less commitments) as of June 30, 2024 was \$269,000. The total 2024 distribution of \$568,592 is due to be received in July 2024 and is not included in the approximate balance. Further, by way of resolution in April 2022, 50% of the annual distribution is encumbered to be provided directly to the City as part of the core Economic Development funding until rescinded by the Board.

KEY ISSUES/CONCEPTS:

N/A

IMPLEMENTATION:

Upon Board and City of Revelstoke approval, EOF funds will be made available as required by the City of Revelstoke.

COMMUNICATIONS:

The City of Revelstoke and the Director of Community Economic Development for the City will be advised of the Board's decision.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2024-07-18_Board_FIN EOF Application - Revelstoke Area B - Community Economic Development Initiatives 2024.docx
Attachments:	<ul style="list-style-type: none">- CED - Request for EOF Funds 2024-04-23 RPT.pdf- CORP-EOF Support of Application - CoR 2024-04-25 (003).pdf- CORP-CSRD EOF Request East Kootenay Immigration Pilot Program.pdf- CORP-East Kootenay Immigration Pilot Program INFO SHEET.pdf
Final Approval Date:	Jul 8, 2024

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



Jennifer Sham



John MacLean



City of Revelstoke

Council Report

File No.: 4710-01

To: His Worship Mayor Sulz and Members of City Council

From: Evan Parliament, Interim Director of Community Economic Development
Cat Moffat, Economic Development Coordinator

Date: April 23, 2024

Subject: Request for Economic Opportunity Funds (EOF) to support project initiatives in the Columbia Shuswap Regional District (CSRD)

RECOMMENDATIONS:

1. **THAT** a recommendation be made to the Columbia Shuswap Regional District Board (CSRD) to allocate \$100,000 to Recreational groups to maintain and expand trail networks, backcountry amenities, and water access.
2. **THAT** a recommendation be made to the Columbia Shuswap Regional District Board (CSRD) to allocate \$30,000 to the Revelstoke Chamber of Commerce to expand the Revelstoke Ambassador Program to all sectors and create additional workforce development training opportunities.

Background:

The Columbia Shuswap Regional District Policy F-29 ([Linked Attachment 1](#)) outlines the apportionment of the BC Hydro Grants in lieu of taxes (Payment in lieu of Taxes (PILT)). A History of EOF funding for Community Economic Development ([Linked Attachment 2](#)) provides an overview of the Economic Opportunity Fund (EOF) and how it supports the work of Community Economic Development for the City of Revelstoke and the CSRD Area B.

The Economic Opportunity Funds (EOF) “were created specifically as a means of compensating for the loss of economic opportunities on those lands affected by the dams and reservoirs and the resultant economic impacts to the affected communities.” As tourism grows to replace traditional sectors of the economy, we have been able to leverage funds resulting from this growth to offset costs to taxpayers, and are able to strategically direct non-taxpayer funds including EOF to respond to the above needs, support more sustainable growth, and ensure that benefits of project activity are distributed regionally to further the objective of providing economic opportunities as envisioned by the Payment in lieu of Taxes (PILT). The funds allocated to activities and projects in Revelstoke and the CSRD Area B over the past seven years are attached ([Linked Attachment 3](#))



City of Revelstoke

Council Report

Discussion:

Backcountry Access:

The on-going transition of Revelstoke to a year-round destination providing high quality recreation and athletic opportunities for residents and visitors, has changed how people access and use recreation amenities, trail networks, and surrounding lands. The economic growth of the recreation and tourism sectors in Revelstoke has been impacted not only by market forces, but by visitors and residents in multiple ways including:

- Demand for high-quality outdoor recreation venues for training and competition.
- Need for fully accessible amenities to serve a broader, more diverse community.
- Support key objectives including formation of a Trail Alliance and the development of a Backcountry Recreation Access Plan, in line with the implementation of the Destination Management Plan.

Four non-profit recreation groups have been recommended to submit applications to the EOF for the following:

- \$30,000 to the Revelstoke Cycling Association to support on-going trail maintenance of recreation cycling trails and amenities.
- \$30,000 to the Alpine Club of Canada Columbia Mountains Division to support on-going trail maintenance of recreation hiking trails and amenities.
- \$30,000 to the Climber's Access Society to support on-going maintenance of recreation climbing routes and amenities. *Waiting to hear back.*
- \$10,000 to the Paddlesport Association. *Waiting to hear back.*

Workforce Development:

To support Community Economic Development with the Official Community Plan objectives of Workforce Development and Tourism/Recreation Development. Workforce recruitment and retention has been identified as a key challenge for Resort Municipalities. The Revelstoke Ambassador Program is also supported with RMI funds as the original focus was on tourism-based businesses. The expansion of the Revelstoke Ambassador Program will extend to non-tourism industries and include a series of new training and workshop opportunities and is now offered for December-April, and May-September.

Allocate \$30,000 to the Revelstoke Chamber of Commerce to expand the Revelstoke Ambassador Program.



City of Revelstoke

Council Report

Financial / Risk Implications:

The EOF funds are external to the City of Revelstoke taxation budget. Staff are requesting that Council support the request from the EOF for these activities and projects.

The investment of EOF funds will better enable the City and CSRD Area B to leverage existing funds derived from taxation, the Resort Municipality Initiative funding, and Municipal and Regional District Tax (MRDT) funds.

Others Consulted:

Revelstoke and Area B Economic Development Commission
Columbia Shuswap Regional District Area B Director David Brooks-Hill
Director of Finance

Attachments/ Links:

Linked Attachment 1 - [CSRD Policy F-29](#)

Linked Attachment 2 - [History of EOF funding for Community Economic Development](#)

Linked Attachment 3 - [EOF Allocations 2019-2023](#)

Linked Attachment 4 – [EOF Revelstoke Cycling Association Application](#)

Linked Attachment 5 - [EOF Alpine Club of Canada, Columbia Mountains Division Application](#)

Respectfully submitted,

Cat Moffat
Economic Development Coordinator

Evan Parliament
Chief Administrative Officer



City of Revelstoke

P.O. Box 170, Revelstoke, British Columbia V0E 2S0
revelstoke.ca

April 25, 2024

Columbia Shuswap Regional District
SALMON ARM, BC V1E 4P1

Attention: Chief Administrative Officer – John MacLean

Email: JMacLean@csrd.bc.ca

Dear Mr. MacLean:

Re: City of Revelstoke – Economic Opportunity Fund Application

During the Regular Council Meeting held April 23, 2024 Revelstoke City Council passed the following resolutions to support the applications to the Columbia Shuswap Regional District Economic Opportunity Fund as follows:

1. THAT a recommendation be made to the Columbia Shuswap Regional District Board (CSRD) to allocate \$100,000 to Recreational groups to maintain and expand trail networks, backcountry amenities, and water access.
2. THAT a recommendation be made to the Columbia Shuswap Regional District Board (CSRD) to allocate \$30,000 to the Revelstoke Chamber of Commerce to expand the Revelstoke Ambassador Program to all sectors and create additional workforce development training opportunities.

Please find attached, the Interim Director of Community Economic Development/ Economic Development dated April 23, 2024 for your information.

Should you have any questions please reach out.

Sincerely,

Cindy Floyd
Director of Corporate Services

:cf
Enc.

cc: Evan Parliament, Interim Director of Community Economic Development
Jennifer Sham, CSRD

DEVELOPMENT
SERVICES

(250) 837-3637
development@revelstoke.ca

PUBLIC WORKS

(250) 837-2001
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FINANCE

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CORPORATE
ADMINISTRATION

(250) 837-2911
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COMMUNITY
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(250) 837-5345
ced@revelstoke.ca



City of Revelstoke

P.O. Box 170, Revelstoke, British Columbia V0E 2S0
revelstoke.ca

June 26, 2024

0110-01

John MacLean, Chief Administrative Officer
Columbia Shuswap Regional District
Box 978
SALMON ARM, BC V1E 4P1
Email: jmaclean@csrd.bc.ca

Dear Mr. MacLean:

Re: City of Revelstoke – Economic Opportunity Fund Request for Support

The Revelstoke Chamber of Commerce has collaborated with other municipalities in the East Kootenay region to launch a federal immigration pilot program that focuses on retaining skilled immigrant labour in all sectors as a path to permanent residency in Canada. The federal program does not provide funding and communities interested in pursuing this opportunity must provide a multi-year funding commitment to participate.

City of Revelstoke CAO, Evan Parliament, had discussed this opportunity with Director David Brooks-Hill and following that during the Regular Council Meeting held June 25, 2024, Revelstoke City Council passed the following resolution to support the request to the Columbia Shuswap Regional District Economic Opportunity Fund as follows:

THAT a letter of support be provided to the Revelstoke Chamber of Commerce respecting the East Kootenay Immigration Pilot program;

AND THAT a formal request be submitted to the Columbia Shuswap Regional District board for up to \$20,000 in Economic Opportunity Funds be committed annually for five years.

Please find attached an East Kootenay Immigration Pilot Program (RCIP) Information sheet provided by the Revelstoke Chamber of Commerce.

Should you have any questions please contact Evan Parliament, CAO and Interim Director of Community Economic Development, at 250-837-2911.

Sincerely,



Janet Delesalle
Governance Services Coordinator

:jd
Enc.

cc: Evan Parliament, CAO & Interim Director of Community Economic Development
Jennifer Sham, CSRD
Jodi Pierce, CSRD

— REVELSTOKE. —
CHAMBER OF COMMERCE
 EST. 1895

EAST KOOTENAY IMMIGRATION PILOT PROGRAM (RCIP)

Program Overview: The East Kootenay Immigration Pilot Program (RCIP) is an initiative designed to address the unique labor market demands of Canada & BC's rural and small communities. By providing a pathway to permanent residency for newcomers, the RCIP supports local businesses in finding the skilled workers they need, while also helping individuals already in the community to continue building their lives here. This program builds on the lessons learned from the successful Rural Northern Immigration Pilot (RNIP) that has operated in the Central & West Kootenay region over the past four years.

Impact on Our Community Participating in the RCIP will bring substantial benefits to our community:

- **Workforce Enhancement:** The program will help fill critical job vacancies, particularly in sectors such as food and beverage, healthcare, and retail, which are vital to our local economy.
- **Community Integration:** By providing a pathway to permanent residency, the program will help retain skilled workers and their families, ensuring long-term community growth and stability.
- **Economic Growth:** With more jobs filled and a stable workforce, local businesses can expand and thrive, contributing to the overall economic health of the East Kootenay region.

Financial Contributions and Commitment To implement this important pilot project, we need to secure funding from local businesses and community stakeholders. The estimated annual costs for the East Kootenay region are as follows:

Staffing (1 - 1.5 FTE):	\$125,000
Marketing and Promotion (including website)	\$5,000
CRM to track candidates	\$5,000
Administration and coordination by the lead applicant	\$15,000
Total Annual Cost	\$150,000

We are seeking commitments of around \$30,000 per year for 5 consecutive years, from each community to support these costs. Your contributions will be crucial in ensuring the success of the RCIP and the continued prosperity of our region. No commitment amount is too small.

Next Steps: We need firm commitments for funding by Wednesday, June 26.

Community Expectations and Documentation To ensure everyone is aware of the community expectations and what will be needed for the application, please review the following links:

- [Community Expectations](#)
- [Documents Needed to be Provided](#)

— REVELSTOKE. —

CHAMBER OF COMMERCE

EST. 1895

LESSONS LEARNED FROM THE WEST KOOTENAY RNIP PROGRAM

The RNIP program in the West Kootenay region has seen remarkable success over the past four years, providing valuable insights for our own RCIP:

- **650 jobs filled:** Demonstrating the program's effectiveness in addressing local labor shortages.
- **1,196 community recommendations for permanent residency:** Including 650 skilled workers and 546 spouses and dependents.
- **256 unique employers participated:** Indicating strong local business support.
- **90% of participants still live in the region:** Highlighting the program's success in retaining talent.
- **Only 9% of applicants were located overseas or outside West Kootenays when they applied:** This highlights the program's focus on retaining local talent rather than recruiting from abroad.

These statistics underscore the potential benefits of the RCIP for the East Kootenay region, informed by the successful strategies employed in the West Kootenay communities.

— REVELSTOKE. —

CHAMBER OF COMMERCE

EST. 1895

SAMPLE LETTER OF SUPPORT AND FUNDING

June XX, 2024

Dear Revelstoke Chamber of Commerce,

Subject: Support and Funding for the East Kootenay Immigration Pilot Program

On behalf of [Your Business Name], I am writing to express our strong support for the East Kootenay Immigration Pilot Program. This initiative, led by Immigration, Refugees and Citizenship Canada (IRCC), is a community-led immigration pilot designed to bring skilled workers to rural communities, providing them with a pathway to Canadian permanent residency.

The East Kootenay Immigration Pilot Program is responsive to the region's workforce needs, ensuring that local businesses can find the skilled workers they require. By spreading the benefits of economic immigration to communities outside of large metropolitan centers, this program supports the economic and social growth of rural areas like ours.

[Optional: Insert text here about your hiring and retention challenges, specifically surrounding immigrant staff. If you offer staff accommodation, please include that.]

To demonstrate our commitment, [Your Business Name] pledges a financial contribution of [\$XXX] to support the implementation and coordination of the East Kootenay Immigration Pilot Program. We understand that these funds will be allocated towards staffing, marketing, administration, and other essential activities necessary for the program's success.

I understand that by contributing financially to this program, it does not guarantee recommendations for my staff. I understand that this is not a fee for service, but a contribution from my business to build a successful regional immigration program within Revelstoke.

We are confident that this program will bring substantial benefits to our community by enhancing our workforce and ensuring the sustainability and growth of local businesses. We look forward to seeing the positive impacts of this initiative and are proud to support it.

Thank you for your dedication and efforts in making this program a reality.

Yours sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Contact Information]



BOARD REPORT

TO:	Chair and Directors
SUBJECT:	Town of Golden – Security Issuing Bylaw 9111, 2024
DESCRIPTION:	Report from Jodi Pierce, General Manager, Financial Services, dated July 3, 2024. Legislative requirement for borrowing.
RECOMMENDATION #1:	<p>THAT: Bylaw No. 9111, 2024 cited as “Columbia Shuswap Regional District Security Issuing Bylaw No. 9111, 2024” be read a first, second, and third time this 18th day of July, 2024.</p> <p><i>Corporate Vote Weighted</i></p>
RECOMMENDATION #2:	<p>THAT: Bylaw No. 9111, 2024, cited as “Columbia Shuswap Regional District Security Issuing Bylaw No. 9111, 2024” be adopted this 18th day of July, 2024.</p> <p><i>Corporate Vote Weighted</i></p>

SUMMARY:

Pursuant to S. 182 of the Community Charter, municipality borrowing under a loan authorization bylaw must be undertaken by the applicable regional district on behalf of the municipality. Pursuant to S. 824 of the Local Government Act, the Regional District will finance the loan authorization bylaw of a municipality approved under the Community Charter. This will permit the municipality to access long-term borrowing through the Municipal Finance Authority for an upcoming issue.

BACKGROUND:

The Town of Golden has provided Loan Authorization Bylaw 1444, 2021 in the amount of \$5,000,000 to the Regional District. This bylaw was approved for \$5,000,000 which is for the estimated cost of renewal and reconstruction of distinct roadways in the downtown Golden Area including other related priority infrastructure renewals as identified. At this time, the Town is only requesting \$3,414,500 be converted to long-term debt with the balance to be accessed at a later point in time. This bylaw needs to be approved by the CSR Board by August 2, 2024 to ensure that the Municipal Finance Authority deadlines for issue in the fall of 2024 are met.

POLICY:

Section 182(1) of the Community Charter and Section 824 of the Local Government Act.

FINANCIAL:

There is no impact to the CSR. The debt is issued to the Town of Golden through the Regional District and all principal and interest payments are paid by the Town of Golden.

KEY ISSUES/CONCEPTS:

To enable the Town of Golden to access long-term borrowing from the Municipal Finance Authority.

IMPLEMENTATION:

Signed documentation will be forwarded to the Ministry of Municipal Affairs and to the Municipal Finance Authority. The Town of Golden will also be notified of the Board's decision.

COMMUNICATIONS:

N/A

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2024-07-18_Board_FIN Security Issuing Bylaw - Town of Golden.docx
Attachments:	<ul style="list-style-type: none">- Bylaw No. 1444, 2021 ToG Loan Authorization Bylaw.pdf- Certificate of Approval for LA Bylaw 1444.pdf- 2024-06-19 ToG Municipal Security Issuing Resolution 24-155.pdf- SIB9111, 2024.pdf
Final Approval Date:	Jul 8, 2024

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



Jennifer Sham



John MacLean

TOWN OF GOLDEN

BYLAW NUMBER 1444, 2021
LOAN AUTHORIZATION

Being a bylaw to authorize the borrowing of funds to conduct Priority Infrastructure Renewals

The Council of the Town of Golden, in open meeting assembled, **HEREBY ENACTS AS FOLLOWS:**

1. CITATION

- (a) This Bylaw may be cited for all purposes as "*Town of Golden Loan Authorization Bylaw No. 1444, 2021*".

2. SUBSTANTIVE PROVISIONS

- (a) The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the renewal and reconstruction of portions of distinct roadways in the downtown namely 9th Avenue North, and 6th Street South in accordance with general plans on file held by the municipality notwithstanding the authority to affect changes to such plans as deemed appropriate and utilize remaining borrowed funds to address other priority infrastructure renewals as identified and otherwise do all things necessary in connection therewith and without limiting the generality of the foregoing:
- (i) To borrow upon the credit of the Municipality a sum not exceeding \$5,000,000 (five million dollars).
- (ii) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the project.
- (b) The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty five (25) years.

3. SEVERABILITY

- (a) If any portion of this bylaw is found invalid by a decision of a court of competent jurisdiction, the invalid portion is severed without effect on the remaining portions of the bylaw.

READ A FIRST TIME THIS 26TH DAY OF JANUARY, 2021.

READ A SECOND TIME THIS 26TH DAY OF JANUARY, 2021.

READ A THIRD TIME THIS 26TH DAY OF JANUARY, 2021.

Town of Golden Loan Authorization Bylaw 1444, 2021

THIRD READING RESCINDED THIS 9TH DAY OF FEBRUARY , 2021.

THIRD READING AS AMENDED THIS 9TH DAY OF FEBRUARY , 2021.

RECEIVED the approval of the Inspector of Municipalities this

3RD DAY OF MARCH , 2021.

RECEIVED the approval of the electors of the Town of Golden on the

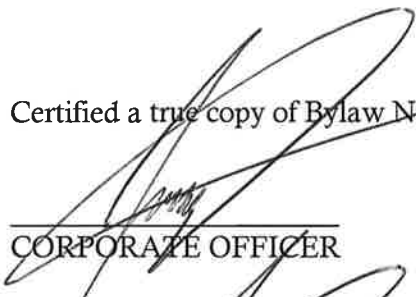
26TH DAY OF APRIL , 2021.

RECONSIDERED AND ADOPTED THIS 4TH DAY OF MAY , 2021, BY
A UNANIMOUS DECISION OF ALL MEMBERS OF TOWN COUNCIL PRESENT
AND ELIGIBLE TO VOTE.

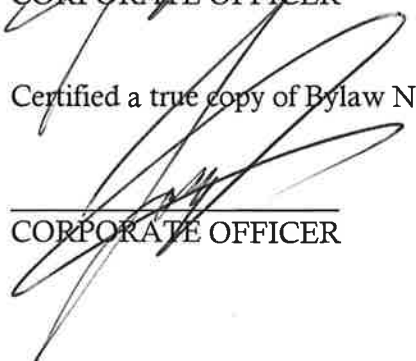

MAYOR


CORPORATE OFFICER

Certified a true copy of Bylaw No.1444, 2021 as at third reading


CORPORATE OFFICER

Certified a true copy of Bylaw No.1444, 2021 as adopted


CORPORATE OFFICER



Certificate of Approval

Under the authority of the *Local Government Act*, I certify that
Bylaw No. 1444, cited as the "Town of Golden Loan
Authorization Bylaw No. 1444, 2021" of the Town of Golden has
been lawfully and validly made and enacted, and that its validity
is not open to question on any ground in any court of British
Columbia.

Dated this 18th *day*
Of June , 2021

Deputy Inspector of Municipalities of British Columbia



Certified Resolution

Resolution #24-155

THAT based on the June 18, 2024 Staff Report from the Chief Financial Officer, "Municipal Security Issuing Resolution Request," Council APPROVE borrowing from the Municipal Finance Authority of British Columbia, as part of the 2024 Fall Borrowing Session, \$3,414,500 as authorized through the Town of Golden Loan Authorization Bylaw No. 1444, 2021;

AND THAT the Columbia Shuswap Regional District be requested to consent to our borrowing over a 25-year term and include the borrowing in a Security Issuing Bylaw.

I hereby certify the foregoing to be a true and correct copy of the resolutions adopted by the Town of Golden Council at its Regular Open meeting held on the 18th day of June 2024.

Sincerely,

Alysha Saville
Director of Corporate Services and Communications/
Corporate Officer

Dated this 19th day of June 2024



Regional District Security Issuing Bylaw
COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW No. 9111, 2024

A bylaw to authorize the entering into of an Agreement respecting financing
between the Columbia Shuswap Regional District and the Municipal
Finance Authority of British Columbia.

WHEREAS the Municipal Finance Authority of British Columbia (the “Authority”) may provide financing of capital requirements for regional districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;

AND WHEREAS the Town of Golden is a member municipality of the Columbia Shuswap Regional District (the “Regional District”);

AND WHEREAS the Regional District will finance from time to time on behalf of and at the sole cost of its member municipalities, under the provisions of Section 410 of the *Local Government Act*, the works financed pursuant to the herein mentioned loan authorization bylaws;

AND WHEREAS under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, the amount being issued under the authority thereof by this bylaw, and the term of the debt are included in this bylaw;

AND WHEREAS the tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority;

NOW THEREFORE the Regional Board of the Columbia Shuswap Regional District in open meeting assembled enacts as follows:

1. The Regional Board hereby consents to financing the debt of Town of Golden and further described in the Municipal Loan Authorization Bylaws table, in the amount of Five Million Dollars (\$5,000,000) in accordance with the following terms.

Municipal Loan Authorization Bylaws

Municipality	Loan Authorization Bylaw #	Purpose	MSIR #/Date	Amount of Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue	Amount of Issue
Town of Golden	144, 2021	Renewal and Reconstruction of distinct roadways in the downtown Golden area		\$5,000,000	\$0	\$5,000,000	25	\$3,414,500
Total				\$5,000,000	\$	\$5,000,000		\$3,414,500

2. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Municipal Loan Authorization Bylaws table, at the sole cost and on behalf of Town of Golden up to, but not exceeding Three Million Four Hundred Fourteen Thousand Five Hundred Dollars (\$3,414,500) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$3,414,500 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.

5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
8. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the Town of Golden Loan Authorization Bylaw #1444, 2021 there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
11. This bylaw may be cited as "Security Issuing Bylaw No. 9111, 2024".

READ A FIRST TIME this _____ day of _____, 2024.
 READ A SECOND TIME this _____ day of _____, 2024.
 READ A THIRD TIME this _____ day of _____, 2024.
 ADOPTED this _____ day of _____, 2024.

 Corporate Officer

 Chair

Certified a true copy of Bylaw No.9111, 2024 as adopted.

 Corporate Officer

Schedule "A" to Bylaw No. 9111, 2024

CANADA

PROVINCE OF BRITISH COLUMBIA

AGREEMENT

Regional District of Columbia Shuswap

The Regional District of Columbia Shuswap (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of _____ DOLLARS (\$_____) in lawful money of Canada, together with interest thereon from the ____ day of _____ 20__, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the ____ day of _____ 20__, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this ____ day of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw 9111, 2024 cited as "_____",

this Agreement is sealed with the Corporate Seal of the Regional District of Columbia Shuswap and signed by the Chair and Chief Financial Officer thereof.

Please note: you do not have to fill in Schedule A. It is included to show the form that the loan agreement will be in. The MFA will generate the loan agreements and send to you, after the Issue is complete.

Chair

Chief Financial Officer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

Inspector of Municipalities of British Columbia

PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$



BOARD REPORT

TO: Chair and Directors

SUBJECT: Electoral Area E: Development Variance Permit No. 841-08

DESCRIPTION: Report from Hayley Johnson, Planner I, dated June 21, 2024.
9059 Hummingbird Drive , Swansea Point

RECOMMENDATION : THAT: in accordance with Section 498 of the Local Government Act, Development Variance Permit No. 841-08 for Lot 14 Section 11 Township 21 Range 8 West of the 6th Meridian Kamloops Division Yale District Plan 27052, varying Electoral Area E Zoning Bylaw No. 841 as follows:

1. Section 4.8.4 (i) the maximum floor area, gross of the proposed accessory building be increased from 150 m² to 218 m² .

Stakeholder Vote Unweighted (LGA Part 14) Majority

SUMMARY:

The subject property is located at 9059 Hummingbird Drive in Swansea Point in Electoral Area E. The subject property is subject to the Electoral Area E Official Community Plan Bylaw No. 840 and the Electoral Area E Zoning Bylaw No. 841. The maximum floor area, gross for an accessory building permitted on the subject property currently is 150 m². The applicant has made this application to increase the maximum floor area, gross from 150 m² to 218 m² only for the proposed accessory building which will be used for personal storage.

BACKGROUND:

ELECTORAL AREA:
E (North Mara)

LEGAL DESCRIPTION:
Lot 14 Section 11 Township 21 Range 8 West of the 6th Meridian Kamloops Division Yale District plan 27052

PID:
004-929-209

CIVIC ADDRESS:
9059 Hummingbird Road

SURROUNDING LAND USE PATTERN:
North =Residential
South = Residential
East = Hummingbird Drive
West = Highway 97A

CURRENT USE:

Single detached dwelling with attached garage, deck and porch with a footprint of 367 m²

PROPOSED USE:

Accessory building (218 m²)

PARCEL SIZE:

0.31 ha (0.77 acres)

DESIGNATION:

[Electoral Area E Official Community Plan Bylaw No. 840](#)

RR - Rural Residential

ZONE:

[Electoral Area E Zoning Bylaw No. 841](#)

RR1 - Rural Residential 1

SITE COMMENTS:

The property is developed with a single detached dwelling with attached garage, deck and porch with a footprint of 367 m² and a septic system. The property is located on Hummingbird Drive in a residential area with lot size of 0.31 ha. Lot sizes in the neighborhood range from 0.21 ha to 0.58 ha on the west side of Hummingbird Drive and from 0.37 ha to 0.74 ha on the east side of Hummingbird Drive.

Bylaw Enforcement:

There is no bylaw enforcement related to this file.

POLICY:

[Electoral Area E Zoning Bylaw No. 841](#)

Section 2 Definitions

ACCESSORY BUILDING or STRUCTURE is a detached building or structure located on the same parcel as the principal building, the use of which is subordinate, customarily ancillary to that of the principal building;

ACCESSORY USE is the use of land, buildings or structures of which is subordinate customarily ancillary to a principal use or single detached dwelling;

FLOOR AREA, GROSS is the total area of all storeys in a building and attached decks and balconies, whether at, above, or below established grade, measured to the outside face of the exterior walls, windows, roof or floor as applicable, or the area in a portion of a building as applicable. For structures or portions of structures without walls, floor area, gross is measured from the outside edges of posts. Where a roof extends more than 1.3 m beyond a wall or post floor area, gross is measured to the outermost edge of the roof or eave. For buildings, structures or portions thereof without a roof floor area, gross is measured from the exterior face of a wall, post or edge of floor. Floor area, gross includes balconies, decks and parking areas but does not include unenclosed exterior stairs;"

SINGLE DETACHED DWELLING means a detached building containing only one (1) principle dwelling unit and, where permitted by this Bylaw, one (1) secondary dwelling unit. For the purposes of this Bylaw, a manufactured home is considered a single detached dwelling;

Section 4 Zones

4.8 Rural Residential 1 Zone

.2 Permitted Principal Uses

- (a) Single detached dwelling

.3 Permitted Secondary Uses

- (a) Accessory use

.4 Regulations Table

(g) Maximum height for accessory buildings and structures:

- Containing a dwelling unit- 10 m
- All other accessory buildings and structures- 8.5 m

(i) Maximum floor area, gross of an accessory building on a parcel less than 0.4 ha:

- Accessory buildings containing a dwelling unit - 250 m²
- All other accessory buildings and structures -150 m²

FINANCIAL:

There are no financial implications associated with this application.

KEY ISSUES/CONCEPTS:

Background

The subject property is developed with a 367 m² single detached dwelling with an attached garage, deck and porch. The property owners are proposing a 218 m² (2320 square feet) accessory building which the agent has stated will be used for personal storage and is not intended to be used for any commercial purposes such as a home occupation that is permitted in the RR1 zone. The applicant has not provided drawings or elevations plans as they do not want to spend any further money on this project until they are advised if the proposed variance to increase the floor area, gross of the accessory building has been approved or not. However, the agent has indicated that the proposed accessory building is planned to be open concept in the middle with 2 shop doors that are 4 m in height to store two recreational vehicles in.

Calculations for the floor area, gross show the accessory building is proposed to be 215.5 m², staff are recommending that the variance be up to 218 m² to add a small buffer in case the floor area, gross ends up slightly larger post construction.

The property is zoned RR1-Rural Residential 1 in the Electoral Area E Zoning Bylaw No. 841. There is no maximum to the number of accessory buildings permitted on the property so long as setbacks and parcel coverage are not exceeded.

Staff recently completed a planning project to update all CSRD zoning bylaws to have consistent maximum permitted floor areas and building heights for accessory buildings. The floor area and height maximum requirements that were implemented are based on a properties size and are intended to reflect the semi rural and rural nature of properties in CSRD Electoral Areas. This planning project to increase the floor area and height requirements for accessory buildings was adopted at the June 20, 2024, Board Meeting.

Prior to the proposed amendments, the maximum permitted floor area for an accessory building was 150 m² and the maximum permitted height for an accessory building was 6 m for this property. The amendments now allow this 0.31 ha property an accessory building with a floor area, gross of 150 m² and a height of 8.5 m. If the accessory building was proposed to have a secondary dwelling unit, it would be permitted to have a floor area, gross of 250 m².

The intended character of these areas with a lot size under 0.4 ha is typically residential. The size of accessory buildings should not be so large as to exceed the residential character of a property and neighbouring properties. If maximum size of accessory building is set too large, properties of this size may appear to look more industrial/commercial than residential.

The proposed 218 m² accessory building will meet the new maximum permitted height, which was increased from 6 m to 8.5 meters. The proposed accessory building is 7.8 m in height. The maximum parcel coverage permitted on this lot is 30% and with the proposed 218 m² accessory building the total parcel coverage is 16%. The proposed accessory building will be located on the north east side of the subject property and will meet the setbacks outlined in the zoning bylaw.

Analysis

With the new planning project, the intention was to increase accessory building size to better reflect size and use of residential, semi-rural, and rural properties in CSRD Electoral Areas. The new maximum permitted floor areas are to apply generally and a property owner may choose to apply for a Development Variance Permit to seek approval for a larger accessory building.

The proposed 218 m² (2346 square feet) accessory building is 75 m² (807 square feet) larger than the 150 m² floor area, gross that is permitted on the property. However, the proposed accessory building is still subordinate (smaller) than the existing single detached dwelling that has a footprint of 367 m², and therefore the proposed accessory building is not going to be so large that it overtakes the property or appears to be the primary use on the property. The proposed accessory building is also proposed to meet the required maximum parcel coverage, height, and setback zoning requirements on the property and therefore this proposal should not change the residential character of the property.

The property that is most affected by the proposed variance to increase the maximum floor area, gross of the accessory building is the property owner to the north. The trees that had once separated the subject property and the nearest neighbouring lot to the north have been removed in preparation for the construction of the proposed accessory building. These trees would have provided a visual buffer to the neighbouring lot to the proposed accessory building. The applicant has proposed that the accessory building be setback 4.5 m from the north interior side property boundary, which is more than double the required 2 m interior side parcel boundary setback requirement. This 4.5 m setback to the interior side property line should minimize some of the potential visual impacts of the proposed accessory building and therefore staff have made the 4.5 setback from the interior side parcel boundary be a requirement of the permit.

The orientation of the accessory building is proposed to have the doors facing south, away from the closest neighbouring property to the north and away from Hummingbird Drive. The narrowest width of the proposed accessory building will face east towards Hummingbird Drive. The agent has indicated that the proposed accessory building will be in line with the neighbouring properties accessory building to the north and will be back to back.

The property owner to the north and the south have provided a letter of support for this proposal (See DVP841-08_Letters_Support.pdf) as well as letters will be sent to all neighbouring properties within 100 m, and they will have the opportunity to provide feedback on the proposal.

By reviewing the 2023 CSRD Ortho Imagery, staff were able to measure some of the footprints of the accessory buildings in the neighbourhood. Based on these measurements, many of the neighbouring properties on Hummingbird Drive have accessory buildings with a footprint that ranges from approximately 175 m² to 250 m². This proposal for a 218 m² accessory building is not out of character with the other neighbouring properties.

The proposed 218 m² accessory building is also proposed to be setback from the front parcel boundary by 22 m as shown on the site plan. This distance will limit the visual impacts from Hummingbird Drive. Due to the proposed size of the accessory building, staff have made the proposed location (22 m setback from the front parcel boundary) a condition of the Development Variance Permit. The applicant is agreeable to this setback.

As noted, the property is 0.4 ha in size and there is no limit the number of accessory buildings this property could have, with the current proposal and current parcel coverage, the property owner could build three accessory buildings with a floor area, gross of 150 m² and still meet the parcel coverage requirements. As well as there would not be much difference If there were two accessory buildings on the property with a footprint of 110 m², as this would total to the same amount of floor area, gross as the one proposed 218 m² accessory building.

If the proposed accessory building had a secondary dwelling unit, it would be permitted to have a floor area, gross of 250 m². The property owner had considered including a secondary dwelling unit in the accessory building to allow for the larger floor area, gross of 250 m², which would not require a Development Variance Permit. However, the owners decided that adding a dwelling unit to the accessory building significantly increased costs and is not feasible for them and would like to proceed with this Development Variance Permit request to increase the floor area, gross for the accessory building without a dwelling unit.

Rationale for Recommendations

- The proposed 218 m² accessory building should not alter the residential character of the property as it is still subordinate to the single detached dwelling and meets all other zoning requirements;
- The proposed accessory building is not out of character with the neighbouring properties, as many of the adjacent properties have accessory buildings with a similar size to what is being proposed on the subject property

IMPLEMENTATION:

If Development Variance Permit No. 841-08 is approved by the Board, the notice of permit will be registered to the Title of the property and the property owner can proceed by obtaining a building permit. If the Development Variance Permit is not approved by the Board, the property owner would need to modify the size of the accessory building to comply with the maximum floor area, gross of 150 m².

COMMUNICATIONS:

Notices of the proposed variances were sent out to property owners and tenants in occupation of properties within 100 m of the subject property. No written submissions have been received as of the date of this report. Any written submissions received before the submission deadline (July 16, 2024, at 4 PM) will be included and attached to the Late Agenda Board package.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*

2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2024-07-18_Board_DS_DVP841-08.docx
Attachments:	<ul style="list-style-type: none">- DVP841-08_redacted.pdf- DVP841-08_Applicant_Letter_redacted.pdf- DVP841-08_Letter_Support_redacted.pdf- DVP841_08_Maps_Plans_Photos_redacted.pdf
Final Approval Date:	Jul 8, 2024

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



Corey Paiement

No Signature - Task assigned to Gerald Christie was completed by assistant Jennifer Sham

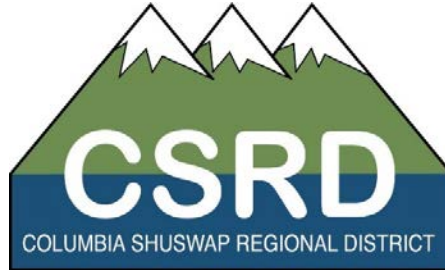
Gerald Christie



Jennifer Sham



John MacLean



DEVELOPMENT VARIANCE PERMIT NO. 841-08

OWNERS:



9059 Hummingbird Drive
Swansea Point, BC
V0E 2K2

1. This Development Variance Permit is issued subject to compliance with all the Bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Permit applies only to the lands described below:

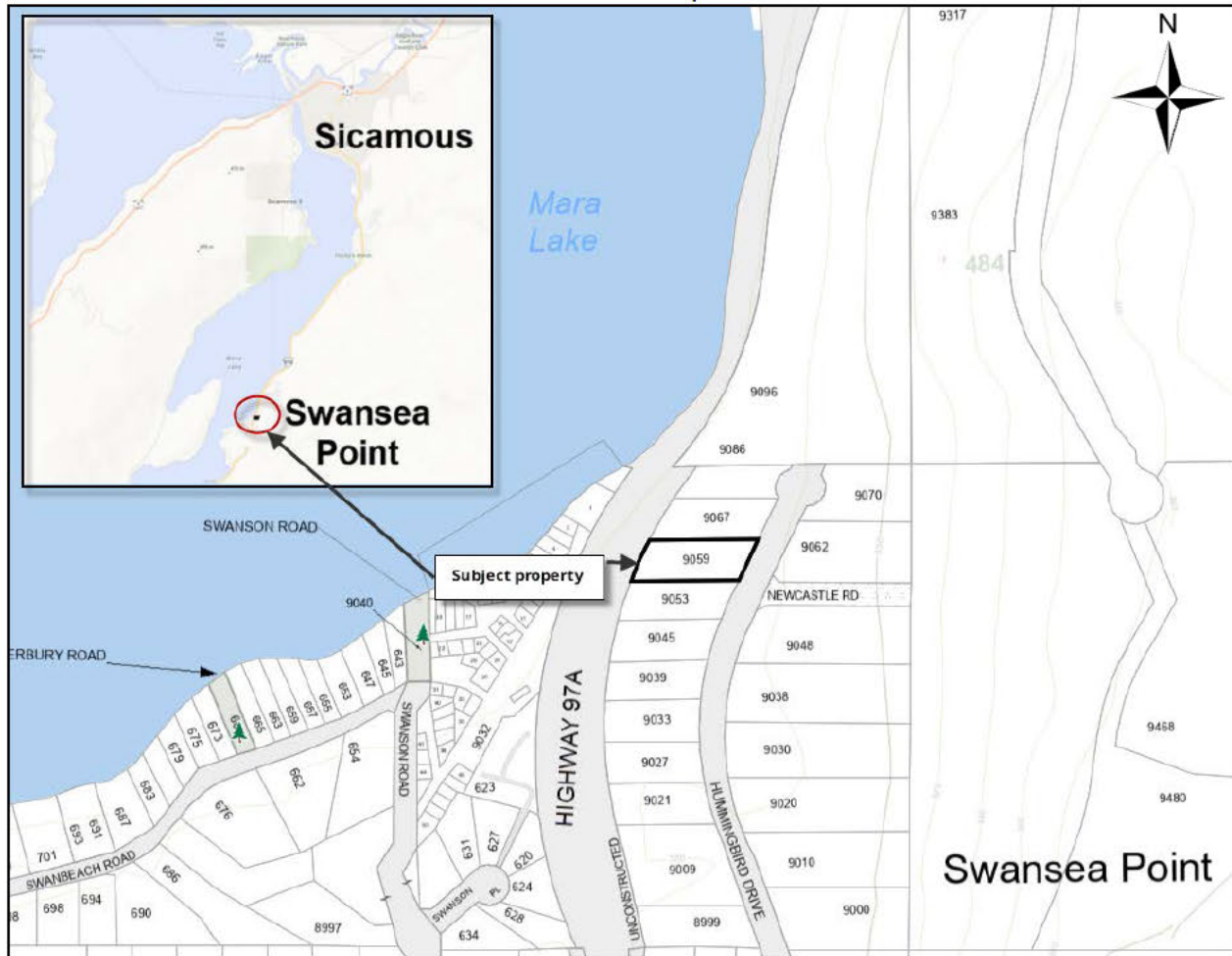
Lot 14 Section 11 Township 21 Range 8 West of the 6th Meridian Kamloops Division Yale District Plan 27052 (PID: 004-929-209), which property is more particularly shown outlined in bold on the Location Map attached hereto as Schedule A.
3. The Electoral Area E Zoning Bylaw No. 841, is hereby varied as follows:
 - a. Section 4.8.4 (i) the maximum floor area, gross of the proposed accessory building be increased from 150 m² to 218 m²
as more particularly shown on the site plans attached hereto as Schedule B.
3. This Permit is NOT a building permit.

AUTHORIZED AND ISSUED BY RESOLUTION of the Columbia Shuswap Regional District Board on the _____ day of _____, 2024.

CORPORATE OFFICER

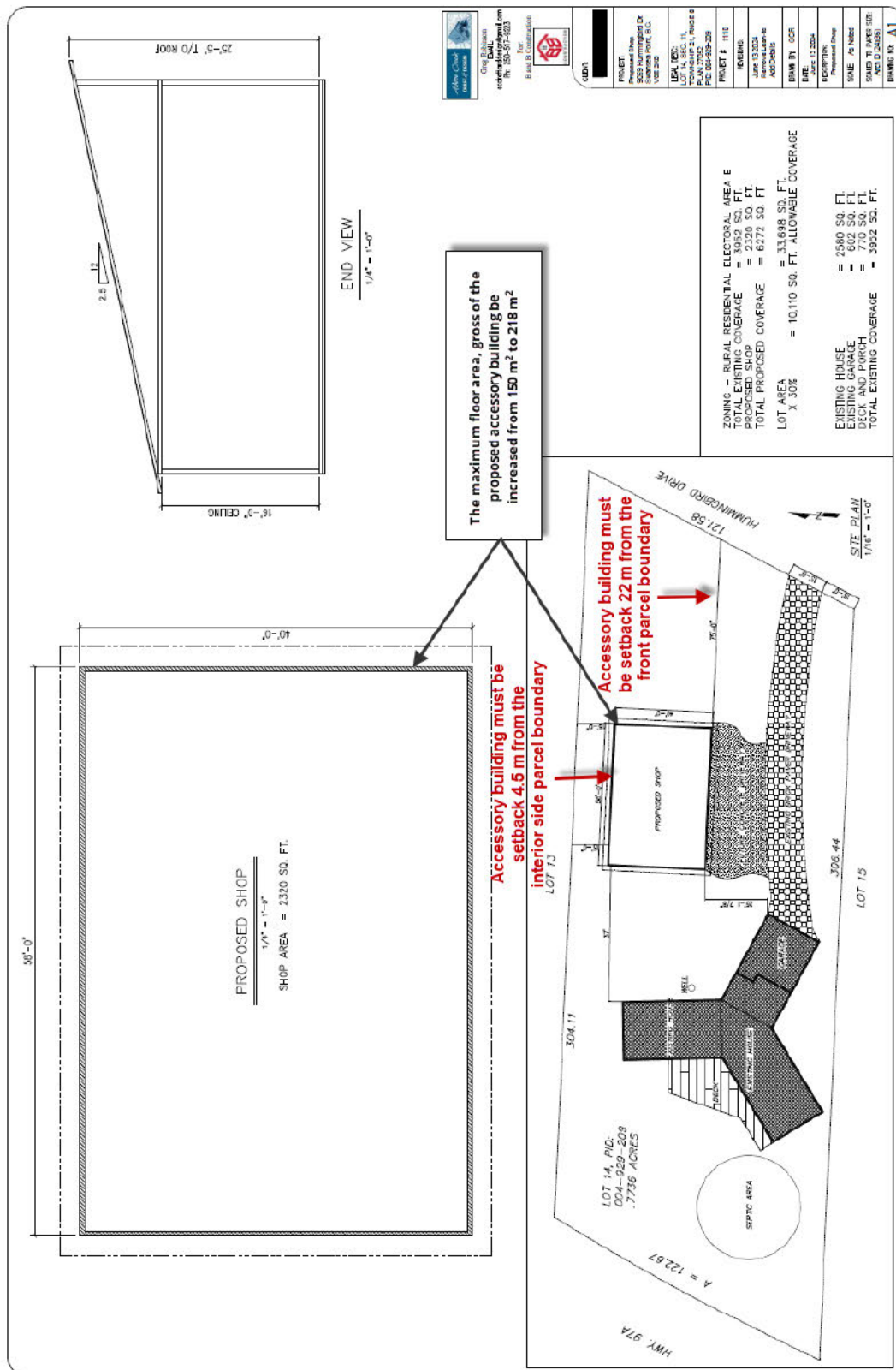
NOTE: Subject to Section 504 of the Local Government Act, if the development of the subject property is not substantially commenced within two years after the issuance of this permit, the permit automatically lapses.

Schedule A **Location Map**



Schedule B

Site Plan



To whom it may concern,

We would like to increase the floor area from the allowed 150m² to 215m² at 9059 Hummingbird Drive for several reasons. We currently need the space of the shop to store our boats, snowmobiles, travel trailers, and vehicles along with tools and some of my heavy equipment. Both my partner and I work out of town, and we are not comfortable leaving these high dollar items out in the elements and to be exposed to theft. The current number of trees on the property create a high volume of hazardous fire build up and leave the current roof of the house exposed to moss and rot. By clearing these trees and adding a shop of the proposed 215m², allows the hazard of wildfire to be mitigated while still retaining property value and aesthetics. We have discussed upgrading the floor area to 250m² and include a dwelling with my contractor but due to high building costs it is currently out of my price range. The proposed 215m² leaves me enough room for storage of personal property while the CSRD 150m² will not be adequate space to meet my needs. We have talked to surrounding neighbours and have the support of the proposed shop size, most of the surrounding properties have shops much larger than 150m². We do not feel that this proposed size of 215m² devalues, intrudes on, or will hamper any properties in the surrounding area in any way.

Thank you for your consideration.



Recieved by CSRD Staff
June 18, 2024

[REDACTED]
[REDACTED] Hummingbird Drive
Swansea Point, BC
V0E 2K2

To Whom It May Concern,

This email is in support of my neighbour, [REDACTED] building his shop as he has specified in his application. I own the property [REDACTED] of [REDACTED]. He has shown me the preliminary drawings and I have no concerns about the size or placement of his shop.

Sincerely,
[REDACTED]

[REDACTED]
[REDACTED] Hummingbird Dr, SwanseaPoint , BC

June 14, 2024

To Whom It May Concern;

Re: [REDACTED]

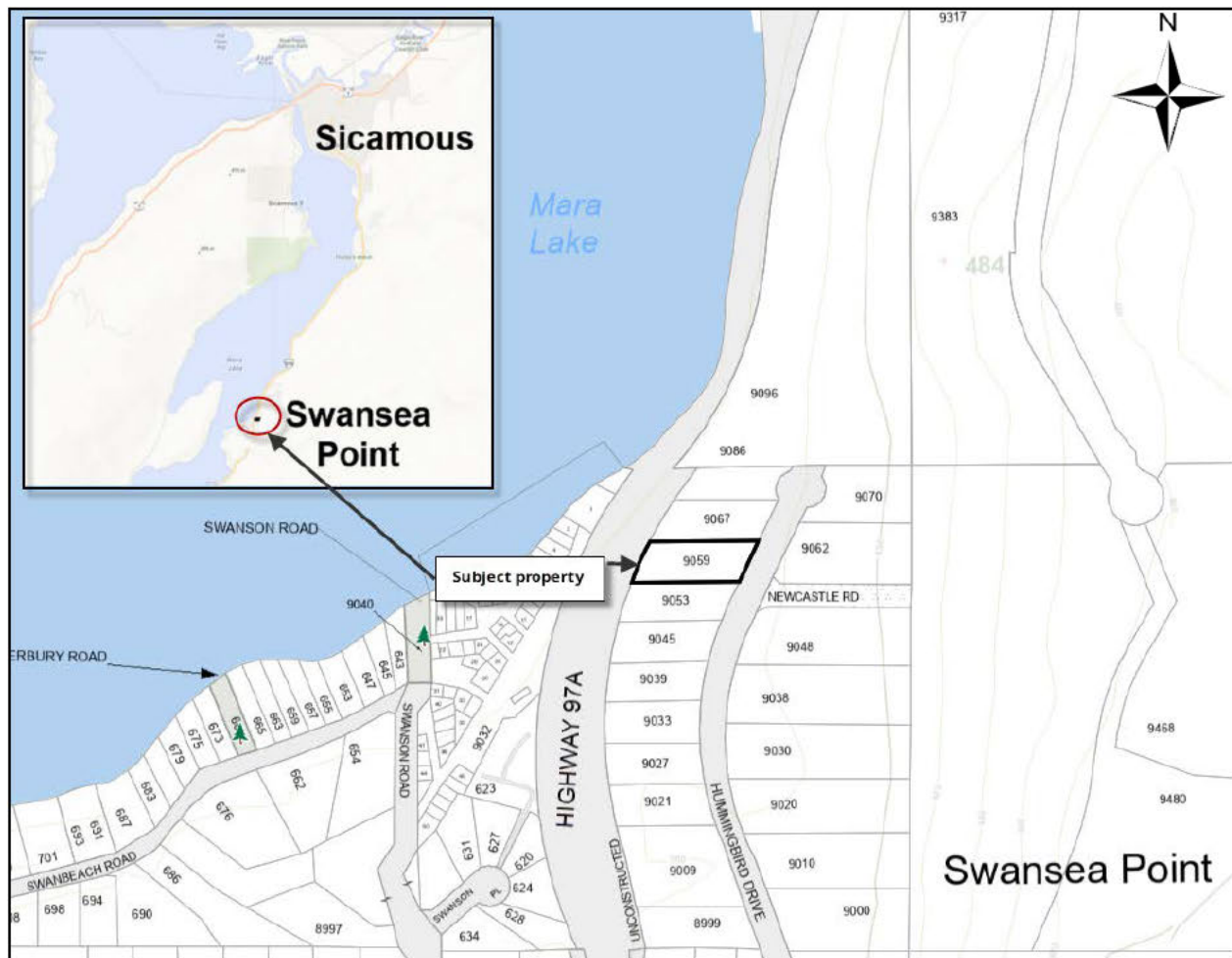
We are [REDACTED]'s neighbors [REDACTED] on the [REDACTED] side.

He has kept us informed with his intentions to build a shop and we have no issues with his building plans as per his application.

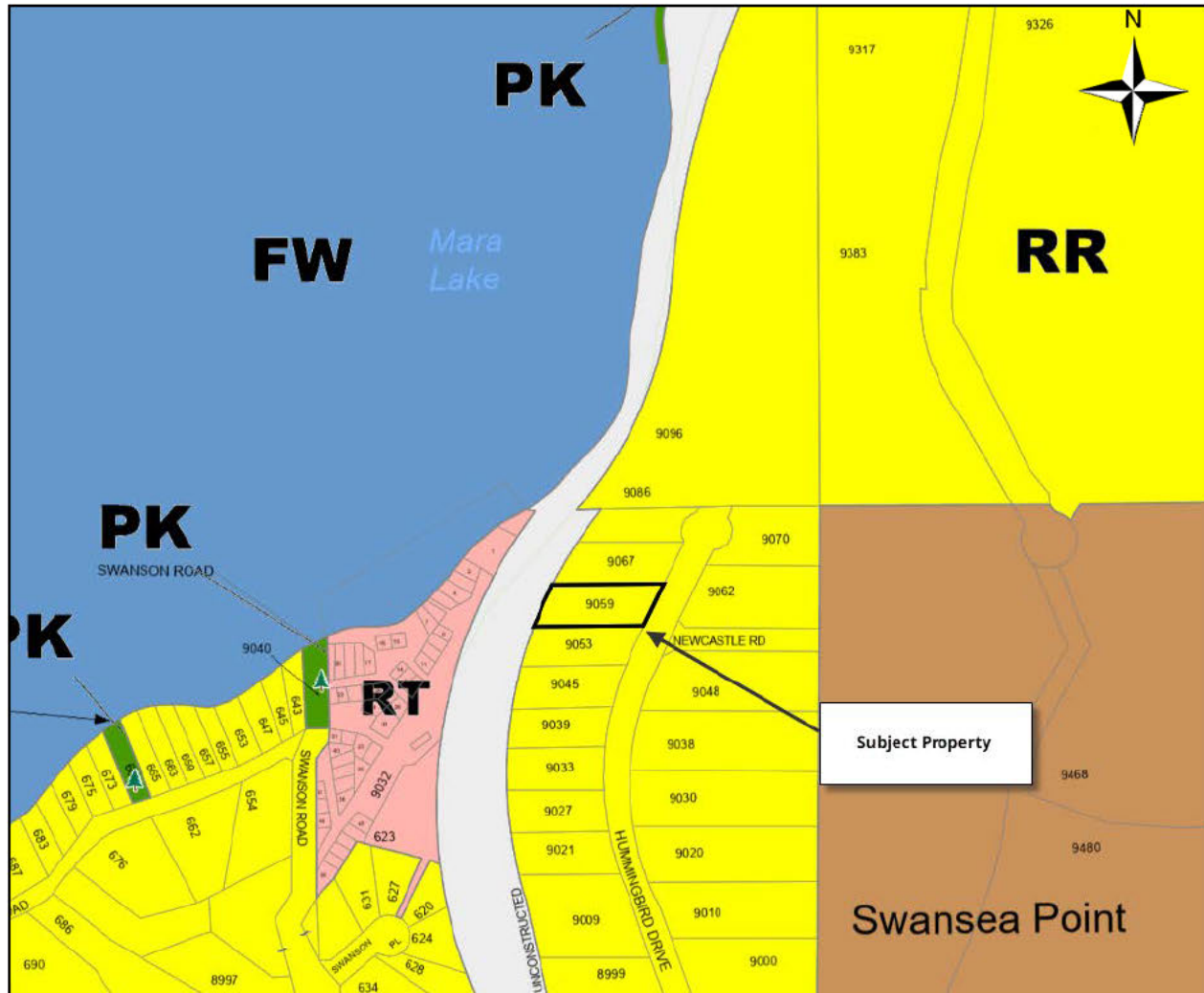
Sincerely;

[REDACTED]
[REDACTED]

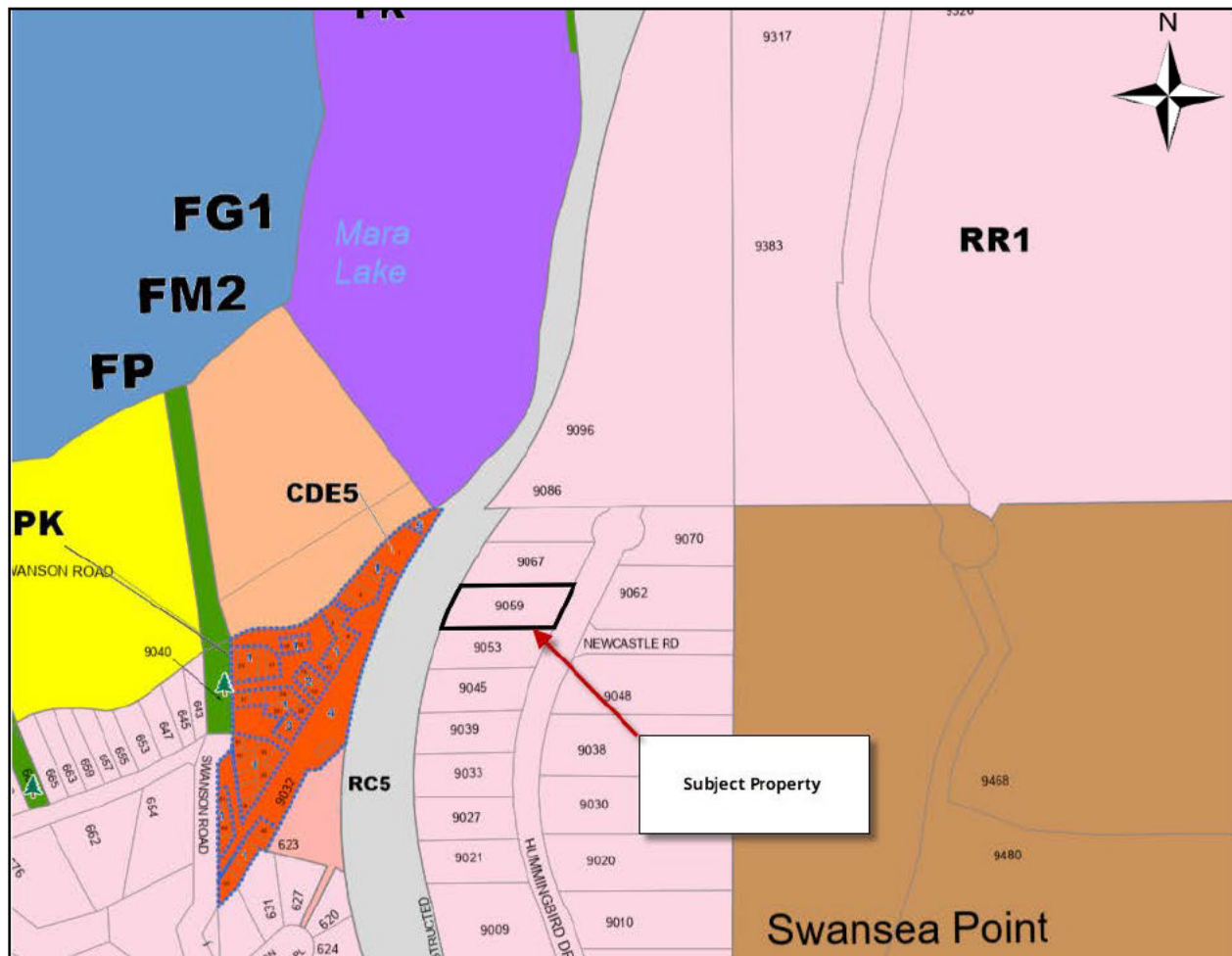
Location Map



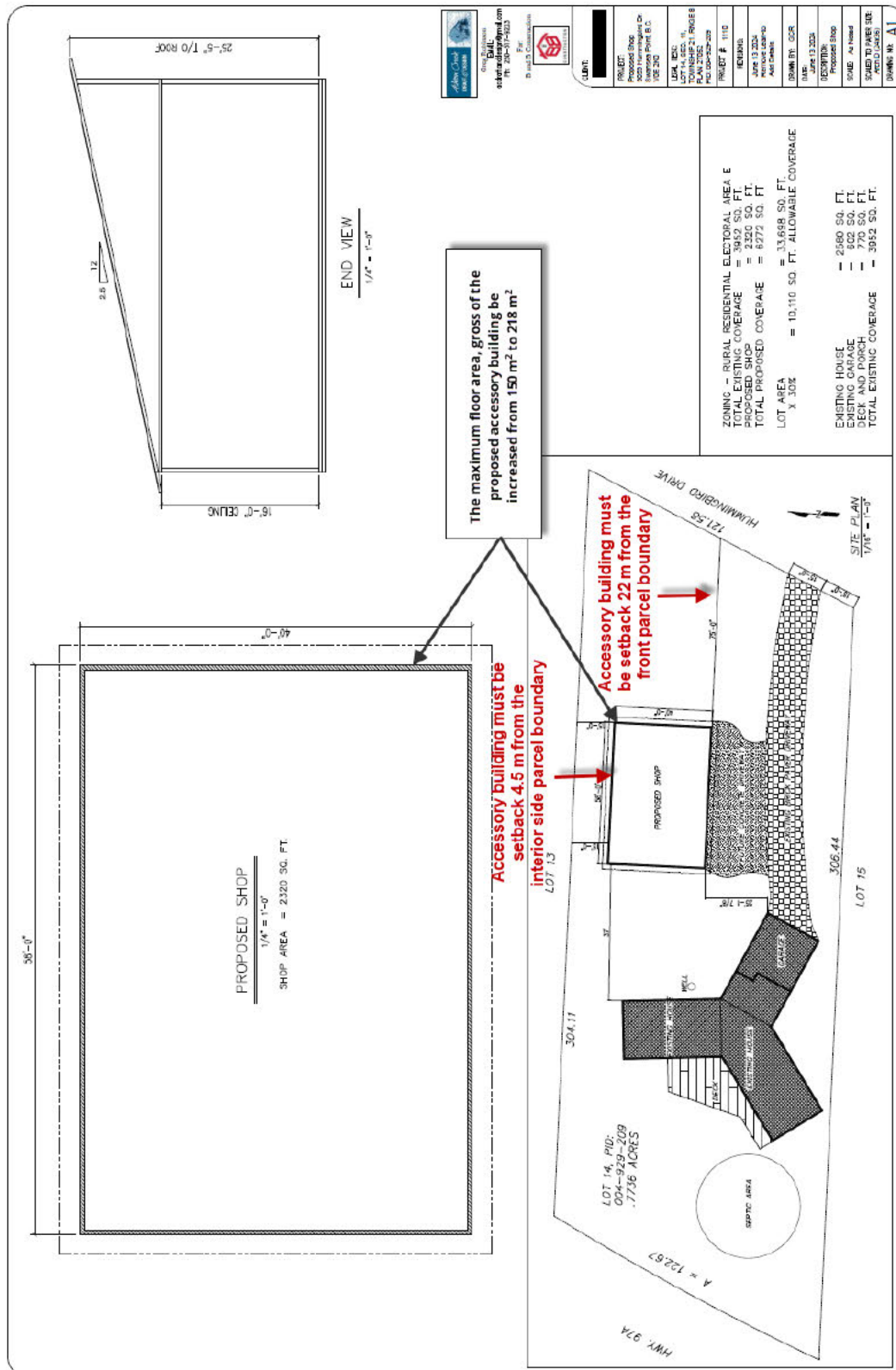
Electoral Area E Official Community Plan Bylaw No. 840



Electoral Area E Zoning Bylaw No. 841



Site Plan



2023 Ortho Imagery



Photos



Photo received June 18, 2024, showing the proposed area for the accessory building facing east submitted by the agent



Photo received June 18, 2024, showing the proposed area for the accessory building facing north submitted by the agent



Photo received June 18, 2024, showing the proposed area for the accessory building facing southeast submitted by the agent



BOARD REPORT

TO:	Chair and Directors
SUBJECT:	Electoral Area F: Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-51
DESCRIPTION:	Report from Laura Gibson, Planner II, dated July 3, 2024. Kenwood Gate, Scotch Creek
RECOMMENDATION #1:	THAT: "Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-51" be read a second time, as amended, this 18 th day of July, 2024. <i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i>
RECOMMENDATION #2:	THAT: "Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-51" be read a third time this 18 th day of July, 2024. <i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i>
RECOMMENDATION #3:	THAT: "Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-51" be adopted this 18 th day of July, 2024. <i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i>

SUMMARY:

Staff are proposing to rezone 9 properties in the Kenwood Gate area, located near the west entrance to Scotch Creek, from C1 – Commercial 1 and CR – Country Residential to a new I2 – Light Industrial zone. The subject properties are designated Industrial in the Electoral Area F Official Community Plan Bylaw No. 830. Most of the properties in the subject area have industrial uses occurring on them that are not permitted in Bylaw No. 825. Several of the buildings in the area were lost to the Bush Creek East Wildfire in 2023 and the property owners are in the process of rebuilding. The new I2 zone will better reflect the intent of the Industrial designation in Bylaw No. 830 and the current uses that are occurring on the properties.

The Board gave the bylaw second reading, as amended, at the June 20, 2024, Board meeting. Staff are now recommending the bylaw be considered for third reading and adoption. Administrative numbering updates require that the bylaw be given second reading, as amended, again prior to consideration of third reading.

BACKGROUND:

See Item No. 17.2 on the [March 21, 2024 Board Meeting Agenda](#) for the First Reading Board Report of Bylaw No. 825-51.

See Item No. 17.1 on the [June 20, 2024 Board Meeting Agenda](#) for the Second Reading Board Report of Bylaw No. 825-51.

POLICY:

See [BL825-51 BL830 BL825 Excerpts.pdf](#) for relevant excerpts from Scotch Creek/Lee Creek Zoning Bylaw No. 825 (Bylaw No. 825) and Electoral Area F Official Community Plan Bylaw No. 830 (Bylaw No. 830).

FINANCIAL:

If this bylaw amendment is adopted, individual property owners will not need to pay application fees for Temporary Use Permit or bylaw amendment applications to seek approval for industrial uses on the subject properties. Planning staff time to review and process applications for individual properties will be reduced, along with bylaw enforcement staff time.

KEY ISSUES/CONCEPTS:

The Board gave second reading, as amended, of the bylaw at the June 20, 2024, Board meeting. Following second reading, as amended, the deadline for written public submissions was advertised. As of the date of this report, no written submissions have been received. Any written submissions received prior to the cutoff date and time of 4 PM on July 16, 2024, will be added to the late Board agenda. (The subject property owner submissions that were received prior to first reading were attached to the First Reading Board Report, linked above; no further written submissions were received from those property owners.)

Rationale for Recommendation:

Staff continue to support Bylaw No. 825-51 and recommend the bylaw be considered for third reading and adoption for the following reasons:

- The new I2 – Light Industrial zone is consistent with the policies of the Industrial designation in OCP Bylaw No. 830;
- The I2 zoning should eliminate the need for Temporary Use Permit and individual zoning bylaw amendment applications for property owners who are using their properties for industrial uses or are considering doing so in the future;
- The site specific regulation for the property which lost the single family dwelling to the Bush Creek East Wildfire will allow the property owners to rebuild a single family dwelling;
- The proposed rezoning will bring all subject properties into compliance with Scotch Creek/Lee Creek Zoning Bylaw No. 825;
- Not rezoning the parcels along Squilax-Anglemont Road will help keep the entrance to the community looking less Industrial.

IMPLEMENTATION:

If the Board endorses the staff recommendations and adopts Bylaw No. 825-51, the staff will send out a letter to the subject property owners advising them of the Board's decision and CSRD files will be updated. Property owners who are rebuilding from the wildfire will need to apply for any necessary development permits and building permits.

If the Board denies the staff recommendations, the property owners will be advised of the Board's decision and that they will need to submit individual Temporary Use Permit or Rezoning applications if they wish to continue an Industrial use on the subject properties.

COMMUNICATIONS:

Letters were sent to subject property owners prior to first reading and again prior to second reading, as amended, advising them of the CSRD initiated rezoning and encouraging them to reach out to staff to share their current and proposed uses of their properties. Staff spoke with most of the property

owners prior to first reading and did not hear back from any subject property owners following first reading and prior to second reading, as amended.

Prior to consideration of third reading, a notice was sent to the subject property owners and owners and tenants in occupation of properties within 100 m of the subject properties advising of the deadline for written public submissions (4 PM on July 16, 2024). A third ad will be also placed in the July 11, 2024, edition of the Salmon Arm Observer advising of the deadline for written public submissions. As of the date of this report, no written public submissions have been received. Any submissions received prior to the deadline will be added to the late Board agenda.

DESIRED OUTCOMES:

That the Board endorse the staff recommendations.

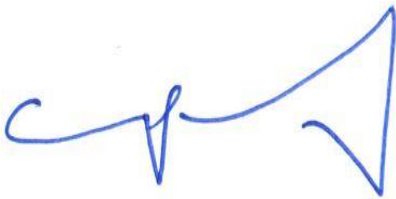
BOARD'S OPTIONS:

1. *Endorse the Recommendations*
2. *Deny the Recommendations.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2024-07-18_Board_DS_BL825-51_Second_amended_Third_Adopt.docx
Attachments:	- BL825-51_Second_amended_Third_Adopt.pdf - BL825-51_Maps_Plans_Photos_2024-05-18.pdf
Final Approval Date:	Jul 10, 2024

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



Corey Paiement

No Signature - Task assigned to Gerald Christie was completed by assistant Jennifer Sham

Gerald Christie



Jennifer Sham

No Signature - Task assigned to John MacLean was completed by assistant Jennifer Sham

John MacLean

COLUMBIA SHUSWAP REGIONAL DISTRICT

SCOTCH CREEK/LEE CREEK ZONING AMENDMENT BYLAW NO. 825-51

A bylaw to amend the "Scotch Creek/Lee Creek Zoning Bylaw No. 825"

The Board of the Columbia Shuswap Regional District, in open meeting assembled, hereby enacts as follows:

1. "Scotch Creek/Lee Creek Zoning Bylaw No. 825" is hereby amended as follows:

A. TEXT AMENDMENT

Schedule A, Zoning Bylaw Text, is hereby amended by:

- i. TABLE OF CONTENTS is hereby amended by adding section "5.18 Light Industrial (I2)" after "5.17 Industrial – 1 (I1)" and renumbering subsequent sections;
- ii. SECTION 1 DEFINITIONS is amended by adding, in alphabetical order, the terms 'manufacturing' and 'outdoor storage'

MANUFACTURING is the use of land, buildings or structures for the purpose of assembling, producing, inspecting, finishing, altering, servicing, repairing of any goods, substance, article, or materials. This use may include an administrative office and warehousing;

OUTDOOR STORAGE is the storage of equipment, goods, or materials in the open air where such storage of goods and materials does not involve the erection of permanent structures or use of shipping containers and includes storage of vehicles and boats.

- iii. PART 5: ZONES, Table 2 ZONE TITLES AND ZONE SYMBOLS is hereby amended by adding "Light Industrial" to COLUMN 1 ZONE TITLE after "Industrial - 1" and by adding "I2" to COLUMN 2 ZONE SYMBOL after "I1".
- iv. Schedule A, Zoning Bylaw Text, is hereby amended by adding "5.18 Light Industrial" as follows:

5.18	Light Industrial	I2
-------------	-------------------------	-----------

Principal Uses

- 5.18 (1)** The uses stated in this subsection and no others are permitted in the Light Industrial zone as principal uses, except as stated in Part 3: General Regulations:

- (a) *fuel storage*;
- (b) *general trade contracting office and works yard*;
- (c) *indoor storage*
- (d) *manufacturing*
- (e) *mini storage*

- (f) outdoor sales
- (g) *outdoor storage*
- (h) *plant nursery and services*
- (i) *recycling drop-off facility*
- (j) rental and repair of tools, small equipment
- (k) *vehicle repair*
- (l) welding and mechanical repair shop

Secondary Uses

- (2) The uses stated in this subsection and no others are permitted in the Light Industrial zone as principal uses, except as stated in Part 3: General Regulations:
- (a) *accessory upper floor dwelling unit*
 - (b) *accessory use*
 - (c) *accessory retail store*

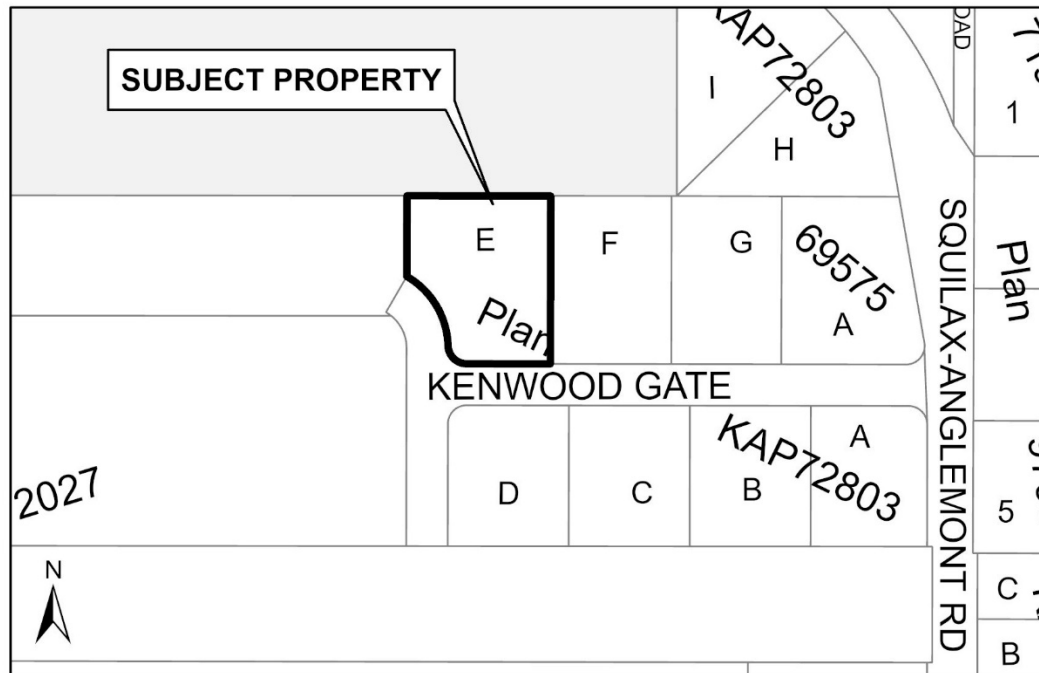
Regulations

- (3) On a parcel zoned Light Industrial, no land shall be used; no building or structure shall be constructed, located or altered; and no plan of subdivision approved; that contravenes the regulations established in this subsection, except as stated in Part 3: General Regulations and Part 4 Parking and Loading Regulations.

COLUMN 1 MATTER TO BE REGULATED	COLUMN 2 REGULATIONS
(a) Minimum <i>parcel</i> size created by subdivision <ul style="list-style-type: none"> ▪ where a parcel is serviced by an existing <i>community sewer system</i> ▪ in all other cases 	0.5 ha (1.24 ac.) 1.0 ha (2.47 ac.)
(b) Maximum <i>parcel</i> coverage	50%
(c) Maximum number of <i>dwelling units</i> <ul style="list-style-type: none"> ▪ where a parcel is serviced by an existing <i>community sewer system</i> and <i>community water system</i> ▪ in all other cases 	6 per hectare (6 per 2.47 ac.) one
(d) Maximum <i>height</i> for <i>buildings</i> and structures	12.5 m (41.01 ft.)
(e) Minimum setback from: <ul style="list-style-type: none"> • <i>Front</i> and <i>exterior side parcel boundary</i> ▪ All other <i>parcel</i> boundaries 	<ul style="list-style-type: none"> ▪ 4.5 m (14.76 ft) ▪ 2.5 m (8.2 ft)

- (4) In this subsection, lands are described by legal description and by map and in the event of any discrepancy between the legal description of the lands and the map, the map governs.

- (a) In addition to the uses listed in subsection (1), the principal uses on Lot E Section 33 Township 22 Range 11 West of the 6th Meridian Kamloops Division Yale District Plan KAP72803, as shown on the map below, shall include one *single detached dwelling*.



- v. Schedule A, Zoning Bylaw Text, is further amended by renumbering subsequent sections starting at 5.19.

B. MAP AMENDMENT

1. Schedule B, Zoning Maps, which forms part of the "Scotch Creek/Lee Creek Zoning Bylaw No. 825" is hereby amended as follows:

- i) Rezoning Lots B, C, D, E, F, and G Section 33 Township 22 Range 11 West of the 6th Meridian Kamloops Division Yale District Plan KAP72803, from C1 – Commercial 1 to I2 – Light Industrial;
- ii) Rezoning Lot 1 Section 33 Township 22 Range 11 West of the 6th Meridian Kamloops Division Yale District Plan 8429 Except Plans KAP69575 and KAP72803 from CR – Country Residential to I2 – Light Industrial;
- iii) Rezoning Lot 1 Section 33 Township 22 Range 11 West of the 6th Meridian Kamloops Division Yale District Plan 12027 Except Plans KAP69575 and KAP72803 from CR – Country Residential to I2 – Light Industrial;
- iv) Rezoning the west 3.05 ha of Lot 2 Section 33 Township 22 Range 11 West of the 6th Meridian Kamloops Division Yale District Plan 12027 from CR – Country Residential to I2 – Light Industrial.

which is more particularly shown outlined in bold on Schedule 1 attached hereto.

2. This bylaw may be cited as "Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-51."

READ a first time this _____ 21st day of _____ March _____, 2024.

READ a second time, as amended, this _____ day of _____, 2024.

READ a third time, this _____ day of _____, 2024.

ADOPTED this _____ day of _____, 2024.

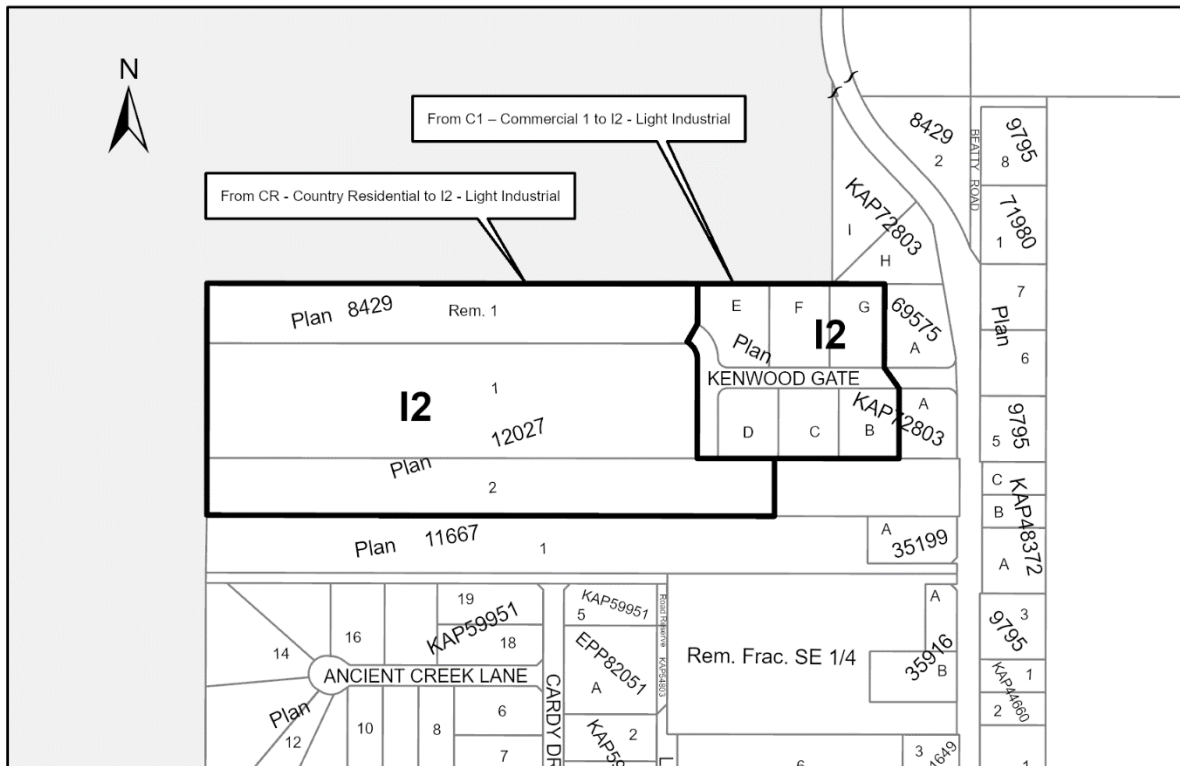
CORPORATE OFFICER

CHAIR

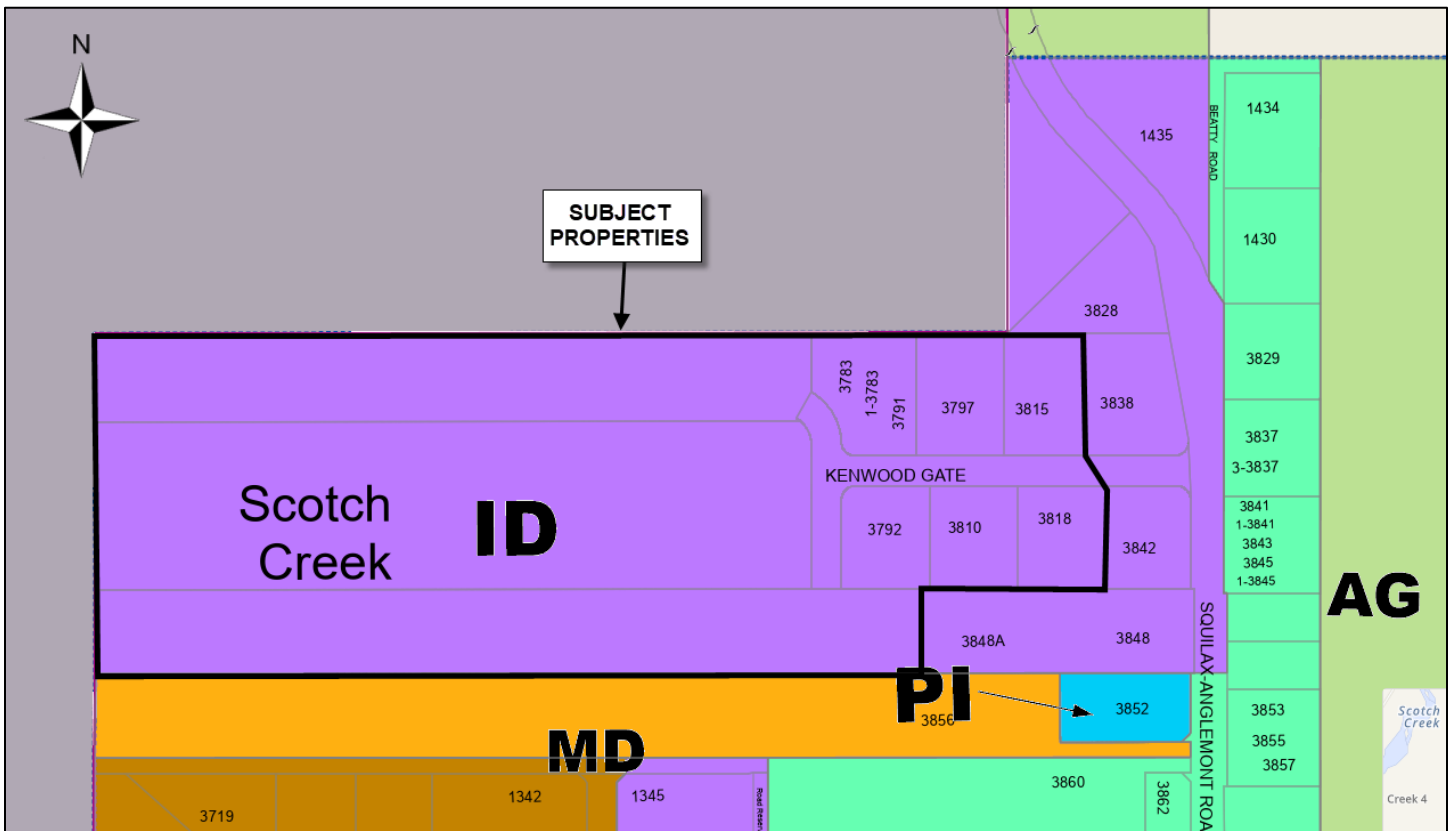
CERTIFIED a true copy of Bylaw No. 825-51 as
adopted.

Corporate Officer

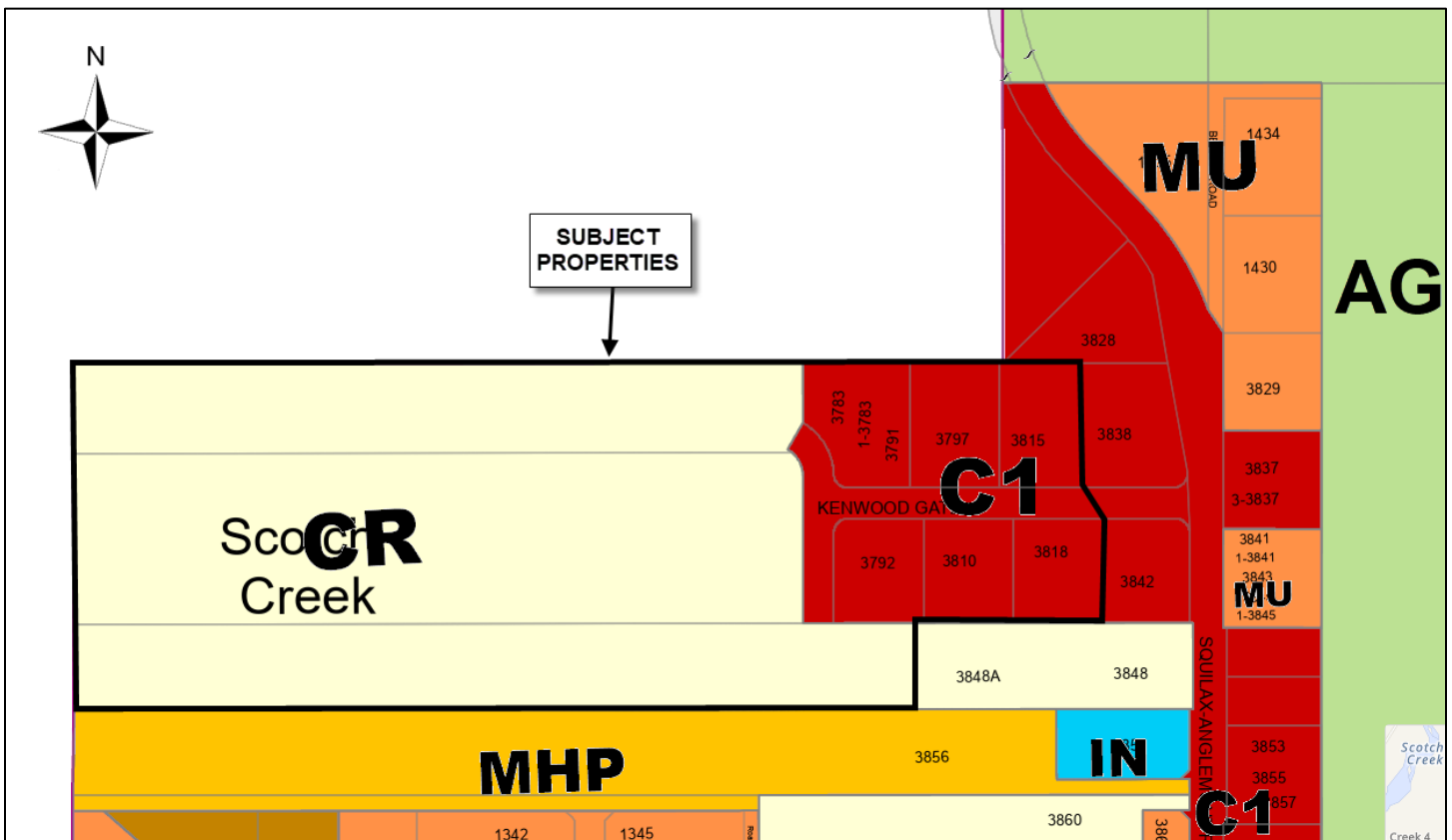
Schedule 1
Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-51



Electoral Area F Official Community Plan Bylaw No. 830



Scotch Creek/Lee Creek Zoning Bylaw No. 825



June 2023 Orthophoto



October 2023 Orthophoto





BOARD REPORT

TO:	Chair and Directors
SUBJECT:	Electoral Area F: Electoral Area F Official Community Plan Amendment Bylaw No. 830-26 and Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-52
DESCRIPTION:	Report from Laura Gibson, Planner II, dated July 3, 2024. 3856 Squilax-Anglemont Road, Scotch Creek
RECOMMENDATION #1:	<p>THAT: "Electoral Area F Official Community Plan Amendment Bylaw No. 830-26" be read a first time, this 18th day of July 2024.</p> <p><i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i></p>
RECOMMENDATION #2:	<p>THAT: "Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-52" be read a first time, this 18th day of July 2024.</p> <p><i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i></p>
RECOMMENDATION #3:	<p>THAT: The Board utilize the complex consultation process for "Electoral Area F Official Community Plan Bylaw No. 830-26" and "Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-52" and it the bylaws be referred to the following agencies and First Nations:</p> <ul style="list-style-type: none"> • CSR D Community and Protective Services, • CSR D Environmental and Utility Services, • CSR D Financial Services, • Interior Health Authority, • Ministry of Environment and Climate Change Strategy, • Ministry of Transportation and Infrastructure, • Ministry of Forests: Archaeology Branch, and, • All applicable First Nations Bands and Councils. <p><i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i></p>

SUMMARY:

The subject property is located at 3856 Squilax-Anglemont Road in Scotch Creek and is used as a manufactured home park. Fifteen manufactured homes existed prior to the wildfire in summer 2023. All but one manufactured home was lost to the wildfire. The property owner is proposing to rebuild and expand the manufactured home park to a maximum of 36 manufactured homes.

Scotch Creek/Lee Creek Zoning Bylaw No. 825 (Bylaw No. 825) permits a maximum density of one manufactured home unit per ha on a property not serviced by a community sewer system, which is defined as a sewage collection, treatment and disposal system serving 50 or more parcels. The subject property is 3.64 ha and without a community sewer system that meets the definition in Bylaw No. 825 and therefore is only currently permitted 3 manufactured homes. Furthermore, the Electoral Area F Official Community Plan Bylaw No. 830 (Bylaw No. 830) requires that all new development in the Scotch Creek Primary Settlement Area must be connected to a community water system and community sewer system. This application has been made to amend Bylaw No. 830 and Bylaw No. 825 to allow for 36 manufactured homes on the subject property, which will not be serviced by a community sewer system and a community water system.

BACKGROUND:**ELECTORAL AREA:**

F

LEGAL DESCRIPTION:

Lot 1 Section 33 Township 22 Range 11 West of the 6th Meridian Kamloops Division Yale District Plan 11667 Except Plan 35199

PID:

009-471-286

CIVIC ADDRESS:

3856 Squilax-Anglemont Road, Scotch Creek

SURROUNDING LAND USE PATTERN:

North = Industrial

South = Residential, Industrial,

East = Public and Institutional, Squilax-Anglemont Road

West = Scotch Creek Indian Reserve #4

CURRENT USE:

One manufactured home (15 manufactured homes prior to the wildfire)

PROPOSED USE:

Maximum of 36 manufactured homes

PARCEL SIZE:

3.64 ha (9.03 ac)

DESIGNATION:[Electoral Area F Official Community Plan Bylaw No. 830](#)

MD – Medium Density

PROPOSED DESIGNATION:[Electoral Area F Official Community Plan Bylaw No. 830](#)

MD – Medium Density

Add site specific policy to allow for a maximum of 36 manufactured homes without a connection to a community water system and a community sewer system.

ZONE:[Scotch Creek/Lee Creek Zoning Bylaw No. 825](#)

MHP - Manufactured Homes Park

PROPOSED ZONE:[Scotch Creek/Lee Creek Zoning Bylaw No. 825](#)

MHP - Manufactured Homes Park

Add site specific regulation to allow for a maximum of 36 manufactured homes without a connection to a community sewer system.

AGRICULTURAL LAND RESERVE:
0%

SITE COMMENTS:

A site visit has not been completed for this application, but staff are familiar with this location. The subject property is in the village centre of Scotch Creek with direct access from Squilax-Anglemont Road. The property is flat and does not contain any watercourses. The manufactured home park is a good location as it is walking distance to amenities such as the grocery store, post office, and former library (which is proposed to be rebuilt).

The property is partially situated in the Scotch Creek Active Fan and therefore requires a Hazardous Lands (Flooding and Debris Flow Potential) Development Permit prior to new development. This type of development permit is regularly approved in the Scotch Creek Active Fan if the required professional report is provided with the application.

According to the applicant, the manufactured home park was established around 1992 and originally had 7 manufactured homes. The park expanded to 15 manufactured homes around 2001. The current owner purchased the property in 2005. The 15 manufactured homes that existed prior to the Bush Creek East Wildfire in 2023 were serviced by an onsite well and several onsite wastewater management systems, one which serviced 9 units and four smaller systems which had the potential to service two units each. One manufactured home unit remains on site following the wildfire.

BYLAW ENFORCEMENT:

There is no bylaw enforcement related to this file.

POLICY:

See attached "BL830-26_BL825-51_BL830_BL825_Excerpts.pdf" for applicable policies and zoning regulations.

[Electoral Area F Official Community Plan Bylaw No. 830](#)

- Section 6 – A Well-housed Community
- Section 10 – A Well-serviced Community
- Section 11 – Managing Growth: North Shuswap
- Section 12 – Managing Growth: Scotch Creek (Primary Settlement Area)

[Scotch Creek/Lee Creek Zoning Bylaw No. 825](#)

- Part 1 – Definitions
- Part 5 – Zones
 - 5.9 Manufactured Home Park (MHP)

FINANCIAL:

After first reading, Financial Services and Environmental and Utility Services will need to review the proposed OCP amendment and confirm whether it is consistent with the CSRD's Financial Plan and Waste Management Plan.

KEY ISSUES/CONCEPTS:Background

The subject property is used as a manufactured home park and is designated MD – Medium Density and within the Scotch Creek Primary Settlement Area in the Electoral Area F Official Community Plan Bylaw No. 830 (Bylaw No. 830). The property is zoned MHP – Manufactured Home Park in Scotch Creek/Lee Creek Zoning Bylaw No. 825 (Bylaw No. 825). Where there is no community sewer system, the MHP zone permits a maximum density of one unit per ha. The subject property is 3.64 ha and is not connected to a community sewer system and is therefore permitted three manufactured homes.

Prior to the wildfire in summer 2023, there were 15 manufactured homes existing on the subject property. It is unclear how many of these manufactured homes may have been lawful non-conforming (existed prior to the adopted of Bylaw No. 825 in 2005). The applicant told staff that 7 homes existed around 1992 and 8 more were added around 2001, however, the CSRD has not received any supporting evidence to date from the applicant for the CSRD to make a determination about the lawfully non-conforming status. If it was determined that lawfully non-conforming status applies, it may be possible for up to 15 manufactured homes to be re-established on the property without rezoning.

The proposal for more than three manufactured homes up to a maximum of 36 manufactured homes requires an amendment to the Electoral Area F Official Community Plan (OCP) as the OCP contains policies which state that all new development within the Scotch Creek Primary Settlement Area must connect to a community sewage system and must connect to a community water system. In Bylaw No. 830, Section 10.3 policies about Liquid Waste Management include that any new development in the Scotch Creek Primary Settlement Area must connect to a community sewage system. In Bylaw No. 830, community sewage system is defined as:

COMMUNITY SEWAGE SYSTEM means a sewage collection, treatment and disposal system serving 50 or more connections, parcels, dwelling units, or recreational vehicles.

Furthermore, Section 10.2 policies for Water Supply and Distribution in Bylaw No. 830 require that all new development in the Scotch Creek Primary Settlement Area must connect to a community water system. In Bylaw No. 830, a community water system is defined as:

COMMUNITY WATER SYSTEM means a waterworks system serving 50 or more connections, parcels, dwelling units, or recreational vehicles. There are currently no existing community sewer systems or community water systems in the community that the property could connect to.

The closest community water systems are the Scotch Creek Water System, which is currently under development approximately 1.15 km south of the subject property, and the Saratoga Water System, approximately 1.6 km to the east of the subject property (see attached "BL830-26_BL825-52_Maps_Plans_Photos.pdf").

Proposal

The property owner has hired Franklin Engineering Ltd. as their agent, who has applied to the CSRD to amend Bylaw No. 825 and increase the permitted density of manufactured homes to 36 units without a connection to a community sewer system or community water system. There is currently a sewage disposal system existing on the subject property which can service up to 9 manufactured homes. The applicant is proposing to continue utilizing this existing system to serve 8 manufactured home units and add 14 smaller onsite wastewater management systems that would service two units each. According to the applicant's letter of rationale, this will distribute the wastewater over the whole site instead of one concentrated area, allowing for optimal dilution (see attached "BL830-25_BL825-52_Letter_of_Rationale_03-18-2024.pdf"). The other benefits as noted by the applicant include that the

phased construction allows less of an initial cost of installation and ease of maintenance (individual systems require less maintenance overall). The applicant goes on to explain that if a second large system were required, it would result in the loss of approximately 4 manufactured home sites, whereas 14 smaller system could be situated along the property lines and between units. One large community wastewater treatment system that could service all 36 units would be cost and time prohibitive, as it would require an extensive application process through the Ministry of Environment and it would be a minimum of 2-3 years before a system can be in place on site. The applicant also states that regular maintenance and operation fees of a system of that size are thousands of dollars per month which would be passed on to the residents. See attached "BL830-26_BL825-52_Letter-of-Rationale.pdf" for the full letter and "BL830-26_BL825-52_Maps_Plans.pdf" for the site plan.

For water servicing, the 36 manufactured homes are proposed to be serviced by a new water treatment system sourced from an existing well.

Land Use Analysis

Policies in Section 6 of the OCP, A Well-Housed Community, include to provide a range of housing types and tenures to meet the needs of all residents in the community and to encourage affordable housing for seniors to allow North Shuswap Residents to age in place, close to friends and family. There is a need for affordable housing in the Scotch Creek area, especially after the wildfire in 2023. The subject property's location is ideal for affordable housing as it is walking distance to local amenities, including the grocery store, post office, and (future) library.

Policy 2 of the Medium Density designation in OCP Bylaw No. 830 states that the density of Medium Density Residential is proposed as 15-20 units per hectare. For the subject property, which is 3.64 ha, that would be 54-72 units. The proposal is well below this proposed density for the Medium Density designation. However, that density is only supported in conjunction with the required community servicing, which is what this proposed bylaw amendment is addressing.

Servicing Analysis

In OCP Bylaw No. 830, a community sewer system means a sewage collection, treatment and disposal system serving 50 or more connections, parcels, dwelling units, or recreational vehicles. In Zoning Bylaw No. 825, the definition of a community sewer system is slightly different than the definition in the OCP as it states that it means a sewage collection, treatment and disposal system serving 50 or more parcels situated within the community intended to be serviced (as opposed to the OCP definition that requires 50 or more connections to parcels, dwelling units, or recreational vehicles). The proposed density of the manufactured home park is 36 units, not 50 or more, and therefore the proposal requires both OCP and zoning bylaw amendments regardless of the difference in definitions.

The community systems reference 50 connections because that is considered the minimum number of connections for a community system to be sustainable to operate. This is reflected in the [CSRD Water System Acquisition Strategy](#) (February 2011), which states the CSRD will consider acquiring only water systems that have at least 50 connections and are expected to be financially viable to own and operate. There is no existing community sewer system or community water system in the vicinity of the subject property to connect to. Given that the full build out of the mobile home park is proposed to be 36 units, if new community systems were built for the subject property to service the manufactured home park, they would still not have 50 connections and therefore would not meet the definitions of community sewage system and community water system in Bylaw No. 830.

Potable Water

All water supply systems in British Columbia require approval from the regional health authority, which in the CSRD is Interior Health Authority. A water supply system means a domestic water system that serves more than one single-family residence. The Drinking Water Protection Act (the Act) outlines general requirements for water suppliers, and the Drinking Water Protection Regulation sets out more specific requirements. The Ministry of Health administers the Act and develops policy related to drinking water. The regional health authorities implement the Act and provide monitoring of drinking water systems. An operating permit may be required in accordance with the regulations and terms of an operating permit may include, but are not limited to, treatment requirements, qualifications and training of persons operating, maintaining, or repairing the water supply system, monitoring of the drinking water source and the water in the water supply system, and reporting of monitoring results. A water license is also required from the Province in accordance with the Water Sustainability Act. Water licences and approvals allow people to divert, use or store surface water or groundwater.

A single water treatment system is proposed to service the 36 manufactured homes. It will not have the minimum 50 connections to meet the definition of community system in the CSRD bylaws. The applicant has told staff that the water will be sourced from an existing well which has a flow rate of 50 gallons per minute (gpm). The applicant states that at maximum build out, the manufactured home park would require a peak flow rate of 20 gpm, and the proposed treatment system has been designed to service 40 gpm, double the expected demand at full build-out. The applicant has informed staff that they completed the application package to Interior Health in June, and it can be 60 days get an initial response from them. The proposed bylaw amendment will be referred to Interior Health if the bylaws are given first reading and staff will specifically ask Interior Health if they can provide any confirmation that an expansion to the existing water system may be approved.

Sewage

Onsite sewerage systems that treat effluent from buildings that are not serviced by larger municipal or regional sewer systems are regulated either by the Public Health Act (regional health authority or the Municipal Wastewater Regulation under the Environmental Management Act (Ministry of Environment and Climate Change Strategy (MOE)), depending on the amount of sewage flow the system is designed to receive.

A sewerage system designed to receive a sewage flow of less than 22,700 L/day may be regulated by the regional health authority. The regional health authority receives a filing from the authorized person who is constructing the sewerage system under the Sewerage System Regulation, but the regional health authority does not need to specifically approve each system. Within 30 days of completing construction of the sewerage system, the authorized person submits a letter of certification to Interior Health to provide assurances that the plans and specifications are consistent with standard practice.

For a sewerage system designed to receive a sewage flow of more than 22,700 L/day, MOE issues authorizations. As noted on MOE's website, the applications follow a complex process and can take up to 4.5 years to complete. The application submission is extensive, requiring items such as design drawings, a technical information summary sheet, a series of plans (operating plan, commissioning plan, contingency plan, irrigation plan, closure plan, proof of assurance plan, and a site plan), impact studies (environmental impact study (EIS), construction and operation EIS, receiving environment EIS, overflow EIS, and inflow and infiltration study), and more. A sewerage system authorized by MOE also requires regular monitoring and annual reporting. The applicant has noted that for manufactured homes, a rate of 1000 L/day for each unit is used. This would total 36,000 L/day for the full build-out (36 units) of the mobile home park or 28,000 L/day for the 28 units that will not be serviced by the existing sewage disposal system (which is proposed to service 8 units). Either way, these new systems would have to

be designed to receive a sewage flow of more than 22,700 L/day and therefore require the extensive application to MOE.

The review and approval of these systems is complex and costly because it is an important function of public health protection (to minimize, mitigate and/or prevent environmental threats to human health.) Without the required plants and reporting, the risk of the system failing increases.

Referrals are recommended to both MOE and Interior Health if these bylaws are given first reading to provide comments on the proposed servicing.

Staff have concerns about the sustainability of the proposed methods of servicing for the proposed development. One system that is approved through MOE is preferable, because there is more Provincial oversight of the design, operations, monitoring of these types of systems. The proposal for 14 smaller septic systems each servicing 2 manufactured homes will distribute the effluent over a larger area than having a single shared system or several larger systems and is not an uncommon practice for manufactured home parks, but it is not the most sustainable. Without proper maintenance, septic systems can fail, and the cumulative impact can have a detrimental impact on human health and the environment. The reason that the zoning currently only permits a density of 1 manufactured home unit per hectare where there is no community servicing is to align with Interior Health Authority's best practice of a minimum 1 ha lot size for onsite servicing. The CSRD Subdivision Servicing Bylaw No. 680 (Bylaw No. 680) also requires a minimum parcel size of 1 ha for new lots with onsite servicing. However, this is a manufactured home park and not a subdivision creating individual lots, so Bylaw No. 680 does not specifically apply to this proposal.

The next best option may be to have a few smaller systems (similar to the existing system which is proposed to service 8 of the manufactured homes) that receive a sewage flow of less than 22,700 L/day and therefore are not obligated to comply with the Municipal Wastewater Regulations and require the approval from MOE. These smaller systems would fall under the Sewerage System Regulation which does not have the same level of oversight as systems regulated by MOE. These systems do not offer as much of a staged approach as having 14 smaller septic systems that serve 2 manufactured homes each.

If the bylaw amendment is given first reading, referrals will be sent to agencies and First Nations for comment, including CSRD Environmental and Utility Services, the Ministry of Environment, and Interior Health Authority for their input on the proposed method of sewage disposal.

Community Sewer and Community Water Systems

One of the objectives in Section 10, A Well-Serviced Community, in Bylaw No. 830 is to provide an appropriate level of infrastructure services in development, balancing demand with affordability. The level of design, management, and oversight of community sewer and community water systems minimize risk to water users and the environment. However, while it is optimal to have community sewer and community water systems in place that serve 50 or more units, staff feel the subject property may be viewed uniquely as it is not a subdivision creating new lots and because the property is already established as a manufactured home park. While the expansion of the manufactured home park will result in new manufactured homes, it is not a brand new development, but an expanded development and it may be appropriate to utilize the full property for more affordable homes.

The proposed methods of sewer and water servicing may be considered as a temporary option until a community sewer system and community water system become available in the community and more specifically to the property. The proposed servicing is not considered to be sustainable in the long term.

Referrals to CSRD Environmental and Utility Services (EUS) will provide that department the opportunity to comment on the history and plans for CSRD community water servicing and community sewer servicing in Scotch Creek. EUS may also provide information on how the proposal may align with or contradict the Liquid Waste Management Plan.

Covenant

If the Board chooses to approve third reading of the amending bylaws to allow the proposal at a future meeting, staff recommend a covenant be registered on title of the subject property as part of the bylaw amendment. The covenant would require that the property connect to a community water system and/or a community sewer system should the systems become available to the property. Available means if the subject property is within the service area for a CSRD-owned community water or sewer system. The property owner registering a covenant on title to require future connection to community servicing is common practice of the CSRD in similar situations, such as for proposed developments at 4109 Squilax-Anglemont Road, formerly Frank's Campground (BL830-23 and BL825-43) and for development variance permits which vary servicing requirements for subdivisions.

Staff also recommend that prior to consideration of second reading of the proposed bylaw amendments, a hydro-geological impact assessment to review and confirm the quantity and quality of water resources be required from the applicant. A qualified professional engineer or geoscientist with proven knowledge and experience in groundwater management must provide a written statement, through a hydro-geological impact assessment, verifying the long term reliability of the water supply for the proposed development. The assessment must also verify that there will be no significant negative impacts on other water supplies and properties and review the proposed method of sewage disposal and potential impacts to groundwater.

Proposed Bylaw Amendments

In order for this proposal to proceed to development and building permits to be issued for more than 3 manufactured homes on the subject property, OCP and zoning bylaw amendments are required. Staff have prepared the necessary bylaw amendments which are attached as BL830-26 and BL825-52

In OCP Bylaw No. 830, staff are proposing to add a site specific policy in the MD – Medium Density designation, which will refer to policies from Section 10 on servicing, as follows:

Adding to Section 12.10 Medium Density (MD) after *Policy 8*:

1. a) Notwithstanding Section 10.2 Water Supply and Distribution *Policy 3*, for Lot 1, Section 33, Township 22, Range 11, W6M, KDYD, Plan 11667 except Plan 35199, as shown on the map below, the expansion of the existing manufactured home park is permitted despite not having a connection to a community water system that has 50 or more connections. The manufactured home park shall be serviced by a shared water system, approved by Interior Health Authority, serving a maximum of 36 units.
- b) Notwithstanding Section 10.3 Liquid Waste Management *Policy 2*, for Lot 1, Section 33, Township 22, Range 11, W6M, KDYD, Plan 11667 except Plan 35199, as shown on the map below, the expansion of the existing manufactured home park is permitted despite not having a connection to a community sewer system with 50 or more connections. 8 manufactured home spaces shall be connected to one shared sewage system and 28 manufactured home spaces shall be serviced by 14 sewage disposal systems (2 manufactured home spaces per onsite sewage disposal systems). All sewage systems shall be constructed in accordance with the Sewerage System Regulation.

Staff are proposing to add a site specific policy to the MHP zone in Bylaw No. 825, as follows:

Adding to Section 5.9(4) after (a):

(b) Notwithstanding subsection (3)(c) for Lot 1, Section 33, Township 22, Range 11, W6M, KDYD, Plan 11667 except Plan 35199, as shown on the map below [map of subject property to be included with bylaw amendment], the maximum density of manufactured home spaces where not serviced by a *community sewer system* shall be ten per ha (one per 0.25 ac). 8 manufactured home spaces shall be connected to one shared sewage system and 28 manufactured home spaces shall be serviced by 14 onsite sewage disposal systems (2 manufactured home spaces per system). All sewage systems shall be constructed in accordance with the Sewerage System Regulation.

Development Permit

The property is situated in the Scotch Creek Active Fan. A Hazardous Lands (Flooding and Debris Flow Potential) Development Permit (DP) No. 830-433 was issued on April 11, 2024, by the General Manager of Development Services for up to three manufactured homes (the maximum number of homes currently permitted by Bylaw No. 825). An amendment will be required to this DP if these bylaw amendments are approved to permit more manufactured homes.

Building Permits

The property is subject to CSRD Building Regulation Bylaw No. 660-3 and a building permit will be required for each new manufactured home. Confirmation of adequate potable water and sewage disposal is required prior to the issuance of a building permit. One recent building permit application has been made for a manufactured home, which may be issued prior to rezoning as it will be the second unit on the subject property (since the wildfire). Three manufactured homes are currently permitted on the subject property.

Rationale for Recommendation

The subject property is the ideal location for a manufactured home park. The proposed bylaw amendment would allow rebuilding of the 14 homes lost to the wildfire on the subject property, as well as up to 21 more homes. This would provide an alternative housing option in Scotch Creek that may be considered more affordable when compared to the existing housing forms in the community and meet the goals of the OCP to provide more affordable housing.

The concerns with the proposed bylaw amendment relate to the long term sustainability of the proposed servicing. Community servicing requires more planning, coordination, and initial cost, but is more environmentally sustainable in the long term and the larger the system, the more economically sustainable. Community water servicing will increase incrementally over time in Scotch Creek as the CSRD water systems expand. However, there are currently no concrete plans from the CSRD, First Nations, or otherwise, for a community sewer system servicing the Scotch Creek Village Centre. The proposed methods of servicing are not considered sustainable over the medium or long-term. Therefore, if the application for the proposed servicing is approved by the Board, the proposed method of servicing should be considered temporary and the property/development should be required to connect to a future community sewer system and community water system when they become available for the property.

While staff have concerns about the sustainability of the proposed methods of servicing for the proposed development, staff recommend the Board give first reading to Bylaw No. 830-26 and Bylaw No. 825-52 and of the amending bylaws in order for the noted referrals to occur for the following reasons:

- The subject property's location is ideal for a manufactured home park, being in the village centre of Scotch Creek and close to amenities;

- This is an existing manufactured home park with MHP zoning and not entirely new development and subdivision is not part of the proposal;
- There is a need for rebuilding affordable housing and the proposed bylaw amendment offers a temporary servicing option until a community water system and community sewer system become available;
- The applicant has provided an alternative approach to manage sewage disposal and has provided a plan for a water treatment system sourced from the existing well, including and confirmation there is enough water flow to support the full build-out of the manufactured home park;
- Prior to consideration of second reading, it is recommended a hydro-geological impact assessment be required to review and confirm the quantity and quality of water resources and the proposed method of sewage disposal and potential impacts to groundwater;
- Referrals to Ministry of Environment and Climate Change Strategy, Interior Health Authority and the CSRD Environmental and Utility Services Department will provide important feedback about the proposed methods of servicing: and,
- Prior to consideration of adoption of the proposed bylaw amendments, a covenant is recommended to be registered on title which would require that the property connect to a community water system and/or community sewer system should a system become available to the property in the future.

Prior to second reading, the applicant is required to provide to the CSRD:

- A hydro-geological impact assessment to review and confirm the quantity and quality of water resources and the proposed method of sewage disposal and potential impacts to groundwater.

IMPLEMENTATION:

Referrals

If the Board agrees with the staff recommendation, staff will send referrals to the agencies and First Nations listed in the Communications section below.

Consultation Process

In accordance with CSRD Policy P-18 regarding Consultation Process – Bylaws, staff recommend the complex consultation process. This level of consultation is applied in a situation where an application requires both an OCP and a zoning change. Neighbouring property owners will first become aware of the application when a notice of application sign is posted on the property. Section 8.2 of the Development Services Procedures Bylaw No. 4001-02, as amended, requires one notice of development sign for every 400 m of street frontage. The subject property has approximately 10 m of frontage along Squilax-Anglemont Road and therefore requires one sign. The sign shall be placed on the subject property along Squilax-Anglemont Road no later than 30 days following first reading of the proposed bylaw amendment.

As part of the complex consultation process, after first reading, the applicant is required to hold a public information meeting in the community where the subject property is located. The purpose of the meeting is for the applicant to provide the public with information about the proposal, listen to their concerns and answer their questions, and provide meeting notes from the meeting to the CSRD.

If the bylaws are given second reading at a future Board meeting, a public hearing will be held.

COMMUNICATIONS:

Referrals

If Bylaw No. 830-26 and Bylaw No. 825-52 are given first reading, the report will be sent out to the following referral agencies and First Nations requesting input and recommendations regarding the proposed amendments:

- CSRD Community and Protective Services;
- CSRD Environmental and Utility Services;
- CSRD Financial Services;
- Interior Health Authority;
- Ministry of Environment and Climate Change Strategy;
- Ministry of Transportation and Infrastructure;
- Ministry of Forests: Archaeology Branch; and,
- All applicable First Nations Bands and Councils:
 - Adams Lake Indian Band
 - Skw'lax te Secwepemcú'lecw
 - Neskonlith Indian Band
 - Okanagan Indian Band
 - Shuswap Indian Band
 - Simpcw First Nation
 - Splatshin First Nation

DESIRED OUTCOMES:

That the Board endorse the staff recommendations.

BOARD'S OPTIONS:

1. *Endorse the Recommendations.*
2. *Deny the Recommendations.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2024-07-18_Board_DS_BL830-26-BL825-52_First.docx
Attachments:	<ul style="list-style-type: none"> - BL830-26_First.pdf - BL825-52_First.pdf - BL830-26_BL825-52_BL830_BL825_Excerpts.pdf - BL830-25_BL825-52_Letter_of_Rationale_03-18-2024.pdf - BL830-26_BL825-52_Maps_Plans_Photos.pdf
Final Approval Date:	Jul 10, 2024

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



Corey Paiement

No Signature - Task assigned to Gerald Christie was completed by assistant Jennifer Sham

Gerald Christie



Jennifer Sham

No Signature - Task assigned to John MacLean was completed by assistant Jennifer Sham

John MacLean

COLUMBIA SHUSWAP REGIONAL DISTRICT

ELECTORAL AREA F OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 830-26

A bylaw to amend the "Scotch Creek/Lee Creek Official Community Bylaw No. 830"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 830;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 830;

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, hereby enacts as follows:

1. "Electoral Area F Official Community Plan Bylaw No. 830" is hereby amended as follows:

A. TEXT AMENDMENT

Schedule A, Official Community Plan Bylaw Text, is hereby amended by:

- i. Adding to Section 12.10 Medium Density (MD) after *Policy 8*:
 1. a) Notwithstanding Section 10.2 Water Supply and Distribution *Policy 3*, for Lot 1, Section 33, Township 22, Range 11, W6M, KDYD, Plan 11667 except Plan 35199, as shown on the map below, the expansion of the existing manufactured home park is permitted despite not having a connection to a community water system that has 50 or more connections. The manufactured home park shall be serviced by a shared water system, approved by Interior Health Authority, serving a maximum of 36 units.
 - b) Notwithstanding Section 10.3 Liquid Waste Management *Policy 2*, for Lot 1, Section 33, Township 22, Range 11, W6M, KDYD, Plan 11667 except Plan 35199, as shown on the map below, the expansion of the existing manufactured home park is permitted despite not having a connection to a community sewer system with 50 or more connections. 8 manufactured home spaces shall be connected to one shared sewage system and 28 manufactured home spaces shall be serviced by 14 sewage disposal systems (2 manufactured home spaces per onsite sewage disposal systems). All sewage systems shall be constructed in accordance with the Sewerage System Regulation.

CHAIR

Bylaw 830-26

Page **3** of **3**

CERTIFIED a true copy of Bylaw No. 830-26
as read a third time.

CERTIFIED a true copy of Bylaw No. 830-26
as adopted.

Corporate Officer

Corporate Officer

COLUMBIA SHUSWAP REGIONAL DISTRICT

SCOTCH CREEK/LEE CREEK ZONING AMENDMENT BYLAW NO. 825-52

A bylaw to amend the "Scotch Creek/Lee Creek Zoning Bylaw No. 825"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 825;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 825;

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, hereby enacts as follows:

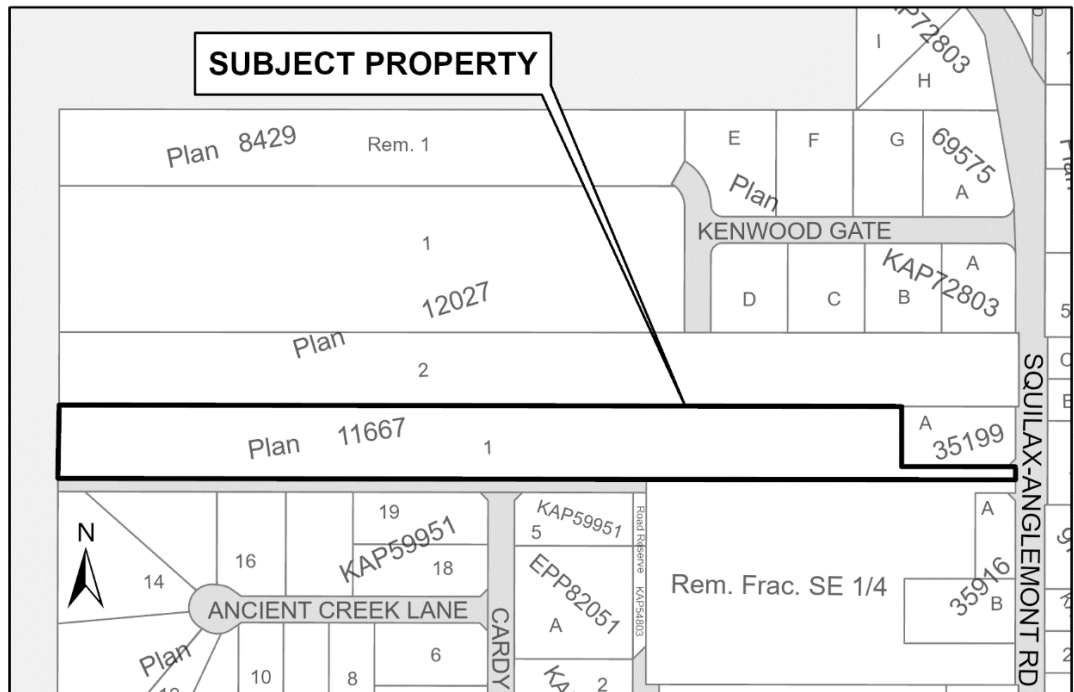
1. "Scotch Creek/Lee Creek Zoning Bylaw No. 825" is hereby amended as follows:

A. TEXT AMENDMENT

Schedule A, Zoning Bylaw Text, is hereby amended by:

- i. Adding to Section 5.9(4) after (a):

(b) Notwithstanding subsection (3)(c) for Lot 1, Section 33, Township 22, Range 11, W6M, KDYD, Plan 11667 except Plan 35199, as shown on the map below, the maximum density of manufactured home spaces where not serviced by a *community sewer system* shall be ten per ha (one per 0.25 ac). 8 manufactured home spaces shall be connected to one approved shared sewage system and 28 manufactured home spaces shall be serviced by 14 approved onsite sewage disposal systems (2 manufactured home spaces per system). All sewage systems shall be constructed in accordance with the Sewerage System Regulation.



2. This bylaw may be cited as "Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-52."

READ a first time this _____ day of _____, 2024.

READ a second time this _____ day of _____ 2024.

PUBLIC HEARING held this _____ day of _____, 2024.

READ a third time this _____ day of _____, 2024.

ADOPTED this _____ day of _____, 2024.

CORPORATE OFFICER

CHAIR

Bylaw 825-52

Page **3** of **3**

CERTIFIED a true copy of Bylaw No. 825-52
as read a third time.

CERTIFIED a true copy of Bylaw No. 825-52
as adopted.

Corporate Officer

Corporate Officer

**Relevant Excerpts from Electoral Area F Official Community Plan Bylaw No. 830 and
Scotch Creek/Lee Creek Zoning Bylaw No.825**

(See [Electoral Area F Official Community Plan Bylaw No. 830](#) and [Scotch Creek/Lee Creek Zoning Bylaw No.825](#) for all policies and zoning regulations)

Electoral Area F Official Community Plan Bylaw No. 830

Section 6 A Well-Housed Community

Objective 1 To provide a range of housing types and tenures to meet the needs of all residents of the community.

Objective 2 To encourage affordable, appropriate housing for seniors to allow North Shuswap residents to age in place, close to friends and family.

Section 10 A Well-serviced Community

10.2 Water Supply and Distribution

Objective 1 To provide an appropriate level of infrastructure services in development areas, balancing demands with affordability.

Policy 3 Any new development within the Scotch Creek Primary Settlement Area or within the Secondary Settlement Areas, must connect to a community water system. For the purposes of this Plan, a community water system means a waterworks system serving 50 or more connections, parcels, dwelling units, or recreational vehicles. Facilities may include water treatment plants and ancillary works, reservoirs, impoundments (dams), groundwater development (wells), and pumping stations for the collection, treatment, storage, and distribution of domestic potable water.

10.3 Liquid Waste Management

Policy 2 Any new development within the Scotch Creek Primary Settlement Area, or within the Secondary Settlement Areas, must connect to a community sewage system. For the purposes of this Plan, a community sewage system means a sewage collection, treatment and disposal system serving 50 or more connections, parcels, dwelling units, or recreational vehicles. Facilities may include wastewater treatment (disposal) plants and ancillary works, sanitary sewers and lift stations for the collection and treatment of wastewater, and the discharge and/or re-use of treated effluent wastewater and biosolids.

Section 11 Managing Growth: North Shuswap

11.1 General Land Use The policies of this Plan aim to protect the rural character of the North Shuswap, yet allow modest growth in areas that are, or will be, serviced by community water and sewer systems.

Policy 3 Scotch Creek is the Primary Settlement Area. The Regional District will encourage residential, commercial, and light industrial growth in Scotch Creek that is consistent with the policies of this plan. All new development must be connected to community water and sewer systems.

Section 12 Managing Growth: Scotch Creek (Primary Settlement Area)

12.10 Medium Density (MD)

Objective 1 The designation of Medium Density Residential areas provides for the construction of higher density housing of various types in areas that are in within easy walking distance of the Village Centre.

Policy 1 Detached and semi-detached housing in the form of townhomes or duplexes are permitted within this land use.

Policy 2 The density of Medium Density Residential is proposed as 6-8 units per acre, or 15-20 units per hectare.

Policy 3 Cluster development is encouraged, to preserve existing vegetation and maximize the amount of open space.

Policy 4 Gated communities are strongly discouraged.

Policy 5 Front garages that dominate the street are discouraged. Garages should be placed behind the front facade of the house, in order to contribute to a better pedestrian environment, or, if flush with the front facade, should not comprise more than 30% of the total facade.

Policy 6 Green connections are encouraged between these areas and the Village Centre.

Policy 7 Normally a maximum building height of two storeys is permitted.

Policy 8 Development adjacent to ALR boundaries requires fencing, vegetative buffering and building setbacks as recommended by the Ministry of Agriculture's "Guide to Edge Planning".

Scotch Creek/Lee Creek Zoning Bylaw No. 825

Part 1: Definitions

COMMUNITY SEWER SYSTEM is a sewage collection, treatment and disposal system serving 50 or more parcels situated within the community intended to be serviced. Facilities may include wastewater treatment (disposal) plants and ancillary works, sanitary sewers and lift stations for the collection and treatment of wastewater, and the discharge and/or re-use of treated effluent wastewater and biosolids. All components of a community sewer system must comply with all regulations of the jurisdiction having authority for issuing approvals;

COMMUNITY WATER SYSTEM means a waterworks system serving 50 or more parcels. Facilities may include water treatment plants and ancillary works, reservoirs, impoundments (dams), groundwater development (wells), and pumping stations for the collection, treatment, storage, and distribution of domestic potable water;

MANUFACTURED HOME is a single family dwelling that is factory built to comply with or exceed the CSA standard; A277-M1990, "Procedures for Certification of Factory Built Houses"; or CAN/CSA Z240 MH Series, "Mobile Homes";

MANUFACTURED HOME PARK is the use of buildings, structures and land that has been divided into manufactured home spaces and improved for placement of manufactured homes for permanent residential use;

MANUFACTURED HOME SPACE is the use of land within a manufactured home park for placement of one manufactured home;

5.9 MANUFACTURED HOMES PARK (MHP)

Principal Uses

5.9 (1) The *uses* stated in this subsection and no others are permitted in the *Manufactured Home Park* zone as *principal uses*, except as stated in Part 3: General Regulations:

- (a) *Manufactured home space*
- (b) *Manufactured home park*

Secondary Uses

(2) The *uses* stated in this subsection and no others are permitted in the *Manufactured Home Park* zone as *secondary uses*, except as stated in Part 3: General Regulations:

- (a) *Accessory use*
- (b) *Home business*

Regulations

(3) On a *parcel* zoned *Manufactured Home Park*, no land shall be used; no *building* or structure shall be constructed, located or altered; and no plan of subdivision approved; that contravenes the regulations stated in this subsection, except as stated in Part 3: General Regulations and Part 4: Parking and Loading Regulations.

COLUMN 1 MATTER REGULATED	COLUMN 2 REGULATION
(a) Minimum <i>parcel</i> size created by subdivision	2.0 ha (4.94 ac.)
(b) Minimum <i>parcel</i> width created by subdivision	30 m (98.43 ft.)
(c) Maximum density of <i>manufactured home spaces</i> <ul style="list-style-type: none"> ▪ where serviced by <i>community sewer system</i> ▪ in all other cases 	ten per ha (one per 0.25 ac.) one per ha (one per 2.47 ac.)
(d) Minimum separation distance between <i>manufactured homes</i>	4.5 m (14.76 ft.)
(e) Maximum <i>building</i> and structure <i>height</i>	7.5 m (24.61 ft.) except <i>accessory building</i> : 6.0 m (19.69 ft.)
(f) Minimum <i>setback</i> from: <ul style="list-style-type: none"> ▪ <i>front parcel boundary</i> ▪ <i>interior side parcel boundary</i> ▪ <i>exterior side parcel boundary</i> ▪ <i>rear parcel boundary</i> 	<ul style="list-style-type: none"> ▪ 4.5 m (14.76 ft.) ▪ 2.0 m (6.56 ft.) ▪ 4.5 m (14.76 ft.) ▪ 4.5 m (14.76 ft.)
(g) Maximum <i>gross floor area</i> of an <i>accessory building</i>	<ul style="list-style-type: none"> ▪ 20 m² (215.29 sq. ft.)

Columbia Shuswap Regional District
c/o Planning Department
555 Harbourfront Dr. NE
Salmon Arm, BC V1E 4P1
plan@csrd.bc.ca
250.832.8194

RE: 3856 Squilax-Anglemont Rd Zoning Bylaw Amendment Application

To Whom it May Concern,

Franklin Engineering Ltd has been engaged by Craig Spooner (0742139 BC Ltd) for civil engineering, application processes and project coordination of his land development project at 3856 Squilax-Anglemont Rd. This property was subject to extreme fire damage during the 2023 wildfire and as such, has only one remaining mobile home unit on site. Before the fire, this property comprised of 15 mobile homes, an onsite well, one onsite wastewater management system which serviced 9 units and 4 smaller onsite wastewater management systems each with the ability to service two units.

It is understood by Franklin Engineering that the proposed development of this 9-acre property would see a potential full buildout of 36 mobile home units, 36 storage units, water servicing from an onsite well, and onsite wastewater management systems for wastewater disposal.

The purpose of this zoning bylaw amendment application is to update or change the wording utilized to describe a community sewer system. A community sewer system is currently defined as having a connection of 50 or more properties. The current bylaw states the maximum density of manufactured home spaces is 1 per ha, unless serviced by a community sewer system. By this definition, this 9-acre property can only have 3 mobile home units. With a maximum of 36 units in the proposed build out, if those units were considered to each be 'properties', a community sewer system by current definition still cannot be achieved.

Therefore, this application is to make an amendment to the MHP Bylaw to allow for the following:

- To keep the current onsite wastewater management system, which would continue to service 9 units.
- Allow for the addition of 14 smaller onsite wastewater management systems, each servicing two units.

The existing wastewater management system accounts for a significant amount of infrastructure on this site. Continuing to utilize this system would be the most environmentally friendly and cost-effective way to move forward.

With any new mobile home park that we participate in the development of, it is the standard to utilize one system per two units. The biggest reason for this method is to distribute the wastewater over the whole site instead of one concentrated area, allowing for optimal dilution. As well, this method keeps

the initial cost of installation down by allowing phasing of the builds. Another reason is for ease of maintenance as individual systems require less overall. If there is a problem with the system, it is easier to pinpoint the issue and it would only effect two units vs. the entire park.

Adding a second large system for 14 lots would require the loss of approximately 4 mobile home units. Two lot systems could easily be tucked along the property lines and between units, as per the attached site plan. This option for two large systems to service the site works but again, would not be our suggested professional opinion for optimal dilution of wastewater into the site soils.

The housing availability in this area is already critically low due to the wildfire and any additional housing could be utilized by existing residents who are waiting to build or who can no longer build because of land or insurance issues but wish to remain in the area. So far as we can surmise, the nearest active mobile home parks to this property would be in either Chase or Sorrento, a full 20-30 minutes away. There is one other MHP zoned property in Scotch Creek, however currently it looks to be unfinished. This leads us to believe that affordable housing options are scarce in the area. Allowing this mobile home park to expand to a full 36 units would help to offer Scotch Creek some much needing housing in a cost-effective manner.

Building a large community onsite wastewater treatment system that could service all 36 units would be both cost and time prohibitive. A system of that size would require an extensive application process to the Province via a Municipal Wastewater Registration (MRW). With this process, it is a minimum of 2-3 years before a system can be in place on site. As well, regular maintenance and operation fees of a system this size are thousands of dollars per month, which then must be passed to residents by way of additional pad rents.

Based on our extensive experience in wastewater management design in the Shuswap area, we feel this proposal is the best method of servicing this, or any mobile home park. We request on behalf of Craig Spooner (0742139 BC Ltd) that an amendment be made to the wording of 'community sewer system' that would allow for the continued use of the existing 9-unit wastewater system with the addition of up to 14 two-unit systems, built in phases, ensuring the mobile home park could expand to a full potential buildout of 36 units in a timely and cost effective manner.

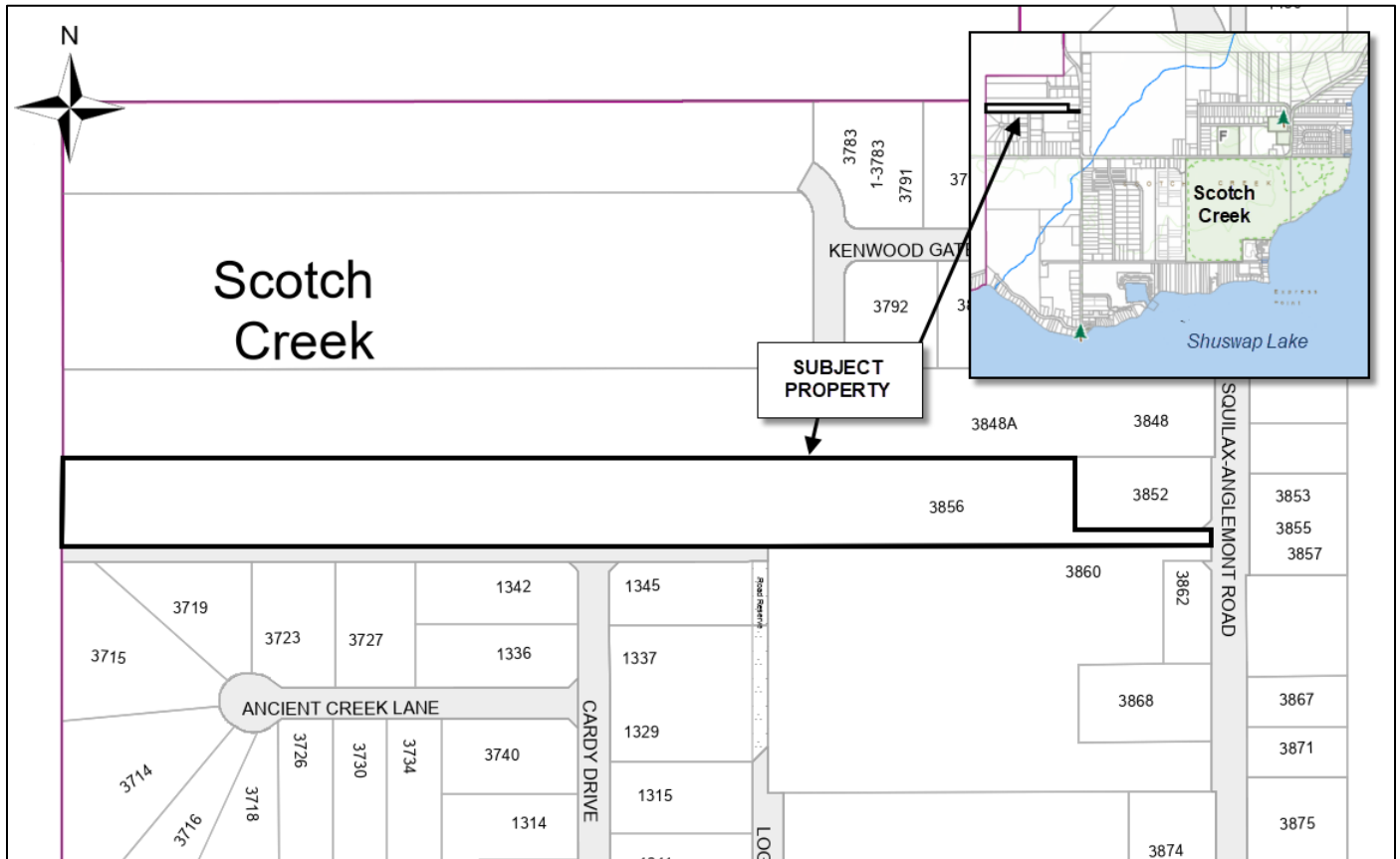
If you have any questions regarding this application, please contact us.

Sincerely,

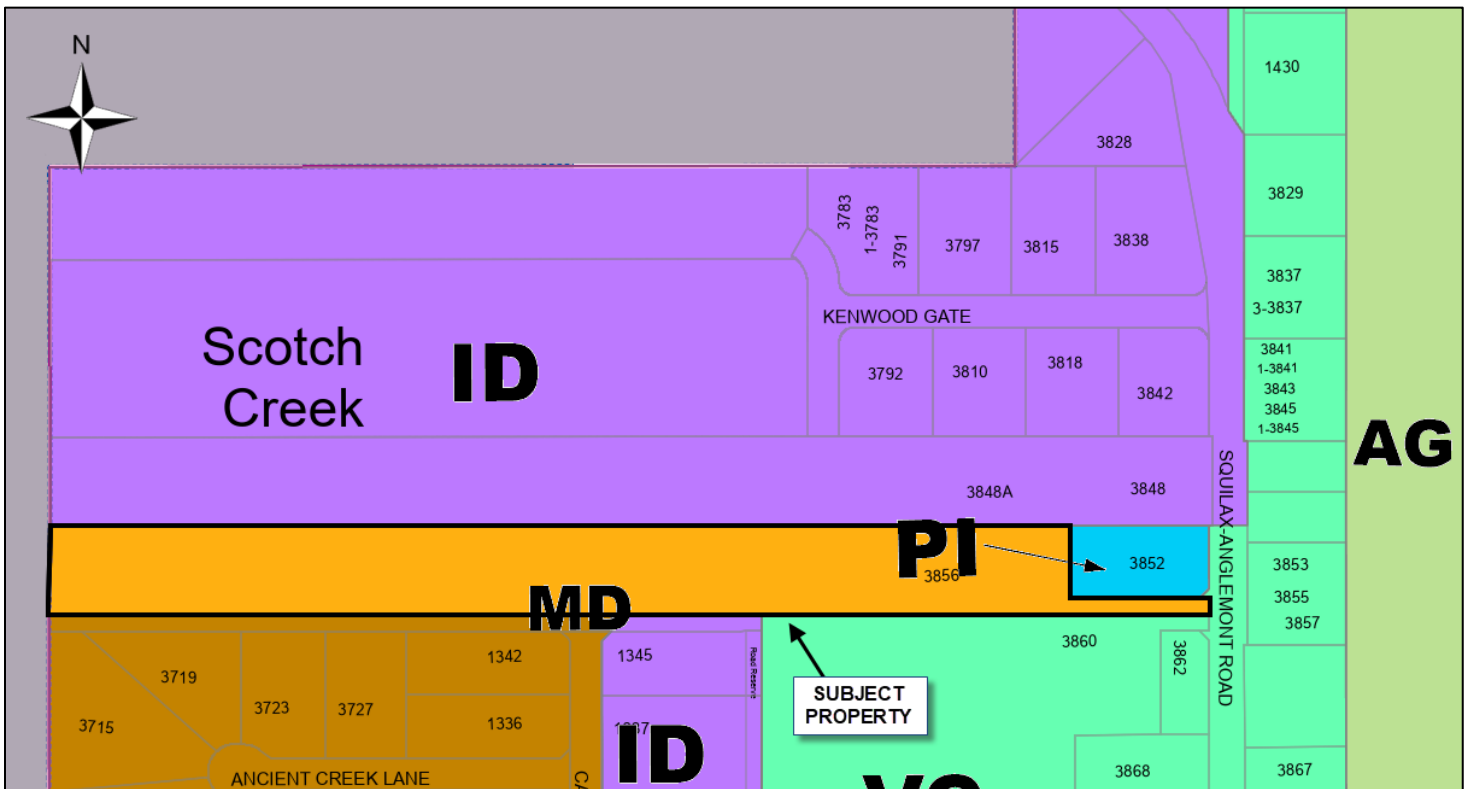


Samantha Mitchell
Project Manager, Franklin Engineering Ltd
samantha@franklinengineering.ca
250.832.8380

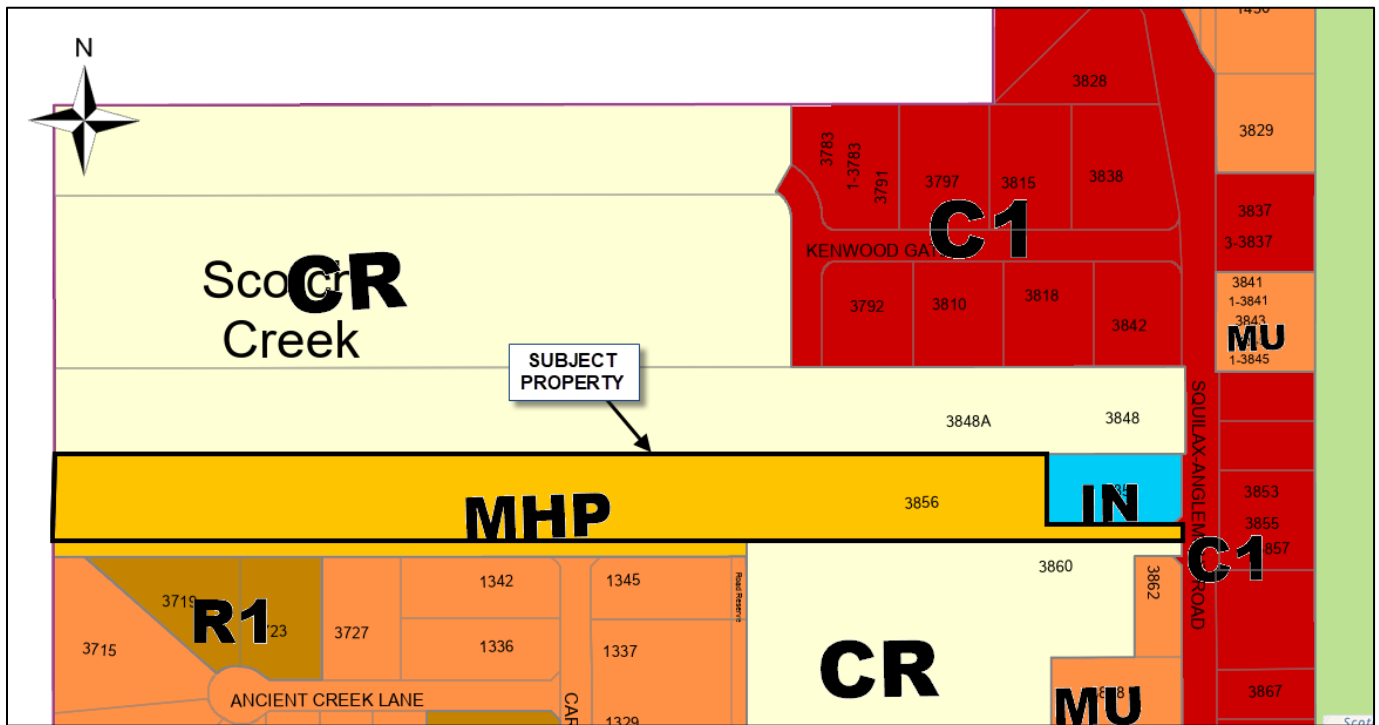
Location



Electoral Area F Official Community Plan Bylaw No. 830



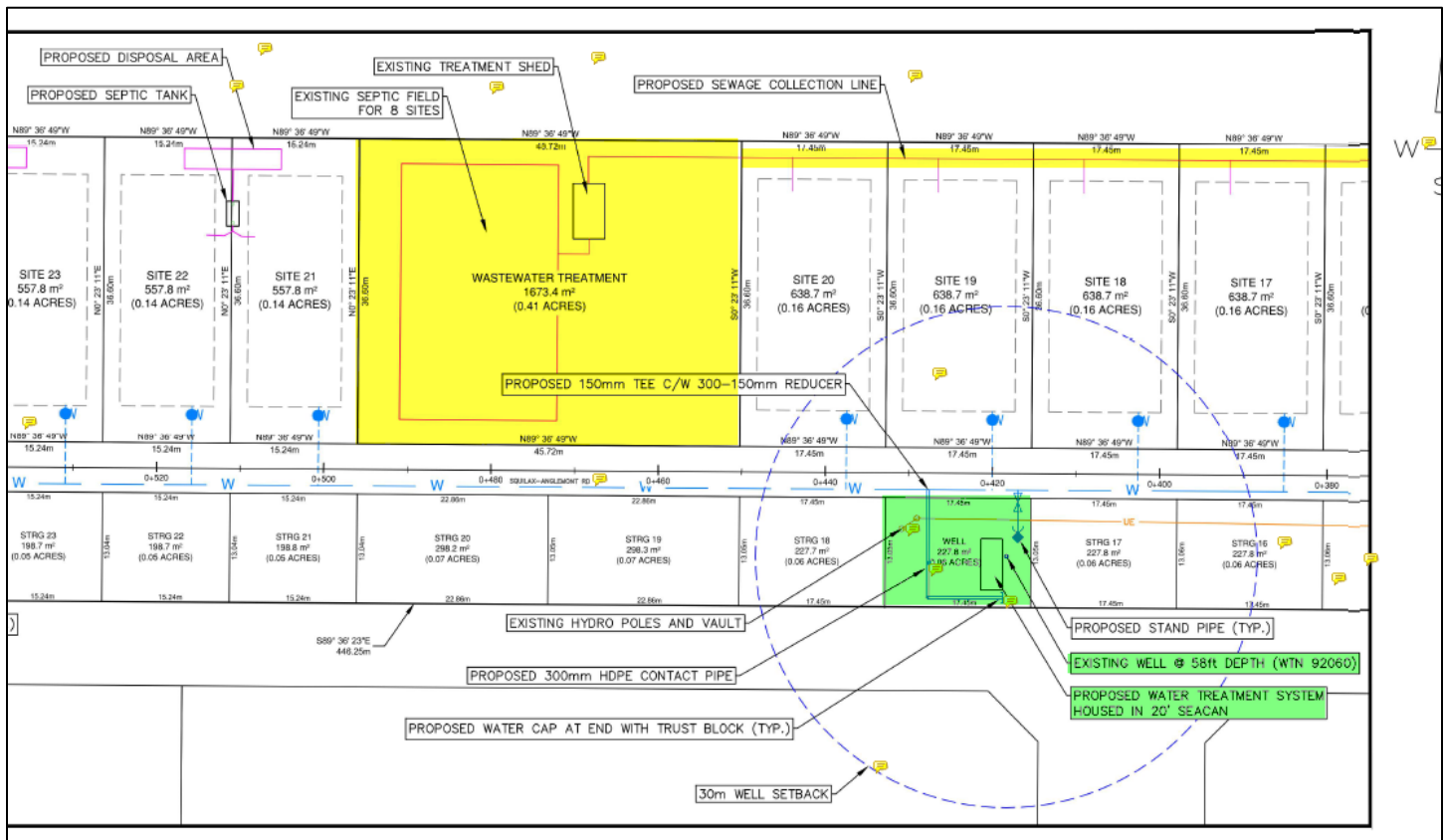
Scotch Creek/Lee Creek Zoning Bylaw No. 825



Site Plan



Inset



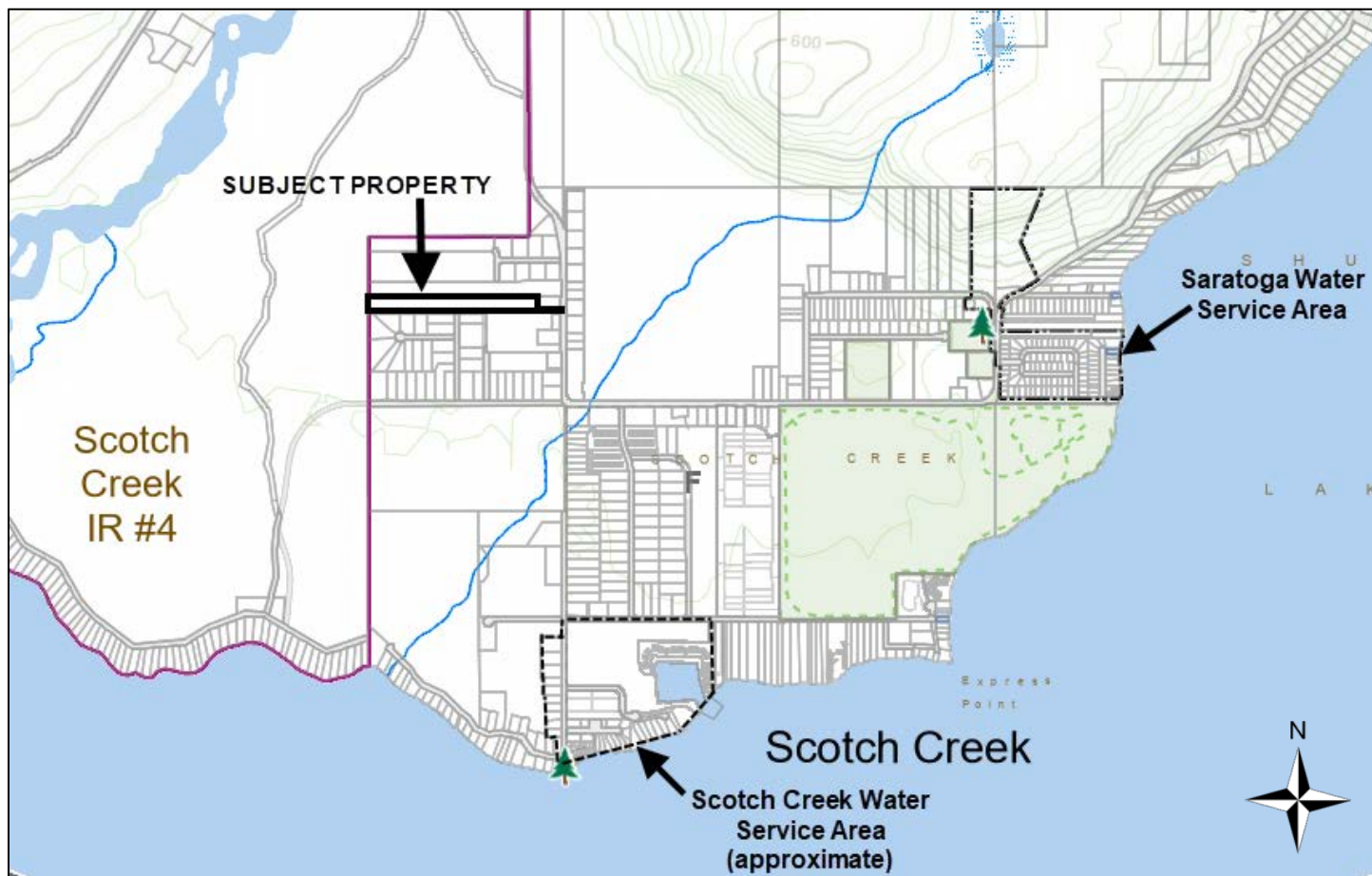
June 2023 Orthophoto



October 2023 Orthophoto (post-wildfire)



Water Service Areas in Scotch Creek





BOARD REPORT

TO:	Chair and Directors
SUBJECT:	Electoral Area C: Electoral Area C Official Community Plan Amendment Bylaw No. 725-28
DESCRIPTION:	Report from Jan Thingsted, Planner III, July 03, 2024. 1315 Tappen Valley Road, Tappen.
RECOMMENDATION #1:	<p>THAT: "Electoral Area C Official Community Plan Amendment Bylaw No. 725-28" be read a first time, this 18th day of July, 2024.</p> <p><i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i></p>
RECOMMENDATION #2:	<p>THAT: The Board utilize the complex consultation process for Bylaw No. 725-28, and it be referred to the following agencies and First Nations:</p> <ul style="list-style-type: none"> • CSR D Community and Protective Services; • CSR D Environmental and Utility Services; • Agricultural Land Commission; • Interior Health Authority; • Ministry of Transportation and Infrastructure; • Ministry of Forests: Archaeology Branch; • All applicable First Nations Bands and Councils; <p><i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i></p>

SUMMARY:

The subject property is located at 1315 Tappen Valley Road in the Tappen neighbourhood of Electoral Area C and is designated Industrial (ID) in Electoral Area C Official Community Plan Bylaw No. 725 (Bylaw No. 725). A zoning bylaw does not apply to the subject property.

The property's agent has applied for an OCP bylaw amendment to redesignate the northern 30 ha portion of the subject property from ID – Industrial to RR2 – Rural Residential 2. The intent of this amendment is to enable a future subdivision that will create parcels with a minimum lot size of 2 ha.

Staff are recommending that the proposed bylaw amendment be given first reading, the complex consultation process be required, and that referrals be sent to applicable agencies and First Nations.

BACKGROUND:

ELECTORAL AREA:
C

LEGAL DESCRIPTION:

The Southwest ¼ of Section 30 of Township 21 Range 10 West of the 6th Meridian Kamloops Division Yale District.

PID:
014-085-691

CIVIC ADDRESS:

1315 Tappen Valley Road, Tappen

SURROUNDING LAND USE PATTERN:

North = Designation: Rural Resource; Actual Use: Crown Provincial - forested

South = Designation: Agriculture (ALR); Actual Use: Grain & Forage

East = Designations: Agriculture (ALR) / Rural Residential; Actual Use: ALR Grain & Forage/ Private residential lots (0.5 ha – 2.3 ha)

West = Designation: Rural Holdings; Actual Use: Crown Provincial - forested

CURRENT USE:

The northern 30 ha portion of the subject property is currently vacant and mostly forested.

The southern 34.88 ha portion is mostly in the ALR (31 ha) and is currently leased for agricultural and industrial activity.

PROPOSED USE:

The northern 30 ha portion of the subject property is proposed to be redesignated to Rural Residential 2 (RR2) to allow for a subdivision that will create lots with a minimum 2 ha parcel size. 15 lots could potentially be created if re-designated to RR2. The southern 34.88 ha portion of the property is to remain designated Industrial and allow for continued agricultural and industrial activity.

PARCEL SIZE:

64.88 ha

PROPOSED PARCEL SIZE:

The proposed Rural Residential 2 RR2 designation would permit a minimum parcel size of 2 ha.

DESIGNATION:

[Electoral Area C Official Community Plan Bylaw No. 725](#)

ID – Industrial

PROPOSED DESIGNATION:

[Electoral Area C Official Community Plan Bylaw No. 725](#)

RR2 - Rural Residential 2 (30 ha northern portion)

ID – Industrial (34.88 ha southern portion, including all land within the ALR)

ZONE:

N/A - A zoning bylaw does not apply to this area of Electoral Area C, including the subject property.

AGRICULTURAL LAND RESERVE (ALR):

48% (31 ha)

SITE COMMENTS :

The subject property is located in Tappen and is accessed from Tappen Valley Rd. The southern 31 ha (48%) of the property is in the ALR. The property was formerly owned by Orica Canada Inc. and operated as a manufacturing facility for explosive detonators until its ownership changed in 2022. Documentation has been provided to the CSRD confirming that the subject property was satisfactorily remediated to meet the Contaminated Sites Regulation. It should be noted that no industrial activity has historically occurred on the portion proposed to be RR2.

The ALR portion of the subject property is now operated as Recline Ridge Eco-Park which leases land to a variety of agricultural and environmental technology companies. These uses include indoor vertical farming, septic service, dust control, de-icing, and soil stabilization service, outdoor storage, and a llama sanctuary. Many buildings and bunkers remain on the property from when it was used as a manufacturing facility and are now used for the eco-park.

The ALR portion of the property is mostly flat, with a gentle upwards slope to the north. The northwest quarter of the property is forested and has slopes over 50%, while the northeast quarter has few trees and is generally flat. CSRD mapping indicates that there is an intermittent stream on the southern portion of the subject property.

See "BL725-28_Maps_Plans_Photos_2024-06-20.pdf" for site location and details.

BYLAW ENFORCEMENT:

There is no bylaw enforcement related to this property.

POLICY:

[Electoral Area C Official Community Plan Bylaw No. 725](#)

Section 1.2 Sustainable Planning Principles

Section 3 Growing Gradually and Wisely

Section 3.1 General Land Use Management

Section 3.4 Residential

Section 3.10 Agriculture

Section 9 Planning Efficient Infrastructure

Section 12.1 Hazardous Lands Development Permit Area (*Steep Slopes*)

Section 12.4 Riparian Areas Regulation (RAR) Development Permit Area

See attached "BL725-28_Excerpts_BL725.pdf" for full details on these principles, objectives policies.

FINANCIAL:

There are no financial implications associated with this application. Section 477 of the Local Government Act requires that after first reading the local government must consider the proposed OCP amendment in conjunction with their current financial and waste management plans. If the Board reads the amending bylaw a first time, the proposed bylaw amendment will be referred to the CSRD's Financial Services and Environmental and Utility Services departments for review and response.

KEY ISSUES/CONCEPTS:

Proposal

The property owner's agent has applied for an OCP bylaw amendment to redesignate the northern 30 ha portion of the subject property from ID – Industrial to RR2 – Rural Residential 2. The remaining 34.88 ha southern portion of the subject property, including all land within the ALR, is proposed to remain designated Industrial.

See: "BL725-28_Overview_and_Feasibility_Study_2024-05-29_Redacted.pdf" for proposal overview.

Zoning

The subject property is located in a part of Electoral Area C that is currently not subject to a zoning bylaw. Land uses are therefore not regulated on the subject property.

Electoral Area C Official Community Plan Bylaw No. 725

The Official Community Plan (OCP) addresses future land use and density, and also includes Development Permit Areas (DPAs). DPAs are the only part of an OCP that is regulatory, and where a Development Permit is required, a proposed development must be in accordance with the density of the current land use designation. In cases such as this where it is not consistent, the property must be redesignated accordingly prior to issuance of the permit.

The property is in an area without a zoning bylaw, which is the main tool for regulating land use, parcel size and density. However, since the subject property contains slopes exceeding 30%, it is within the Hazardous Lands (Steep Slopes) Development Permit Area that is designated in Bylaw No. 725 (OCP). For a future rural residential subdivision to proceed, a steep slopes development permit will be required as a condition of subdivision approval. Development permits cannot be issued unless the proposed density (number and size of the proposed lots) is consistent with the OCP land use designation that applies to the subject property.

In this case, the proposed rural residential subdivision is not consistent with the ID designation and therefore first requires a redesignation to RR2 to proceed.

Land Use Designation	Housing Form	Maximum Density
Industrial (ID)	N/A	N/A
Rural Residential (RR2)	Detached, Semi-detached	1 unit per 2 ha

Servicing

The applicant has provided a property overview and feasibility study, prepared by Franklin Engineering Ltd., which addresses the development's proposed water supply and wastewater disposal.

See: "BL725-28_Overview_Feasibility_Study_2024-05-29_Redacted.pdf" attached, for an overview of the proposal.

The feasibility study notes that the subject property is currently serviced by water from Granite Creek and that there is capacity for a future community water system. Prior to consideration of second reading, confirmation of a water licence would be required. The study also asserts that up to 15 home sites with individual wastewater systems could be created in the portion of the subject proposed to be redesignated to RR2. The study does not provide any information regarding stormwater management.

Prior to consideration of second reading, staff will require that the applicant provide more detailed information and analysis demonstrating how the proposed development can be feasibly and sustainably serviced. A preliminary hydrogeological assessment of the proposed development on the subject property will need to verify the long-term reliability of the water supply and ground suitability for accepting sewage for the proposed development. The assessment must also verify that there will be no significant negative impacts on other water supplies and properties from groundwater withdrawal, wastewater disposal, or stormwater runoff.

Access

The subject property is currently accessed from a driveway off Tappen Valley Road which connects to the Trans-Canada Hwy (TCH). The feasibility study indicates that access to the proposed RR2 portion

of the property would require extending the existing internal roadway. Staff note that this extension would require access through ALR land to reach the proposed RR2 portion of the subject property. ALC approval will be required for new road construction in the ALR.

Prior to consideration of second reading, the applicant will be advised to discuss their proposal with the Ministry of Transportation and Infrastructure (MoTI) staff and Agricultural Land Commission (ALC) staff. Staff recommend that MoTI and the ALC be included in the list of referral agencies for this proposed bylaw amendment.

Agricultural Land Reserve (ALR)

The southern 31 ha (48%) of the subject property is in the ALR. The ALR portion of the subject property is proposed to remain designated ID – Industrial. Many buildings and bunkers remain on the property from when it was used as a manufacturing facility and are now used for the Recline Ridge Eco-Park. The proposed rural residential subdivision of the northern 30 ha would not require approval from the ALC since it is outside the ALR. Road construction through the ALR to access the proposed subdivision would require approval from the ALC.

If the Board gives the proposed bylaw amendment first reading, a referral will be sent to the ALC requesting comments about the proposed OCP redesignation and proposed road access through the ALR.

Subdivision

If Bylaw No. 725-28 is adopted, the northern 30 ha of the subject property will be re-designated RR2 which could potentially permit a subdivision that creates 15 rural residential lots no smaller than 2 ha in size.

It is noted in the overview and feasibility study that the likelihood of achieving 15 lots would be low considering the steep topography of the northwest corner of the property. A subdivision application has not been submitted.

Staff review subdivision applications and provide initial comments to the applicant and Provincial Approving Officer. Subdivision applications are reviewed to ensure compliance with Subdivision Servicing Bylaw Number 680 and CSRD land use bylaws where they apply.

Development Permits

Hazardous Lands Development Permit Areas (Steep Slope)

The subject property contains slopes exceeding 30% and is therefore within the Hazardous Lands (Steep Slopes) Development Permit Area. At the time of subdivision, a Development Permit addressing the requirements of the Hazardous Lands (Steep Slopes) Development Permit Areas will be required to be issued as a condition of subdivision approval. The application for this permit will need to be accompanied by a Geohazard Assessment prepared by a Geotechnical Engineer or Geoscientist assessing the slopes on the property and certifying that the property is safe for the use intended. Building permits cannot be issued until the Steep Slope Development permit has been issued.

Riparian Areas Regulation (RAR) Development Permit Area

An intermittent stream crosses the southeast portion of the subject property. At the time of subdivision, a Development Permit addressing the requirements of the Riparian Areas Regulation (RAR) Development Permit Area will be required to be issued as a condition of subdivision approval. A report from a Qualified Environmental Professional (QEP). The assessment report shall be used to determine

the conditions of the development permit. No development within 30 m of the watercourse will be permitted until the RAR Development Permit has been issued.

Industrial Development Permit Area

The entire property is currently designated Industrial and therefore subject to the Industrial (ID) Development Permit Area. Notwithstanding the exemptions listed in Section 12.6.4 of Bylaw No. 725, a Development Permit is required for any new industrial development. This type of development permit is about what the proposed development looks like. Building permits for new industrial building and structures cannot be issued until any necessary Industrial Development Permits has been issued.

Archaeology

Provincial mapping indicates that approximately 80% of the subject property has a high potential for archaeological sites with the remainder having moderate potential. If the bylaw receives first reading, the applicant and owner will be advised that the provisions of the Heritage Conservation Act regarding property owner responsibilities and land development apply to all lands regardless of mapped archaeological potential. If remains or other objects with potential heritage value are discovered through development activities, the applicant will be required to contact the Provincial Archaeology Branch for direction. The Provincial Archaeology Branch is included on the list of recommended referral agencies if the bylaw is given first reading.

Building Comments

The CSRD Building Department has reviewed the proposal and noted that building permits will be required along with adherence the BC Building Code and Building Bylaw No.660 for any new construction.

Wildfire

The subject property is located outside but adjacent to the Electoral Area C and G Fire Service Areas. Given that the proposed bylaw amendment could result in the creation of up to 15 rural residential lots and the property is partly surrounded by forested land, a wildfire assessment report from a qualified Registered Professional Forester may be required prior to consideration of second reading. The report would need to provide an overall assessment of the site for susceptibility to wildfire (from conditions both on and off-site) and provide recommendations for how the risks from wildfire can be mitigated. If the bylaw receives first reading, a referral will be provided to CSRD Community and Protective Services feedback about the new need for a wildfire assessment report.

Analysis

Although the subject property is located outside the Village Centre (Sorrento) and Secondary Settlement Areas, the proposed redesignation to RR2 is for rural residential development.

Staff note that the OCP does not have a separate section containing policies that explain the differences between residential and rural land use and the densities associated with each. The rural maximum density standards have been combined with the residential policies and maximum density standards in the land use designation chart under Section 3.4.1.2 (see BL725-28_Excerpts_BL725.pdf, attached). There are also a number of policies in Section 3.1 which direct future residential development to the Primary and Secondary Settlement Areas where there either are already existing community water systems or over time it is expected that community water and sewer systems will be developed.

The staff interpretation of these policies is that they apply to the higher density residential designations which allow subdivision of lots up to and including a minimum parcel size of 1 ha. This would include MD - Medium Density, NR – Neighbourhood Residential, CR – Country Residential and RR – Rural Residential. The RR2 – Rural Residential 2 designation has been applied to lands outside of the

Secondary Settlement Areas in the White Lake, Sunnybrae, Blind Bay, and Eagle Bay areas, while lands within the SSR's have been given the higher density designations noted above. Further, 1 ha is considered to be the minimum site area required to support on-site sewage disposal and water. This is supported by Interior Health and is reflected in Subdivision Servicing Bylaw No. 648. The proposed redesignation of the approximately northern 30 ha of the subject property is consistent with the OCP.

The proposed RR2 rural residential designation would enable a subdivision with a 2 ha minimum parcel size with parcel sizes generally consistent with the Recline Ridge subdivision adjacent to the east. The Recline Ridge subdivision is comprised of approximately 60 parcels ranging in size from 0.5 ha - 2.3 ha. The Recline Ridge subdivision was completed in 2 phases in 2005 and 2015. The approval of this subdivision pre-dates the OCP which was adopted in 2014.

Given the adjacent rural residential land use pattern, staff consider the RR2 designation a better fit than the current ID designation applied to the subject property. It should also be noted that no industrial activity has ever occurred on the portion proposed to be RR2.

Rationale For Recommendation

The proposed bylaw amendment to redesignate the northern 30 ha portion of the subject property from ID to RR2 would enable the applicant to move forward with a subdivision application to create up to 15 residential lots with a minimum parcel size 2 ha. Staff are recommending that Bylaw No. 725-28 be given first reading for the following reasons:

- Changing the OCP designation from ID to RR2 for the 30 ha northern portion of the subject property is considered consistent with OCP policy and appropriate outside the Village Centre and Secondary Settlement Areas.
- Changing the OCP designation from ID to RR2 for northern portion of the subject property is consistent with the adjacent rural residential land use pattern to the east.
- Development Permits will be required to ensure riparian areas are protected and that hazardous lands are addressed to ensure the safety of the residents, though the development permit process.
- Industrial activity has never occurred on the north 30 ha of the subject property and the current owners have no intention of extending industrial activity to this area.
- Agency and First Nation referrals will provide staff with valuable input.
- Additional information regarding servicing and access will be requested of the applicant prior to consideration of second reading.

Prior to consideration of second reading, it is recommended that the applicant provide the CSRD with the following information:

- A preliminary hydrogeological assessment from a Qualified Professional of the proposed development verifying the long-term reliability of the water supply and that there will be no significant negative impacts on other water supplies and properties from groundwater withdrawal, wastewater disposal, or stormwater runoff.
- A copy of the water licence for extracting water from Granite Creek.
- A wildfire impact assessment may be required, depending on the referral response from the CSRD Community and Protective Services Department.

IMPLEMENTATION:

Referrals

If the Board gives first reading of Bylaw No. 725-28, staff will send referrals to the agencies and First Nations outlined in the Communications section below.

Consultation Process

It is recommended that the complex consultation process be used in accordance with [Policy P-18 \(Consultation Process\)](#). This level of consultation may be used where an application proposes a significant OCP change. Following first reading, the applicant will be requested to hold a public meeting in the community where the subject property is located. This public meeting would be arranged and conducted by the applicant and would take place prior to Board consideration of second reading. The purpose of this meeting would be for the applicant to provide the public with information about the proposal, listen to their concerns, and answer their questions. The applicant would be required to take notes at the meeting and provide them to the CSRD for the record and to the Board when second reading is considered.

COMMUNICATIONS:

Referrals

If Bylaw No. 725-28 is given first reading, the report will be sent out to the following referral agencies and First Nations requesting input and recommendations regarding the proposed amendment:

- CSRD Community and Protective Services;
- CSRD Environmental and Utility Services;
- Agricultural Land Commission;
- Interior Health Authority;
- Ministry of Transportation and Infrastructure;
- Ministry of Forests: Archaeology Branch;
- All applicable First Nations Bands and Councils:
 - Adams Lake Indian Band
 - Little Shuswap Lake Band / Skw'lax te Secwepemcúłecw
 - Neskonlith Indian Band

Notice of Application Sign

Section 8.2 of the Development Services Procedures Bylaw No. 4001-02, as amended, requires one notice of development sign for every 400 m of street frontage. The subject property has approximately 420 m of street frontage along Tappen Valley Road, however staff consider that one sign facing the road at the driveway entrance to the property will be sufficient. The sign shall be placed no later than 30 days following first reading of the proposed bylaw amendment.

DESIRED OUTCOME:

That the Board support the staff recommendation(s).

BOARD'S OPTIONS:

1. *Endorse the Recommendations.*
2. *Deny the Recommendations.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2024-07-18_Board_DS_BL725-28_first.docx
Attachments:	<ul style="list-style-type: none">- BL725-28_First.pdf- BL725-28_Excerpts_BL725.pdf- BL725-28_Overview_and_Feasibility_Study_2024-05-29_Redacted.pdf- BL725-28_Maps_Plans_Photos.pdf
Final Approval Date:	Jul 10, 2024

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



Corey Paiement

No Signature - Task assigned to Gerald Christie was completed by assistant Jennifer Sham

Gerald Christie



Jennifer Sham

No Signature - Task assigned to John MacLean was completed by assistant Jennifer Sham

John MacLean

COLUMBIA SHUSWAP REGIONAL DISTRICT

**ELECTORAL AREA C OFFICIAL COMMUNITY PLAN AMENDMENT
BYLAW NO. 725-28**

A bylaw to amend the "Electoral Area C Official Community Plan Bylaw No. 725"

The Board of the Columbia Shuswap Regional District, in open meeting assembled, hereby enacts as follows:

1. "Electoral Area C Official Community Plan Bylaw No. 725" is hereby amended as follows:

A. TEXT AMENDMENT

1. Schedule A, (the Official Community Plan text), which forms part of the "Electoral Area 'C' Official Community Plan Bylaw No. 725" is hereby amended by:

- i) Adding the following text immediately following section 3.4.1.10 (Residential Policies)

"11 Notwithstanding sections 3.1.2.4, 3.1.2.5, and 3.4.1.1, the northern 30 ha part of the property described as the Southwest ¼ of Section 30 of Township 21, Range 10, West of the 6th Meridian Kamloops Division, Yale District, shown on Schedule B, Land Use Designations (Overview) and Schedule C, Land Use Designations (Mapsheets) can be considered for redesignation from ID – Industrial to RR2 – Rural Residential 2."

B. MAP AMENDMENT

1. Schedule B, Land Use Designations – Overview, which forms part of the "Electoral Area C Official Community Plan Bylaw No. 725" is hereby amended as follows:

- i) Re-designating the northern 30 ha of the property described as the Southwest ¼ of Section 30 of Township 21, Range 10, West of the 6th Meridian Kamloops Division, Yale District, which is more particularly shown hatched on Schedule 1 attached hereto and forming part of this bylaw, from ID – Industrial to RR2 – Rural Residential 2.

2. Schedule C, Land Use Designations – Mapsheets, which forms part of the "Electoral Area C Official Community Plan Bylaw No. 725" is hereby amended as follows:

- i) Re-designating the northern 30 ha of the property described as the Southwest $\frac{1}{4}$ of Section 30 of Township 21, Range 10, West of the 6th Meridian Kamloops Division, Yale District, which is more particularly shown hatched on Schedule 1 attached hereto and forming part of this bylaw, from ID – Industrial to RR2 – Rural Residential 2.

2. This bylaw may be cited as "Electoral Area C Official Community Plan Amendment Bylaw No. 725-28."

READ a first time this _____ day of _____, 2024.

READ a second time this _____ day of _____, 2024.

PUBLIC HEARING held this _____ day of _____, 2024.

READ a third time this _____ day of _____, 2024.

ADOPTED this _____ day of _____, 2024.

CORPORATE OFFICER

CHAIR

CERTIFIED a true copy of Bylaw No. 725-28
as read a third time.

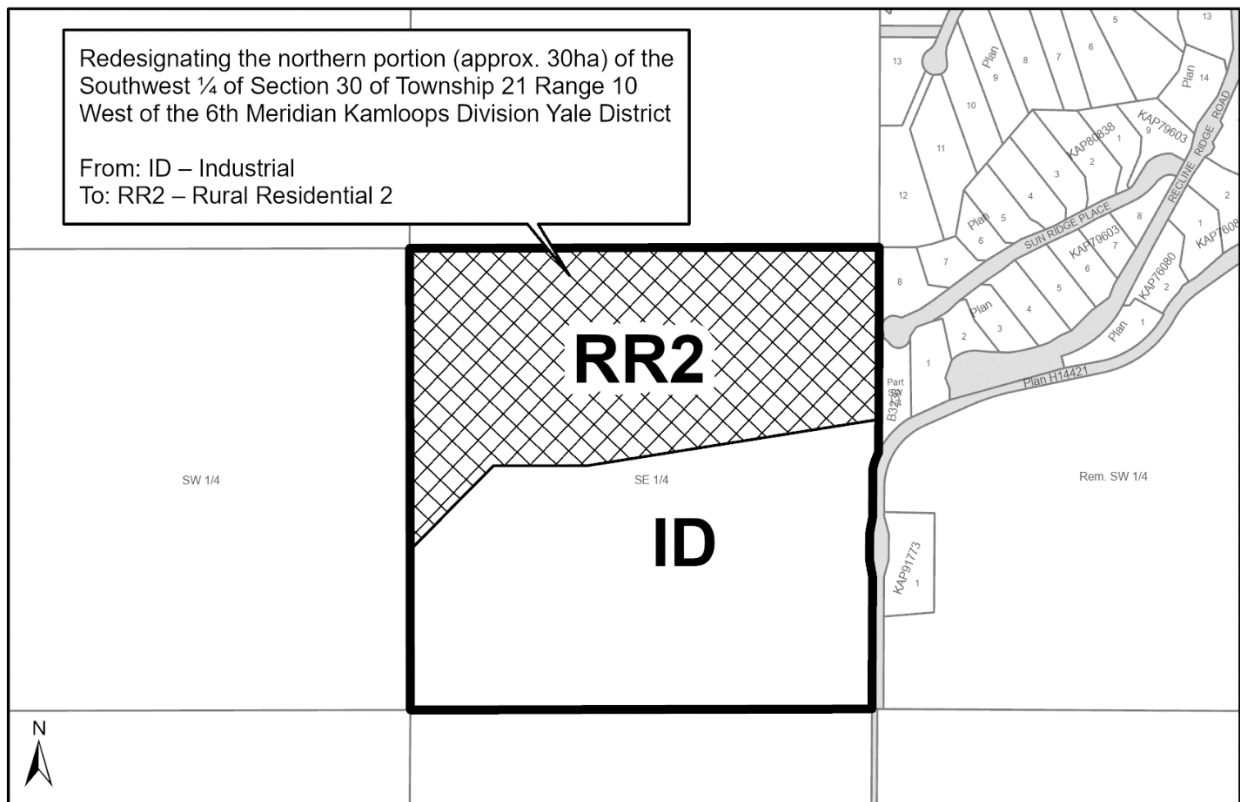
CERTIFIED a true copy of Bylaw No. 725-28
as adopted.

Corporate Officer

Corporate Officer

Schedule 1

Electoral Area C Official Community Plan Amendment Bylaw No. 725-28



Relevant Excerpts from Electoral Area C Official Community Plan Bylaw No. 725

(See [Bylaw No. 725](#), for all policies and land use regulations)

Bylaw No. 725

1.2 Sustainable Planning Principles

Principle 1

All measures to protect and restore the natural environment will be used, and emphasis placed on Shuswap Lake, White Lake and their interlinked watersheds and foreshores. The CSRD will collaborate with all other jurisdictions that have impact on these Lakes.

Principle 2

To maintain large areas of rural landscape throughout the South Shuswap while encouraging gradual, sustainable, moderate and efficient development in the existing settled areas.

Principle 3

A range of housing choices is supported, taking into account affordability for existing residents, particularly for young families and seniors. Only ground oriented housing is appropriate near the lakes; more dense forms of housing must be located away from the lakes.

Principle 9

Active community involvement within the South Shuswap, including planning decisions related to land use, housing servicing, parks and transportation is supported.

Section 3. Growing Gradually and Wisely

Sustainable Principles

Large areas of rural landscape throughout the South Shuswap will be maintained while encouraging gradual, sustainable, moderate and efficient development in the existing settled areas.

A range of housing choices is supported, taking into account affordability for existing residents, particularly for young families and seniors. Only ground-oriented housing is appropriate near the Lakes; more dense forms of housing must be located away from the Lakes.

Agriculture, tourism and forestry are supported as the foundations of the economy, while economic diversification that has low impact on the area's character and natural environment is encouraged. The establishment of a business park that attracts clean industries and complements existing businesses is also encouraged.

3.1 General Land Use Management

The policies of this Plan aim to protect the rural character of this area, yet allow modest growth in settled areas that are, or will be, serviced by community water and sewer systems. By directing growth to the Village Centre and Secondary Settlement Areas as shown on Schedule B Land Use Designations – Overview, and Schedule C Land Use Designations - Mapsheets, there will be less impact on the rural and natural areas of the community, thereby protecting natural habitat and preserving the area's highly valued rural character. This settlement pattern will also facilitate shorter vehicle trips, as well as encourage more walking, bicycling and the use of public transit.

3.1.1 Objectives

- .1 To be thoughtful and careful stewards of the lands and waters of the South Shuswap to allow future generations an opportunity to appreciate and benefit from wise choices made by today's elected decision-makers.
- .2 To manage growth by directing development and redevelopment in existing settled areas and to discourage development outside these areas.
- .3 To provide a clear separation between rural and non-rural lands to preserve both rural and non-rural lifestyle choices.
- .7 To work towards providing a range of housing types in the South Shuswap, principally within the Village Centre and Secondary Settlement Areas.

3.1.2 Policies

- .1 Land uses and activities that adversely affect safety, health, or liveability within Area C are not supported. Temporary use permits are not supported.
- .2 The Sorrento Village Centre, established on Schedules B and C, will accept much of the residential, retail and business development in Area C and will be connected to community water and sewer systems. Future development of a Balmoral Village Centre, at the northwest corner of the Balmoral Road/Highway #1 intersection, is dependent on approval from the ALC, as it lies within the ALR; this plan does not presume the ALC's position on the future uses of this land and does not support

development pressure or speculation based on the plan's support of this area as a Village Centre as previous applications to exclude these ALR lands have been refused by the ALC.

- .3 Secondary Settlement Areas in the South Shuswap are established on Schedules B and C, as Blind Bay, Sunnybrae, White Lake and Eagle Bay.
- .4 Outside the Village Centre and Secondary Settlement Areas, new residential development is generally discouraged unless co-located with an agricultural use. Strip commercial development between these development areas is not acceptable.
- .6 Except as required to improve the health and safety of existing development, no public funds will be expended for the capital cost of extending water and sewer servicing to lands outside the Village Centre and Secondary Settlement Areas.
- .9 At the time of introducing zoning regulations to unzoned areas, existing uses and structures may be recognized in the zoning bylaw and that recognition will be considered as conforming to this OCP. New development, however, must conform to the policies and land use designations in this OCP.

3.4 Residential

3.4.1 Policies

- .1 New residential development will be directed to the Village Centre and Secondary Settlement Areas identified on Schedules B and C. Outside these areas, residential development is discouraged unless co-located with an agricultural use.
- .2 Residential development is subject to the following land use designations, housing forms and maximum densities:

Land Use Designation	Housing Form	Maximum Density
Medium Density (MD)	Detached	5 units/ac (1 unit/0.2 ac) 12 units/ha (1 unit/0.08 ha)
	Semi-detached	8 units/ac (1 unit/0.13 ac) 20 units/ha (1 unit/0.05 ha)
	Townhouse	12 units/ac (1 unit/0.13 ac) 30 units/ha (1 unit/0.03 ha)
Neighbourhood Residential (NR)	Detached, Semi-detached	2 units per 1 acre (1 unit/0.2 ha)
Country Residential (CR)	Detached, Semi-detached	1 unit per 1 acre (0.4 ha)
Rural Residential (RR)	Detached, Semi-detached	1 unit per 2.5 acres (1 ha)
Rural Residential 2 (RR2)	Detached, Semi-detached	1 unit per 5 acres (2 ha)
Small Holdings (SH)	Detached, Semi-detached	1 unit per 10 acres (4 ha)

Medium Holdings (MH)	Detached, Semi-detached	1 unit per 20 acres (8 ha)
Large Holdings (LH)	Detached, Semi-detached	1 unit per 25 acres (10 ha)
Rural Holdings (RH)	Detached, Semi-detached	1 unit per 148 acres (60 ha)

3.9 Industrial (ID)

3.9.1 Objective

- .1 To recognize existing industrial uses in the South Shuswap and support future opportunities for light industrial uses.

3.9.2 Policies

- .1 A range of light industrial land uses, including manufacturing, high technology industries, warehousing, storage and distribution, machine and automobile repair, is generally acceptable in AG, RR, RR2, SH, MH, LH, RH, and RSC designations, provided they are in compliance with Provincial ALC regulations, are located away from watercourses, are not on waterfront parcels and are compatible with adjacent land uses.
- .2 Small scale light industrial uses whose operations are compatible with adjacent uses are permitted in the Village Centre.
- .3 All new rezoning applications for industrial uses which would require additional sewer or water capacity and which are located in proximity to a community sewer system and a community water system must connect to that system.
- .4 New industrial development is subject to the Form & Character Development Permit Area Guidelines.
- .5 Cannabis Production Facilities are permitted on lands designated Industrial.

3.10 Agriculture (AG)

3.10.1 Policies

- .1 The lands designated as Agriculture (AG) are shown on Schedules B and C. In general, these are lands with half or more of their area lying within the Provincially-designated

Agricultural Land Reserve at the time of writing of this Plan. Land lying within the Agricultural Land Reserve is identified on Schedule E – ALR Map. Agriculture is the primary and dominant land use, with a full range of crop and livestock production activities permissible, as well as homes, buildings and structures associated with agricultural operations.

- .2 The minimum parcel size of land for subdivision within the Agriculture land use designation is 60 hectares (148 acres).
- .3 New subdivision is discouraged within the Agriculture designation, other than subdivision along ALR boundaries or subdivision or parcel consolidations demonstrated not to have an intrusive or conflicting impact on the surrounding agricultural community.
- .4 The Agriculture land use designations encompass agricultural uses, and uses accessory to agriculture. Subject to the guidelines of the Agricultural Land Commission and the zoning bylaw the following uses are appropriate in lands designated Agriculture: agri-tourism operations and agri-accommodation, and uses which will not affect the long-term agricultural capability of the land.

Section 9. Planning Efficient Infrastructure

Sustainable Principle

A region-wide approach to correcting inferior water and sewage treatment systems and development of a comprehensive, affordable liquid waste management plan that takes into account the latest technologies, is supported in order to fully protect groundwater, lakes and streams.

A well-planned community has adequate services to meet the needs of its citizens, with development taking place in a way that allows infrastructure and utilities to be provided efficiently.

Generally, the principles and policies of this Plan encourage development within identified Village Centre and Secondary Settlement Areas. This form of development will result in a smaller ecological footprint than a more dispersed settlement pattern. Compact development makes it more affordable to provide infrastructure — pipes, wires, and roads are shorter, and therefore, less costly to install and easier to maintain.

12.1 Hazardous Lands Development Permit Areas (*Steep Slope*)

12.1.1 *Purpose*

The Hazardous Lands Development Permit Area is designated under the Local Government Act for the purpose of protecting development from steep slope hazardous conditions.

12.1.2 *Justification*

Whereas steep slopes pose a potential landslide risk, a Hazardous Lands Development Permit Area is justified so that DP guidelines and recommendations from qualified engineering professionals are utilised prior to development in steep slope areas in order to provide a high level of protection from ground instability and/or slope failure.

12.1.3 *Area*

All properties, any portion of which, contain slopes 30% or greater are designated as Hazardous Lands Development Permit Area (Steep Slope). These are referred to as 'steep slope' areas below. The CSRD requires a slope assessment of slope conditions as a condition of development permit issuance. Provincial 1:20,000 TRIM mapping, using 20m (66ft) contour information, may provide preliminary slope assessment; however, a more detailed site assessment may be required.

12.1.4 *Exemptions*

A Hazardous Lands Development Permit is not required for the following:

- .1 A single storey accessory building with a gross floor area less than 10 m² (107.4 ft²) which are placed on slopes of less than 30%;
- .2 Non-structural **external** repairs or alterations exempted by the BC Building Code; or
- .3 Non-structural **internal** repairs or alterations exempted by the BC Building Code which do not create sleeping accommodations or bedrooms.

12.1.5 *Guidelines*

- .1 Whenever possible placement of buildings and structures should be considered first in non-steeply sloped areas, i.e. less than 30% slope;
- .2 In order to protect against the loss of life and to minimize property damage associated with ground instability and/or slope failure, development in steep slope areas is discouraged;

- .3 Occupant and public safety shall be the prime consideration of the qualified geotechnical professional and the CSRD prior to approval of development in steeply sloped areas; and,
- .4 Geotechnical reports from qualified geotechnical professionals must address best engineering practices in the field of geotechnical engineering and provide detailed recommendations. At the discretion of CSRD staff an independent third party review of the submitted report(s) may be undertaken.

Where steep slope areas are required for development, development permits addressing Steep Slopes shall be in accordance with the following:

For subdivision, either 12.1.5.5 or 12.1.5.6 applies:

- .5 Submission of a geotechnical report by an Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) registered professional with experience in geotechnical engineering.
 - a. The geotechnical report, which the Regional District will use to determine the conditions and requirements of the development permit, must certify that the land may be used safely for the use intended.
 - b. The geotechnical report must explicitly confirm all work was undertaken in accordance with the APEGBC Legislated Landslide Assessment Guidelines.
 - c. The report should include the following types of analysis and information:
 - i. site map showing area of investigation, including existing and proposed: buildings, structures, septic tank & field locations, drinking water sources and natural features, including watercourses;
 - ii. strength and structure of rock material, bedding sequences, slope gradient, landform shape, soil depth, soil strength and clay mineralogy;
 - iii. surface & subsurface water flows & drainage;
 - iv. vegetation: plant rooting, clear-cutting, vegetation conversion, etc.
 - v. recommended setbacks from the toe and top of the slope;
 - vi. recommended mitigation measures; and
 - vii. recommended 'no-build' areas.
 - d. Development in steep slopes should avoid:

- i. cutting into a slope without providing adequate mechanical support;
 - ii. adding water to a slope that would cause decreased stability;
 - iii. adding weight to the top of a slope, including fill or waste;
 - iv. removing vegetation from a slope;
 - v. creating steeper slopes; and
 - vi. siting Type 1, 2 and 3 septic systems and fields within steep slopes.
- e. A Covenant may be registered on title identifying the hazard and remedial requirements as specified in the geotechnical or engineering reports for the benefit and safe use of future owners.
- .6 Registration of a Covenant on title identifying hazards and restrictions regarding construction, habitation or other structures or uses on slopes of 30% and greater.

For construction of, addition to or alteration of a building or other structure:

Compliance with and submission of the relevant geotechnical sections of Schedule B-1, B-2 and C-B of the BC Building Code by an Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) registered professional with experience in geotechnical engineering. A Covenant may be registered on title identifying hazards and restrictions regarding construction, habitation or other structures or uses on slopes of 30% or greater.

12.4 Riparian Areas Regulation (RAR) Development Permit Area

.1 Purpose

The Riparian Areas Regulation Development Permit Area (RAR DPA) is designated under the Local Government Act for the protection of the natural environment, its ecosystems and biological diversity.

.2 Justification

The primary objective of the RAR DPA designation is to regulate development activities in watercourses and their riparian areas in order to preserve natural features, functions and conditions that support fish life processes. Development impact on watercourses can be minimized by careful project examination and implementation of appropriate measures to preserve environmentally sensitive riparian areas.

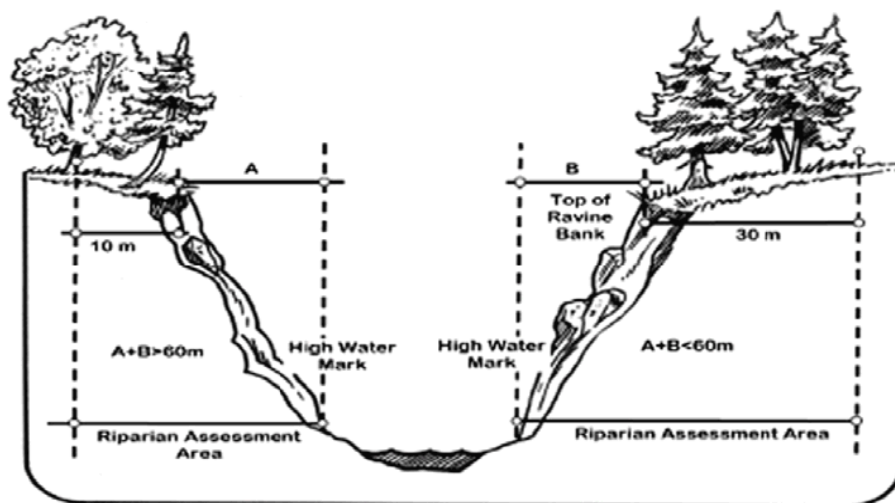
.3 Area

The RAR DPA is comprised of Riparian assessment areas for fish habitat, which include all watercourses and adjacent lands shown on Provincial TRIM map series at 1:20,000, as well as unmapped watercourses.

As illustrated in Figure 12.1, the area comprises:

- Within 30m (98.4 feet) of the high water mark of the watercourse;
- Within 30m (98.4 feet) of the top of the ravine bank in the case of a ravine less than 60m (196.8 feet) wide;
- Within 10m (32.8 feet) of the top of a ravine bank for ravines 60 metres (196.8 feet) or greater in width that link aquatic and terrestrial ecosystems that exert an influence on the watercourse.

Figure 12.1



Unless the proposed development or alteration of land is clearly outside the riparian assessment area the location of the development shall be determined accurately by survey

in relation to the RAR DPA to determine whether a development permit application is required.

.4 Exemptions

.1 The RAR DPA does not apply to the following:

- a. Construction, alteration, addition, repair, demolition and maintenance of farm buildings;
- b. Clearing of land for agriculture;
- c. Institutional development containing no residential, commercial or industrial aspect;
- d. Reconstruction, alteration, addition or repair of a legal permanent structure if the structure remains on its existing foundation. Only if the existing foundation is moved or extended into a riparian assessment area would a RAR DPA be required;
- e. A QEP can confirm that the conditions of the RAR DPA have already been satisfied;
- f. A Development Permit for the same area has already been issued in the past and a QEP can confirm that the conditions in the Development Permit have all been met, or the conditions addressed in the previous Development Permit will not be affected; and,
- g. A letter is provided by a QEP confirming that there is no visible channel.

.5 Guidelines

- .1 Preservation of water courses, waterbodies, and adjacent, natural features, functions and conditions of riparian areas that support fish and animal habitat is the primary objective of the RAR DPA;
- .2 Impacts to watercourses and riparian areas from proposed development is not desirable. Such impacts must be minimized to the greatest extent possible and addressed in a report from a QEP, including mitigative measures;
- .3 Disturbance of soils and removal of vegetation should be minimized in the development process;
- .4 Whenever possible development or land altering activities shall be located outside of the 30m setback to the riparian area unless a QEP permits a reduced setback area;

- .5 Development requiring a Development Permit shall include, but may not be limited to, any of the following activities associated with or resulting from residential, commercial or industrial activities or ancillary activities, subject to local government powers under the Local Government Act:
 - a. Removal, alteration, disruption or destruction of vegetation within 30m (98.4 feet) of a watercourse.
 - b. Disturbance of soils, within 30m (98.4 feet) of a watercourse;
 - c. Construction or erection of buildings and structures within 30m (98.4 feet) of a watercourse;
 - d. Creation of non-structural impervious or semi-impervious surfaces within 30m (98.4 feet) of a watercourse;
 - e. Flood protection works within 30m (98.4 feet) of a watercourse;
 - f. Construction of roads, trails, docks, wharves and bridges within 30m (98.4 feet) of a watercourse;
 - g. Provision and maintenance of sewer and water services within 30m (98.4 feet) of a watercourse;
 - h. Development of drainage systems within 30m (98.4 feet) of a watercourse;
 - i. Development of utility corridors within 30m (98.4 feet) of a watercourse; and
 - j. Subdivision as defined in the Land Title Act, and including the division of land into 2 or more parcels within 30m (98.4 feet) of a watercourse.
- .6 A development permit may be issued following the submission of a report from a Qualified Environmental Professional (QEP). This written submission shall be used to determine the conditions of the development permit and shall include:
 - a. Site map showing area of investigation, including existing and proposed: buildings, structures, septic tank & field locations, drinking water sources and natural features;
 - b. Existing vegetation and any proposed vegetation removal;

- c. Assessment of hydrogeology, including soil types, drainage characteristics, seepage zones, springs and seasonally saturated areas, groundwater depth, flow direction & pathways, and shallow bedrock;
- d. The suitability for site soils to accept stormwater infiltration and post-development landscape irrigation;
- e. Potential impacts to other water courses or water bodies, e.g. Shuswap Lake; and,
- f. Recommendations and mitigative measures.

.6 Role of the QEP and CSRD in the RAR Development Permit Process

The RAR regulations place considerable emphasis on QEPs to research established standards for the protection of riparian areas. It is the QEP's responsibility to consider federal and provincial regulations regarding fish, water and riparian protection and consult with appropriate agencies as necessary. Since the responsibility rests with the QEP for conducting research and providing technical information and recommendations specific to an application required under this RAR DP section the extent to which the CSRD will be involved in the technical details of the permitting process is reduced. If the RAR DP guidelines are met by the QEP, and the QEP report is submitted to and accepted by the BC Ministry of Environment, the CSRD role becomes more administrative in nature and the DP can be considered for approval.

12.6 Industrial (ID) Development Permit Area

.1 Purpose

The Industrial (ID) Development Permit Area is designated under the *Local Government Act* for the establishment of objectives for the form and character of industrial development for areas designated as Industrial in the OCP,

.2 Justification

This DP is to promote a high level of site and building design for new or renovated buildings or structures in industrial areas. It is important that consideration be given to the integration of new industrial development with the surrounding built environment considering the rural nature of the area and the visibility to the Trans Canada Highway.

.3 Area

This DPA applies to the areas designated as Industrial (ID) as set out in Schedule B and C.

.4 *Exemptions*

- .1 A single storey accessory building with a gross floor area less than 10 m² (107.4 ft²);
- .2 alteration, disruption or destruction of vegetation involving less than 1000 m² (10,763.9 feet²) of vegetation coverage area;
- .3 *The complete demolition of a building and clean-up of demolition material. Partial demolition or reconstruction of a building requires a DP under this section.*
- .4 Non-structural external repairs or alterations exempted by the BC Building Code; or,
- .5 Creation of impervious or semi-impervious surfaces less than 100 m² (1,076.4 feet²).

.5 *Guidelines*

- .1 Light industrial development should be integrated as much as possible into the built fabric of the community, rather than forming isolated auto-oriented enclaves. Block pattern, street design and building placement should be appropriate to a mixed-use area, although industrial use may be the primary land use;
- .2 Buildings should face onto the street, and include entries and windows, providing active edges and visual permeability. Where buildings face a parking lot, pedestrian sidewalks should be provided. Buildings should be set back at a distance from the street, to avoid the creation of wide barriers;
- .3 Where possible, buildings should share common parking lots. Parking should be provided at the rear of buildings, at the interior of blocks, or include a landscape buffer between the parking area and the public street;
- .4 Outside storage, garbage and recycling areas should be screened with fencing or landscaping or both;
- .5 Use of non-combustible external building materials is encouraged;
- .6 Signage should be integrated into the overall site and building, and be legible without being intrusive into the visual landscape; and,
- .7 Green roofs and other sustainable practices are encouraged.



1315 TAPPEN VALLEY RD

PROPERTY OVERVIEW AND FEASIBILITY STUDY

May 29, 2024

Prepared By:
Franklin Engineering Ltd.

Prepared For:
[REDACTED]
[REDACTED]@mountainsideearthworks.com
[REDACTED]

I. PROPERTY AND PROJECT OVERVIEW

Franklin Engineering Ltd. has been retained to act as Agent for a CSRD Official Community Plan (OCP) Amendment Application for the proposed development of 1315 Tappen Valley Rd in Tappen, BC Legally described as THE S E 1/4 OF SEC 30 TP 21 R 10 W OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXC PL H1442.

The lot is approximately 64.88 HA (160.32 Acres) total in size and lies within the Columbia Shuswap Regional District (CSRD). Approximately 30ha on the southern half of the property is within the current ALR boundary. The CSRD has no Zoning Bylaws for this area and the property falls under the Official Community Plan (OCP) Bylaw 725, ID- Industrial.

The application submitted is for development of the northern 30ha of this property which is mostly forested and located entirely outside of the ALR boundary. We are requesting an OCP Amendment to the norther 30ha only, from ID (Industrial) to RR2 (Rural Residential 2). The current goal of this OCP amendment is to provide house construction opportunities for extended family housing.

RR2 allows for detached and semi-detached housing at a maximum of one (1) per 2ha. The property would then have potential for fifteen (15) homes or for future subdivision of up to fifteen (15) 2ha lots. The likelihood of achieving fifteen (15) lots in a potential subdivision would be low when accounting for land required to develop roads and the steep topography of the NW corner of the property.

In past, the property was utilized by Orica, an explosives company based out of Australia. Orica was conducting industrial business on the property before the ALC incorporated parts of it into their boundary mapping. Orica continued to conduct its business as such until its closure just a few years ago.

1315 Tappen Valley Rd is now the site of the newly developing Recline Ridge Eco Park. The Eco Park is a business facility, providing a synergistic research & development environment for agricultural and environmental technology companies. It is currently the home of many businesses, some of which include Zion Growing Solutions Inc, True Earth Solutions, Tappen Valley Produce and a Lama Sanctuary. All works of Recline Ridge Eco Park partnered businesses are conducted on the lower southern portion of the property, fully outside of the 30ha that are included in our application.

1315 Tappen Valley Rd
Property Overview and Feasibility Study



PO Box 2590, 416A 4th Street NE
Salmon Arm, BC, V1E 4R5
Phone 250.832.8380

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1.0 INTRODUCTION

This report is intended to provide a property overview and demonstrate feasibility of future RR2 development at 1315 Tappen Valley Rd, Tappen, BC. The property legally described as THE S E 1/4 OF SEC 30 TP 21 R 10 W OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXC PL H1442 covers approximately 64.88ha (160.32 Acres) of land. The application submitted for OCP Amendment from ID- Industrial to RR2- Rural Residential 2 speaks only to the northern 30ha of land, outside of the ALR and in an area that is not being utilized by Recline Ridge Eco Park.

Properties directly neighboring 1315 Tappen Valley Rd consist of Rural Holdings (RH), Rural Resource (RSC), Rural Residential (RR) and Agriculture (AG) land use designations.

2.0 PROPERTY ZONING

The development is located within the Columbia Shuswap Regional District (CSRD). It is in an area with no zoning and the Official Community Plan (OCP) Bylaw No. 725 lists the property as ID- Industrial. ID- Industrial allows for a range of light industrial land uses, including manufacturing, high technology industries, warehousing, storage and distribution, machine, and automobile repair.

The OCP Amendment Application requests a change of the northern 30ha of property to Rural Residential 2 (RR2), which allows for detached and semi-detached housing with 1 unit per 2ha (5 acres). This would allow for the development of 15 homes on property or for future subdivision of a maximum of fifteen (15) 2ha lots.

3.0 ACCESS

The property has access directly off Tappen Valley Rd. This access is extended well into the property and currently utilized by Recline Ridge Eco Park and its partnering businesses. The 30ha portion regarded in our application would be accessed by further extension of the existing onsite roadway.

4.0 SERVICING

The existing development of 1315 Tappen Valley Rd has water services from an intake (Granite Creek) and pumps, that moves water to a large reservoir. This property already has the capacity for a community water system, if ever required.

The property has existing onsite wastewater facilities which service the current usage. New home development in the RR2 area would consist of individual wastewater systems, as required.

It is the professional opinion of Franklin Engineering Ltd., who specialize in onsite wastewater system design, that this property can service the intended extended family home sites that would be allowable with an OCP Amendment to RR2.

1315 Tappen Valley Rd
Property Overview and Feasibility Study



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Franklin Engineering Ltd. also believes that this property could service up to the maximum fifteen (15) home sites with individual wastewater systems and that subdivision of the property into 2ha lots would also give ample area to allow for individual onsite wastewater services.

5.0 POWER AND TELECOMMUNICATIONS

The development property is serviced with existing BC Hydro overhead powerline and telecommunication lines located at the lot line from the access driveway off Tappen Valley Rd. Future servicing would require coordination for proposed overhead or underground utility connections to each building and site, as required.

6.0 CONCLUSION

This report speaks to an overview of historical and existing usage of 1315 Tappen Valley Rd, Tappen BC as well as a brief feasibility study, conducted for the purpose of an OCP Amendment for the northern 30ha to change from ID- Industrial to RR2- Rural Residential 2, allowing for home construction for extended family.

If an RR2 land use designation can be achieved, up to a maximum fifteen (15) home sites or maximum fifteen (15) 2ha lots could be developed. Franklin Engineering's study of feasibility for this property concluded that required roads, water, power and telecommunication, and onsite wastewater servicing for the development could be achieved.

Further works would be required to determine the ideal building locations or to design a lot layout with road and grading.

Thank you for your time and consideration of our proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Mitchell', written in a cursive style.

Samantha Mitchell
Project Manager
samantha@franklinengineering.ca
250.832.8380 ext9

1315 Tappen Valley Rd
Property Overview and Feasibility Study



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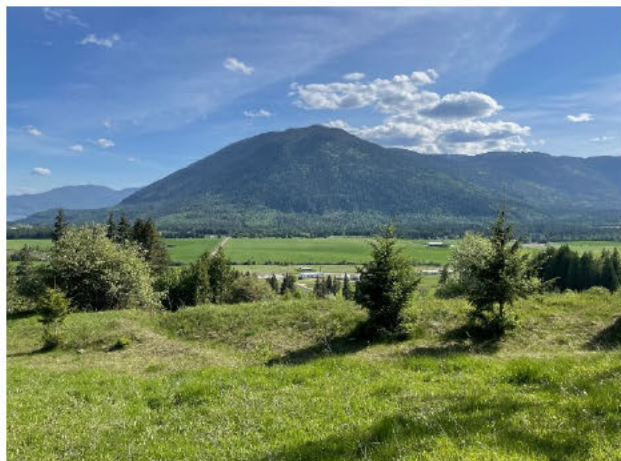
Photo 1:
Northeast field of proposed RR2 Area



Photo 2:
Northwest forested section of
proposed RR2 area



Photo 3:
Taken from the Northeast Field,
looking south towards the
Industrial/ALR area



1315 Tappen Valley Rd
Property Overview and Feasibility Study

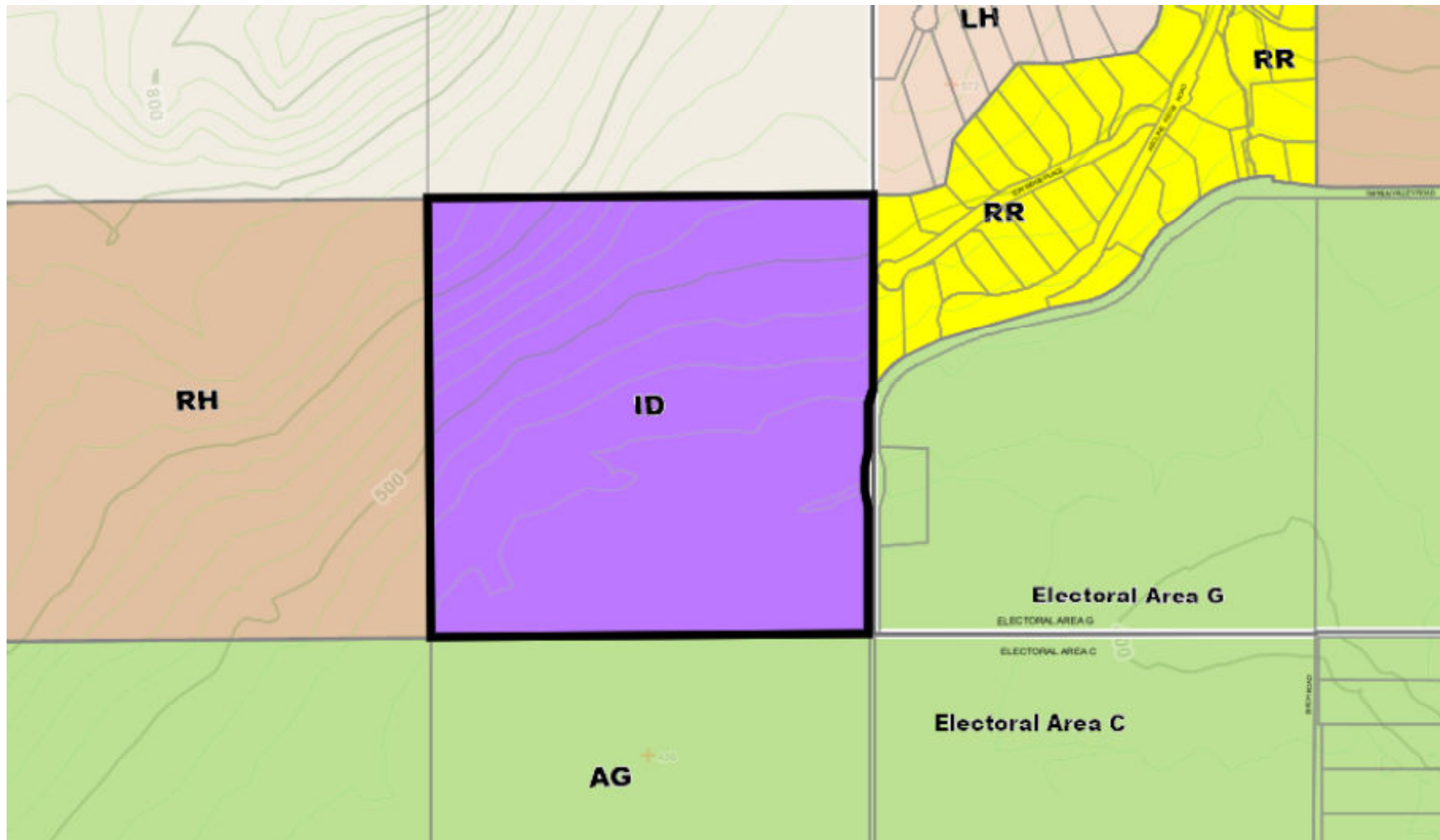


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Photo 4:

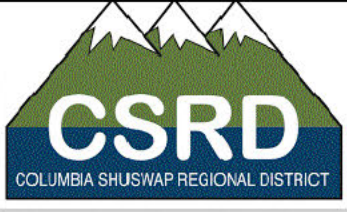
Looking Northwest towards entire
proposed RR2 area from the South
East property entrance off Tappen
Valley Rd







REV NO	REVISIONS	DATE	DRAWN	APPRD
1	ISSUED FOR INFORMATION	2023-10-18	NTJ	JJF
2	ISSUED FOR INFORMATION	2024-02-16	NTJ	JJF
3	ISSUED FOR INFORMATION	2024-05-24	NTJ	JJF



SITE PLAN

1315 TAPPEN VALLEY ROAD

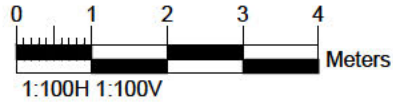
PERMIT NO.

SEAL



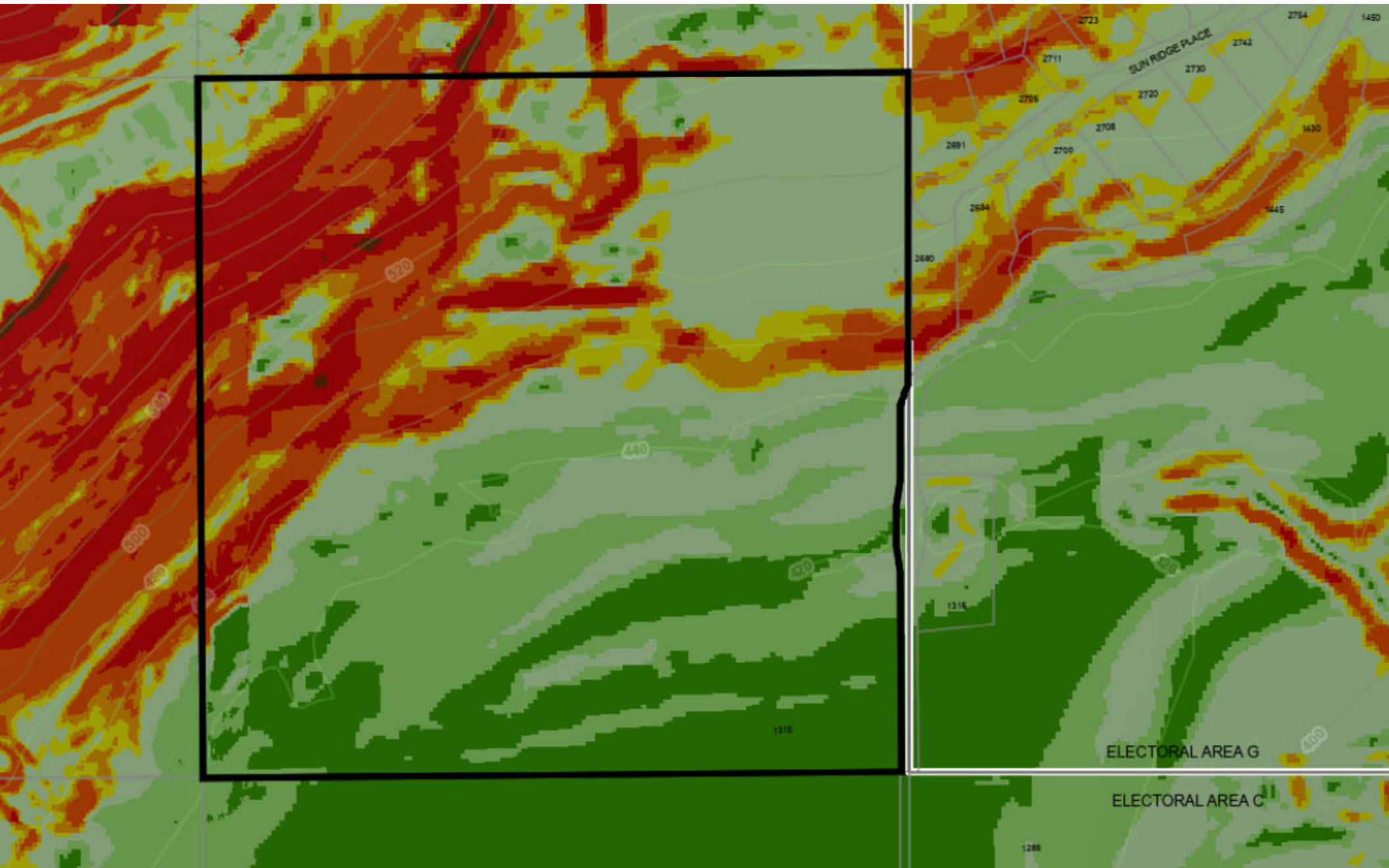
DRAWN BY:	NTJ
CHECKED BY:	JJF
DATE:	2024-02-16

DESIGN BY:	NTJ
APPROVED BY:	JJF



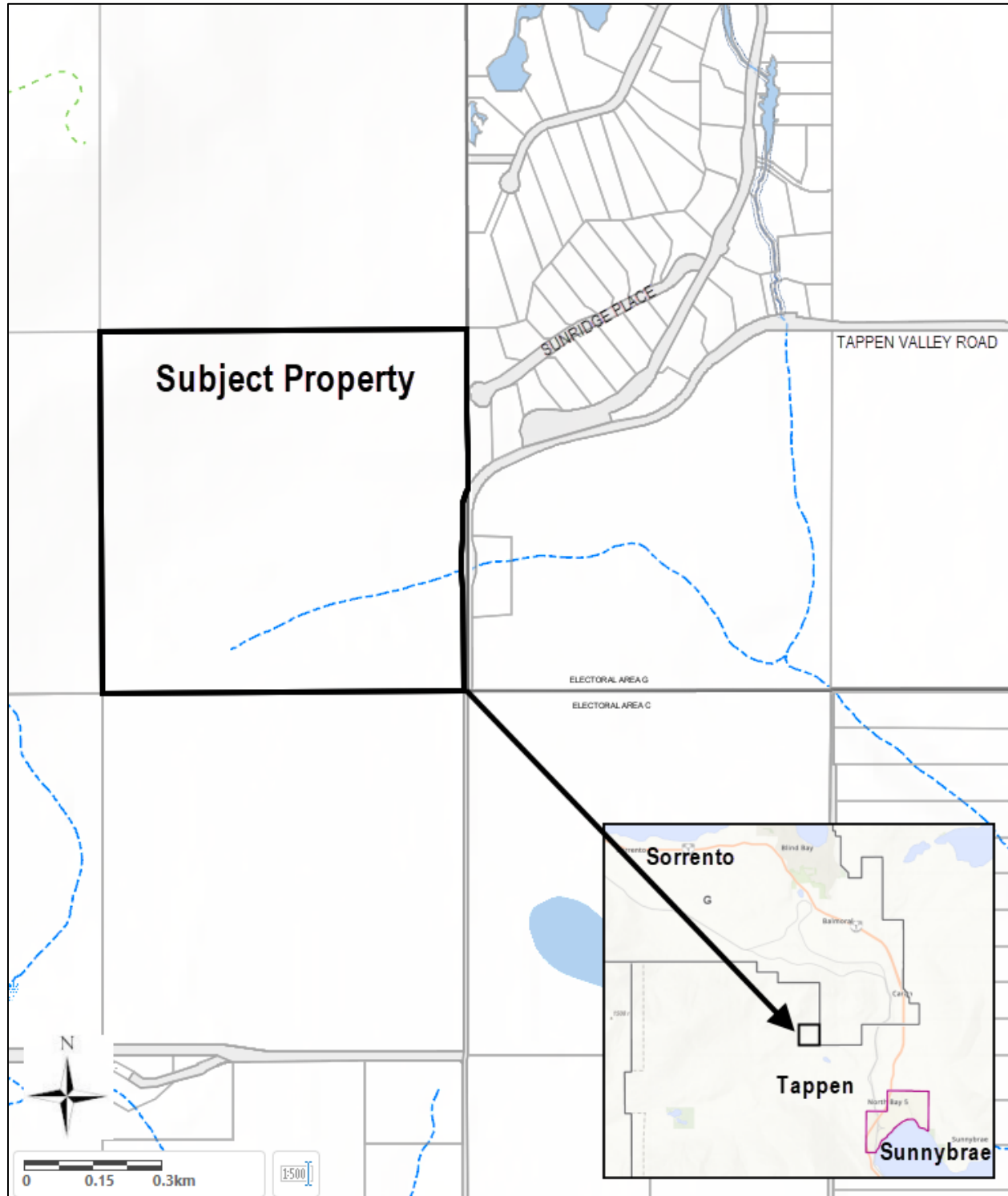
DWG. NO.	1 OF 1
REV.	3

DESIGN NO. 23-124

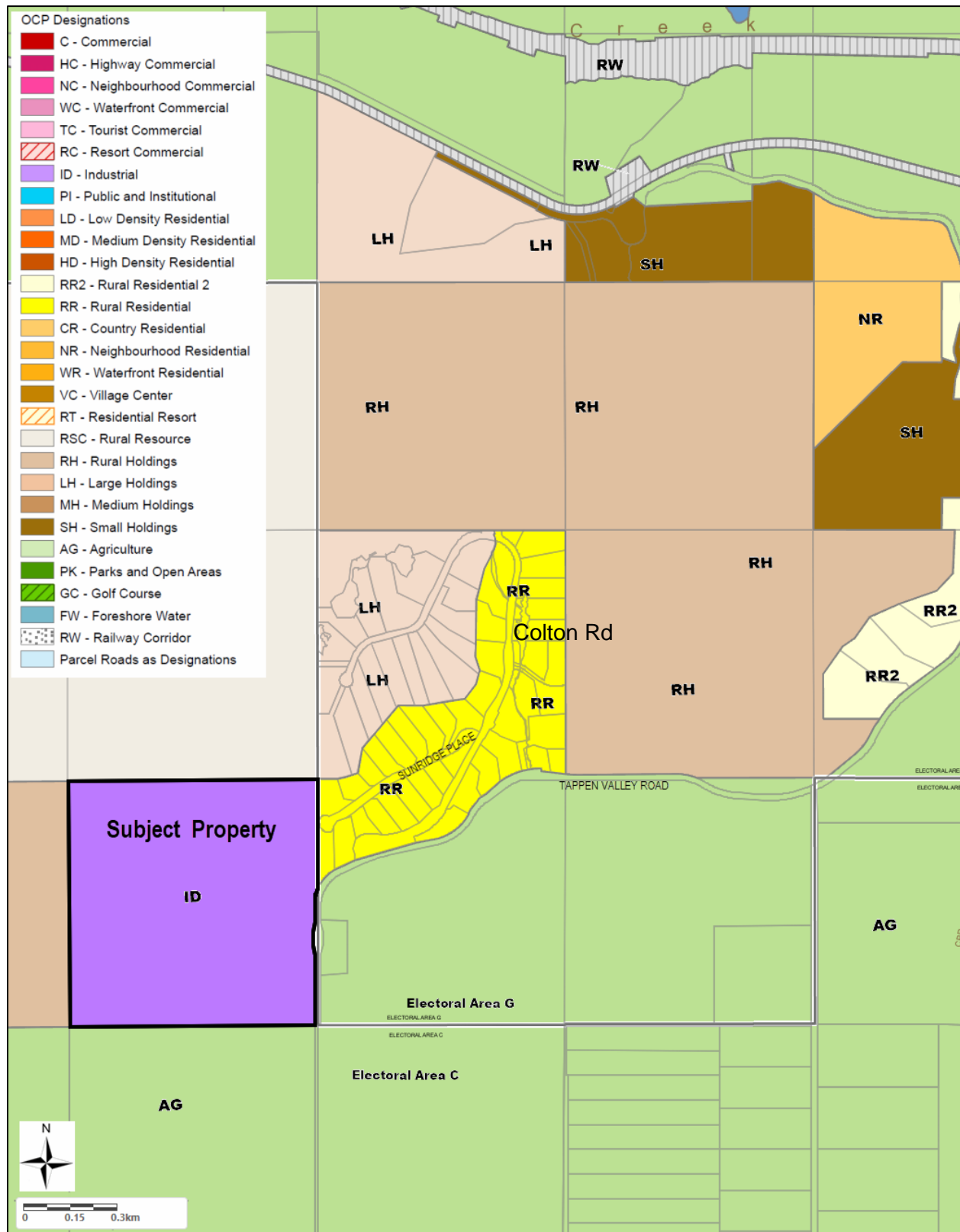




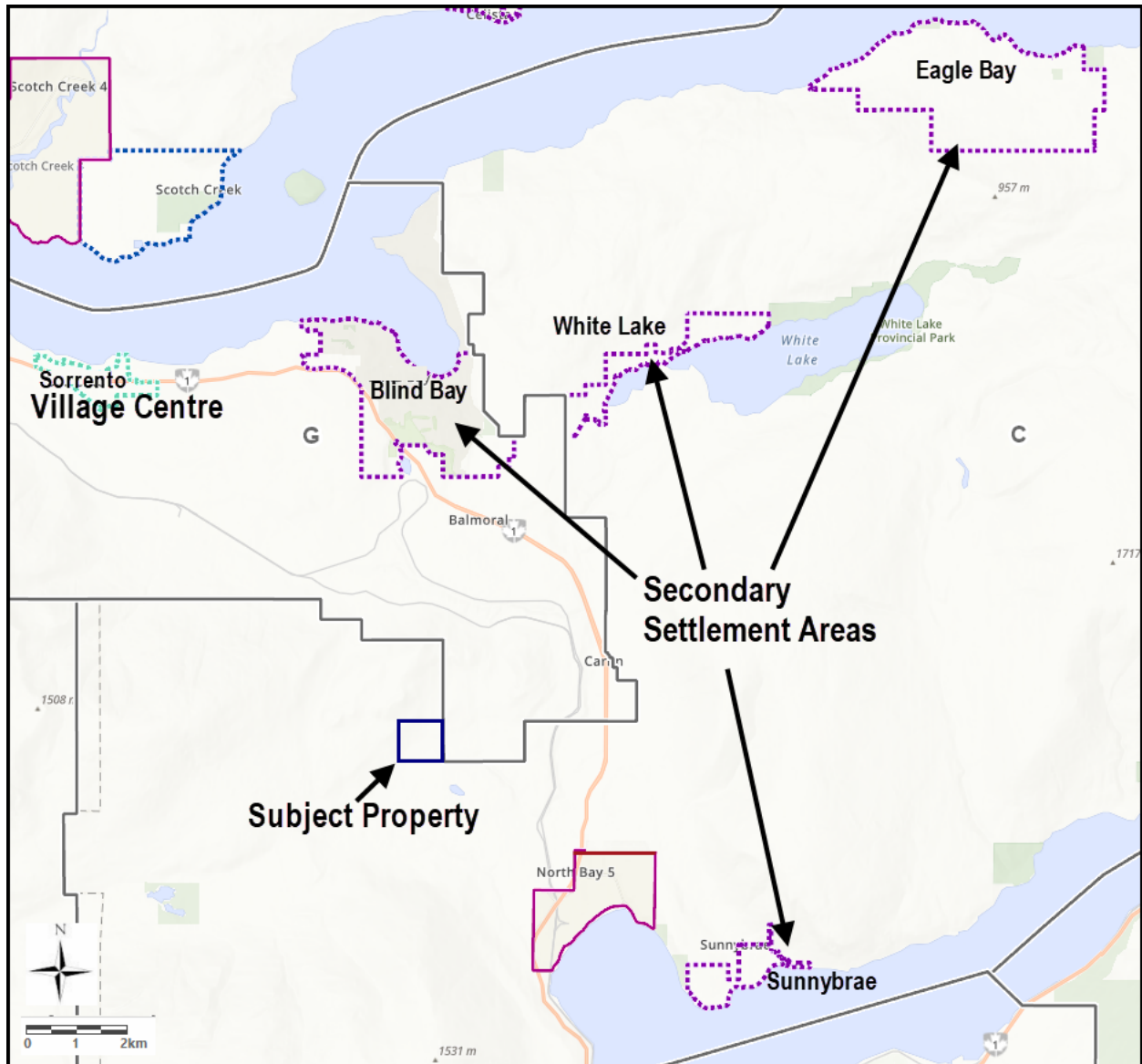
Location: 1315 Tappen Valley Road, Tappen



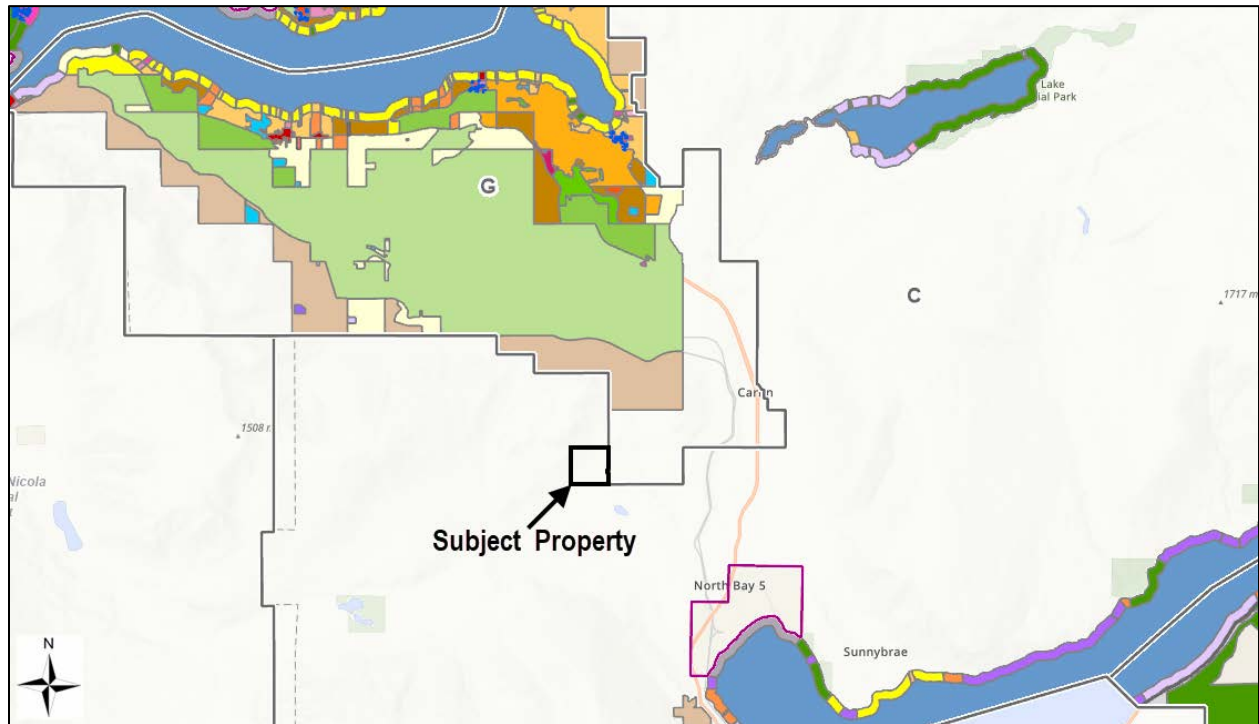
Official Community Plan Bylaw No. 725: ID Industrial



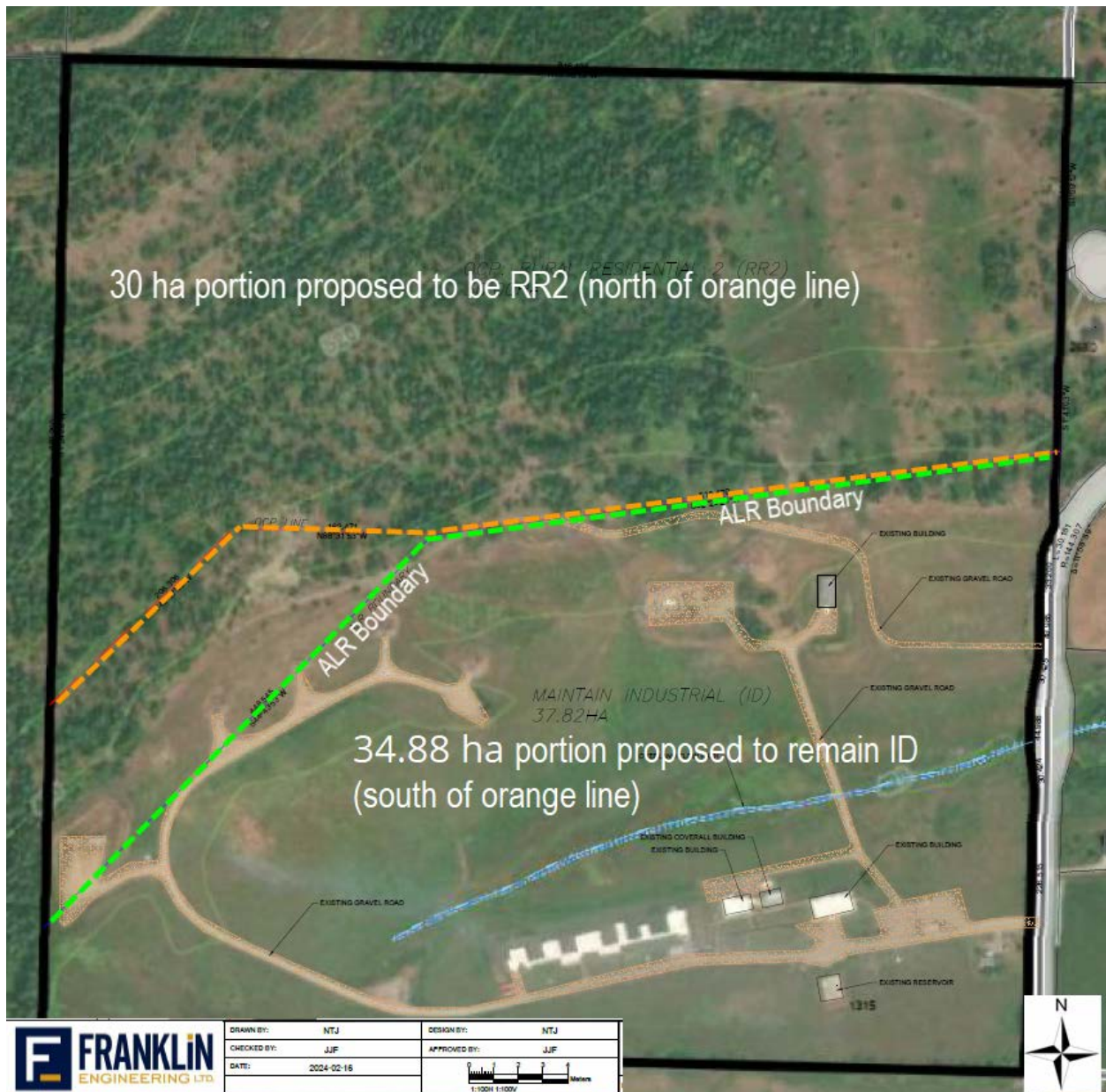
Official Community Plan Bylaw No. 725: Village Centre and Secondary Settlement Areas



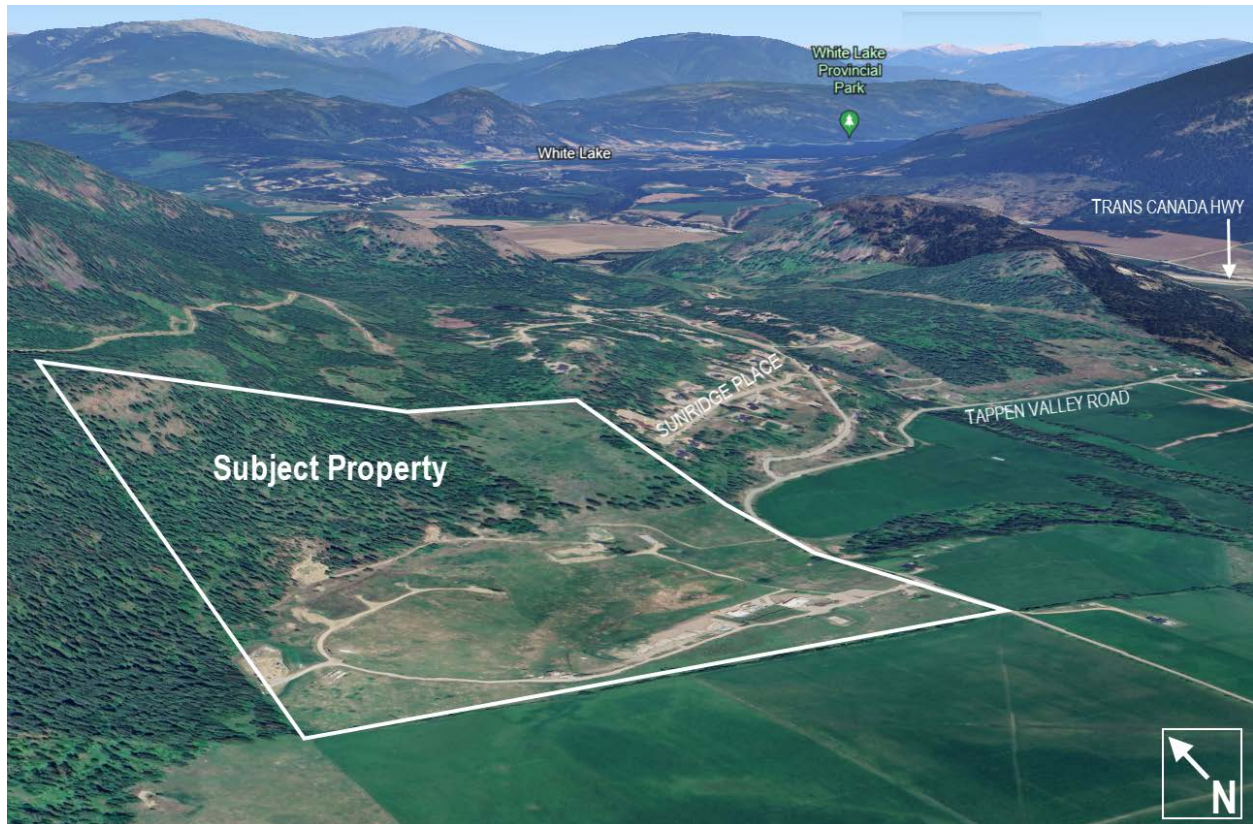
Zoning: The property lies outside of the zoned area of Electoral Area C



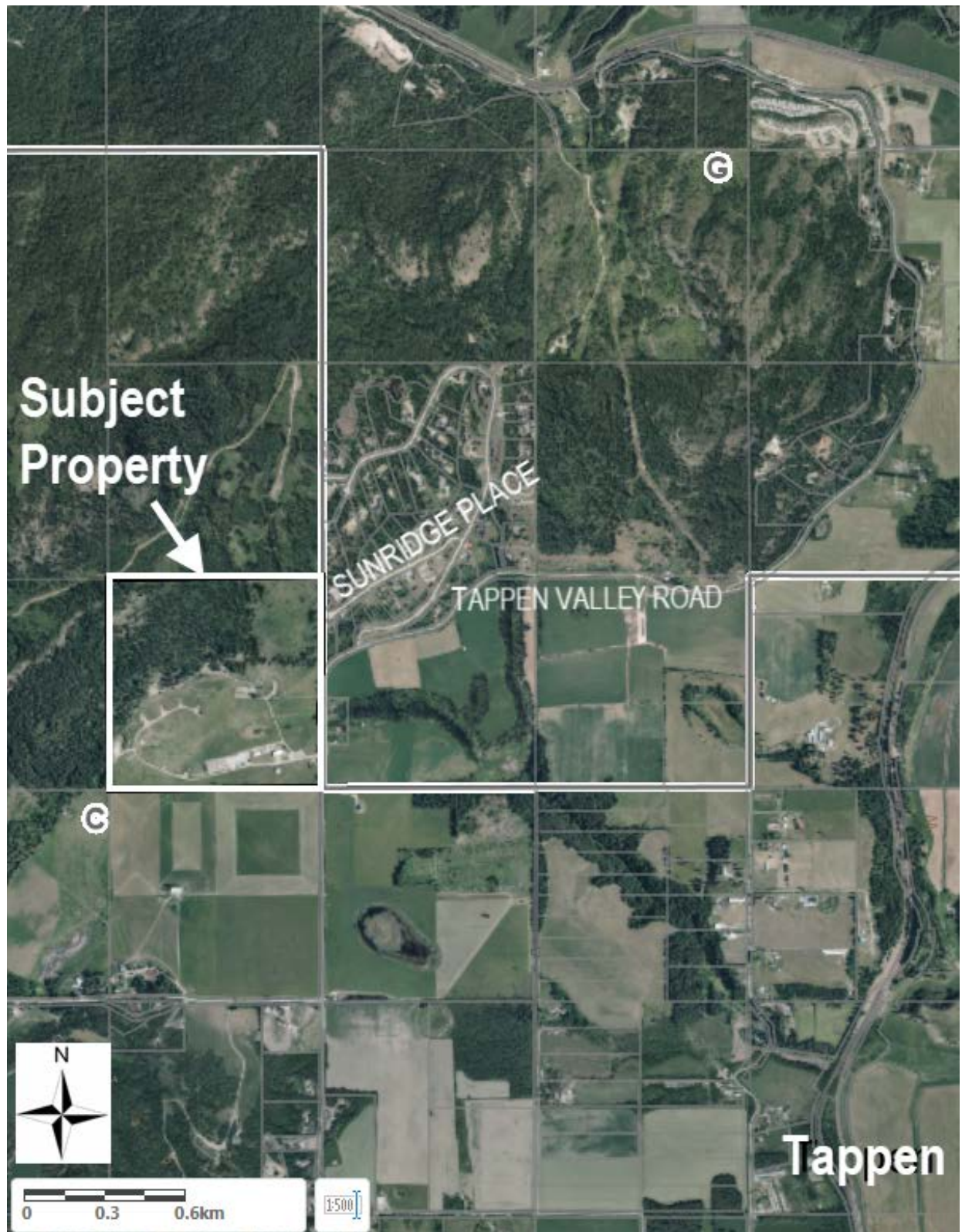
Site Plan - provided by applicant (with mark-up by staff)



Google Earth image (2023):



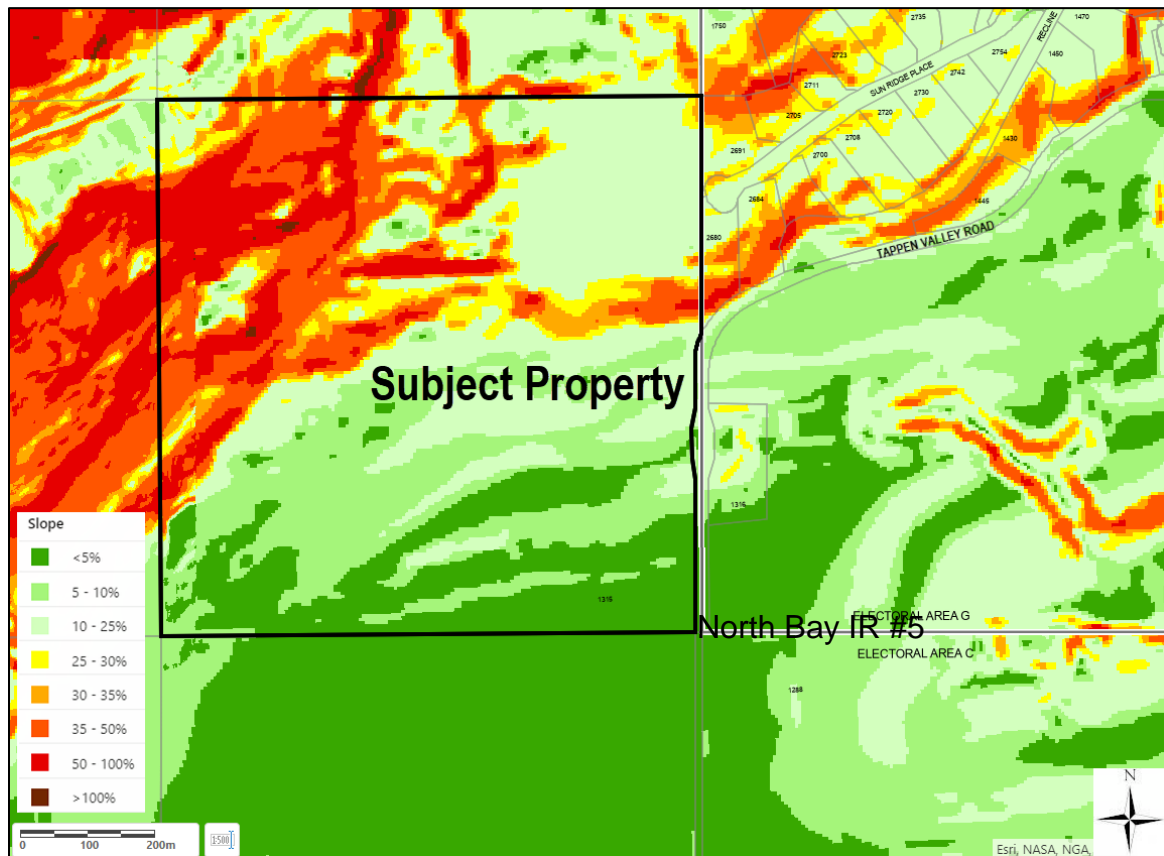
Orthophoto (2023) – showing surrounding area



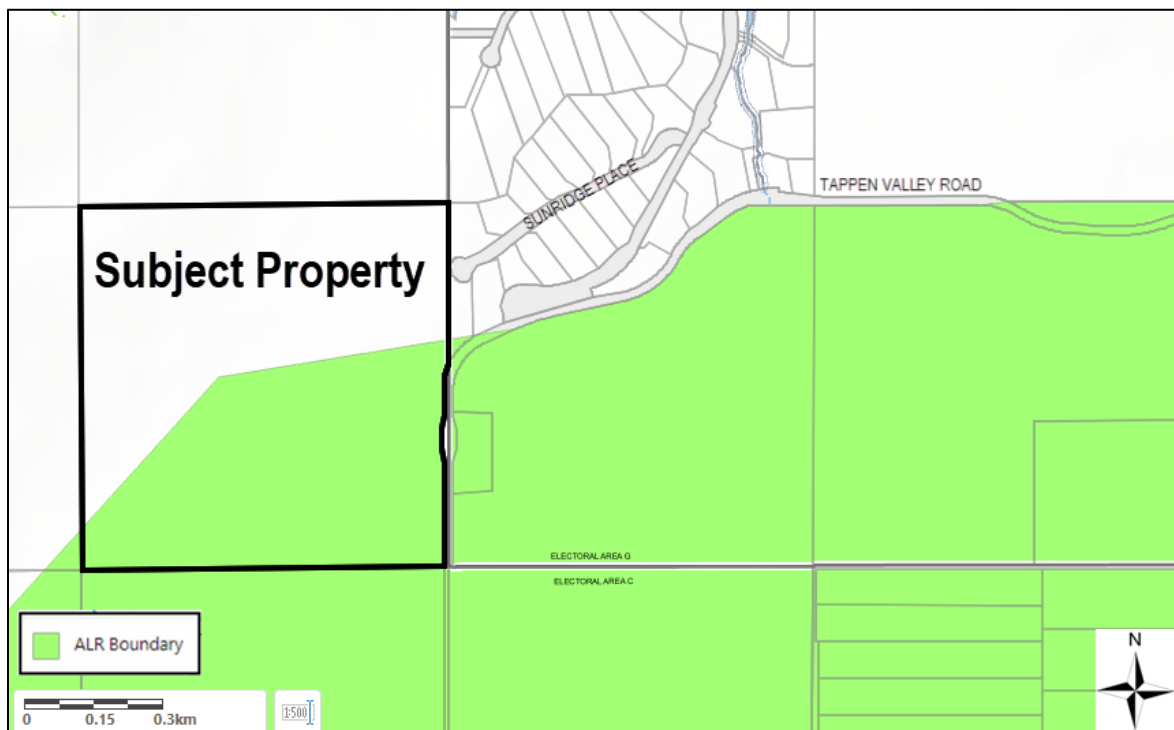
Orthophoto (2023) – detail



Slopes



Agriculture Land Reserve (ALR)



Photos provided by agent (taken May 2024)

Photo 1:

Northeast field of proposed RR2 Area



Photo 2:

Northwest forested section of proposed RR2 area



Photo 3:

Taken from the Northeast Field, looking south towards the Industrial/ALR area



Photo 4:

Looking Northwest towards entire proposed RR2 area from the South East property entrance off Tappen Valley Rd





BOARD REPORT

TO:	Chair and Directors
SUBJECT:	Electoral Area C: Lakes Zoning Amendment Bylaw No. 900-34C
DESCRIPTION:	Report from Hayley Johnson, Planner I, dated June 28, 2024. 4119 Galligan Road, Eagle Bay
RECOMMENDATION#1 :	THAT: "Lakes Zoning Amendment Bylaw No. 900-34C" be read a second time as amended this 18 th day of July 2024. <i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i>
RECOMMENDATION #2:	THAT: "Lakes Zoning Amendment Bylaw No. 900-34C" be read a third time this 18 th day of July 2024 <i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i>
RECOMMENDATION #3:	THAT: "Lakes Zoning Amendment Bylaw No. 900-34C" be adopted this 18 th day of July 2024. <i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i>

SUMMARY:

The subject property is owned by Whitehaven Beach Properties Ltd. and has 29 share areas, 17 of which are waterfront and considered to have waterfront units. The foreshore adjacent to the subject property is currently zoned "FM1 – Foreshore Multifamily 1" and allows for one floating dock and one private mooring buoy for each waterfront unit. It is proposed to rezone the foreshore to add a site specific regulation that will permit up to 29 private mooring buoys in addition to the 17 docks, which is up to 12 more private mooring buoys than what is currently permitted by the FM1 zone in Bylaw No. 900.

The Board gave third reading to the bylaw at its meeting held March 17, 2022, and resolved that the applicant be required to provide the CSRD with documentation regarding the final locations of the docks and buoys within the zone area, confirmed with a map and GPS coordinates, and confirmation that the docks and buoys have been tagged with identification and 'BL900-34C'. Foreshore and Water Development Permit No. 725-396 was issued to enable them to fulfill third reading conditions.

There was a numbering and formatting error of Lakes Zoning Bylaw No. 900, which resulted in the incorrect sections being noted in the amending bylaw that was brought to the CSRD Board of Directors in 2022. Therefore, Bylaw No. 900-34 is being brought back for second reading as amended, third, and adoption with the correct sections noted in the amending bylaw.

BACKGROUND:

- See item 17.3 on the [October 21, 2021, Board Meeting Agenda](#) for the board report and all supporting attachments for first reading of Bylaw No. 900-34C.
- See item 16.5 on the [March 17, 2022, Board Meeting Agenda](#) for the board report and all supporting attachments for second and third reading of Bylaw No. 900-34C.

POLICY:

See "[BL900-34C BL725 BL900 Excerpts.pdf](#)" for relevant excerpts from the Electoral Area Official Community Plan Bylaw No. 725 and Lakes Zoning Bylaw No. 900:

[Electoral Area C Official Community Plan Bylaw No. 725](#)

- 2.3 Shoreline Environment
- 3.7 Foreshore Water
- 12.2 Foreshore and Water Development Permit Area

[Lakes Zoning Bylaw No. 900](#)

- Definitions: Waterfront Unit
- 4.6 FM1 – Foreshore Multifamily 1

FINANCIAL:

There are no financial implications for the CSRD with regard to this application.

KEY ISSUES/CONCEPTS:Update

At the March 17, 2022, Board Meeting for third reading, staff recommended that the adoption of Bylaw No. 900-34C be withheld, until documentation has been received regarding the final locations of the docks and buoys within the foreshore zone area confirmed with a map and GPS coordinates, and confirmation that the docks and buoys have been tagged with identification and "BL900-34C".

The Board agreed with the staff recommendation and gave the bylaw third reading with the abovementioned conditions.

Since third reading, the applicant has applied for and was issued the required Foreshore and Water Development Permit to enable them to fulfill third reading conditions to provided staff with the GPS coordinates, a surveyed site plan, and photo confirmation of the tagged docks and private mooring buoys with the correct identification. The applicant was also required to tag the private mooring buoys with "DP725-396" in addition to "BL900-34C". Development Permit No. 725-396 is a technical delegated development permit issued by the General Manager of Development Services to authorize the owner to relocate the private mooring buoys to the final locations identified in the development permit.

Please see the final site plan showing the location of the existing foreshore structures in front of Whitehaven Beach Properties "[BL900-34C_Final_Site_Plan.pdf](#)". The initial site plan and the final site plan have a few minor differences. The proposed location for one of the buoys (buoy 2) had been proposed on a sandbar, and therefore needed to be relocated. Buoy locations often change slightly depending on wind and lake levels. The buoy locations referenced in this final site plan meets the requirements for density and setbacks as intended by the amending bylaw.

Whitehaven has allocated the 29 private mooring buoys to their shareholders, and has 24 private mooring buoys currently installed. Whitehaven has provided photo confirmation, GPS coordinates, and confirmation of the correct identification 23 of the private mooring buoys. Whitehaven has had disagreements with one the shareholders on the allocation of one of the buoys, and therefore has submitted a letter (See [BL900-34C_Applicant_Letter.pdf](#)" attached), stating that they are not allocating the buoy referred to as "Whitehaven A" in the 29 permitted private mooring buoys, and will be taking the necessary steps to remove this trespass buoy after adoption of the bylaw.

As future private mooring buoys are installed on the foreshore adjacent to Whitehaven, the applicant will be required to submit GPS coordinates, photos and labels showing that the installed private mooring buoy has been correctly placed and allocated as shown in the issued development permit. The applicant will also be required to provide confirmation when private mooring buoy referred to as "Whitehaven A" has been removed.

Staff are agreeable to the Whitehaven proposal regarding the "Whitehaven A" buoy.

There had been a non-compliant dock adjacent to Share Area 2 that was subject to bylaw enforcement, which has now been modified to comply with the maximum size requirements in Bylaw No. 900 and has been confirmed by the applicant providing GPS coordinates and photos to staff.

There was a number and formatting error in Lakes Zoning Bylaw No. 900, which resulted in the incorrect sections being noted in the amending bylaw that was brought to the CSRD Board of Directors in 2022. Therefore, Bylaw No. 900-34C is being brought back for second reading as amended, third, and adoption with the correct sections noted in the amending bylaw. The content of the bylaw considered previously by the Board at first, second, and third readings has not changed.

Rationale for Recommendations:

It is proposed to add a site specific regulation to the FM1 zone, only for the foreshore adjacent to the subject property, to allow for up to 17 docks and 29 private mooring buoys. Staff is recommending that Bylaw No. 900-34C be read a second time as amended, third time, and adopted for the following reasons:

- Bylaw No. 725 policies regarding private moorage support this proposal;
- The foreshore adjacent to Whitehaven Beach Properties is wide enough to accommodate the additional docks and buoys and still meet the required setbacks in Bylaw No. 900;
- If these were individual fee simple lots and zoned FR1, the foreshore would be permitted the same number of docks and similar number of buoys;
- The impact to the adjacent properties should be minimal, as the subject property is within a natural bay, with adjacent properties separated by natural points in the foreshore; and,
- All docks and private mooring buoys have been tagged and documented as a condition of the rezoning, other than the one buoy in trespass

Despite the one buoy "Whitehaven A" not been labelled or allocated to the 29 permitted buoys, Whitehaven still has less than 29 buoys installed and commits to not exceeding the permitted number of buoys.

IMPLEMENTATION:

If the Board endorses the staff recommendation and adopts Bylaw No. 900-34C the bylaw will be consolidated, and the changes will come into effect.

COMMUNICATIONS:

See previous board reports and documentation regarding communications at different stages of this application process: Staff will inform the applicant on the outcome of this application after the Board meeting.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2024-07-18_Board_DS_BL900-34C_adopt.docx
Attachments:	<ul style="list-style-type: none">- BL900-34C_Second_Amended_Third_Adopt.pdf- BL900-34C_BL725-BL900_Excerpts.pdf- BL900-34C_Applicant_Letter_redacted.pdf- BL900-34C_Final_Site_Plan.pdf- BL900-34C_Maps_Plans.pdf
Final Approval Date:	Jul 8, 2024

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



Corey Paiement

No Signature - Task assigned to Gerald Christie was completed by assistant Jennifer Sham

Gerald Christie



Jennifer Sham



John MacLean

COLUMBIA SHUSWAP REGIONAL DISTRICT

LAKES ZONING AMENDMENT

BYLAW NO. 900-34C

A bylaw to amend the "Lakes Zoning Bylaw No. 900"

The Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

1. Bylaw No. 900 cited as "Lakes Zoning Bylaw No. 900" is hereby amended as follows:

A. TEXT AMENDMENT

1. Schedule A, Zoning Bylaw Text, Part 4 Zones, Section 4.6. Foreshore Multi-Family 1, is hereby amended by:

i) Adding the following to subsection (d) Site Specific Permitted Uses:

Floating dock(s), including *removable walkway*, *private mooring buoy(s)*, and *swimming platform(s)* are permitted uses on the surface of the lake where they are accessory to a permitted use on that part south east 1/4 Section 8 which lies to the south of the south bank of Shuswap Lake as shown upon a map or plan survey of the said south west ¼ of the said township dated at Ottawa the 8th January, 1913 Township 23 Range 9 West of the 6th Meridian Kamloops Division Yale District except plans attached to DD 194963F and DD 228272F. {Whitehaven Beach Properties}

ii) Adding the following to subsection (e) Site Specific Density:

For the surface of the *lake* adjacent to that part south east 1/4 Section 8 which lies to the south of the south bank of Shuswap Lake as shown upon a map or plan survey of the said south west ¼ of the said township dated at Ottawa the 8th January, 1913 Township 23 Range 9 West of the 6th Meridian Kamloops Division Yale District except plans attached to DD 194963F and DD 228272F, the maximum number of *floating docks* is 17; the maximum number of *private mooring buoys* is 29; and the maximum number of *swimming platforms* is 1. {Whitehaven Beach Properties}

BL 900-34C

PAGE 2

2. This bylaw may be cited as "Lakes Zoning Amendment Bylaw No. 900-34C".

READ a first time this _____ 21st day of _____ October _____, 2021.

PUBLIC HEARING waived this _____ 21st day of _____ October _____, 2021.

READ a second time, as amended this _____ day of _____, 2024.

READ a third time this _____ day of _____, 2024.

ADOPTED this _____ day of _____, 2024.

CORPORATE OFFICER

CHAIR

CERTIFIED a true copy of Bylaw No. 900-34C
as adopted.

CORPORATE OFFICER

**Relevant Excerpts from
Electoral Area C Official Community Plan Bylaw No. 725
Lakes Zoning Bylaw No. 900**

(See [Bylaw No. 725](#) and [Bylaw No. 900](#) for all policies and land use regulations)

Bylaw No. 725

2.3 Shoreline Environment

2.3.1 Objectives

- .1 To maintain the unique physical and biological characteristics of the shoreline environment.
- .2 To maintain shoreline habitats to protect them from undesirable development.
- .3 To manage the foreshore to ensure appropriate use and prevent overdevelopment.

2.3.2 Policies

- .1 Non-moorage uses other than passive recreation are not acceptable on the foreshore. These include facilities such as beach houses, storage sheds, patios, sun decks, and hot tubs. Additionally, no commercial uses, including houseboat storage or camping, are acceptable on the foreshore.
- .4 Private moorage owners and builders will comply with the Ministry of Environment's Best Management Practices for Small Boat Moorage on Lakes, and minor works policies published by Transport Canada, Navigable Waters Protection Division prior to construction of any foreshore moorage (works).

The Regional District will:

- .7 Encourage waterfront owners to consider shared docks in the interests of having one larger dock that extends into deep water, rather than a number of individual docks that are in relatively shallow water with higher fish habitat values;
- .10 Implement Lakes Zoning Bylaw 900 which sets out regulations pertaining to the placement of docks and buoys

3.7 Foreshore Water

3.7.1 Objective

- .1 To acknowledge existing permitted private moorage uses and commercial marinas and provide limited opportunities for future moorage associated with residential development.

3.7.2 Policies

- .1 Moorage, including docks, private moorage buoys and boat lifts, may be considered only for new fee-simple waterfront parcels.
- .2 New development proposals on the waterfront parcel will provide a maximum of 1 moorage space per:

- a) New waterfront parcel created; or
- b) 30m of water frontage of the parent parcel; and

Each moorage space shall be calculated as 10 m linear length of dock that may be used for mooring a single vessel.

- .3 Dry land boat storage solutions are strongly preferred over floating or fixed docks for all new or redeveloped waterfront properties.
- .4 Moorage proposals will be located away from or redesigned to avoid negative impacts on adjacent structures and uses, including other docks, marinas, beach access points, parks, utilities, water intakes, etc.
- .5 Support for new waterfront proposals should consider the provision of related public amenities such as dedicated moorage spaces and facilities for public use, dedicated public accesses to the foreshore (including boat launches), waterfront park dedication, or similar amenities which enable greater public access and use of the foreshore and water.
- .6 Moorage should be located away from or be designed to have minimal impact on fish and riparian habitat. The Shuswap Watershed Mapping Project data, as updated from time to time on the Community Mapping Network (www.cmnbc.ca), should be referenced to help determine habitat values (other government data sources may also be utilized).

Bylaw No. 900

1.1 Definitions

FLOATING DOCK is a structure used for the purpose of mooring boat(s) which may include multiple berths but which does not include permanent physical links to shore or lakebed, except cables.

PRIVATE MOORING BUOY is a small floating structure used for the purpose of boat moorage, typically composed of rigid plastic foam or rigid molded plastic, and specifically manufactured for the intended use of boat moorage, but does not include a fixed or floating dock or swimming platform.

WATERFRONT UNIT is a dwelling unit on a shared waterfront parcel which has no strata lot (other than common property), dwelling unit or portion of a dwelling unit, or improved highway or park, directly between it and the natural boundary of a lake.

4.6 Foreshore Multi-Family 1

.1 Permitted Uses:

- (a) Floating dock(s), including removable walkway that is accessory to an adjacent waterfront unit.
- (b) Private mooring buoy(s) that is accessory to an adjacent waterfront unit.
- (c) Boat lift(s) that is accessory to an adjacent waterfront unit.
- (d) Boat launch.

.2 Regulations

- (a) Density (maximum number of docks and private mooring buoys)
 - *Dock: 1 floating dock per adjacent waterfront unit*
 - *Private mooring buoys: 1 per adjacent waterfront unit*
- (b) Size (of *dock* and *walkway*)
 - *Floating dock* must not exceed 33.45 m² (360 ft²) in total upward facing surface area (not including *removable walkway*).
 - *Floating dock* surface must not exceed 3.05 m (10 ft) in width for any portion of the dock.
 - *Removable walkways* surface must not exceed 1.52 m (5 ft.) in width for any other portion of the walkway.
- (c) Location and Siting (of *dock*, *private mooring buoys*, or *boat lifts*)

The minimum setback of a *floating dock, private mooring buoy* or *boat lift* accessory to an adjacent *waterfront unit* or *waterfront parcel* is as follows:

- 5 m (16.4 ft) from the side parcel boundaries of that *waterfront parcel*, projected onto the foreshore and water.
- 5 m (16.4) from adjacent *waterfront units*, projected onto the foreshore and water.
- 6 m (19.69 ft) from a Foreshore Park (FP) zone or park side parcel boundaries projected onto the *foreshore* and water.

Additional setbacks for private mooring buoys:

- 20 m (65.62 ft) from any existing structures on the *foreshore* or water.
- 50 m (164.04 ft.) from any *boat launch ramp* or *marina*.

From: [REDACTED]
To: [Hayley Johnson](#)
Cc: [REDACTED]
Subject: Fwd: Whitehaven Bylaw Amendment Document
Date: April 24, 2024 4:26:06 PM

April 24, 2024

From: Whitehaven Beach Properties Ltd. - 4119 Galligan Road

To: CSRD Staff

Re: Lakes Zoning Amendment Bylaw 900 - 34C and Foreshore and Water Development
Permit No. 725-396

Whitehaven Beach Properties Ltd. (WBP) applied for a lake zoning amendment for our property (4119 Galligan Road) as the current zoning allows for only 17 buoys. The amendment would enable the company to install up to 29 buoys, 17 docks, and one swim platform. To comply, the company agreed to assign up to 29 buoys to specific approved locations as outlined in the Allnorth Land Surveyors professional plot plan (attached). The docks and swim platform meet the required sizing requirements and locations as outlined on the plan provided.

WBP chose to assign the buoy locations based on the current Shuswap Lake freehold property rule. Our understanding is that the 30 meter lot frontage rule works as follows: under 30 meters = one buoy / over 30 meters = maximum of two buoys. We also included two additional buoys to support back lot owners and placed them on our property's common lot.

Currently, the company has 24 buoys in the water with 23 approved and one buoy in trespass. One shareholder has refused to comply with the company's directive and refuses to remove the buoy in trespass and therefore has been assigned a temporary designation - "Whitehaven A". WBP is committed to following the CSRD guidelines set by the bylaw amendment. Therefore we have assigned, as mentioned, 23 buoys to the approved locations and numbers. "Whitehaven A" designates the buoy in trespass.

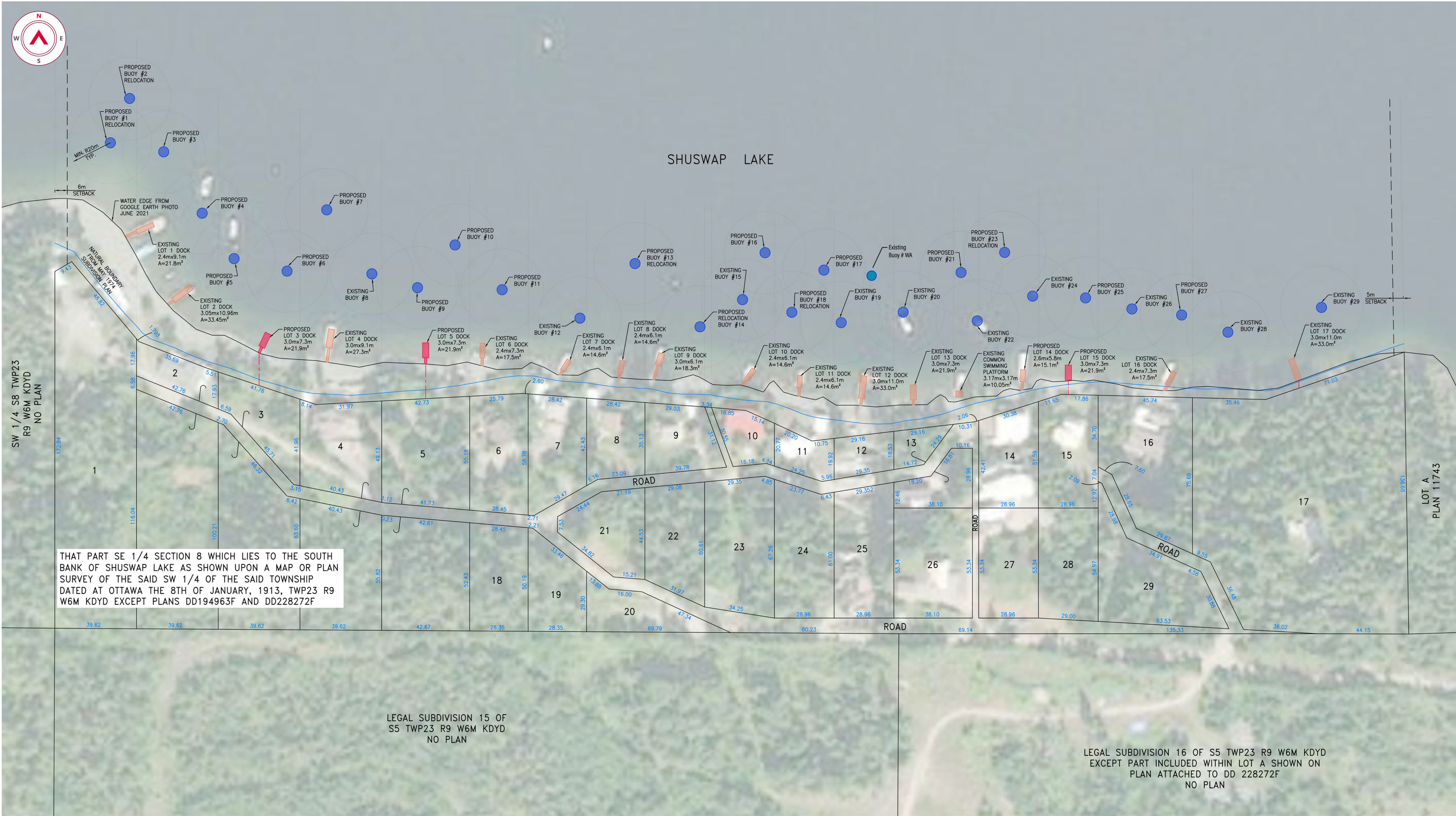
Whitehaven Beach Properties Ltd. has approached a law firm should we require a legal remedy to facilitate removal of the buoy in trespass. We commit to installing no more than 28 buoys using the approved locations, until the one trespassing buoy is removed.

We appreciate your support in resolving this matter and Whitehaven looks forward to receiving the fourth reading.

Regards,
[REDACTED] on Behalf of the Whitehaven Board of Directors

President
Whitehaven Beach Properties Ltd.
4119 Galligan Road

Date: 2022/05/13 11:50 AM | User: Tanya Lamarche | File: P:\S\2021\2103163-Pier plan-MB-Whitehaven Beach properties\1000-Dwg\1021-Survey\04-Baseplans\2103163-Pier Plan | Layout: 2103163-SITE PLAN | Paper Size: 863.6mm x 558.6mm



- LEGEND:
- EXISTING DOCK
 - NEW DOCK
 - BUOY
 - MINIMUM BUOY CLEARANCE RADIUS - 20m

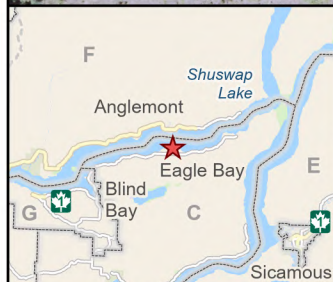
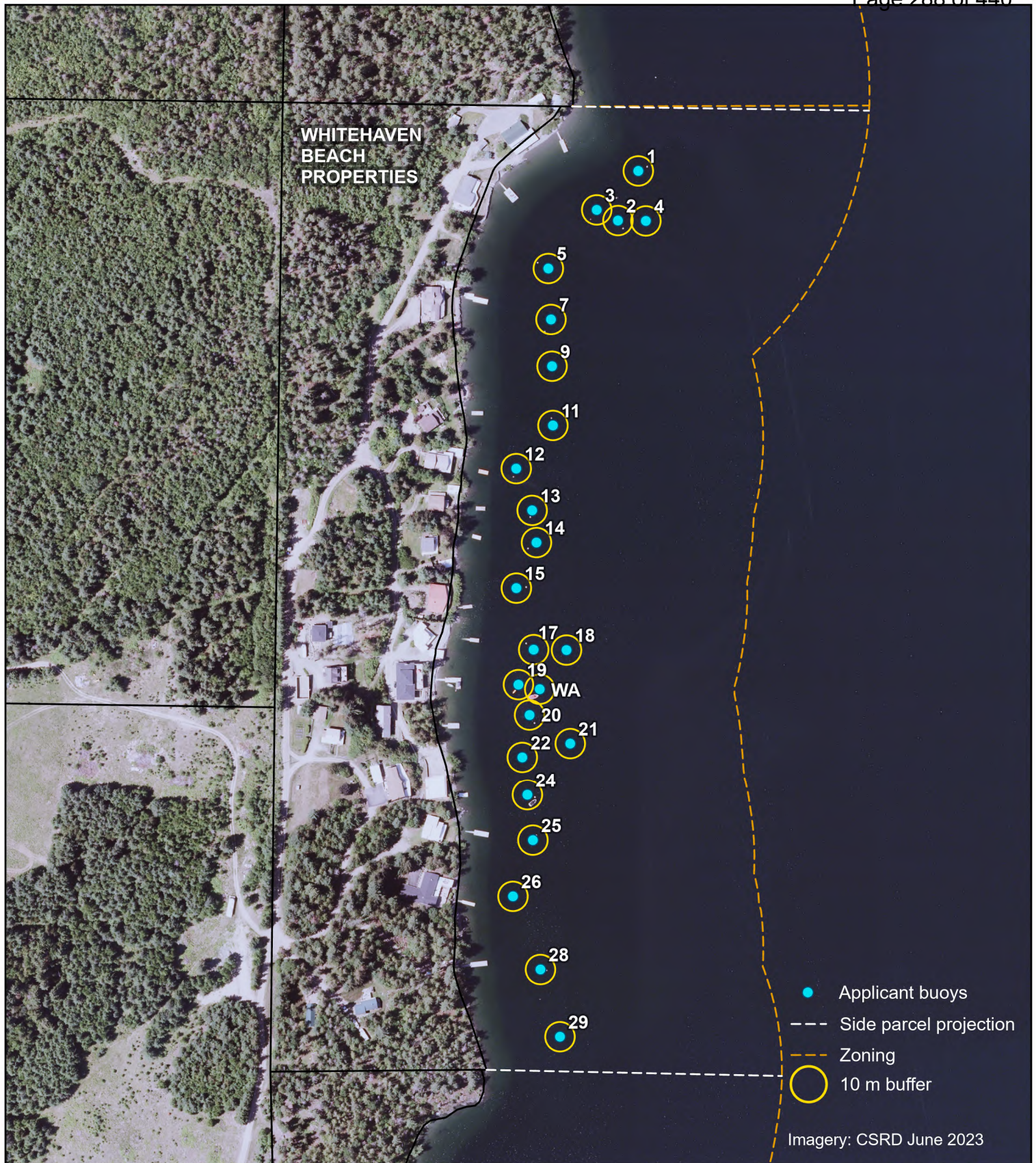
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REV	YY/MM/DD	DESCRIPTION	DRWN	APVD
5	22/05/13	ISSUED TO CLIENT & CSRD	TL	MR
4	22/04/29	ISSUED TO CLIENT & CSRD	TL	MR
3	22/01/07	ISSUED TO CLIENT	TL	MR
2	22/01/07	ISSUED TO CLIENT & CSRD	TL	MR
1	22/01/06	ISSUED FOR CLIENT REVIEW	TL	MR
0	22/01/04	ISSUED FOR CLIENT REVIEW	TL	MR



CLIENT:			
TITLE:			
WHITEHAVEN BEACH PROPERTIES SITE PLAN			
CLIENT NO:	-	DRWN:	TL
PROJECT NO:	2103163	DSGN:	-
DRAWING SIZE:	ANSI "D"	CHKD:	MR
SCALE:	1:900	APVD:	-

PROJECT:			
4119 GALLIGAN ROAD EAGLE BAY, BC PID: 014-008-602			
DWG NO: 2103163-SITE PLAN			
REV: 5			



Application Reference Map

Permit No. DP725-396

Location: Whitehaven Beach Properties, 4119 Galligan Rd
 Purpose: Permit for buoy placement in Shuswap Lake

May 30
 2024



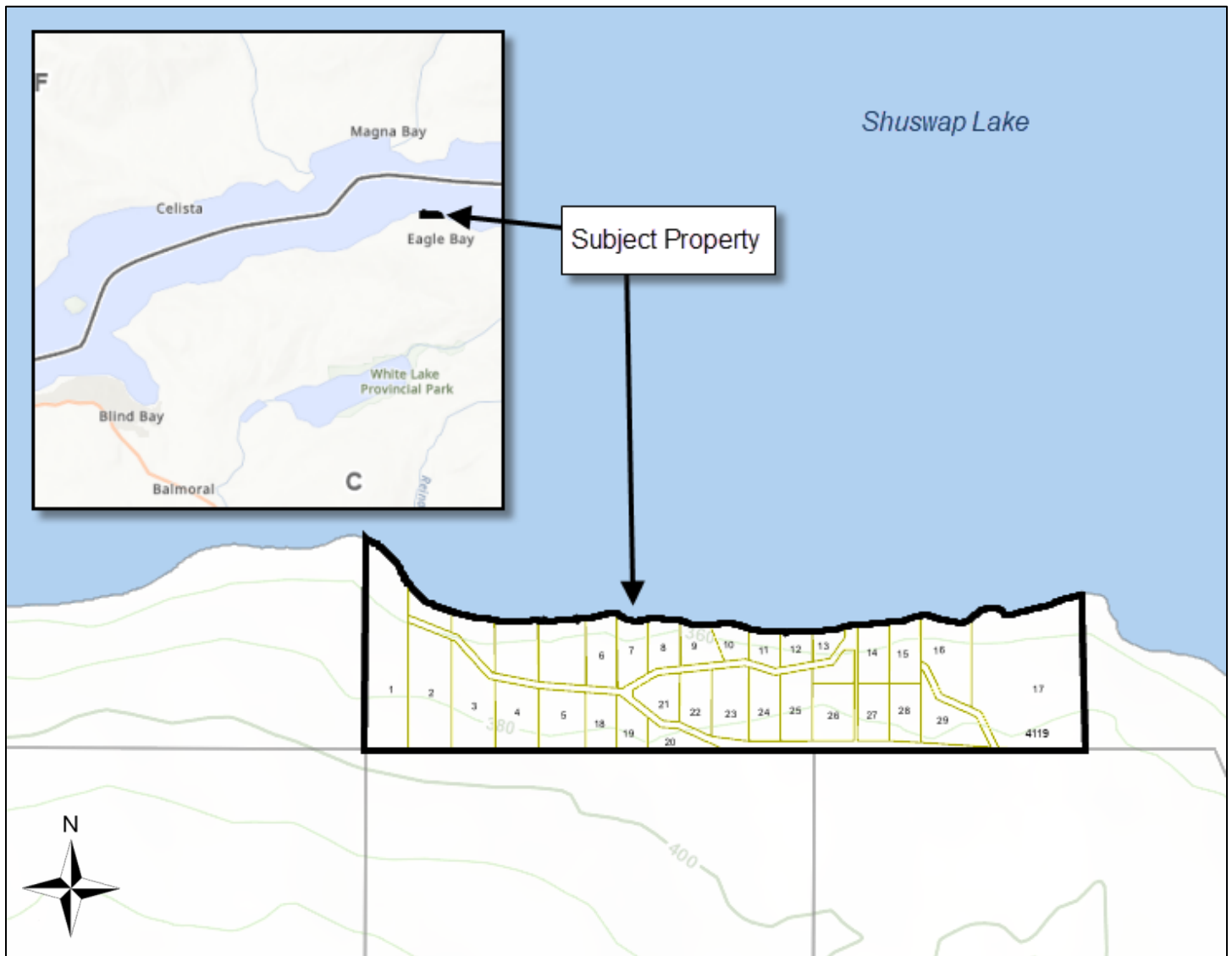
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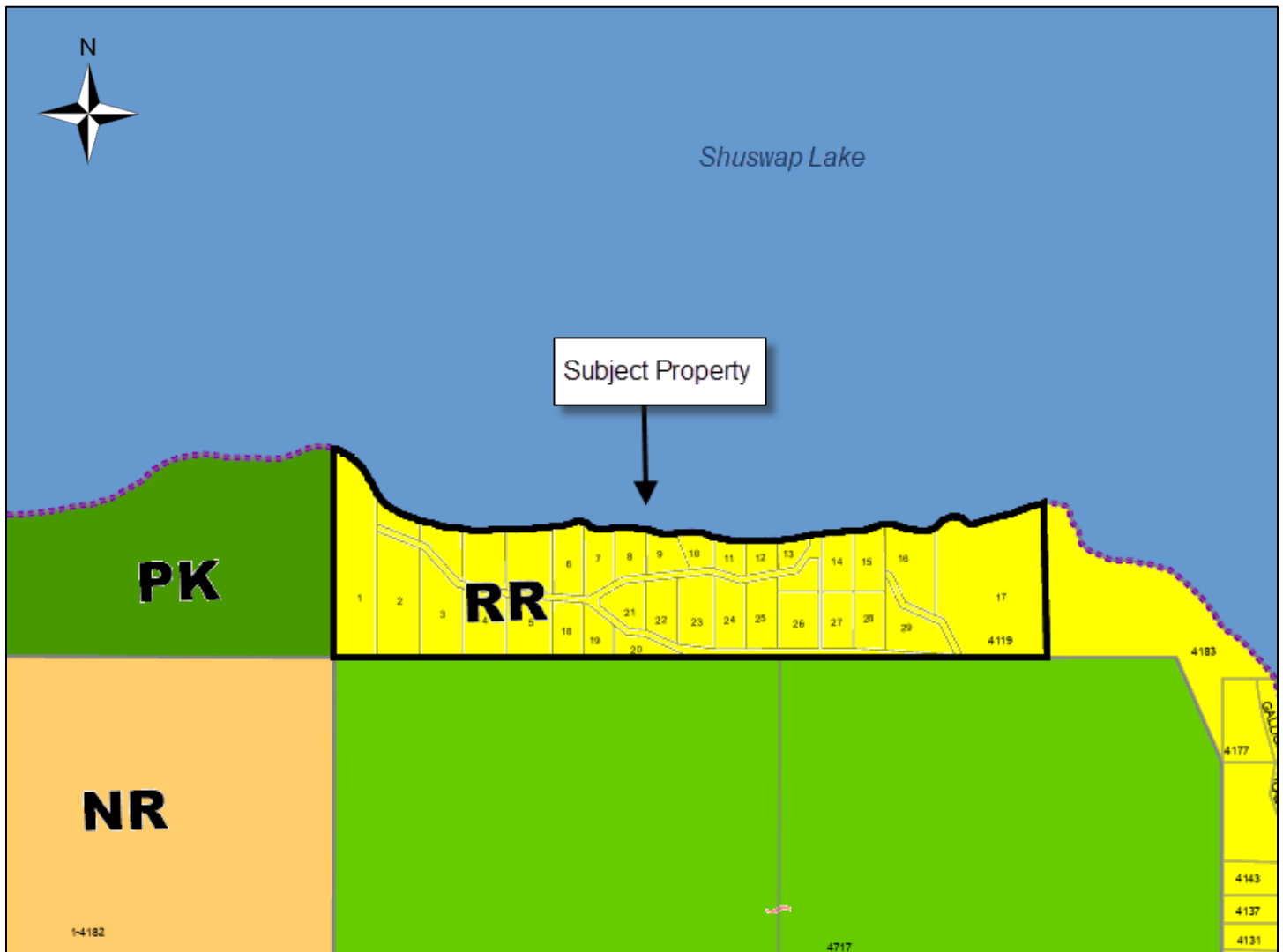
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The CSRD provides this map without any warranty of any kind whatsoever, either express or implied.

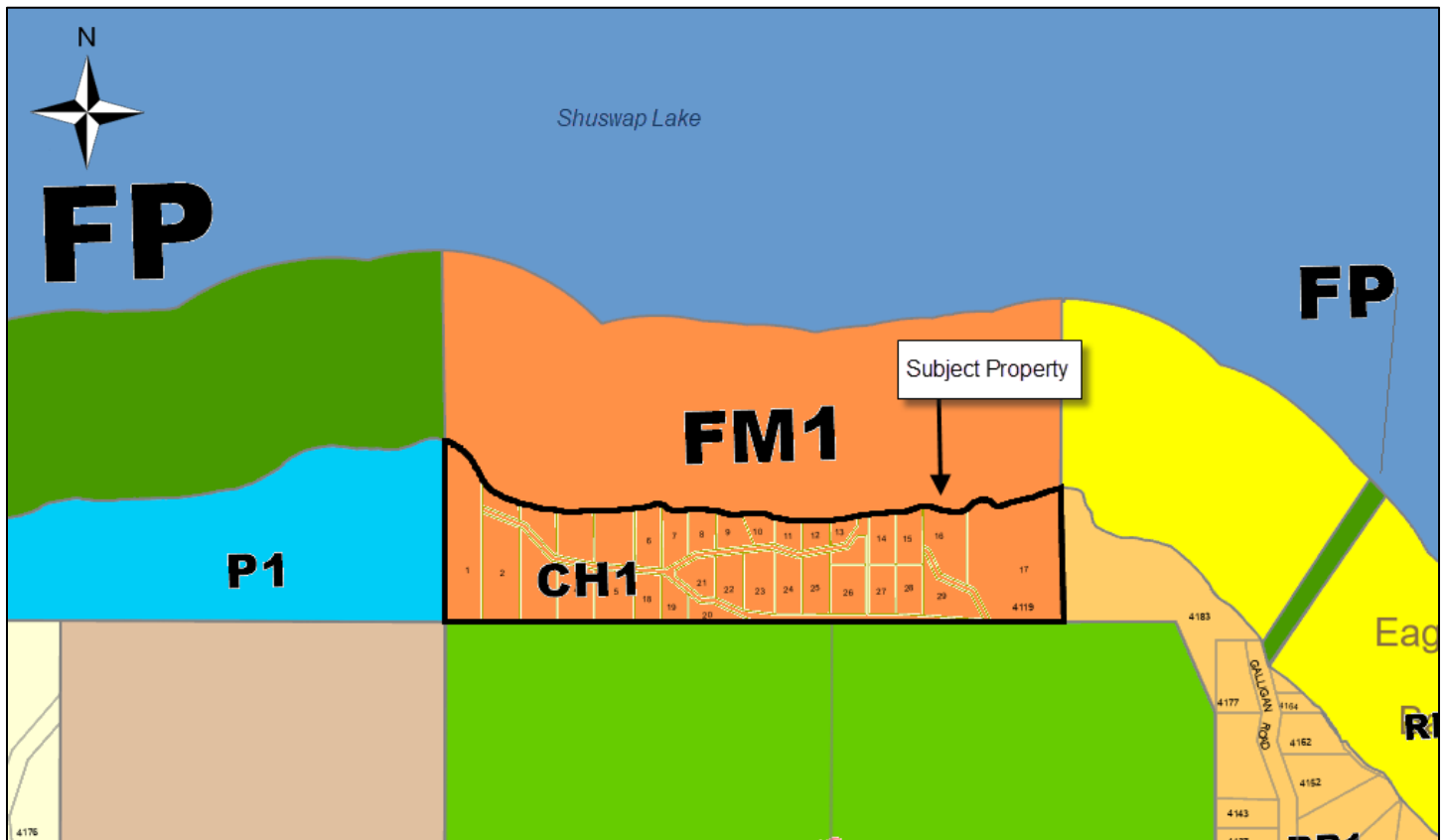
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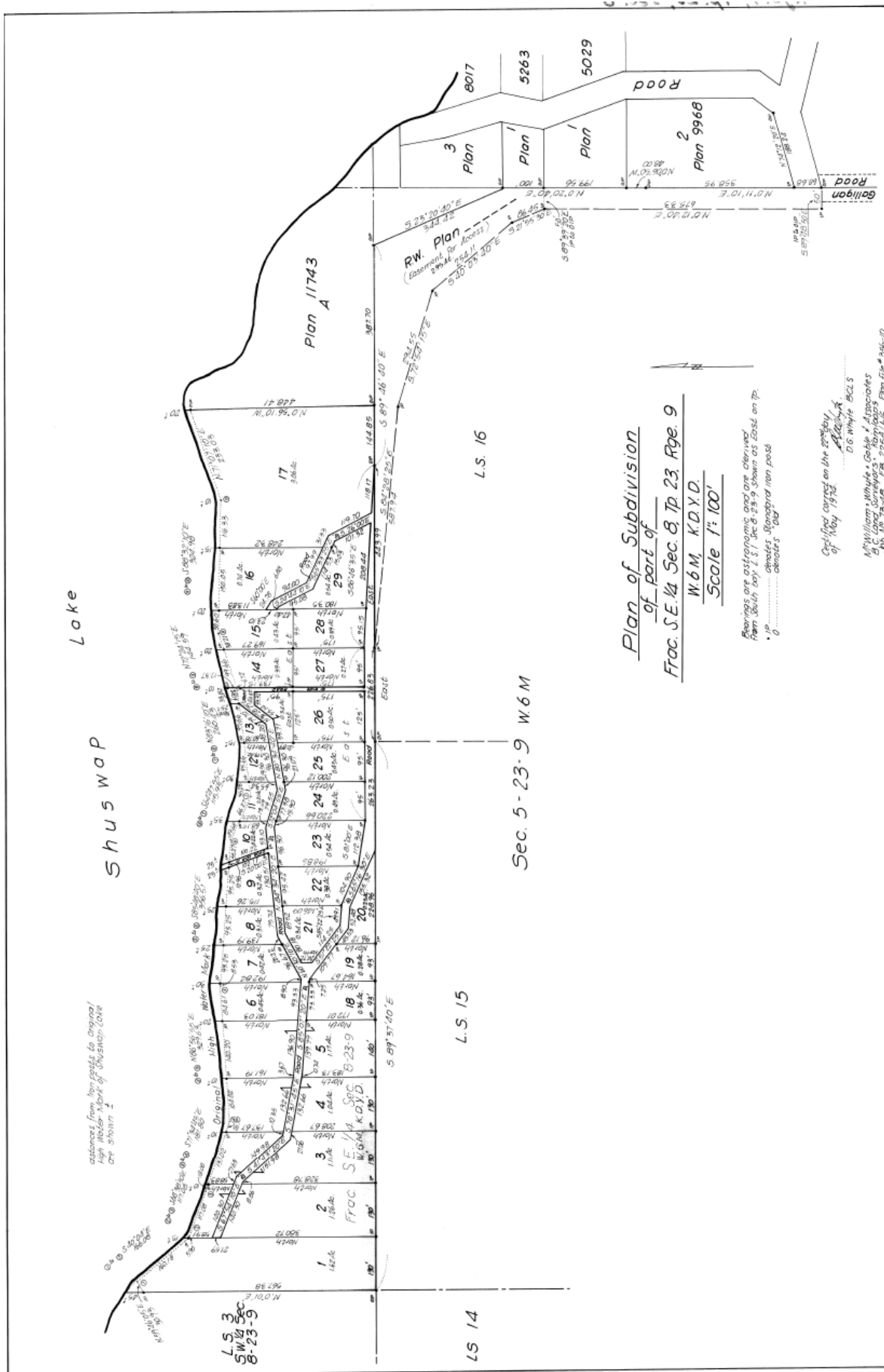
Electoral Area C Official Community Plan Bylaw No. 725



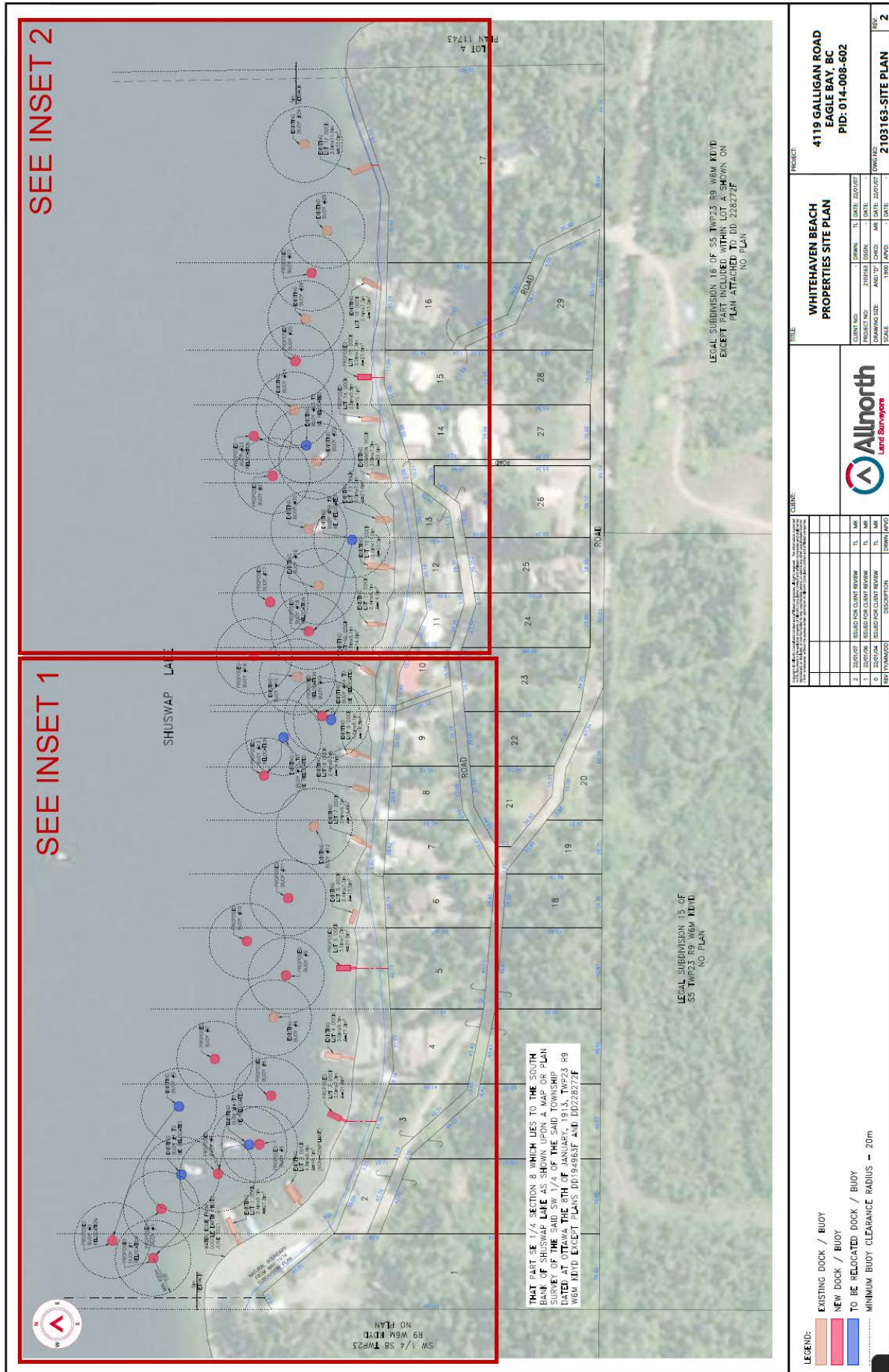
South Shuswap Zoning Bylaw No. 701 and Lakes Zoning Bylaw No. 900

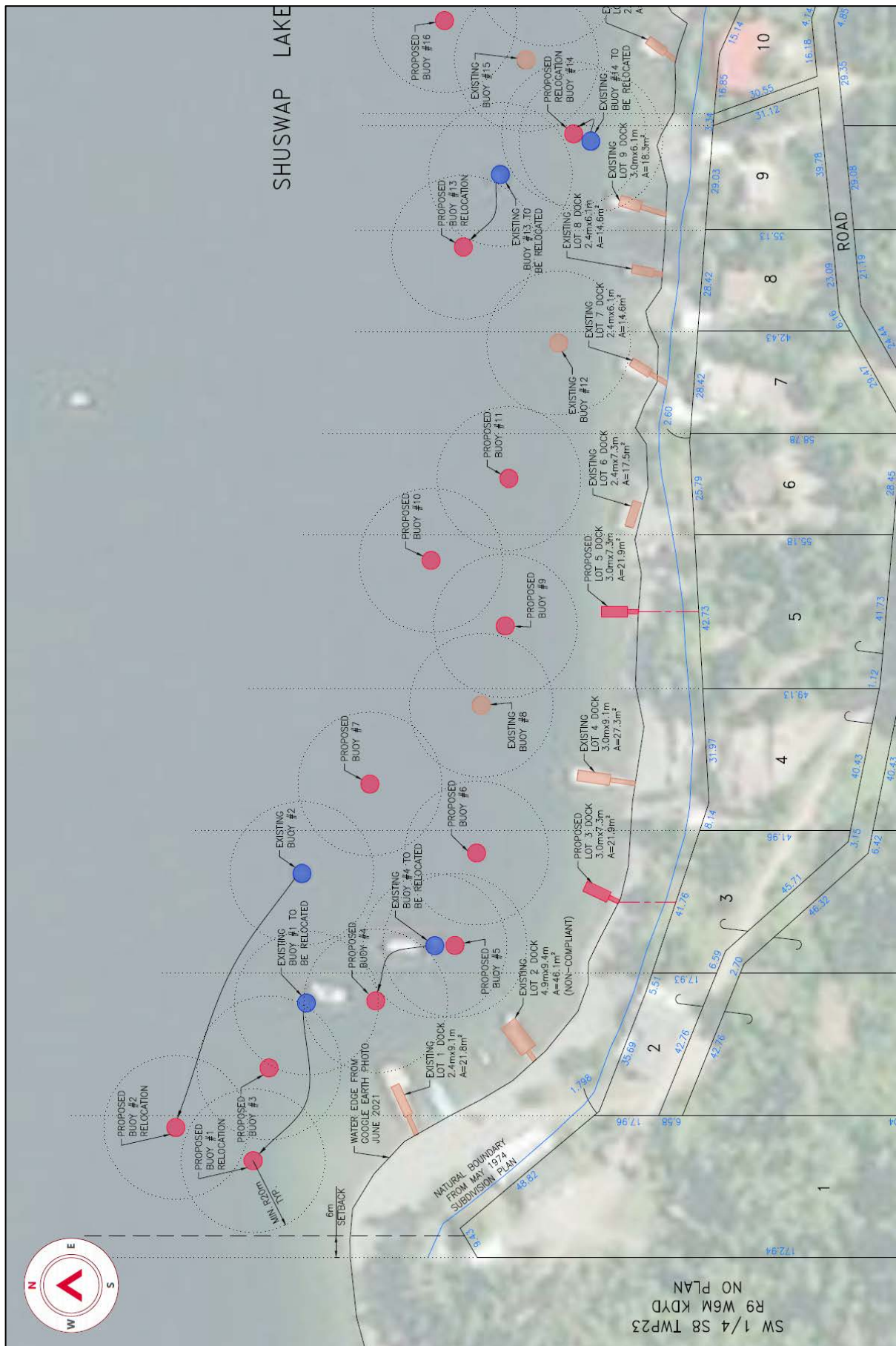


Shared Interest Plan



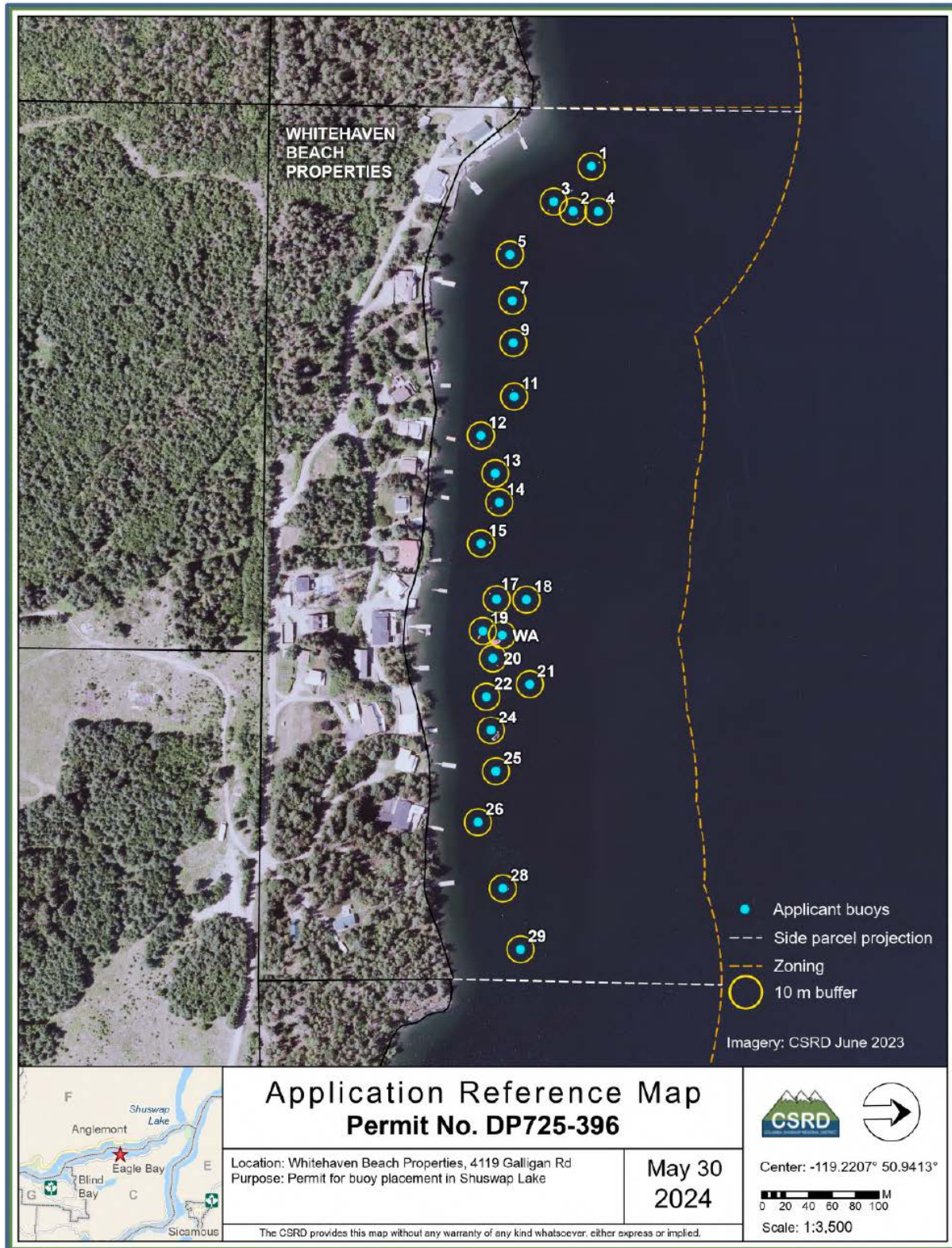
Site Plan







Final Plan/Location of Buoys



2023 Orthophoto



2019 Orthophoto





BOARD REPORT

TO: Chair and Directors

SUBJECT: Electoral Area C: Lakes Zoning Amendment Bylaw No. 900-20

DESCRIPTION: Report from Hayley Johnson, Planner I, dated June 14, 2024.
7429 Sunnybrae Canoe Point Road, Tappen

RECOMMENDATION : THAT: "Lakes Zoning Bylaw Amendment Bylaw No. 900-20" be adopted this 18th day of July 2024.
Stakeholder Vote Unweighted (LGA Part 14) Majority

SUMMARY:

The subject area is the foreshore adjacent to Totem Pole Resort, located at 7429 Sunnybrae-Canoe Point Road in the Bastion Bay area of Electoral Area C. Totem Pole Resort is currently permitted 25 private mooring buoys in the FM2 - Foreshore Multi-Family 2 site specific zone of Lakes Zoning Bylaw No. 900. The applicant has applied to amend the FM2 site specific zone to permit a total density of 35 private mooring buoys, allowing the resort an additional 10 private mooring buoys.

The Board gave third reading to the bylaw at its meeting held August 15, 2019, and resolved that the applicant be required to provide the CSRD with documentation regarding the final locations of the buoys within the zone area confirmed with a map and GPS coordinates, and confirmation that the buoys have been tagged with identification and 'BL900-20'. Foreshore and Water Development Permit No.725-214 was issued to enable them to fulfill third reading conditions and relocate 14 of their existing private mooring buoys in the FM2 zone to meet siting requirements and add an additional 6 new private mooring buoys.

BACKGROUND:

- See item 17.2 on the [March 21, 2019, Board Meeting Agenda](#) for the board report and all supporting attachments for first reading of Bylaw No. 900-20.
- See item 14.2 on the [May 16, 2019, Board Meeting Agenda](#) for the board report and all supporting attachments for second reading of Bylaw No. 900-20.
- See item 14.2 on the [August 15, 2019, Board Meeting Agenda](#) for the board report and all supporting attachments for third reading of Bylaw No. 900-20.

POLICY:

See "[BL900-20 BL725 BL900 Excerpts.pdf](#)" for relevant excerpts from the Electoral Area C Official Community Plan Bylaw No. 725 and Lakes Zoning Bylaw No. 900.

Electoral Area C Official Community Plan Bylaw No. 725

- 2.3 Shoreline Environment
- 3.7 Foreshore Water
- 12.2 Foreshore and Water Development Permit Area

Lakes Zoning Bylaw No. 900

- 4.7 FM2 Foreshore Multi-Family 2
- 4.12 Foreshore Commercial 2

FINANCIAL:

There are no financial implications for the CSRD with regard to this application.

KEY ISSUES/CONCEPTS:Update

At the August 15, 2019, Board Meeting for third reading, staff recommended that the adoption of Bylaw No. 900-20 be withheld, until documentation has been received by staff regarding the final locations of the buoys within the zone area confirmed with a map and GPS coordinates, and confirmation that the buoys have been tagged with identification and "BL900-20".

The Board agreed with the staff recommendation and gave the bylaw third reading with the abovementioned conditions.

Since third reading, the applicant has applied for and was issued the required Foreshore and Water Development Permit in August 2020 to enable them to fulfill third reading conditions and relocate their 14 existing private mooring buoys into the FM2 zone and add an additional 6 new private mooring buoys (see attached site plan). The applicant was also required to tag the buoys with "DP725-214" in addition to "BL900-20". Development Permit No. 725-214 is a technical delegated development permit issued by the General Manager of Development Services to authorize the owner to relocate the private mooring buoys to the final locations identified in the development permit.

On May 9, 2024, the applicant provided staff with the GPS coordinates, a surveyed site plan, and photo confirmation of the tagged private mooring buoys with the correct identification and "BL900-20". Totem Pole Resort experienced various delays over the last 5 years with providing the CSRD the required information. The applicant was in continuous communication with the CSRD over the last 5 years with their progress.

See the final site plan showing the locations of the existing foreshore structures and the remaining proposed private mooring buoys in front of Totem Pole Resort "BL900-20_Final_Site_Plan. pdf", attached. The initial site plan and the final site plan have a few minor differences. Some of the buoys were tagged with different numbers than what was previously proposed in the issued development permit. Totem Pole Resort requested to change the buoy numbering to reflect the strata lot numbers. CSRD Staff were agreeable to this numbering change. The locations of the buoys are fairly consistent with the issued Development permit. Buoy locations often change slightly depending on wind and lake levels. The buoy locations referenced in this final site plan meet the requirements for density and setbacks as intended by the amending bylaw.

As the future 6 private mooring buoys are installed on the foreshore adjacent to Totem Pole Resort, the applicant will be required to submit GPS coordinates, photos and labels showing that the installed private mooring buoy has been correctly placed and allocated as shown in the issued development permit.

Rationale for Recommendations:

The applicant has applied to amend the FM2 site specific regulation of the Lakes Zoning Bylaw No. 900, to permit 35 private mooring buoys for the foreshore of subject property.

Staff is recommending that Bylaw No. 900-20 be adopted for the following reasons:

- Bylaw No. 725 policies regarding Foreshore Water (Moorage) support this proposal;
- The relocation of the existing private mooring buoys will alleviate crowding in front of the neighbouring waterfront property and create a clearer navigation path to the resort's marina;
- The proposed additional 10 private mooring buoys meet the FM2 location and siting regulations and will not interfere with foreshore navigation to the resort marina or to the existing 25 private mooring buoys; and,
- The private mooring buoys have been tagged with the required identification and "BL900-20".

IMPLEMENTATION:

If the Board endorses the staff recommendation and adopts Bylaw No. 900-20 the bylaw will be consolidated, and the changes will come into effect.

COMMUNICATIONS:

See previous board reports and documentation regarding communications at different stages of this application process: Staff will inform the applicant on the outcome of this application after the Board meeting.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2024-07-18_Board_DS_BL900-20_Adopt.docx
Attachments:	<ul style="list-style-type: none">- BL900-20_Adopt.pdf- BL900-20_BL725_BL900_Excerpts.pdf- BL900-20_Final_Site_Plan.pdf- BL900-20_Maps_Plans.pdf
Final Approval Date:	Jul 8, 2024

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



Corey Paiement

No Signature - Task assigned to Gerald Christie was completed by assistant Jennifer Sham

Gerald Christie



Jennifer Sham



John MacLean

COLUMBIA SHUSWAP REGIONAL DISTRICT

LAKES ZONING AMENDMENT

(TOTEM POLE RESORT) BYLAW NO. 900-20

A bylaw to amend the "Lakes Zoning Bylaw No. 900"

The Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

1. "Lakes Zoning Bylaw No. 900", as amended, is hereby amended as follows:

A. TEXT AMENDMENT

- i) Schedule A, Zoning Bylaw Text, Part 4 Zones, Section 4.7 FM2 Foreshore Multi-Family 2, .2 Regulations (b) Site Specific Density is hereby amended by deleting the following site specific density in its entirety:

"For the surface of the lake adjacent to Section 5, Township 22, Range 9, W6M, KDYD, shown as common property on Plan SPK46, the maximum number of private mooring buoys is 25. {Totem Pole Resort}"

And replacing it with the following:

"For the surface of the lake adjacent to Section 5, Township 22, Range 9, W6M, KDYD, shown as common property on Plan SPK46, the maximum number of private mooring buoys is 35. {Totem Pole Resort}"

Bylaw No. 900-20

Page 2

2. This bylaw may be cited as "Lakes Zoning Amendment (Totem Pole Resort) Bylaw No. 900-20"

READ a first time this 21st day of March, 2019.

READ a second time this 16th day of May, 2019.

PUBLIC HEARING held this 19th day of June, 2019.

READ a third time this 15th day of August, 2019.

ADOPTED this _____ day of _____, 2024.

CORPORATE OFFICER

CHAIR

CERTIFIED a true copy of Bylaw No. 900-20
as adopted.

Corporate Officer

Relevant Excerpts to Bylaw No. 900-20

Electoral Area C Official Community Plan Bylaw No. 725

(See [Bylaw No. 725](#) for all policies)

2.3 Shoreline Environment

Shorelines are among the most sensitive natural environments, as they are where two ecosystems merge — an aquatic ecosystem and a terrestrial ecosystem. Shoreline environments experience a significant amount of pressure from human activity, including the impacts from watercraft use. Private boat docks are common throughout the South Shuswap. Though much of the upland of Shuswap and White Lake is privately owned, the Provincial Crown owns nearly all areas located between the high and low watermarks of lakes, streams and rivers. Individuals cannot build on, or develop, aquatic Crown land without the Province's authorization. If an owner of the adjacent upland property proposes to construct moorage, a licence of occupation for moorage is required from the Integrated Land Management Bureau.

2.3.1 Objectives

- .1 To maintain the unique physical and biological characteristics of the shoreline environment.
- .2 To maintain shoreline habitats to protect them from undesirable development.
- .3 To manage the foreshore to ensure appropriate use and prevent overdevelopment.

2.3.2 Policies

- .1 Non-moorage uses other than passive recreation are not acceptable on the foreshore. These include facilities such as beach houses, storage sheds, patios, sun decks, and hot tubs. Additionally, no commercial uses, including houseboat storage or camping, are acceptable on the foreshore.
- .2 Land owners must not alter the natural habitat and shoreline processes unless specifically authorized. The placement of fill and the dredging of aquatic land are not generally acceptable.
- .3 Encourage the Integrated Land Management Bureau, when carrying out reviews of foreshore tenure applications, to take the foregoing objectives and policies into consideration, with emphasis on the environmental sensitivity of the foreshore areas, as well as ensuring an appropriate relationship with upland areas.
- .4 Private moorage owners and builders will comply with the Ministry of Environment's Best Management Practices for Small Boat Moorage on Lakes, and minor works

policies published by Transport Canada, Navigable Waters Protection Division prior to construction of any foreshore moorage (works).

- .5 Encourage Government agencies with mandates for protecting the environmental integrity of lakes in the South Shuswap to carry out scientific research and water quality testing to determine whether the quality of lake water near the shoreline is deteriorating, and if it is, to determine the cause(s) of the deterioration, and take steps toward correcting the situation.

The Regional District will:

- .6 Assess and strive to protect sensitive fish habitat when implementing the boat launching facilities provisions of the Electoral Area C Parks Plan;
- .7 Encourage waterfront owners to consider shared docks in the interests of having one larger dock that extends into deep water, rather than a number of individual docks that are in relatively shallow water with higher fish habitat values;
- .8 Advise and expect property owners to replace older, on-site sewage systems with newer technology to prevent potential contamination of the shoreline;
- .9 Advise and expect property owners not to remove vegetation along the shoreline that could result in erosion, loss of food and nutrients for fish, and loss of shade for young fish; landowners must refer to the Ministry of Environment's Best Management Practices for Hazard Tree and Non Hazard Tree Limbing, Topping or Removal; and
- .10 Implement Lakes Zoning Bylaw 900 which sets out regulations pertaining to the placement of docks and buoys

3.7 Foreshore Water (FW) (Moorage)

3.7.1 Objective

- .1 To acknowledge existing permitted private moorage uses and commercial marinas and provide limited opportunities for future moorage associated with residential development.

3.7.2 Policies

- .1 Moorage, including docks, private moorage buoys and boat lifts, may be considered only for new fee-simple waterfront parcels.
- .2 New development proposals on the waterfront parcel will provide a maximum of 1 moorage space per:
 - a. New waterfront parcel created; or,
 - b. 30 m of water frontage of the parent parcel; and

- c. Each moorage space shall be calculated as 10 m linear length of dock that may be used for mooring a single vessel.
- .3 Dry land boat storage solutions are strongly preferred over floating or fixed docks for all new or redeveloped waterfront properties.
- .4 Moorage proposals will be located away from or redesigned to avoid negative impacts on adjacent structures and uses, including other docks, marinas, beach access points, parks, utilities, water intakes, etc.
- .5 Support for new waterfront proposals should consider the provision of related public amenities such as dedicated moorage spaces and facilities for public use, dedicated public accesses to the foreshore (including boat launches), waterfront park dedication, or similar amenities which enable greater public access and use of the foreshore and water.
- .6 Moorage should be located away from or be designed to have minimal impact on fish and riparian habitat. The Shuswap Watershed Mapping Project data, as updated from time to time on the Community Mapping Network (www.cmnbc.ca), should be referenced to help determine habitat values (other government data sources may also be utilized).

12.2 Foreshore and Water Development Permit Area

.1 Purpose

The Foreshore and Water Development Permit Area is designated under the *Local Government Act* for the protection of the natural environment, its ecosystems and biological diversity.

.2 Justification

The Foreshore and Water Development Permit Area arises from the growing impact that structures, including (but not limited to) docks, swimming platforms, and private mooring buoys, are having on the lakes in the Electoral Area. Evidence of these impacts is documented in the Shuswap Watershed Mapping Project, which was completed in conjunction with Fisheries & Oceans Canada, the BC Ministry of Environment and environmental consultants.

The intent of the Foreshore and Water Development Permit Area is to:

- .1 Allow for the proper siting of structures on the foreshore and swimming platforms in the water to prevent or minimize negative impacts on lake ecology, including fish habitat; and,

- .2 Complement the Riparian Areas Regulation (RAR) and Shuswap Lake 100 m Development Permit Areas, recognizing the important and sensitive interrelationship of these shoreline areas.

.3 Area

The Foreshore and Water Development Permit Area extends from the lake's natural boundary across the entire area of Shuswap Lake, White Lake and Little White Lake. In the case of Shuswap Lake, the DPA extends to the Electoral Area 'C' boundary.

.4 Exemptions

A Foreshore and Water DPA is not required for the following:

- .1 Structures and works associated with a public park use;
- .2 Installation and maintenance of utilities and utility corridors;
- .3 Subdivision;
- .4 Commercial and multi-family moorage facilities, including marinas and strata moorage structures, requiring Provincial tenure. (*Rationale: these facilities undergo Provincial review and are referred to other government agencies, including Fisheries and Oceans Canada, through that process, thus satisfying the intent of this Development Permit Area*);
- .5 Maintenance and alterations of existing structures, except:
 - a. alterations which increase the size of the existing structures;
 - b. removal and reconstruction of existing structures; or
 - c. replacement docks and swimming platforms, as defined by the guidelines below; or,
- .6 Land alterations that will demonstrably increase environmental values (e.g. creation of additional fish habitat).

.5 Guidelines

For all relevant guidelines, the Shuswap Watershed Atlas, based on the Shuswap Watershed Mapping Project, will be referenced to determine an area's Aquatic Habitat Index Rating, known fish rearing and spawning areas, natural features such as stream deltas and vegetation, etc.

.1 For new and replacement docks and for new and replacement swimming platforms

These guidelines apply to the first-time placement of a dock or to the replacement of an existing dock or swimming platform. Docks will be considered 'replacement docks' and 'replacement swimming platforms' if more than 75% of the materials will be replaced within a 3 year period.

Docks and swimming platforms shall:

- a. minimize impact on the natural state of the foreshore and water whenever possible;

- b. not use concrete, pressure-treated wood (i.e. creosote), paint or other chemical treatments that are toxic to many aquatic organisms, including fish, and severely impact aquatic environments;
- c. use untreated materials (e.g. cedar, tamarack, hemlock, rocks, plastic, etc.) as supports for structures that will be submerged in water. Treated lumber may contain compounds that can be released into the water and become toxic to the aquatic environment;
- d. use only treated lumber that is environmentally-friendly for structures that are above water;
- e. be made by cutting, sealing and staining all lumber away from the water using only environmentally-friendly stains. All sealed and stained lumber should be completely dry before being used near water;
- f. have plastic barrel floats that are free of chemicals inside and outside of the barrel before they are placed in water;
- g. avoid the use of rubber tires as they are known to release compounds that are toxic to fish;
- h. be sited in a manner which minimizes potential impacts on fish spawning and rearing habitat areas;
- i. be sited in a manner which minimizes potential impacts on water intakes and other utilities; and,
- j. avoid aquatic vegetation and minimize disturbance to the lakebed and surrounding aquatic vegetation by positioning the dock or swimming platform in water deep enough to avoid grounding and to prevent impacts by prop wash in the case of docks. A minimum 1.5 m (4.92 ft) water depth at the lake-end of the dock is recommended at all times.

.2 For new private mooring buoys

These guidelines apply to the first-time placement of a private mooring buoy, including its anchoring system.

Private mooring buoys shall:

- a. avoid aquatic vegetation and minimize disturbance to the lakebed and surrounding aquatic vegetation;
- b. use helical (versus block) anchors whenever possible;
- c. use only materials intended for boat moorage, such as rigid plastic foam or rigid molded plastic, which do not contain chemicals that are toxic to aquatic organisms;
- d. be sited in a manner which minimizes potential impacts on fish spawning and rearing habitat areas; and,
- e. be sited in a manner which minimizes potential impacts on water intakes and other utilities.

.3 For other land alterations

Proposed land alterations not listed in the exemptions section and not including new and replacement docks and new private mooring buoys shall be accompanied by a written submission from a qualified environmental professional outlining the proposed alteration, expected impacts on the foreshore or water environment and any mitigation efforts which should accompany the proposed alterations.

Lakes Zoning Bylaw No. 900

(See [Bylaw No. 900](#) for all policies)

4.7 FM2 Foreshore Multi-Family 2

.1 Permitted Uses:

- (a) *Group moorage facility*, including *permanent* or *removable walkway(s)*, accessory to a permitted *use* on the adjacent *parcel(s)*.
- (b) *Private mooring buoy(s)* accessory to a permitted *use* on the adjacent *parcel(s)*.
- (c) *Boat lift(s)* that is accessory to a permitted *use* on the adjacent *parcel(s)*.
- (d) *Boat launch*.

.2 Regulations

COLUMN 1 MATTER REGULATED	COLUMN 2 REGULATION
(a) <u>Density</u> maximum number of <i>berths</i> and <i>private mooring buoys</i> .	<i>Berths: 20</i> <i>Private Mooring Buoys: 2</i>
(b) <u>Site Specific Density</u> maximum number of <i>berths</i> and <i>private mooring buoys</i> where different from (a):	For the surface of the lake adjacent to Section 5, Township 22, Range 9, W6M, KDYD, shown as common property on Plan SPK46, the maximum number of private mooring buoys is 25. {Totem Pole Resort}
(c) <u>Size</u> of <i>dock</i> .	<ul style="list-style-type: none"> ○ <i>Floating</i> or <i>fixed dock</i> surface must not exceed 3 m (9.84 ft) in width for any portion of the dock.

(d) <u>Location and Siting</u> of <i>dock, private mooring buoys</i> or <i>boat lifts</i> :	<p>The minimum setback of a <i>floating or fixed dock, private mooring buoy</i> or <i>boat lift</i> is as follows:</p> <ul style="list-style-type: none"> ○ 5 m (16.4 ft) from the side <i>parcel</i>/boundaries of that <i>waterfront parcel</i>, projected onto the <i>foreshore</i> and water. ○ 6 m (19.69 ft) from a Foreshore Park (FP) zone or <i>park side parcel</i>/boundaries projected onto the <i>foreshore</i> and water. <p>Additional setbacks for <i>private mooring buoys</i>:</p> <ul style="list-style-type: none"> ○ 20 m (65.62 ft) from any existing structures on the <i>foreshore</i> or water.
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4.12 FC2 Foreshore Commercial 2

.1 Permitted Uses:

- (a) *Floating or fixed dock*, including *permanent or removable walkway* that is accessory to a permitted *use* on an adjacent *waterfront parcel*.
- (b) *Private mooring buoy(s)* that is accessory to a permitted *use* on an adjacent *waterfront parcel* or an adjacent *semi-waterfront parcel*.
- (c) *Marina*
- (d) *Boat Launch*
- (e) *Boat lift(s)* that is accessory to a permitted *use* on an adjacent *waterfront parcel*.

.2 Regulations

Notwithstanding Part 3, Section 3.4.2(d) the maximum size of the swimming platform is 80.59 m² for the surface of the *lake* adjacent to Section 5, Township 22, Range 9, W6M, KDYD, shown as common property on Plan SPK46. {Totem Pole Resort}

COLUMN 1 MATTER REGULATED	COLUMN 2 REGULATION
(a) <u>Density</u> maximum number of <i>berths</i> or <i>private mooring buoys</i> .	<i>Berths</i> : 50 <i>Private mooring buoys</i> : 5

<p>(b) <u>Site Specific Density</u></p> <p>maximum number of <i>berths</i> and <i>private mooring buoys</i> where different from</p>	<ul style="list-style-type: none"> Notwithstanding Section 4.12.1(b), private mooring buoys are not permitted for the surface of the lake adjacent to Section 5, Township 22, Range 9, W6M, KDYD, shown as common property on Plan SPK46. {Totem Pole Resort}
<p>(c) <u>Size</u></p> <p>of <i>dock</i> and <i>walkway</i>:</p>	<ul style="list-style-type: none"> <i>Floating</i> or <i>fixed dock</i> (including permanent or removable walkway(s)) must not exceed 125 m (410.11 ft) in length measured perpendicular to shoreline. <i>Floating</i> or <i>fixed dock</i> surface must not exceed 3 m (9.84 ft) in width for any portion of the dock. Notwithstanding Section 4.12.2(b), the commercial dock must not exceed 3.15 m in width for any portion of the dock for the surface of the lake adjacent to Section 5, Township 22, Range 9, W6M, KDYD shown as common property on Plan SPK46. {Totem Pole Resort}
<p>(d) <u>Location and Siting</u></p> <p>of <i>dock</i>, <i>private mooring buoys</i> or <i>boat lifts</i>:</p>	<p>The minimum setback of a <i>floating</i> or <i>fixed dock</i>, <i>private mooring buoy</i> or <i>boat lift</i> is as follows:</p> <ul style="list-style-type: none"> 5 m (16.4 ft) from the side <i>parcel</i> boundaries of that <i>waterfront parcel</i>, projected onto the <i>foreshore</i> and water. 6 m (19.69 ft) from a Foreshore Park (FP) zone or <i>park</i> side <i>parcel</i> boundaries projected onto the <i>foreshore</i> and water. <p>Additional setbacks for <i>private mooring buoys</i>:</p> <ul style="list-style-type: none"> 20 m (65.62 ft) from any existing structures on the <i>foreshore</i> or water. 50 m (164.04 ft.) from any <i>boat launch</i> ramp or <i>marina</i>.



Application Reference Map

Permit No. DP725-214

Location: Totem Pole Resort, 7429 Sunnybrae-Canoe Pt Rd
Purpose: Permit for buoy placement in Shuswap Lake

May 30
2024



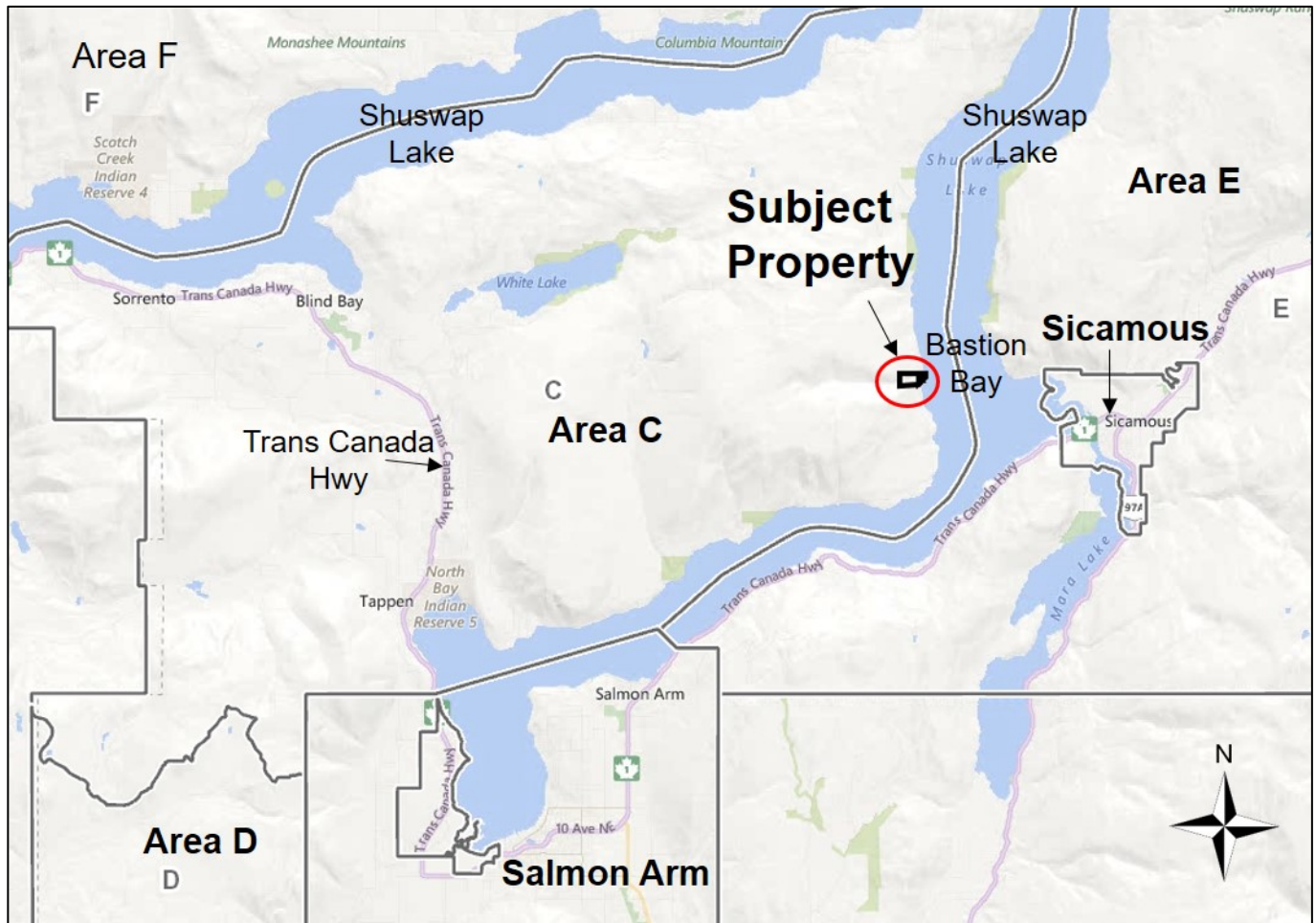
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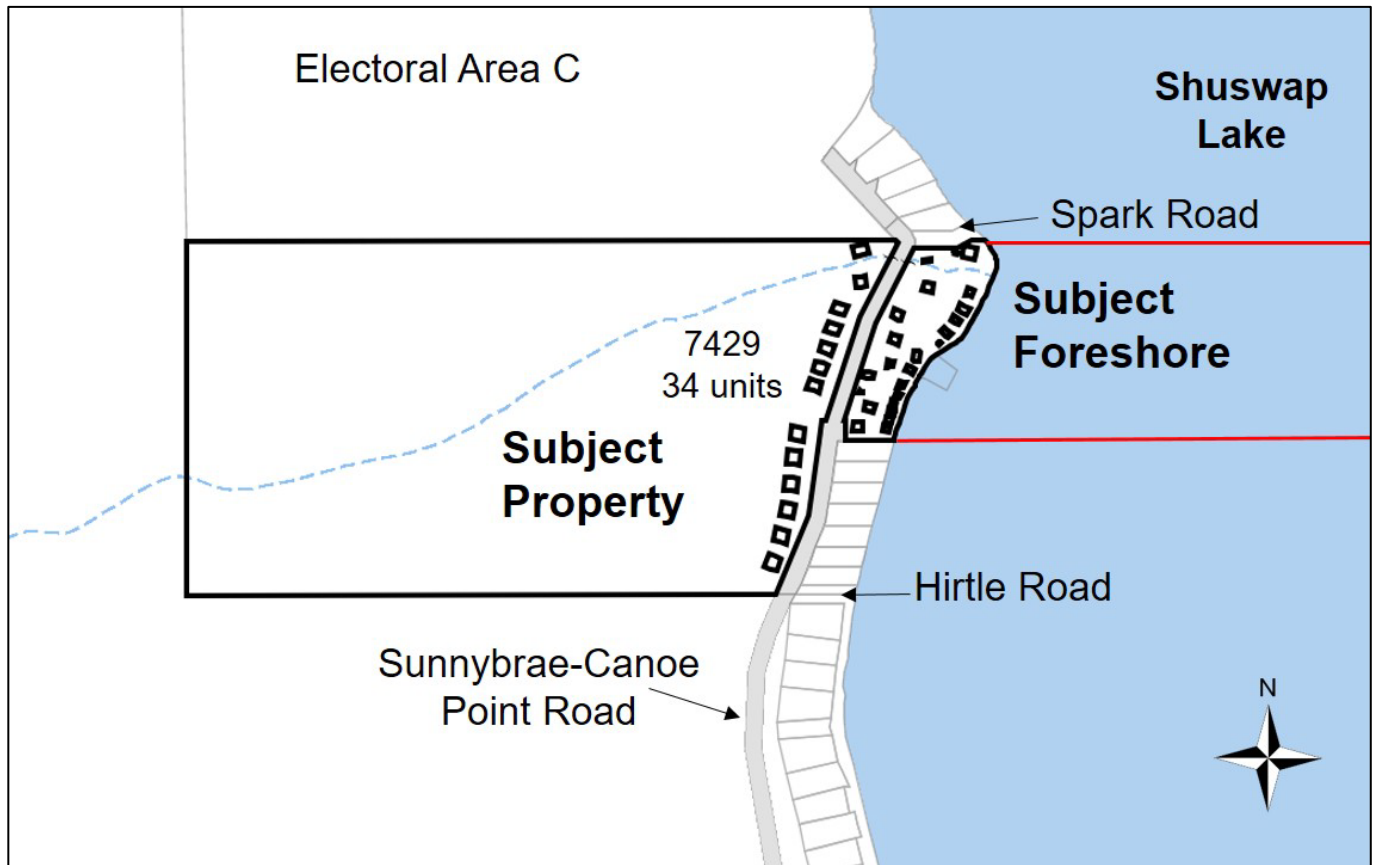
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The CSRD provides this map without any warranty of any kind whatsoever, either express or implied.

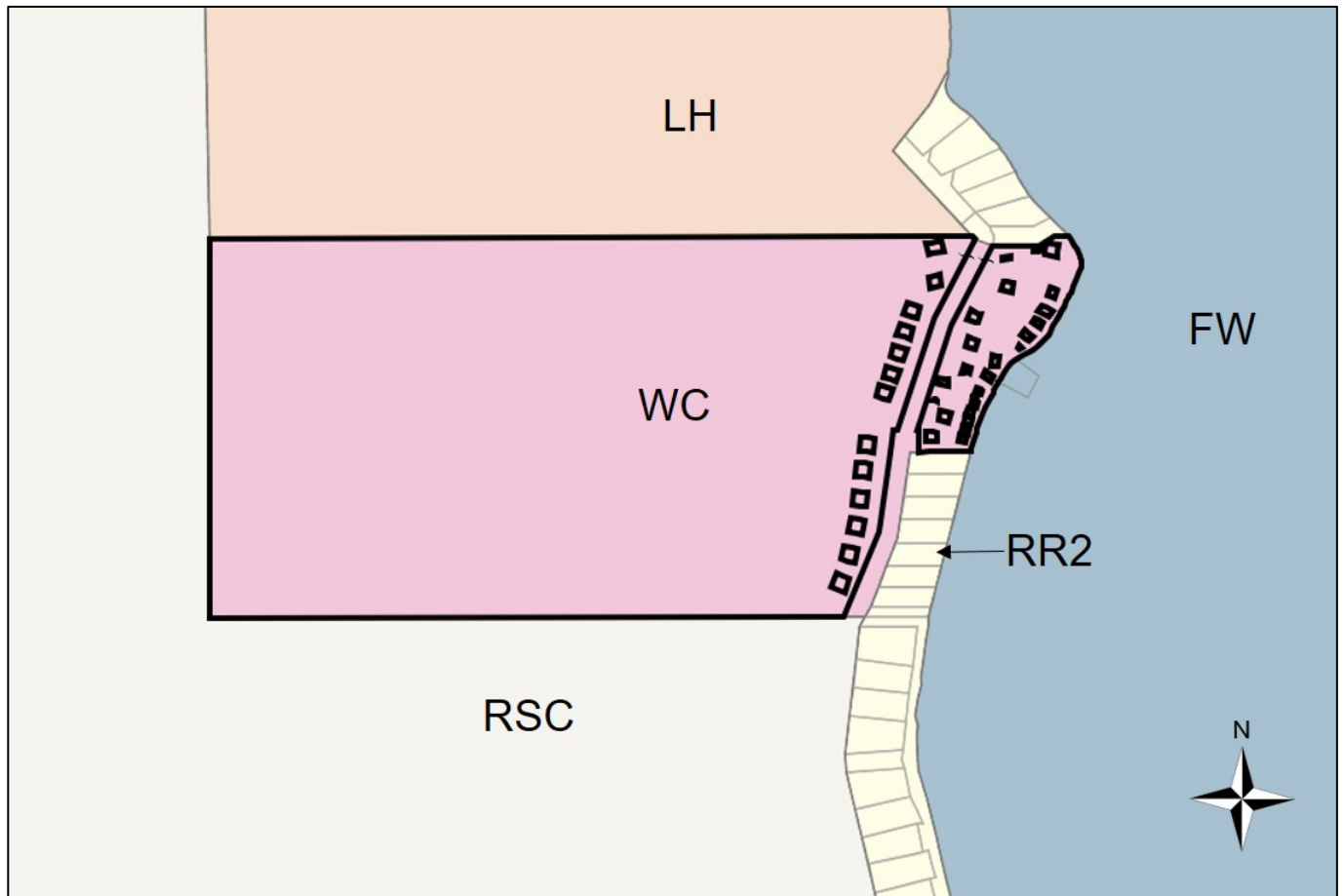
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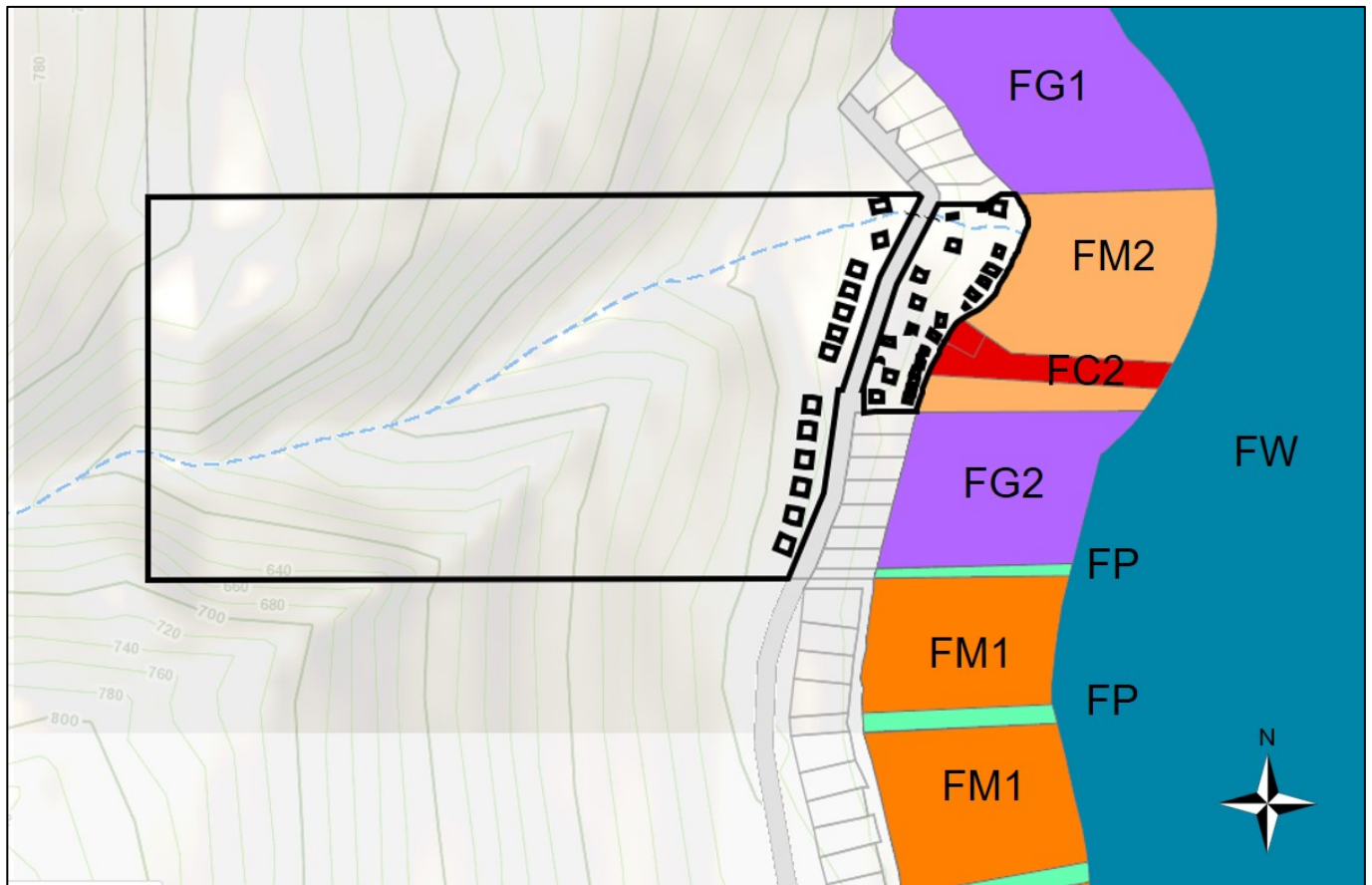
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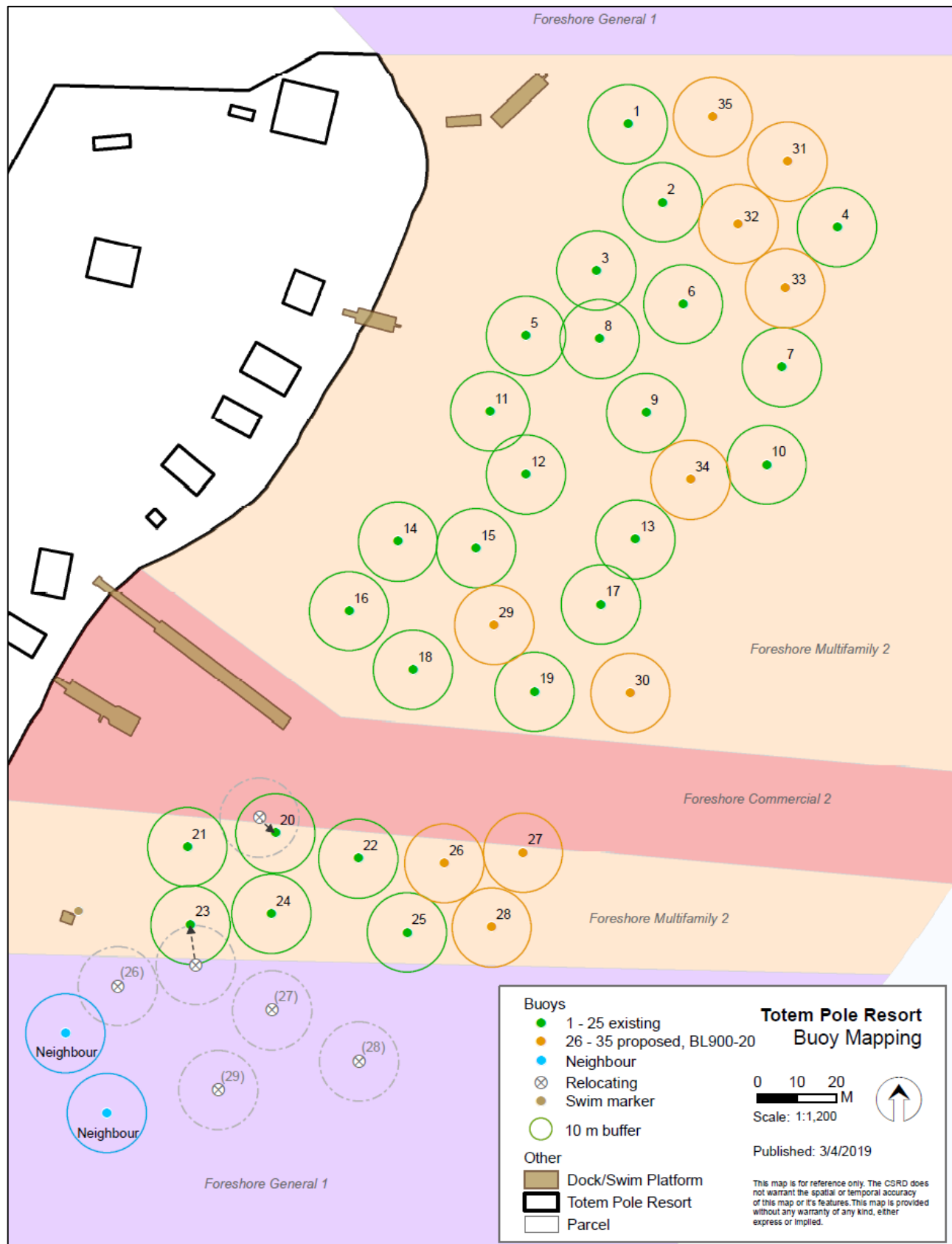
Official Community Plan Bylaw No. 725



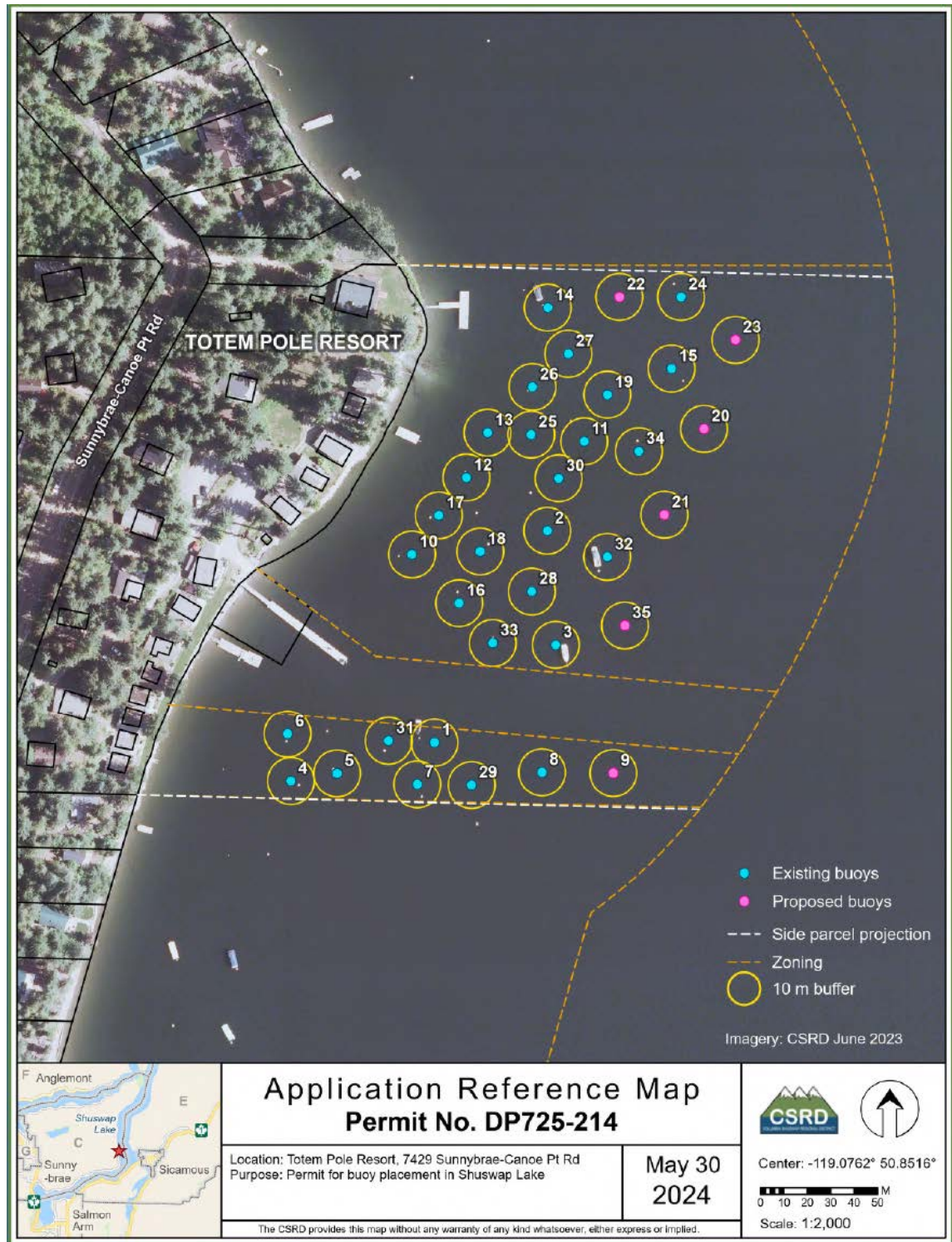
Lakes Zoning Bylaw No. 900



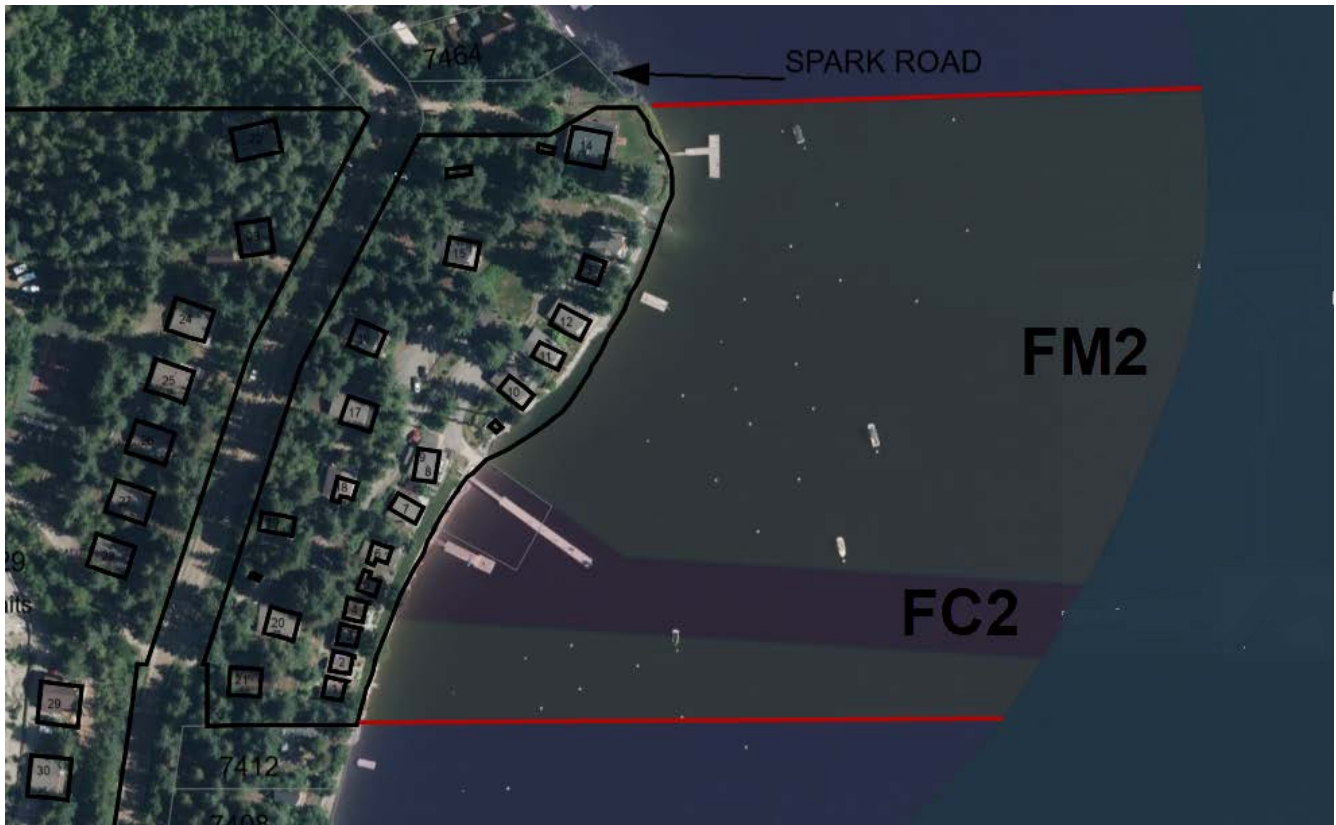
Site Plan from DP725-214



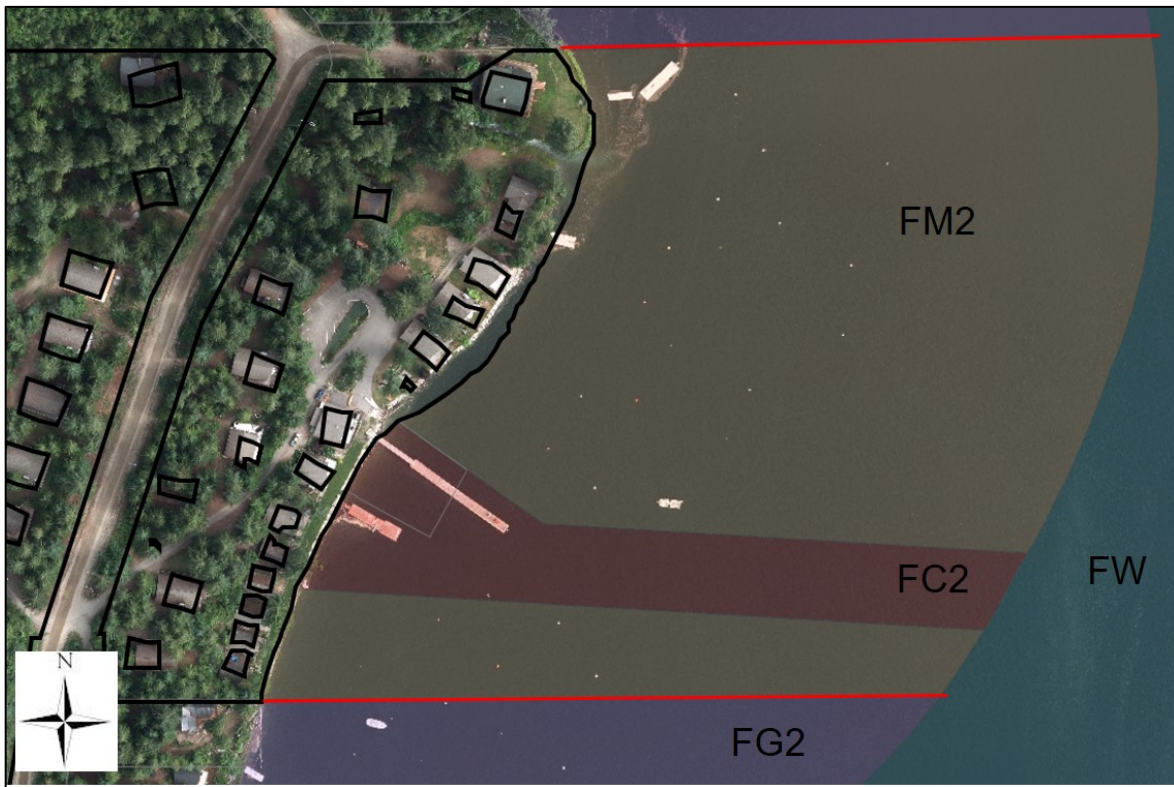
Final Plan/Location of Buoys



2023 Orthophoto



2018 Orthophoto



2013 Orthophoto





BOARD REPORT

TO: Chair and Directors

SUBJECT: Electoral Area C: South Shuswap Zoning Amendment Bylaw No. 701-112

DESCRIPTION: Report from Laura Gibson, Planner II, dated June 26, 2024.
4956 Ivy Road, Eagle Bay

RECOMMENDATION: THAT: "South Shuswap Zoning Amendment Bylaw No. 701-112 be read a second time this 18th day of July 2024.
Stakeholder Vote Unweighted (LGA Part 14) Majority

SUMMARY:

The subject property is 3.03 ha, is designated NR – Neighbourhood Residential and located in the Secondary Settlement Area in the Electoral Area C Official Community Plan Bylaw No. 725 and is zoned RR4 -Rural Residential (2 ha) in the South Shuswap Zoning Bylaw No. 701 (Bylaw No. 701). The RR4 zone has a minimum parcel size of 2 ha for new subdivisions. The property owner has applied to rezone the property to RR3 – Rural Residential (1 ha) to allow for potential subdivision into three 1 ha parcels.

The Board gave first reading of Bylaw No. 701-112 at the May 16, 2024, Board meeting and recommended the complex consultation process, which included directing staff to send referrals to relevant agencies and First Nations. The applicant held their public information meeting as required as part of the complex consultation process on May 31, 2024.

At the consideration of first reading, staff recommended that the public hearing be waived because the proposed zoning amendment was consistent with the OCP. The Board motioned to use the complex consultation process which includes a public hearing. Following that Board meeting it was realized by Planning staff that as per Bill 44 and Section 464(3) of the Local Government Act, a public hearing cannot be held for the proposed bylaw amendment because the bylaw is consistent with the Official Community Plan and the sole purpose of the bylaw is to permit a residential development.

Development Services staff are now recommending the Board read Bylaw No. 701-112 a second time.

BACKGROUND:

See item 17.1 on the [May 16, 2024 Board agenda](#) for First Reading Board report.

POLICY:

See "BL701-112_BL725_BL701_Excerpts.pdf" for applicable policies and regulation contained in [Electoral Area C Official Community Plan Bylaw No. 725](#) and [South Shuswap Zoning Bylaw No. 701](#).

FINANCIAL:

There are no financial implications associated with this application.

KEY ISSUES/CONCEPTS:Background

The Board gave first reading of Bylaw No. 701-112 at the May 16, 2024, Board meeting. Staff had recommended the simple consultation process in accordance with Policy P-18 (Consultation Process) as the proposed zoning is consistent with the current Neighbourhood Residential designation and does not require an OCP land use designation change. Staff had also recommended waiving the public hearing in accordance with Section 464(2) of the Local Government Act because the proposal is consistent with the Electoral Area C Official Community Plan Bylaw No. 725. The Board instead motioned to use the complex consultation process in accordance with Policy P-18, given that there were other subdivision proposals in the area that had a lot of interest from the local community. The complex consultation process involves the applicant holding a public information meeting and the CSRD holding a public hearing.

Following the Board meeting, Development Services staff became aware that as per [Bill 44, Housing Statutes \(Residential Development\) Amendment Act, 2023](#) and Section 464(3) of the Local Government Act, a public hearing cannot be held for the proposed bylaw amendment (see 'Public Hearing' section below for more details). The applicant held their public information meeting as required as part of the complex consultation process on May 31, 2024. Referrals were sent to relevant agencies and First Nations and the responses have been received. Development Services staff are now recommending the Board read Bylaw No. 701-112 a second time.

Notice of Application Sign

The applicant posted a notice of application sign on the subject property on June 13, 2024.

Public Information Meeting

As required as part of the complex consultation process, the applicant held a public information meeting regarding the application on May 31, 2024, at 3 pm. The meeting was advertised on May 30, 2024, in the Salmon Arm Observer. The meeting notes prepared by the applicant are attached (BL701-112_Public_Information_Meeting_Notes_redacted.pdf). The applicant notes that there were four people in attendance, including Margaret McCormick, the Electoral Area C Alternate Director and three members of the community. The rezoning application was discussed, including the sign, geotechnical slopes survey, water source and septic field availability. The applicant states that no one seemed concerned with the proposal.

Regarding the short time frame between the advertisement of the public meeting and the date of the public meeting, staff note that the current public information meeting requirements in the Development Services Procedures Bylaw No. 4001-2, as amended, do not specify a timeline for advertising. Applicants are usually advised to follow notification requirements that are more consistent with the CSRD Public Hearing process, which is to advertise at least 10 days prior to the public hearing, but this was not communicated to this applicant. To provide more guidance for staff, applicants, and the public, the Development Services Procedures Bylaw No. 4001-2, as amended, and Policy P-18 Consultation Processes - Bylaws are identified to be reviewed and updated as a future planning project. Although the advertising was only one day ahead of the public information meeting, staff do not recommend that another meeting be held by the applicant because it is a relatively small development proposal that is consistent with the OCP.

Public Hearing

As noted above, Development Services staff have been made aware that a public hearing cannot be held for the proposed bylaw amendment. In accordance with [Bill 44, Housing Statutes \(Residential Development\) Amendment Act, 2023](#), a local government must not hold a public hearing on a proposed zoning bylaw if:

- (a) an official community plan is in effect for the area,
- (b) the bylaw is consistent with the official community plan,
- (c), the sole purpose of the bylaw is to permit a development that is, in whole or in part, a residential development, and
- (d) the residential component of the development accounts for at least half of the gross floor area of all buildings and other structures proposed as part of the development.

As the proposal is for new lots which are zoned for residential uses only, and the proposal is consistent with OCP Bylaw No. 725, the CSRD is not permitted to hold a public hearing regarding the bylaw amendment.

As with all bylaw amendments where a public hearing is not held, staff will provide notification to properties within 100 m of the subject property and in the local newspaper of the deadline for public submissions for the application prior to consideration of third reading of the bylaw.

Referral Responses

Referral responses are summarized in the Communications section below. The full responses are attached as "BL701-112_Referral_Responses.pdf". There were no concerns raised regarding the proposed bylaw amendment through the referral process.

Rationale for Recommendations:

Staff continue to support Bylaw No. 701-112 and recommend the bylaw be considered for second reading for the following reasons:

- The proposal is consistent with the Electoral Area C Official Community Plan Bylaw No. 725 Neighbourhood Residential designation;
- The proposed density is not out of character for the area as the subject property is surrounded by parcels zoned CH2, RR1, and RR3;
- The proposed parcel sizes of 1 ha are not out of character for the area as there are parcels as small as 0.4-0.65 ha immediately to the east of the subject property;
- Future details of the proposed lots will be confirmed as part of the subdivision process, when the property owner will be required to provide proof of potable water and onsite sewage disposal and obtain a Hazardous Lands (Steep Slopes) Development Permit; and,
- No concerns were raised through the referral process.

IMPLEMENTATION:

If the Board gives second reading to Bylaw No. 701-112, the bylaw will come back to the Board for consideration of third reading at a future Board meeting after notification of the deadline for written public submissions.

COMMUNICATIONS:

Following first reading of Bylaw No. 701-112, referrals were sent to relevant agencies and First Nations. The responses are summarized in the table below and the full response are attached, see "BL701-112_Referral_Responses.pdf".

Agency/First Nation	Referral Response
CSRD Community and Protective Services	No comments.
CSRD Environmental and Utility Services	No concerns.
Interior Health Authority	No response.
Ministry of Transportation and Infrastructure	MOTI has no objections to the zoning amendment.
Ministry of Forests: Archaeology Branch	According to Provincial records, there are no known archaeological sites recorded on the subject property. Archaeology potentially modelling for the area does not indicate a high potential for previous unidentified archaeological sites to be found on the property.
Adams Lake Indian Band	ALIB does not object to the proposed rezoning. *ALIB requested that the full referral response documents not be publicly available in staff reports.
Skw'lax te Secwepemcúłecw	No response.
Neskonlith Indian Band	No response.

Prior to third reading, a notice will be sent to property owners within 100 m of the subject property advising of the deadline for public submissions (4 PM on the Tuesday prior to the Board meeting that the bylaw is considered for third reading). A third ad will be also placed in the Salmon Arm Observer advising of the deadline for public submissions. Staff will discuss any public submissions in the future Board report for consideration of third reading of this bylaw amendment.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation.

BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2024-07-18_Board_DS_BL701-112_Second.docx
Attachments:	<ul style="list-style-type: none">- BL701-112_Second.pdf- BL701-112_Public_Information_Meeting_Notes_redacted.pdf- BL701-112_Referral_Responses.pdf- BL701-112_Maps_Plans_Photos.pdf
Final Approval Date:	Jul 10, 2024

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



Corey Paiement

No Signature - Task assigned to Gerald Christie was completed by assistant Jennifer Sham

Gerald Christie



Jennifer Sham

No Signature - Task assigned to John MacLean was completed by assistant Jennifer Sham

John MacLean

COLUMBIA SHUSWAP REGIONAL DISTRICT

SOUTH SHUSWAP ZONING AMENDMENT BYLAW NO. 701-112

A bylaw to amend the "South Shuswap Zoning Bylaw No. 701"

The Board of the Columbia Shuswap Regional District, in open meeting assembled, hereby enacts as follows:

1. "South Shuswap Zoning Bylaw No. 701" is hereby amended as follows:

A. MAP AMENDMENT

1. Schedule C, Zoning Maps, which forms part of the "South Shuswap Zoning Bylaw No. 701" is hereby amended as follows:

- i) Rezoning Lot A Section 33 Township 22 Range 9 West of the 6th Meridian Kamloops Division Yale District Plan KAP62762 from RR4 – Rural Residential (2 ha) to RR3 – Rural Residential (1 ha),

which is more particularly shown outlined in bold on Schedule 1 attached hereto.

2. This bylaw may be cited as "South Shuswap Zoning Amendment Bylaw No. 701-112."

READ a first time this 16th day of May, 2024.

READ a second time this _____ day of _____, 2024.

READ a third time this _____ day of _____, 2024.

ADOPTED this _____ day of _____, 2024.

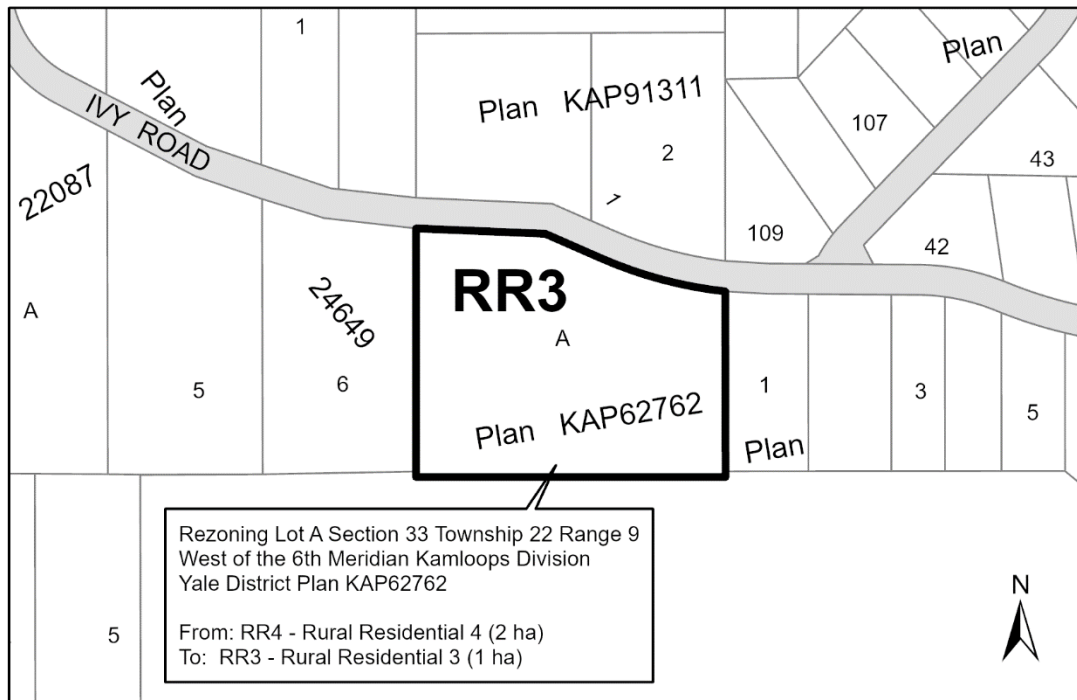
Corporate Officer

Chair

CERTIFIED a true copy of Bylaw No. 701-112
as adopted.

Corporate Officer

Schedule 1
South Shuswap Zoning Amendment Bylaw No. 701-112



Public Meeting regarding Rezoning 701-112 for 4956 Ivy Road, Eagle Bay, BC, V0E 1T0

May 31, 2024

CSRD informed me meeting could be held 1 day after the ad in the Salmon Arm Observer was placed. Booked a room at Eagle Bay Hall for May 31, 2024 and 3:00 pm.

Was informed by Laura Gibson to call Marty Gibbons regarding close time frame. Left message with him with timeframe, no call was returned.

The meeting was held May 31, 2024.

Margaret McCormick (Marty Gibbons' alternate) who rented the room attended.

██████████ ██████████ from Community Hall, ██████████ neighbour up the hill, and myself were there. 5 people total.

Discussed rezoning application processes – sign, geo tech slope survey, water source, septic field availability. No one seemed concerned about the proposal and wished me well.

Stayed available for 1 hour, no problems at all.

Thanks for your time. ██████████

From: [Laura Gibson](#)
To: [Stephanie Hodge](#)
Subject: FW: BL701-112 CSRD Referral Request
Date: Tuesday, July 2, 2024 9:32:52 AM
Attachments: [image008.png](#)
[image009.png](#)
[RE: BL701-112 CSRD Referral Request.pdf](#)

From: Derek Sutherland <DSutherland@csrd.bc.ca>
Sent: Wednesday, June 26, 2024 4:07 PM
To: Laura Gibson <LGibson@csrd.bc.ca>; Ben Van Nostrand <bvannostrand@csrd.bc.ca>
Cc: Stephanie Hodge <SHodge@csrd.bc.ca>
Subject: RE: BL701-112 CSRD Referral Request

No comments

Derek Sutherland, MA
 General Manager, Community and Protective Services
Columbia Shuswap Regional District
 D: 250.833.5945 | TF: 1.888.248.2773 | C: 250.253.0047
 E: dsutherland@csrd.bc.ca | W: www.csrd.bc.ca



I recognize that your work hours may not be the same as my work hours, please respond to this email when and if you want to.

Please consider the environment before printing this e-mail

This e-mail is CONFIDENTIAL. If you are not the intended recipient, please notify me immediately and delete this communication, attachment or any copy. Thank you.

From: Stephanie Hodge <SHodge@csrd.bc.ca>
Sent: Friday, May 17, 2024 9:41 AM
To: Derek Sutherland <DSutherland@csrd.bc.ca>; Ben Van Nostrand <bvannostrand@csrd.bc.ca>
Cc: Laura Gibson <LGibson@csrd.bc.ca>
Subject: BL701-112 CSRD Referral Request

BL701-112
 PL2024-049

Good morning!

This email is an invitation to comment on the attached Bylaw Amendment. **A response on or before June 17, 2024 is appreciated.** If a response is not received by this date, it will be assumed your department doesn't wish to provide comments, either in favor or against, the proposed amendment.

This link [BL701-112](#) will direct you to the CSRD's May 16, 2024 Board Agenda, see Item 17.1 Electoral Area C: South Shuswap Zoning Bylaw Amendment No. 701-112

17.1 Electoral Area C: South Shuswap Zoning Amendment Bylaw No. 701-112

1. [1.2024-05-16 Board_DS_BL701-112_First.pdf](#)
2. [2.BL701-112_First.pdf](#)
3. [3.BL701-112 BL725 BL701_Excerpts.pdf](#)
4. [4.BL701-112_Maps_Plans_Photos.pdf](#)

Please distribute to your department personal where appropriate. I've attached a mapping .kml file should you require it. If you wish to discuss this Bylaw Amendment or are seeking more information, please contact Laura Gibson, Planner II, lgibson@csrd.bc.ca

Kind regards,

Stephanie Hodge

Clerical Assistant, Development Services

Columbia Shuswap Regional District

D: 250.833.5976 | TF: 1.888.248.2773

E: shodge@csrd.bc.ca | W: www.csrd.bc.ca

-



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From: [Laura Gibson](#)
To: [Stephanie Hodge](#)
Subject: FW: BL701-112 CSRD Referral Request
Date: Tuesday, July 2, 2024 9:36:37 AM
Attachments: [image008.png](#)
[image009.png](#)

Laura Gibson BSc
 Planner II, Planning Services

From: Ben Van Nostrand <bvannostrand@csrd.bc.ca>
Sent: Wednesday, June 26, 2024 1:30 PM
To: Laura Gibson <LGibson@csrd.bc.ca>; Derek Sutherland <DSutherland@csrd.bc.ca>
Cc: Stephanie Hodge <SHodge@csrd.bc.ca>
Subject: RE: BL701-112 CSRD Referral Request

No Concerns

Ben Van Nostrand, P.Ag.
 General Manager, Environmental and Utility Services
Columbia Shuswap Regional District
 D: 250.833.5940 | TF: 1.888.248.2773 | C: 250.517.7271
 E: bvannostrand@csrd.bc.ca | W: www.csrd.bc.ca



Please consider the environment before printing this e-mail

From: Stephanie Hodge <SHodge@csrd.bc.ca>
Sent: Friday, May 17, 2024 9:41 AM
To: Derek Sutherland <DSutherland@csrd.bc.ca>; Ben Van Nostrand <bvannostrand@csrd.bc.ca>
Cc: Laura Gibson <LGibson@csrd.bc.ca>
Subject: BL701-112 CSRD Referral Request

BL701-112
 PL2024-049

Good morning!

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17.1 Electoral Area C: South Shuswap Zoning Amendment Bylaw No. 701-112

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2. [2.BL701-112 First.pdf](#)
3. [3.BL701-112 BL725 BL701 Excerpts.pdf](#)
4. [4.BL701-112 Maps Plans Photos.pdf](#)

Please distribute to your department personal where appropriate. I've attached a mapping .kml file should you require it. If you wish to discuss this Bylaw Amendment or are seeking more information, please contact Laura Gibson, Planner II, lgibson@csrd.bc.ca

Kind regards,

Stephanie Hodge

Clerical Assistant, Development Services

Columbia Shuswap Regional District

D: 250.833.5976 | TF: 1.888.248.2773

E: shodge@csrd.bc.ca | W: www.csrd.bc.ca



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From: eDAS@gov.bc.ca
To: [Planning Public Email address](#)
Subject: Application Correspondence - File #2024-02669 (Task Id: 26091489)
Date: Tuesday, May 21, 2024 3:11:30 PM

Date: 2024-May-21

Hello, The Ministry of Transportation and Infrastructure Approval Application 2024-02669 is available for the next step and your action. You can access the file at <https://posse.th.gov.bc.ca/DAP/Default.aspx?PossePresentation=ApprovalApplication&PosseObjectId=26086518&PossePane=Tasks>

The Ministry of Transportation and Infrastructure has received and reviewed your referral of May 1, 2024, to rezone the subject property from RR4 to RR3. The affected property does not fall within Section 52 of the Transportation Act and will not require Ministry of Transportation and Infrastructure formal approval.

The Ministry has no objections to the zoning text amendment.

If you have any questions please feel free to contact me.

Sincerely,

Jake Lee
Assistant Development Technician
(778) 824-0109
Jake.Lee@gov.bc.ca

From: [Arch Data Request FOR:EX](#)
To: [Stephanie Hodge](#)
Subject: RE: BL701-112 CSRD Referral Request
Date: Wednesday, May 29, 2024 3:31:35 PM
Attachments: [image006.png](#)
[image007.png](#)
[image010.png](#)
[image011.png](#)

Hello Stephanie,

Thank you for your referral regarding 4956 Ivy Road, Eagle Bay, PID 024250431, LOT A SECTION 33 TOWNSHIP 22 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN KAP62762. Please review the screenshot of the property below (outlined in yellow) and notify me immediately if it does not represent the property listed in your information request.

Results of Provincial Archaeological Inventory Search

According to Provincial records, there are no known archaeological sites recorded on the subject property.

Archaeological potential modelling for the area does not indicate a high potential for previously unidentified archaeological sites to be found on the subject property.

Archaeology Branch Advice

The Archaeology Branch does not identify a need for archaeological study or Provincial heritage permit(s) at the time of this information request.

Please notify all individuals (e.g., owners, developers, equipment operators) involved in land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) that if archaeological material is encountered during development, they **must stop all activities immediately** and contact the Archaeology Branch for direction at 250-953-3334.

Rationale and Supplemental Information

- Archaeological study and Provincial heritage permit(s) are not required in the absence of an archaeological site.
- There is always a possibility for previously unidentified archaeological sites to exist on the property.
- Archaeological sites are protected under the *Heritage Conservation Act* and must not be damaged or altered without a Provincial heritage permit issued by the Archaeology Branch. This protection applies even when archaeological sites are previously unidentified or disturbed.

Questions?

For questions about the archaeological permitting and assessment process, please contact the Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.

For more general information, visit the Archaeology Branch website at www.gov.bc.ca/archaeology.

Kind regards,
Jen



Please note that subject lot boundaries (yellow), archaeological site boundaries (red), and areas of archaeological potential (purple) indicated on the enclosed screenshot are based on information obtained by the Archaeology Branch on the date of this communication and may be subject to error or change. Archaeological site boundaries may not be identical to actual site extent. If you are experiencing difficulties viewing the layers in the above screenshot, please contact us.

Archaeology Branch | Ministry of Forests

Email: ArchDataRequest@gov.bc.ca



Phone: 1-250-953-3334

PO Box 9816 Stn Prov. Gov't, Victoria BC V8W 9W3

Visit our website at: www.gov.bc.ca/archaeology

From: Stephanie Hodge <SHodge@csrd.bc.ca>

Sent: Friday, May 17, 2024 9:43 AM

To: Stephanie Hodge <SHodge@csrd.bc.ca>

Cc: Laura Gibson <LGibson@csrd.bc.ca>

Subject: BL701-112 CSRD Referral Request

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

BL701-112

PL2024-049

Good morning!

This email is an invitation to comment on the attached Bylaw Amendment. A response on or before **June 17, 2024** is appreciated. If a response is not received by this date, it will be assumed your agency doesn't wish to provide comments, either in favor or against, the proposed amendment.

This link [BL701-112](#) will direct you to the CSRD's May 16, 2024 Board Agenda, see Item 17.1 Electoral Area C: South Shuswap Zoning Bylaw Amendment No. 701-112

17.1 Electoral Area C: South Shuswap Zoning Amendment Bylaw No. 701-112

1. [1.2024-05-16 Board DS BL701-112 First.pdf](#)
2. [2.BL701-112 First.pdf](#)
3. [3.BL701-112 BL725 BL701 Excerpts.pdf](#)
4. [4.BL701-112 Maps Plans Photos.pdf](#)

Please distribute to your department personal where appropriate. I've attached a mapping .kml file should you require it. If you wish to discuss this Bylaw Amendment or are seeking more information, please contact Laura Gibson, Planner II, lgibson@csrd.bc.ca

Kind regards,

Stephanie Hodge

Clerical Assistant, Development Services

Columbia Shuswap Regional District

D: 250.833.5976 | TF: 1.888.248.2773

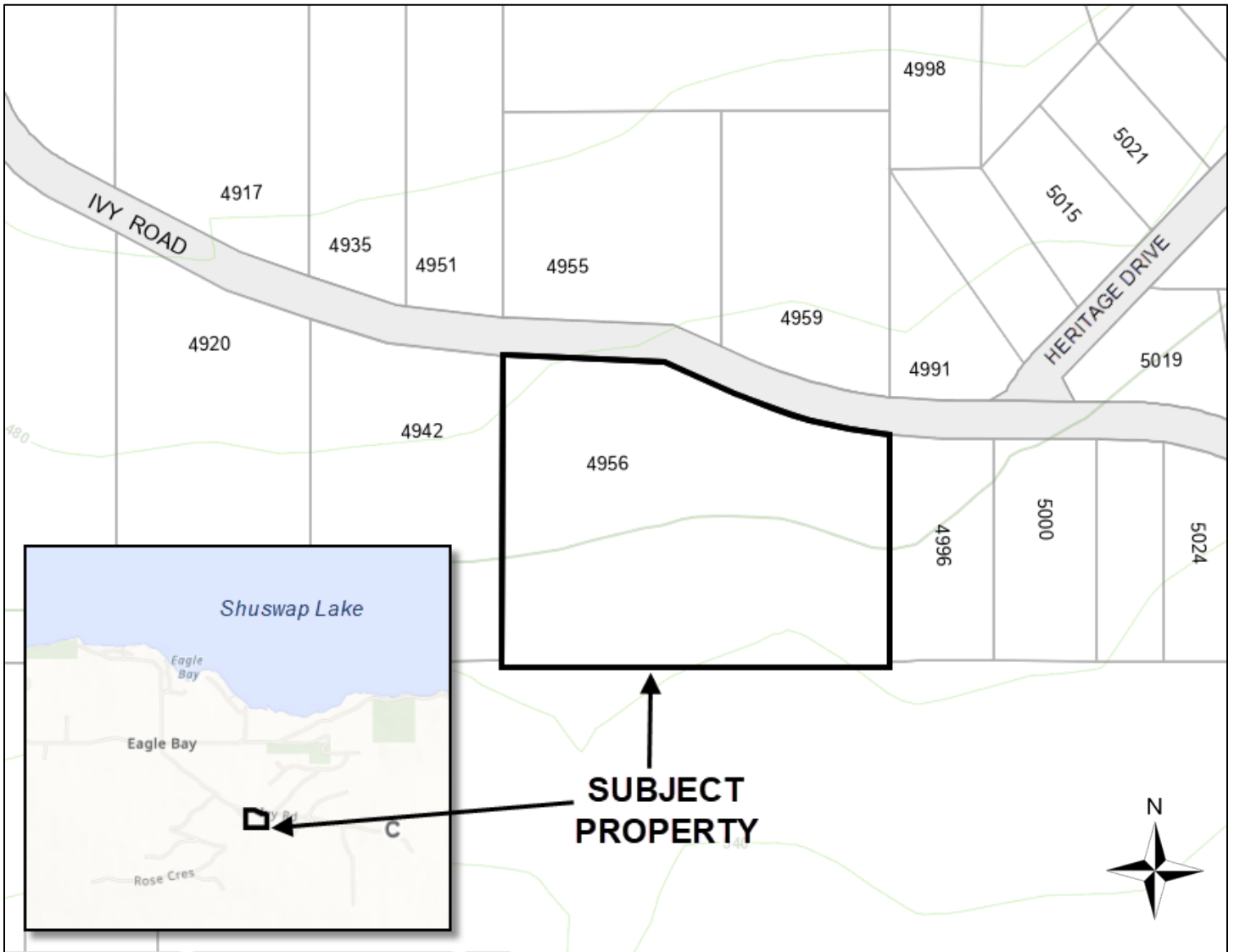
E: shodge@csrd.bc.ca | W: www.csrd.bc.ca



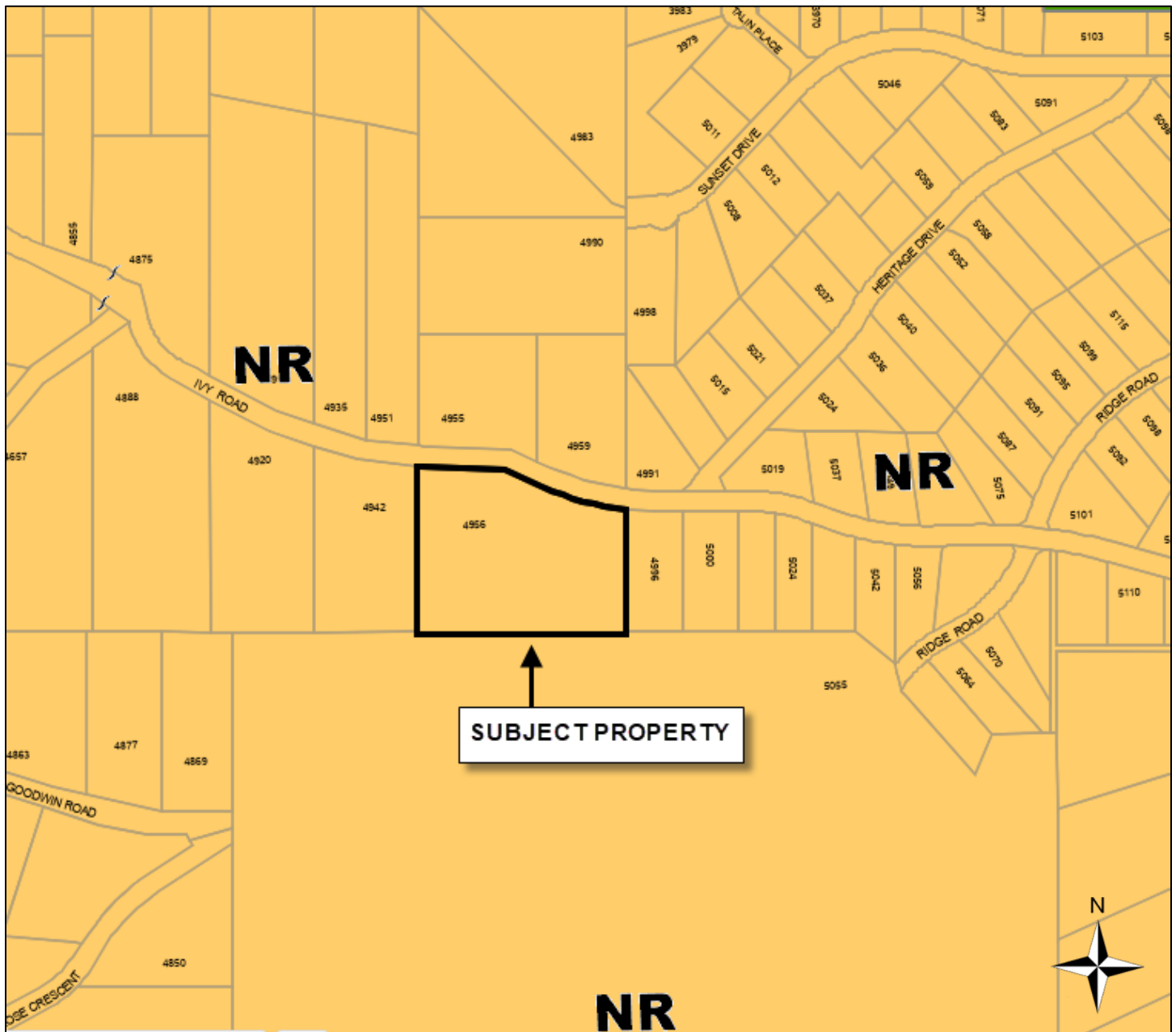
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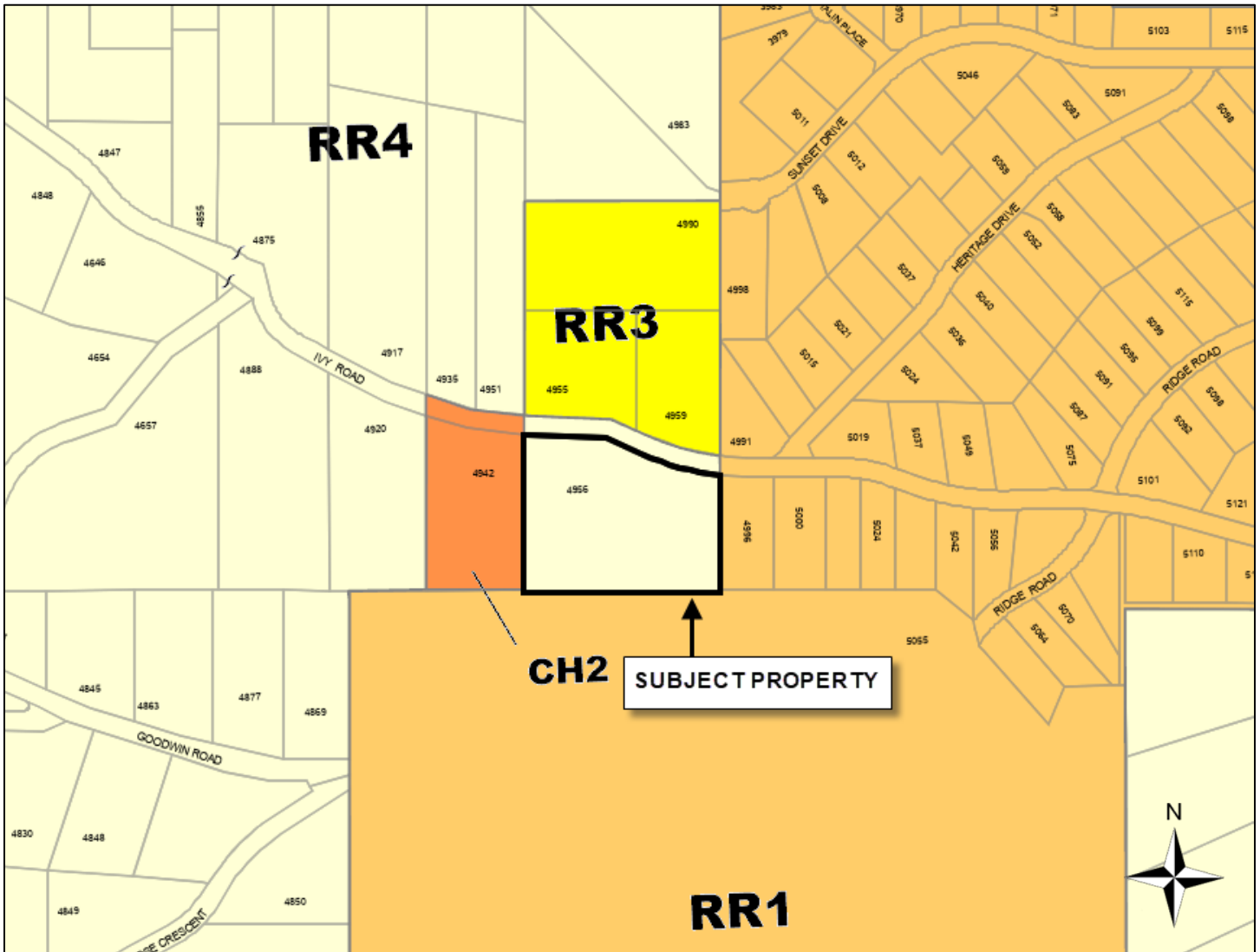
Location



Electoral Area C Official Community Plan Bylaw No. 725



South Shuswap Zoning Bylaw No. 701



Site Plan

Sketch Plan of
Proposed Subdivision of
Lot A, Sec 33,
Tp 22, Rge 9, W6M, KDYD,
Plan KAP62762

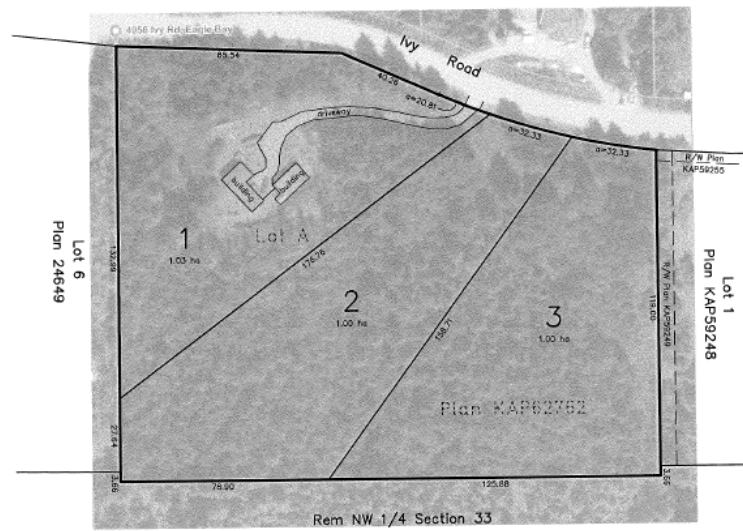
Scale 1:1000

BCGS 82L.095



All distances are in metres.

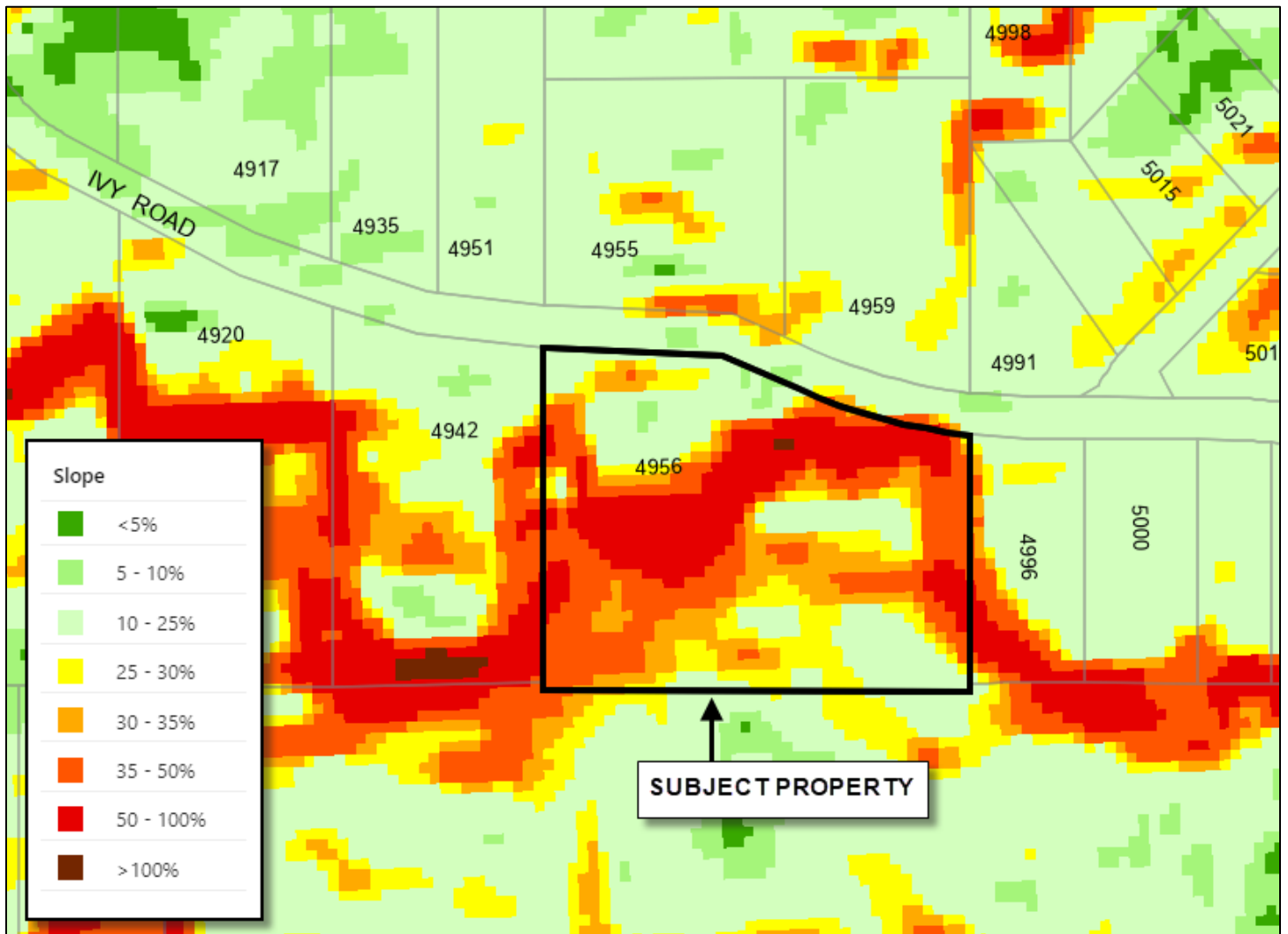
The intended plot size of this plan is 560mm in width by 432mm in height (C size)
when plotted at a scale of 1:1000



February 7, 2024

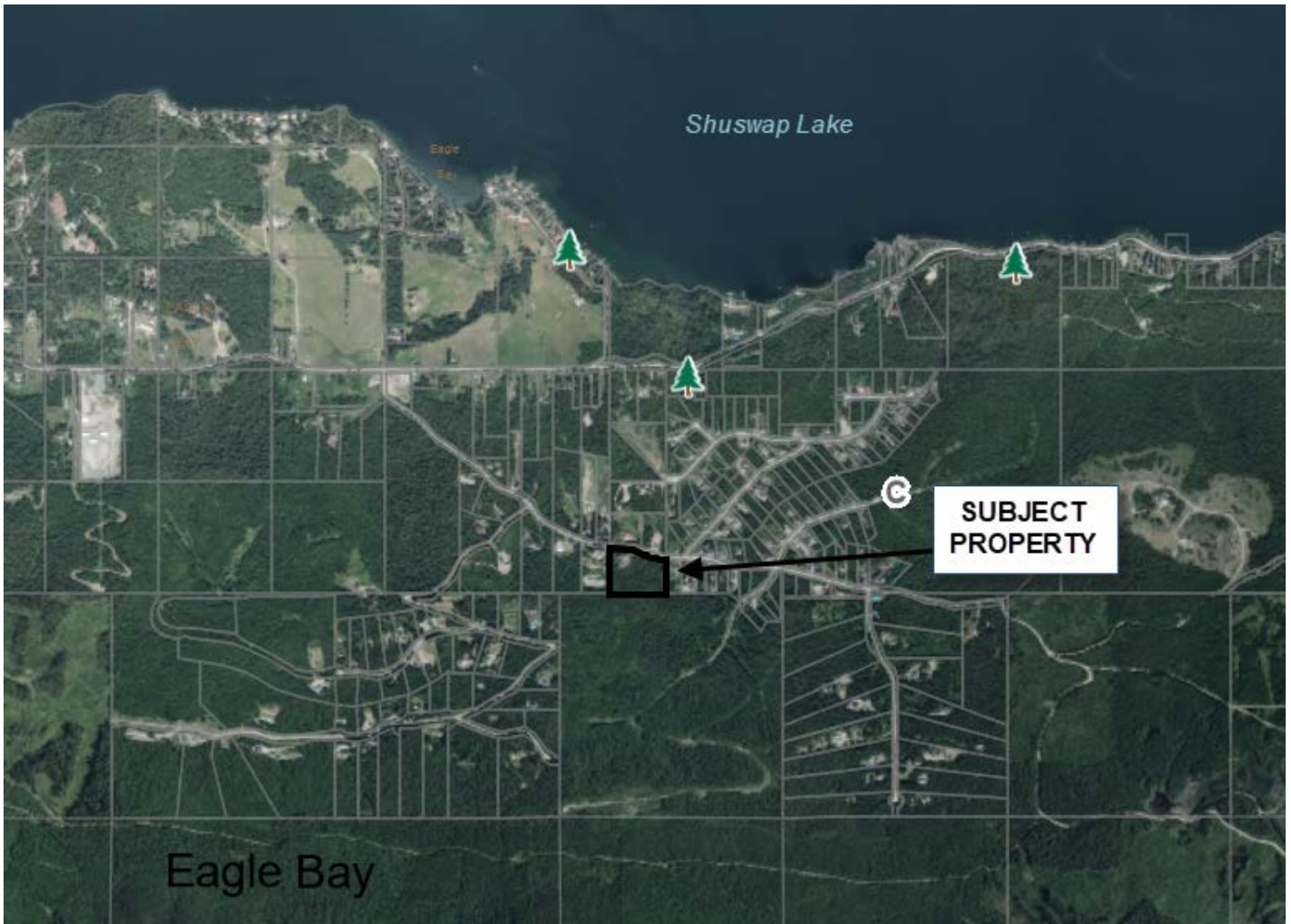
BROWNE JOHNSON LAND SURVEYORS
B.C. AND CANADA LANDS
SALMON ARM, B.C. 250-832-9701
File 20-24

Slopes



2023 Orthophotos





Google Street View (2024)





BOARD REPORT

TO: Chair and Directors

SUBJECT: Electoral Area G: South Shuswap Zoning Amendment Bylaw No. 701-109

DESCRIPTION: Report from Laura Gibson, Planner II, dated June 26, 2024.
1249 Trans Canada Highway, Sorrento

RECOMMENDATION: THAT: "South Shuswap Zoning Amendment Bylaw No. 701-109" be read a second time, this 18th day of July 2024.
Stakeholder Vote Unweighted (LGA Part 14) Majority

SUMMARY:

The owner of 1249 Trans Canada Highway, Sorrento, is applying to amend the South Shuswap Zoning Bylaw No. 701 (Bylaw No. 701) to permit a bottle recycling drop-off facility on the property. The subject property is designated VC – Village Center in the Electoral Area C Official Community Plan Bylaw No. 725. A bottle recycling drop-off facility is not currently a use permitted in Bylaw No. 701 and the Commercial 1 (C1) zone. Staff are proposing to add a site specific regulation to the C1 zone to allow an indoor bottle recycling drop-off facility for the subject property and to add a definition for bottle recycling drop-off facility in the South Shuswap Zoning Bylaw No. 701. The Board gave first reading of Bylaw No. 701-109 on May 16, 2024. Following first reading, referrals were sent to agencies and First Nations. It is now appropriate for the Board to consider second reading of the proposed bylaw amendment.

BACKGROUND:

See item 17.2 on the [May 16, 2024, Board meeting agenda](#) for First Reading Board report.

POLICY:

See "BL701-109_BL725_BL701_Excerpts.pdf" for applicable policies and regulation contained in [Electoral Area C Official Community Plan Bylaw No. 725](#) and [South Shuswap Zoning Bylaw No. 701](#).

FINANCIAL:

There are no financial implications to the CSR D with regard to this application.

KEY ISSUES/CONCEPTS:

The Board gave first reading of the proposed bylaw amendment at the May 16, 2024, Board meeting and directed staff to send referrals to relevant agencies and First Nations. Referral responses are summarized in the table in the Communications section below and the full responses are attached as "BL701-109_Referral_Responses.pdf".

At the May Board meeting, the Board noted that previously there were challenges with rodents at the subject property (related to the former bottle recycling drop-off facility, as noted in the applicant's letter of rationale) and asked if there was a way the developer could prevent future infestations. The General Manager, Development Services, noted that Interior Health Authority would be referred to on the application and staff would follow up to ensure they commented on rodent prevention. Interior Health

has included in their response that the owner should take corrective measures to prevent rodents entering the property and provided a guidance document. The applicant has also responded to the concerns from the Board and stated that remediation of the site after the previous rodent infestation included removing all interior walls, replacing the vapour barrier and insulation, and installing new external doors (see attached "BL701-109_Applicant_Email_2024-06-26_redacted.pdf"). They also hired a company (Orkin Canada Pest Control) that comes bi-weekly for inspections and have not had a rodent capture in the last 2 years. None of the other agencies or First Nations had any objections or had no response.

Rationale for Recommendation:

The property owner has applied for a zoning bylaw amendment for the subject property to permit an indoor bottle recycling drop-off facility. Staff are proposing to add *bottle recycling drop-off facility* as a permitted use in the C1 zone for the subject property only, and to add a definition for *bottle recycling drop-off facility* to South Shuswap Zoning Bylaw No. 701.

Staff support Bylaw No. 701-109 and recommend the amending bylaw be read a first time for the following reasons:

- The proposed use is consistent with the Village Centre designation in Electoral Area C Official Community Plan Bylaw No. 725;
- It is appropriate to add the proposed bottle recycling drop off facility use as a site specific regulation in the C1 zone for the subject property, but a *recycling depot* or Industrial zone in the Sorrento area is not considered appropriate;
- Defining the use *bottle recycling drop-off facility* in South Shuswap Zoning Bylaw No. 701 limits the facility to accepting only refundable beverage containers and only indoors with no outdoor storage permitted which should prevent the use from having a negative impact to other properties in the area, including looking unsightly;
- The subject property is suitable for a *bottle recycling drop-off facility* as the property has convenient access off Cassino Road near the Trans Canada Highway and the facility will be located at the rear of the building, out of sight from the highway;
- The applicant addressed the concerns raised by the Board about rodent control; and,
- No concerns were raised through the referral process.

IMPLEMENTATION:

The public hearing was waived for this bylaw amendment at the May 16, 2024, Board meeting. If the Board gives second reading to Bylaw No. 701-109, the bylaw will come back to the Board after notification for consideration of third reading at a future Board meeting.

If the Board gives Bylaw No. 701-109 third reading, the bylaw will be sent to the Ministry of Transportation and Infrastructure for consideration of statutory approval in accordance with Section 52 (3) (a) of the Transportation Act (development near a controlled access highway). Once statutory approval is received, the amending bylaw can be presented to the Board for adoption.

COMMUNICATIONS:

Following first reading of Bylaw No. 701-109, referrals were sent to relevant agencies and First Nations and a Notice of Application sign was posted on the property by the applicant. The referral responses are summarized in the table below and the full response are attached, see "BL701-109_Referral_Responses.pdf".

Agency/First Nation	Referral Response
CSRD Community and Protective Services	No comments.
CSRD Environmental and Utility Services	No objections.
Interior Health Authority	Interests unaffected by bylaw. From an environmental public health perspective, we would recommend that the building owner takes corrective measures to prevent rodents entering the property by: eliminating accessible food and water sources, removing potential hiding and living areas, as well as pest proofing the building as per best practices outlined in the HealthLinkBC Getting Rid of Rodents (Rats and Mice) guidance document.
Ministry of Transportation and Infrastructure	No response.
Ministry of Forests: Archaeology Branch	No response.
Adams Lake Indian Band	No response.
Little Shuswap Lake Band / Skw'lax te Secwepemcúlecw	No response.
Neskonlith Indian Band	No issues identified.

Prior to third reading, a notice will be sent to property owners within 100 m of the subject property advising of the deadline for written public submissions (4 PM on the Tuesday prior to the Board meeting that the bylaw is considered for third reading). A third ad will be also placed in the Salmon Arm Observer advising of the deadline for written public submissions. Staff will discuss any public submissions in the future Board report for consideration of third reading of this bylaw amendment.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation.

BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2024-07-18_Board_DS_BL701-109_Second.docx
Attachments:	<ul style="list-style-type: none">- BL701-109_Second.pdf- BL701-109_Referral_Responses.pdf- BL701-109_Applicant_Email_2024-06-26_redacted.pdf- BL701-109_Maps_Plans_Photos.pdf
Final Approval Date:	Jul 10, 2024

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



Corey Paiement

No Signature - Task assigned to Gerald Christie was completed by assistant Jennifer Sham

Gerald Christie



Jennifer Sham

No Signature - Task assigned to John MacLean was completed by assistant Jennifer Sham

John MacLean

COLUMBIA SHUSWAP REGIONAL DISTRICT

SOUTH SHUSWAP ZONING AMENDMENT BYLAW NO. 701-109

A bylaw to amend the "South Shuswap Zoning Bylaw No. 701"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 701;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 701;

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, hereby enacts as follows:

1. "South Shuswap Zoning Bylaw No. 701" is hereby amended as follows:

A. TEXT AMENDMENT

Schedule A, Zoning Bylaw Text, is hereby amended by:

i. Section 1 Definitions is hereby amended by:

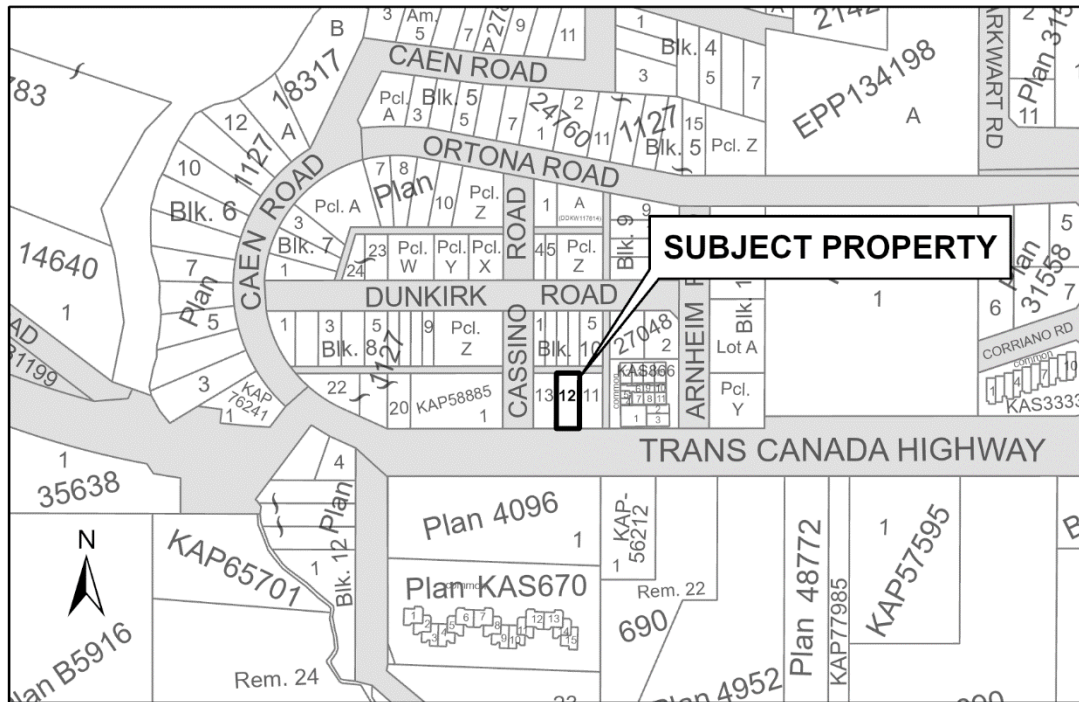
a. Adding the definition, in alphabetical order, 'Bottle Recycling Drop-Off Facility'

BOTTLE RECYCLING DROP-OFF FACILITY means buildings used for indoor collection and temporary storage of bottles, cans and other refundable beverage containers to be reused or recycled, but does not include processing except sorting, compaction or packaging for shipping. Does not include any outdoor collection or storage.

ii. Schedule A, Zoning Bylaw Text, Section 18, is amended by adding a new special regulation, as follows:

Special Regulation

18.4 Notwithstanding Section 18.1, a bottle recycling drop-off facility is an additional permitted use of Lot 12, Block 10, Section 16, Township 22, Range 11, W6M, KDYD.



2. This bylaw may be cited as "South Shuswap Zoning Amendment Bylaw No. 701-109."

READ a first time this 16th day of May, 2024.

READ a second time this _____ day of _____ 2024.

PUBLIC HEARING held this _____ day of _____, 2024.

READ a third time this _____ day of _____, 2024.

Approved pursuant to Section 52(3)(a) of the Transportation Act this _____ day of _____, 2024.

for: Ministry of Transportation and Infrastructure

ADOPTED this _____ day of _____, 2024.

CORPORATE OFFICER

CHAIR

CERTIFIED a true copy of Bylaw No. 701-109
as read a third time.

CERTIFIED a true copy of Bylaw No. 701-109
as adopted.

Corporate Officer

Corporate Officer

From: [Laura Gibson](#)
To: [Stephanie Hodge](#)
Subject: FW: BL701-109 CSRD Referral Request
Date: Tuesday, July 2, 2024 9:33:50 AM
Attachments: [image008.png](#)
[image009.png](#)

Laura Gibson BSc
 Planner II, Planning Services

From: Derek Sutherland <DSutherland@csrd.bc.ca>
Sent: Wednesday, June 26, 2024 4:05 PM
To: Laura Gibson <LGibson@csrd.bc.ca>
Subject: RE: BL701-109 CSRD Referral Request

No comments

Derek Sutherland, MA
 General Manager, Community and Protective Services
Columbia Shuswap Regional District
D: 250.833.5945 | **TF:** 1.888.248.2773 | **C:** 250.253.0047
E: dsutherland@csrd.bc.ca | **W:** www.csrd.bc.ca



I recognize that your work hours may not be the same as my work hours, please respond to this email when and if you want to.

Please consider the environment before printing this e-mail

This e-mail is CONFIDENTIAL. If you are not the intended recipient, please notify me immediately and delete this communication, attachment or any copy. Thank you.

From: Laura Gibson <LGibson@csrd.bc.ca>
Sent: Wednesday, June 26, 2024 11:22 AM
To: Derek Sutherland <DSutherland@csrd.bc.ca>
Subject: RE: BL701-109 CSRD Referral Request

Hi Derek,

Can you please provide a response regarding this bylaw amendment for a proposed bottle recycling drop-off facility at Sorrento Village Grocer? It was technically due June 17 but I can add your response in today if you can get something back to me.

Thank you,
Laura Gibson BSc
 Planner II, Planning Services

From: Stephanie Hodge <SHodge@csrd.bc.ca>

Sent: Thursday, May 16, 2024 2:27 PM

To: Derek Sutherland <DSutherland@csrd.bc.ca>; Ben Van Nostrand <bvannostrand@csrd.bc.ca>

Cc: Laura Gibson <LGibson@csrd.bc.ca>

Subject: BL701-109 CSRD Referral Request

BL701-109
PL2023-315

Good afternoon,

This email is an invitation to comment on the attached Bylaw Amendment. A response on or before **June 17, 2024** is appreciated. If a response is not received by this date, it will be assumed that your department doesn't wish to provide comments, either in favor or against, the proposed amendment.

This link [BL701-109](#) will direct you to the CSRD's May 16, 2024 Board Agenda, see Item 17.2 Electoral Area G: South Shuswap Zoning Amendment Bylaw No 701-109

17.2 Electoral Area G: South Shuswap Zoning Amendment Bylaw No. 701-109

1. [1.2024-05-16 Board DS BL701-109 First.pdf](#)
2. [2.BL701-109 First.pdf](#)
3. [3.BL701-109 BLL725 BL701 Excerpts.pdf](#)
4. [4.BL701-109 Letter of Rationale 2024-04-03 Redacted.pdf](#)
5. [5.BL701-109 Maps Plans Photos.pdf](#)

Please distribute this email to your department personnel where appropriate. I've attached a mapping .kml file should you require it. If you wish to discuss this bylaw or are seeking more information, please contact Laura Gibson lgibson@csrd.bc.ca

Kind regards,

Stephanie Hodge

Clerical Assistant, Development Services

Columbia Shuswap Regional District

D: 250.833.5976 | **TF:** 1.888.248.2773

E: shodge@csrd.bc.ca | **W:** www.csrd.bc.ca

-



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**COLUMBIA SHUSWAP REGIONAL DISTRICT**

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1

Staff Contact: Laura Gibsonplan@csrd.bc.ca | lgibson@csrd.bc.ca**FILE:** BL701-109**CV:** PL2023-315**DATE:** June 17, 2024**REFERRAL RESPONSE****RECOMMENDATION:****Please check one. Where indicated or required, please explain your answer below.**☐ Approval recommended for reasons outlined below☐ Interests unaffected by bylaw☐ Approval recommended subject to conditions below☐ Approval not recommended due to reasons outlined below☒ No objections**RESPONSE TEXT:**Signed By: Title: General Manager, Environmental and Utility ServicesDate: May 17, 2024Agency: Columbia Shuswap Regional District



COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1

Staff Contact: Laura Gibson

plan@csrd.bc.ca | lgibson@csrd.bc.ca

FILE: BL701-109

CV: PL2023-315

DATE: June 17, 2024

REFERRAL RESPONSE

RECOMMENDATION:

Please check one. Where indicated or required, please explain your answer below.

☐ Approval recommended for reasons outlined below

☒ Interests unaffected by bylaw

☐ Approval recommended subject to conditions below


☐ Approval not recommended due to reasons outlined below

☐ No objections

RESPONSE TEXT:

Thank you for the opportunity to provide comment from a health lens for this referral. From a healthy community development perspective, we have no objections to the proposed bylaw amendment to allow for a bottle depot in this location.

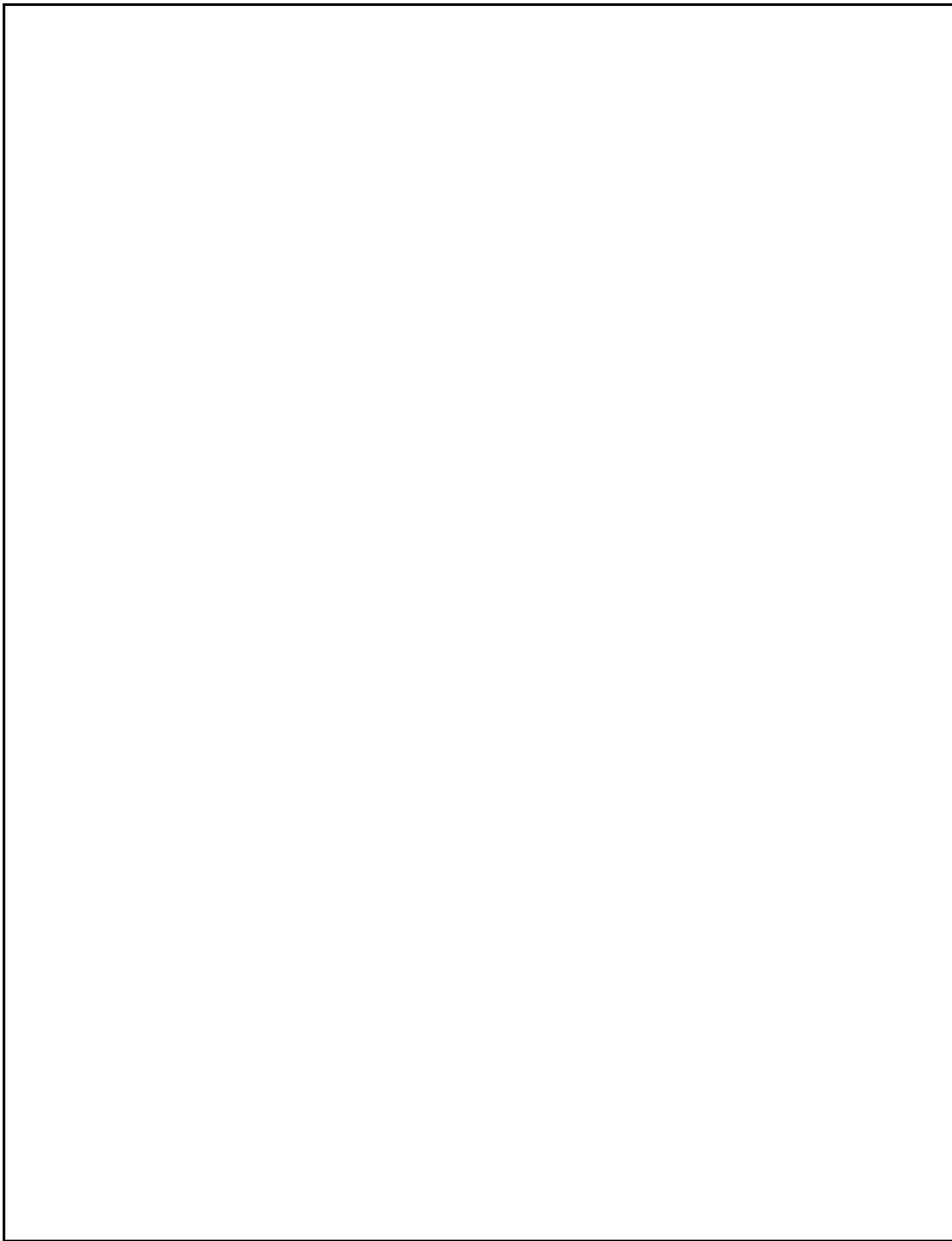
From an environmental public health perspective, we would recommend that the building owner takes corrective measures to prevent rodents entering the property by: eliminating accessible food and water sources, removing potential hiding and living areas, as well as pest proofing the building as per best practices outlined in the HealthLinkBC [Getting Rid of Rodents \(Rats and Mice\)](#) guidance document.

Signed By: 

Title Environmental Health Officer

Date: June 14, 2024

Agency Interior Health Authority



From: [referrals](#)
To: [Stephanie Hodge](#)
Subject: RE: BL701-109 CSRD Referral Request
Date: Tuesday, May 21, 2024 11:07:32 AM
Attachments: [image003.png](#)
[image004.png](#)
[image138231.png](#)
[image071203.png](#)

Hello Stephanie Hodge
 No issues identified.
 Thank you.
 Andrea Blackwater

referrals
 filingclerk



Tel: (250) 679-3295
 Fax: (250) 679-5306
 Web: www.neskonlith.net

743 Chief Neskonlith Drive 
 PO Box 318
 Chase, BC V0E 1M0

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is confidential. If you have received this communication in error, please notify me immediately by e-mail or telephone, and permanently delete this email.

From: Stephanie Hodge <SHodge@csrd.bc.ca>
Sent: Thursday, May 16, 2024 2:36 PM
To: Stephanie Hodge <SHodge@csrd.bc.ca>
Cc: Laura Gibson <LGibson@csrd.bc.ca>
Subject: BL701-109 CSRD Referral Request

BL701-109
 PL2023-315

Good afternoon,

This email is an invitation to comment on the attached Bylaw Amendment. A response on or before **June 17, 2024** is appreciated. If a response is not received by this date, it will be assumed that your Nation doesn't wish to provide comments, either in favor or against, the proposed amendment.

This link [BL701-109](#) will direct you to the CSRD's May 16, 2024 Board Agenda, see Item 17.2 Electoral Area G: South Shuswap Zoning Amendment Bylaw No 701-109

17.2 Electoral Area G: South Shuswap Zoning Amendment Bylaw No. 701-109

1. [1.2024-05-16 Board DS BL701-109 First.pdf](#)
2. [2.BL701-109 First.pdf](#)
3. [3.BL701-109 BLL725 BL701 Excerpts.pdf](#)
4. [4.BL701-109 Letter of Rationale 2024-04-03 Redacted.pdf](#)
5. [5.BL701-109 Maps Plans Photos.pdf](#)

I've attached a mapping .kml file should you require it. If you wish to discuss this bylaw or are seeking more information, please contact Laura Gibson lgibson@csrd.bc.ca

Kind regards,

Stephanie Hodge

Clerical Assistant, Development Services

Columbia Shuswap Regional District

D: 250.833.5976 | TF: 1.888.248.2773

E: shodge@csrd.bc.ca | W: www.csrd.bc.ca

-



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From: [Laura Gibson](#)
To: [Stephanie Hodge](#)
Subject: FW: May Board meeting - BL701-109 First Reading consideration
Date: Wednesday, July 3, 2024 1:48:20 PM

Laura Gibson BSc
 Planner II, Planning Services

From: [REDACTED]
Sent: Wednesday, June 26, 2024 11:20 AM
To: Laura Gibson <LGibson@csrd.bc.ca>
Subject: Re: May Board meeting - BL701-109 First Reading consideration

Yes, insulation. Sorry about that.

On Wed, Jun 26, 2024, 11:13 AM Laura Gibson <LGibson@csrd.bc.ca> wrote:

Hi [REDACTED],

In your email below did you mean you did new insulation?

“We removed all interior walls, re vapour barriered, installed new external doors, new **installation** and hired a company that comes bi-weekly for inspections (Orkin) I've removed about 15 garbage bins worth of garbage from the property, invested in landscaping, and paving. We haven't had a capture in 2 years now.”

Thanks,
Laura Gibson BSc
 Planner II, Planning Services

From: [REDACTED]
Sent: Thursday, May 16, 2024 2:25 PM
To: Laura Gibson <LGibson@csrd.bc.ca>
Subject: Re: May Board meeting - BL701-109 First Reading consideration

Thank you Laura. We removed all interior walls, re vapour barriered, installed new external doors, new **installation** and hired a company that comes bi-weekly for inspections (Orkin)

I've removed about 15 garbage bins worth of garbage from the property, invested in landscaping, and paving. We haven't had a capture in 2 years now.

Thank you

On Thu, May 16, 2024, 1:40 PM Laura Gibson <LGibson@csrd.bc.ca> wrote:

Hi [REDACTED],

The Board gave first reading of your bylaw amendment at today's meeting. Please proceed with getting the sign printed and posted.

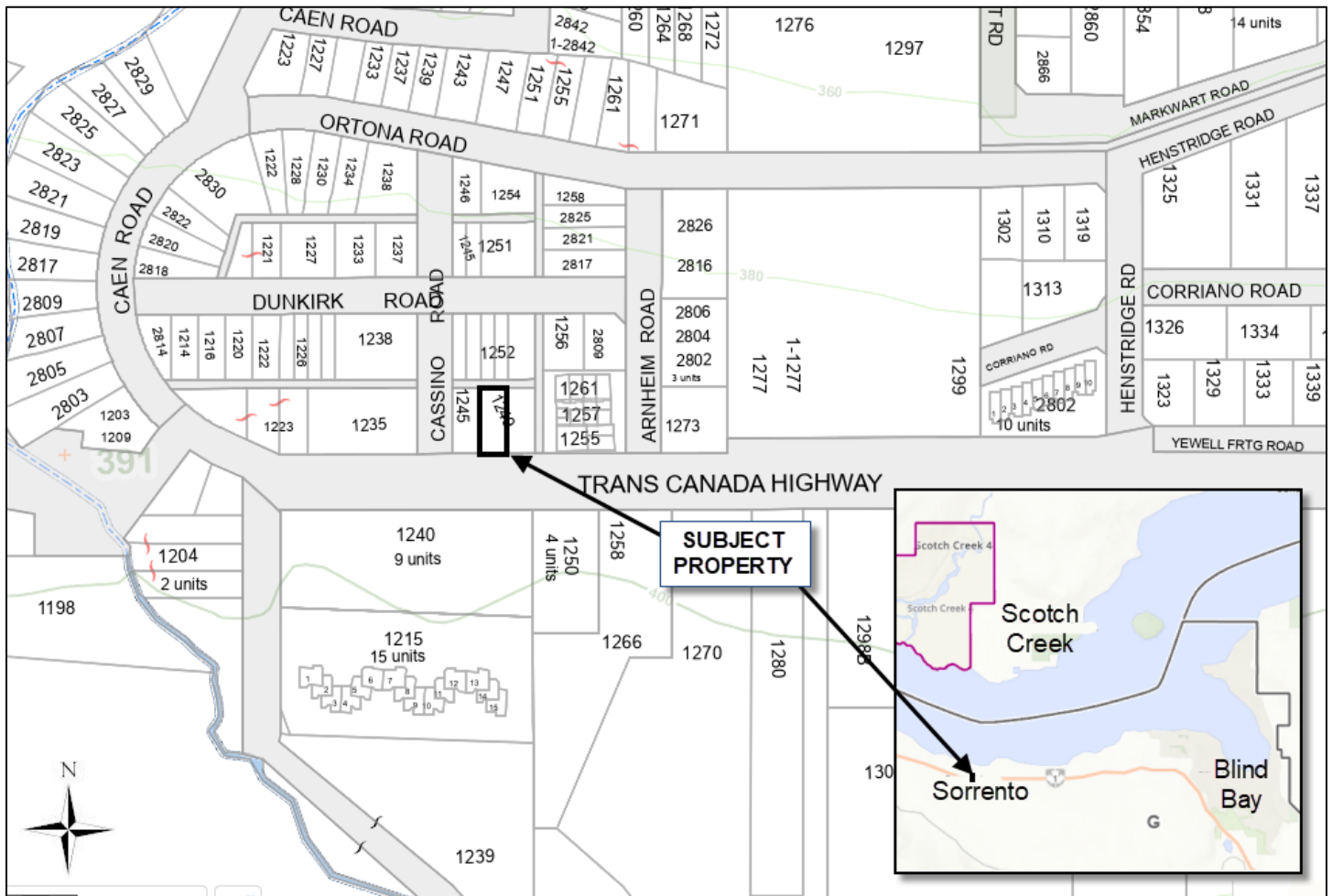
There was some discussion among the Directors around the rodent infestation that occurred with the last tenants. Can you comment on how you will prevent this from happening again? I'll mention it in a future Board report. Feel free to give me a call to discuss if you would like, 250-833-5920.

Thanks!

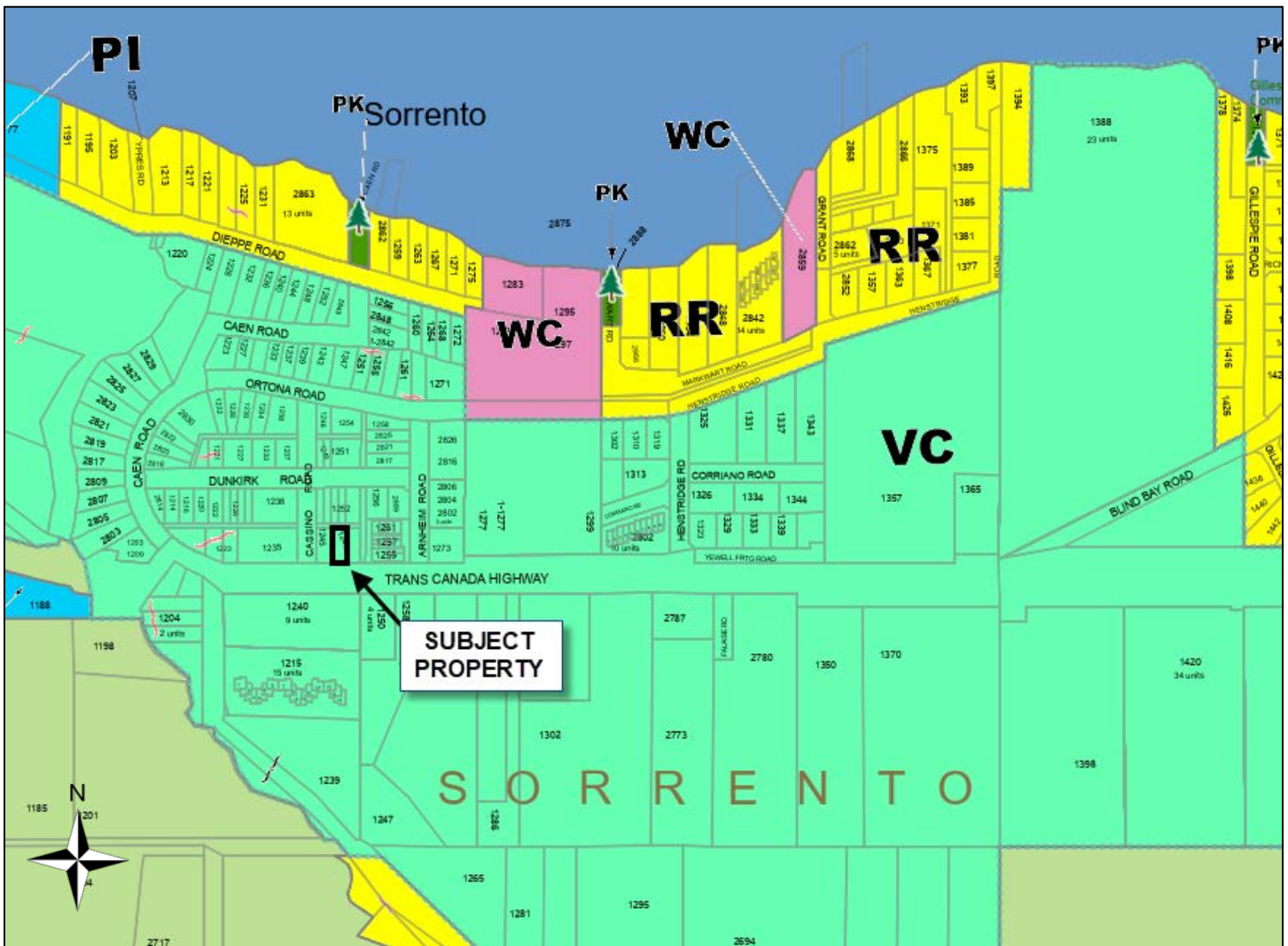
Laura Gibson BSc

Planner II, Planning Services

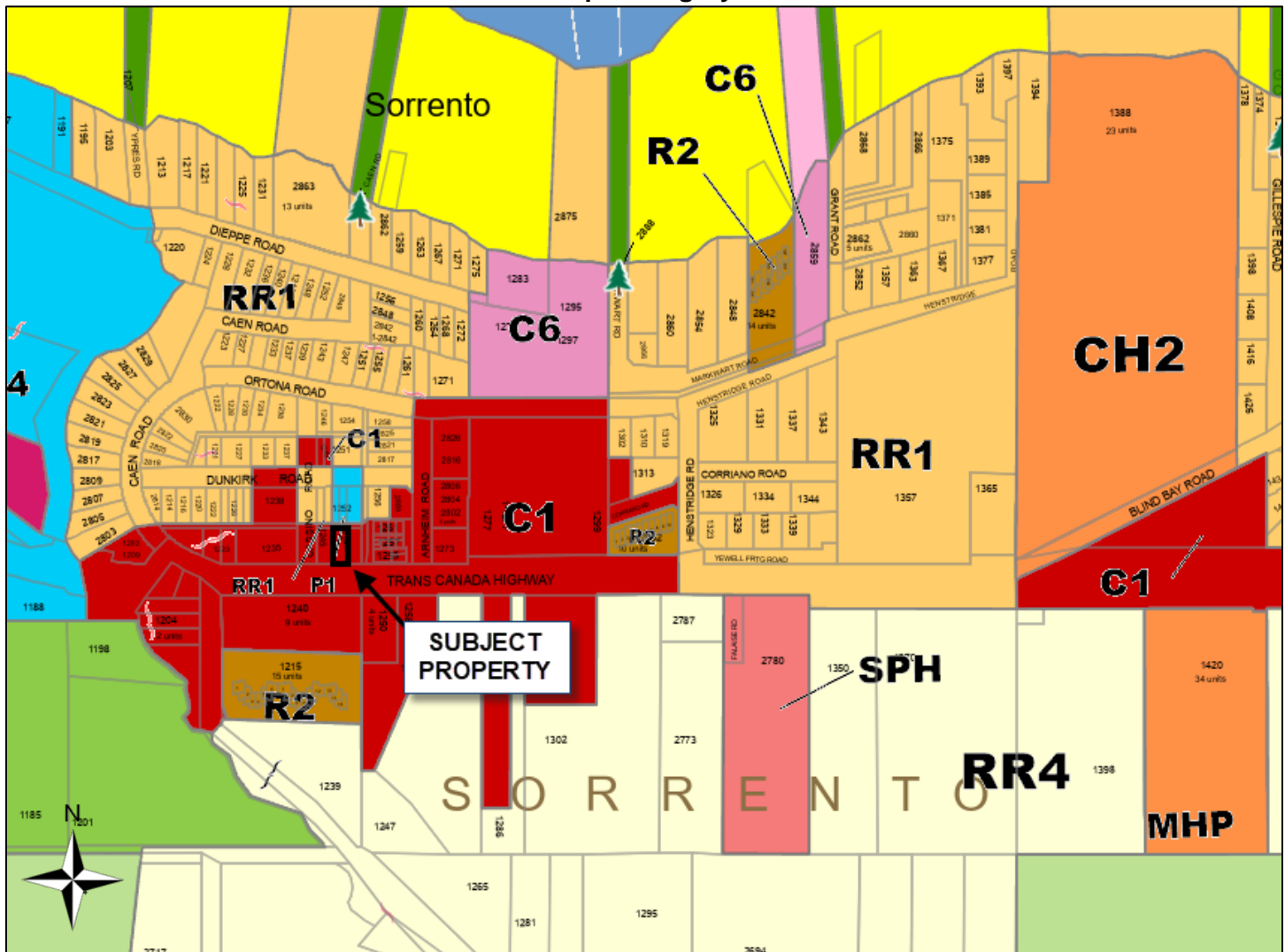
Location



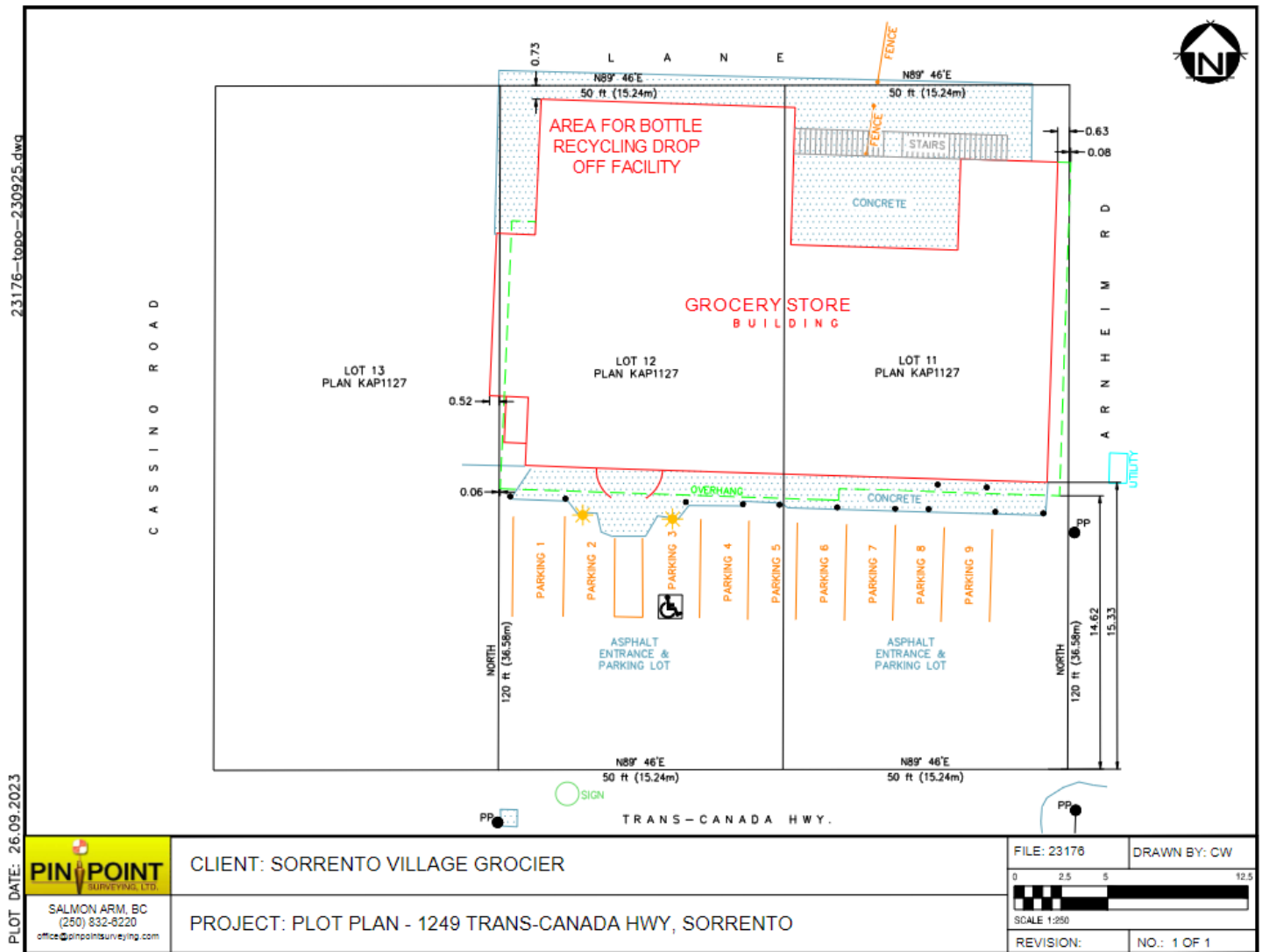
Electoral Area C Official Community Plan Bylaw No. 725



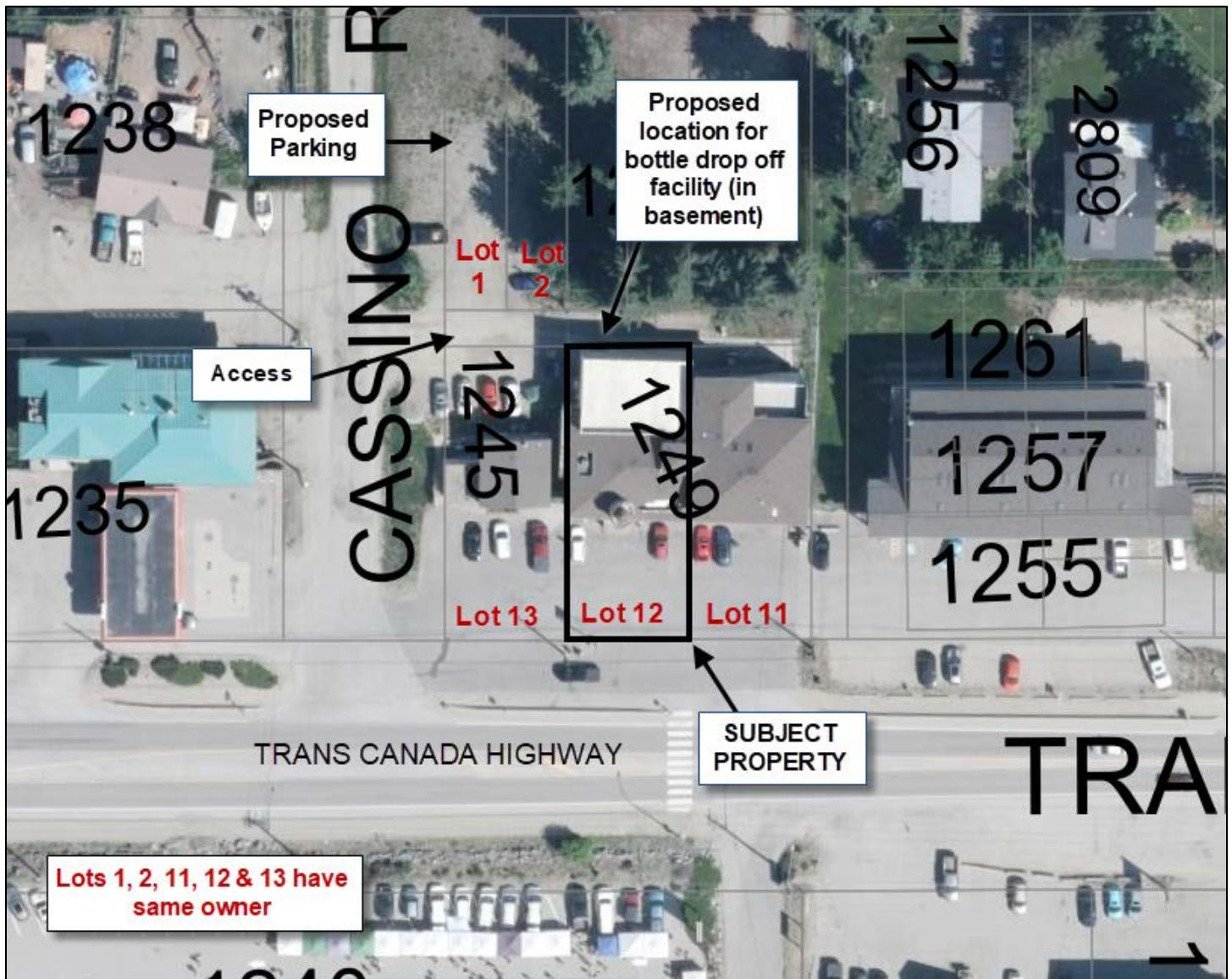
South Shuswap Zoning Bylaw No. 701



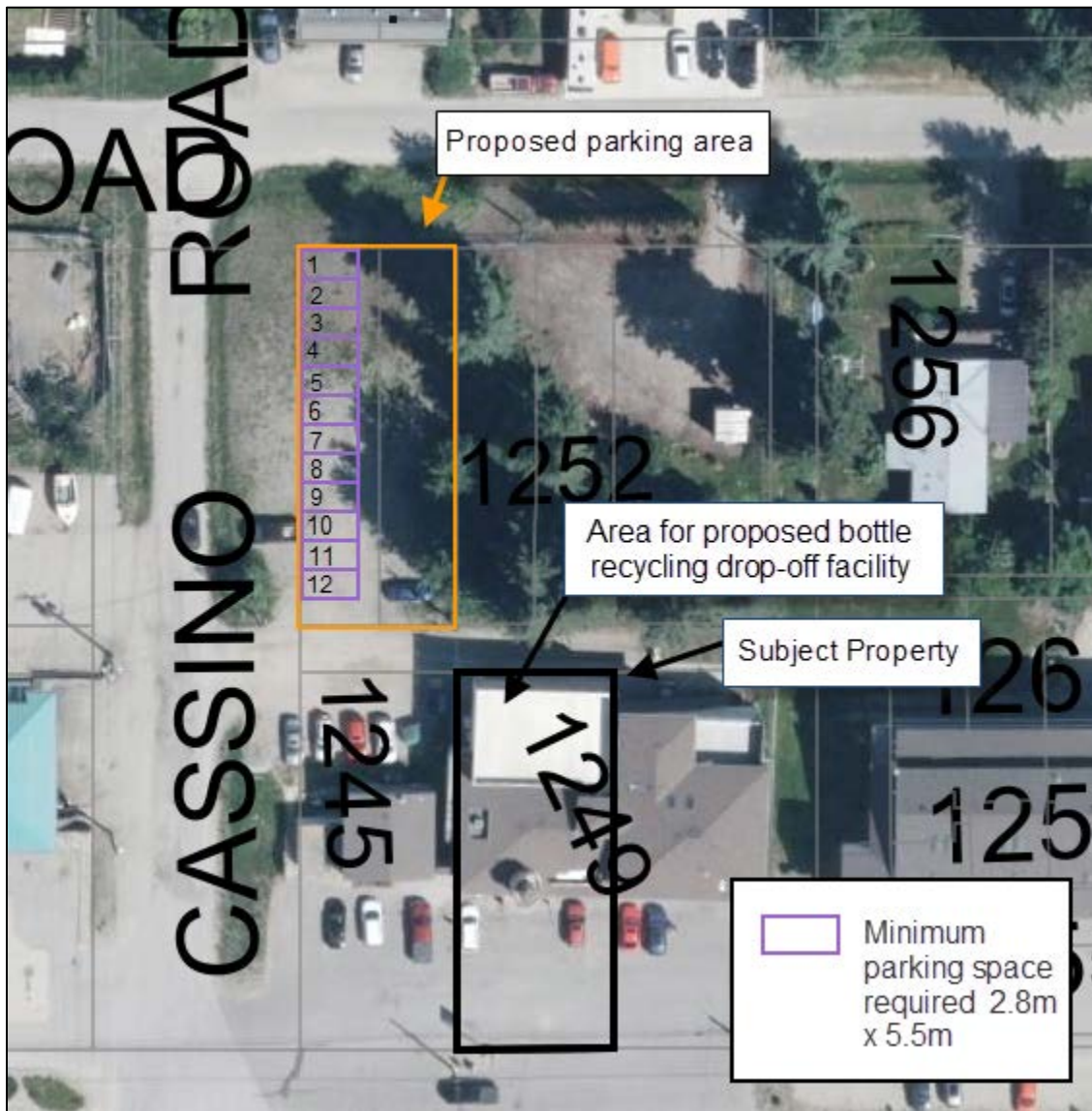
Site Plan



Orthophoto



Proposed Parking Spaces



Google Street View

View of front of building from Trans Canada Highway



View of access to Bottle Recycling Drop Off Facility from Cassino Rd



Photos from Applicant (April 1, 2024)

Rear of Building where Bottle Recycling Drop Off Facility will be



Rear of Building where Bottle Recycling Drop Off Facility will be



Available Parking Spaces on Lots 1 and 2





BOARD REPORT

TO:	Chair and Directors
SUBJECT:	Electoral Area D: Ranchero/Deep Creek Zoning Amendment Bylaw No. 751-02
DESCRIPTION:	Report from Christine LeFloch, Planner III, dated June 19, 2024. 5530 Gardiner Frontage Road, Ranchero.
RECOMMENDATION #1:	THAT: "Ranchero/Deep Creek Zoning Amendment Bylaw No. 751-02" be read a first time, this 18 th day of July, 2024.
RECOMMENDATION #2:	THAT: In accordance with Section 464(2) of the Local Government Act, the public hearing for "Ranchero/Deep Creek Zoning Amendment Bylaw No. 751-02" be waived. <i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i>
RECOMMENDATION #3:	THAT: The Board utilize the simple consultation process for "Ranchero/Deep Creek Zoning Amendment Bylaw No. 751-02" and the bylaws be referred to the following agencies and First Nations: <ul style="list-style-type: none"> • CSR D Community and Protective Services; • CSR D Environmental and Utility Services; • Ministry of Transportation & Infrastructure; • All applicable First Nations Bands and Councils <i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i>

SUMMARY:

The owners of the subject property have applied to add a special regulation to the ID1 Industrial Zone to add mini-storage as a permitted use for the subject property only. The mini-storage business on the subject property is currently operating under a temporary use permit. Staff are recommending that the amending bylaw be read a first time, the public hearing be waived, and bylaw be referred to applicable agencies and First Nations for comments.

BACKGROUND:

ELECTORAL AREA:
D

LEGAL DESCRIPTION:

Lot 1, Section 32, Township 19, Range 9, West of the 6th Meridian, Kamloops Division Yale District, Plan 40014

PID:
011-787-503

CIVIC ADDRESS:

5530 Gardiner Lake Frontage Road, Ranchero

SURROUNDING LAND USE PATTERN:

North = Rural Residential

South = Agriculture

East = Agriculture

West = Rural Residential, Highway 97B

CURRENT USE:

Single family dwelling, 2 shops, stacked shipping containers used for mini-storage, large storage building (967 m²), outdoor storage of RV's

PROPOSED USE:

Applicant would like to continue to use the property as a commercial mini-storage facility

PARCEL SIZE:

1.84 Ha (4.55 Acres)

DESIGNATION:

[Ranchero/Deep Creek Official Community Plan Bylaw No. 750](#)

ID – Industrial

ZONE:

[Ranchero/Deep Creek Zoning Bylaw No. 751](#)

ID1 - Industrial

PROPOSED ZONE:

ID1 - Industrial – text amendment to add a special regulation to allow mini-storage as a permitted use for the subject property

AGRICULTURAL LAND RESERVE:

0% - Property is adjacent to the ALR boundary on the west and south sides

SITE COMMENTS:

The subject property is located just south of the City of Salmon Arm boundary along the west side of Highway 97B. The property contains a single-family dwelling along with three large accessory buildings, an Atco trailer, and a number of shipping containers that have been placed on the property for the proposed mini-storage use. Materials left by the previous owners have been removed from the property and it has been graded and fenced. The property has limited frontage on a public road and gains access from Gardiner Lake Frontage Road.

BYLAW ENFORCEMENT:

There was previous bylaw enforcement on the property related to the property owner beginning the mini-storage use contrary to zoning. This file has been closed as the owners applied for and were issued TUP750-03 for the mini-storage use and are also pursuing a zoning amendment to add a special

regulation to the ID1 Zone which would allow the mini-storage use for the subject property. If the zoning amendment is not approved the mini-storage is non-compliant with zoning and if the owners do not cease the use then further bylaw enforcement would be required.

POLICY:

See excerpts of the relevant policies and land use regulations in the attached "BL751-02_Excerpts_BL750_BL751.pdf".

FINANCIAL:

There are no financial implications associated with this application.

KEY ISSUES/CONCEPTS:Ranchero/Deep Creek Official Community Plan Bylaw No. 750 (OCP)

The subject property is designated ID – Industrial in the OCP and is one of two parcels in the Ranchero/Deep Creek area that is designated for Industrial use. The Industrial designation provides for limited industrial land uses including small scale light industry serving the needs of local residents. All industrial development must be in scale with and appropriate to the character of the rural community and must not adversely affect the natural environment.

Ranchero/Deep Creek Zoning Bylaw No. 751 (zoning bylaw)

The subject property is zoned ID1 Industrial 1 in the zoning bylaw for Ranchero/Deep Creek. Permitted uses in this zone include "outdoor storage" but commercial storage within a building or buildings (typically referred to as "mini-storage") is not a permitted use. The full list of permitted uses in this zone includes:

- Aggregate sale
- Farm and garden supply
- Kennel
- Log building manufacturing
- Manufacturing
- Outdoor sales
- Outdoor storage
- Recycling drop-off facility
- Sawmill
- Single detached dwelling
- Vehicle wrecking

The definition of mini-storage in Bylaw No. 751 is:

MINI STORAGE is the use of land, buildings or structures to provide separate, individual self-storage units inside a building, each with a separate entrance designed to be rented or leased to the general public for private storage of personal goods, materials or equipment.

The bylaw includes this definition because mini-storage is a permitted use in the HC Highway Commercial zone. Staff believe it is also appropriate for the subject property which is in the ID1 Industrial Zone.

The use of shipping containers as a mini-storage units meets this definition. There are also other large buildings on the property used for storage, but these do not meet the definition of mini-storage as they do not include individual storage units. Storage is permitted in the other large buildings.

The owner is also providing some outdoor storage of recreational vehicles and other equipment on the property which is permitted in the ID1 zone. The ID1 zone also specifies that all outdoor storage must be screened with landscape screening that is not less than 2 m in height. The property is fenced with chain link fencing but does not have privacy slats to provide screening.

It is noted that the maximum parcel coverage permitted in the ID1 Zone is 40%. At the time of issuance of the TUP there were an existing single-family dwelling, 2 accessory buildings (shops) and the stacked shipping containers on the property. This amounted to less than 40% of the 1.84 ha parcel. The applicant advised at that time that they would like to be able to add more shipping containers as they are able to acquire them. Staff advised that the maximum parcel coverage is 40%. Since then, the owners have added a 967 m² storage building and a small Atco trailer to the property. The site plan provided for the application is not to scale. However, the 2023 orthophoto of the property shows all the buildings on the property. Staff did a calculation and determined that that these buildings only cover about 15% of the property. See BL751-02_Maps_Plans_Photos_2024-07-18.pdf

Analysis

The Senior Bylaw Enforcement Officer has advised that no complaints were received regarding the subject property during the three-year term of the TUP. However, It is noted that not all the conditions of the TUP were met by the applicants. Specifically, the shipping containers used to house the mini-storage facility were to be painted a uniform colour. This has not yet been done. It is noted that the Ranchero/Deep Creek OCP does not have an Industrial Form and Character Development Permit Area. As a Development Permit is not required for the proposed industrial use this cannot be a condition of development permit issuance.

Staff do not have any objections to inclusion of mini-storage as a permitted use for this ID1 zoned property as it is consistent and compatible with other permitted uses in the ID1 zone. Mini-storage is also typically a permitted use in industrial zones in other zoning bylaws in the CSRD. Storage located within a building is generally preferable to outdoor storage as it is not visible from public spaces.

There is some outdoor storage occurring on the property that appears to be recreational vehicles and other equipment. As noted above, screening of outdoor storage areas is a requirement in the Industrial Zone, and while the property is currently fenced there are no privacy slats to screen the property from view. There is vegetation along the east and south property boundaries which helps to buffer views from the highway and the residential properties to the east. While there is little vegetation on the west side of the property, the abutting lands are agricultural and there are no residences nearby that would be affected. There is also no vegetation on the north side of the property and there is an abutting residential property. Also, part of the outdoor storage area on the subject property can be seen from Hwy 97B from the north. The outdoor storage area should be screened from view of the traveling public and the adjacent residential property to the north. Staff are not recommending screening be installed along the other sides of the property as there is either adequate vegetation or no residential use. As there is no requirement for an Industrial Form and Character Development Permit in Ranchero/Deep Creek, staff recommend that screening be included as a condition of zoning approval. This may be done by installing privacy slats in the chain link fence. The location for the required screening is shown on a site plan included in "BL751-02_Maps_Plans_Photos.pdf". Inclusion of privacy slats in the fence to provide screening will also mitigate the need for painting of the shipping containers. Staff are no longer recommending that the painting be done.

As noted earlier, the subject property is adjacent to ALR lands to the west and south. While the Agricultural policies in the OCP do not speak to adjacent uses, the Industrial policies note that one of the objectives is to minimize land use incompatibility and conflicts between industry and surrounding land uses. Staff do not foresee any conflicts arising as the subject property is fenced and this prevents encroachment of the industrial use onto ALR lands. If the adjacent ALR property is ever used for pasture it would also prevent animals from encroaching onto the industrial property.

The impact of the storage facility on adjacent properties is expected to be minimal. The property has been industrial for many years and was previously used as a wrecking yard. As noted earlier in this report, the current owners have done significant work to clean up the property as evidenced in the ortho imagery included in the attached "BL751-02_Maps_Plans_Photos.pdf". The proposed amendment is consistent with the Industrial zoning and is not expected to create any additional impacts on adjacent properties to the south, east and west. However, the adjacent property to the north does have direct views of the subject property due to the lack of any buffering vegetation. The proposed fence slats recommended to screen views from Hwy 97 from the north will also provide screening to and from this residential property.

Rationale for Recommendation

This rezoning application has been made by the owners of the subject property to allow continuation of the mini-storage use currently allowed through TUP751-02 as a permitted use in the Industrial Zone. Staff are recommending that the amending bylaw be read a first time and referred to applicable agencies and First Nations for the following reasons:

- The property is designated and zoned Industrial and the proposed special regulation to allow mini-storage use for the property is appropriate for this zone in this location;
- There are expected to be no negative impacts to adjacent properties by permitting the mini-storage use;
- The recommended installation of privacy slats in the fence will screen views from Hwy 97B and the adjacent residential property to the north; and
- The property has been operated as a mini-storage facility under TUP750-03 for three years without any complaints being received by the CSRD.

Prior to staff bringing the amending bylaw to the Board for adoption the applicant will need to complete the following:

- Install privacy slats in the section of chain link fence located along the northern end of the storage compound to provide screening from adjacent properties and public view from the highway as shown on the site plan included in "BL751-02_Maps_Plans_Photos.pdf".

IMPLEMENTATION:

Neighbourhood residents will first become aware of this application when a notice of application sign is posted on the property. The notice of application sign is required to be posted on the subject property no more than 30 days after the Board has given the amending bylaw first reading, in accordance with Development Services Procedures Bylaw No. 4001, as amended. It is recommended that the sign be placed at the entrance to the property at Gardiner Lake Frontage Road.

COMMUNICATIONS:

Consultation Process

It is recommended that the Public Hearing be waived for this application because the proposal is consistent with the Ranchero/Deep Creek Official Community Plan. In accordance with Section 467 of the Local Government Act, staff prepared an advertisement which will be published in two issues of the Shuswap Market News prior to first reading of the bylaw (July 4 and July 11, 2024), notifying of the application and that a public hearing is not required. Notifications will also be mailed to landowners and tenants in occupation of properties located within 100 m of the subject property prior to first reading. Further notifications will be mailed out and a third ad placed in the newspaper with the deadline for written submissions prior to third reading of the bylaw (4 PM on the Tuesday prior to the Board meeting where the bylaw will be considered for third reading). All written public submissions received regarding the proposed bylaw amendment will be attached to a future report when the Board considers the bylaw for third reading.

Simple consultation has been recommended in accordance with [Policy P-18 \(Consultation Process\)](#) as the proposed zoning is consistent with the current Industrial designation and does not require an OCP land use designation change. This means the applicant does not need to hold a public information meeting regarding the proposed bylaw amendment.

Referrals

If the Board gives Bylaw No. 751-02 first reading, the bylaw will be sent out to referral agencies and First Nations. Referral responses will be provided to the Board with a future Board report, prior to consideration of second reading.

The following list of referral agencies is recommended:

- CSRD Community and Protective Services;
- CSRD Environmental and Utility Services;
- Ministry of Transportation & Infrastructure;
- All applicable First Nations Bands and Councils:
 - Adams Lake Indian Band;
 - Skw'lax te Secwepemc
 - Lower Similkameen Indian Band;
 - Neskonlith Indian Band;
 - Okanagan Indian Band;
 - Okanagan Nation Alliance;
 - Penticton Indian Band;
 - Splatshin First Nation;
 - Upper Nicola Band.

It is noted that referrals were done for the previous TUP application to CSRD Operations Management, Ministry of Transportation and Infrastructure, the Archaeology Branch, and all applicable First Nations. The Archaeology Branch provided comments at that time noting that while there are no recorded archaeology sites on the subject property or in the immediate vicinity, modeling suggests that there is high potential for unrecorded sites to exist. They further noted that while it is not required that the property owners obtain a Heritage Alteration Permit prior to conducting land altering work, if a heritage object is found while work is occurring, they are required to stop all work until a permit is obtained. It was strongly suggested that the owners hire a consulting archaeologist to conduct a Preliminary Field Review prior to any works being undertaken. This is generally the advice provided by the Archaeology Branch in cases where modeling suggests that there is high potential for unrecorded archaeology sites. It is not recommended that another referral be sent to the Archaeology Branch regarding the rezoning application as they have already provided detailed comments to the property owner.

Referral comments from the Ministry of Transportation and Infrastructure at the time of the TUP noted that a Commercial Access Permit is required for the proposed use and the applicant was directed to contact the Ministry. Staff contacted the Ministry to find out if an Access Permit has been issued. At the time of writing staff were awaiting a response. The Ministry is also required to approve the zoning bylaw amendment following third reading because the subject property is located within 800 m of a controlled access highway. It is recommended that a referral be sent to the Ministry for the rezoning application. Staff will provide an update in a future Board report including comments from MOTI regarding this application.

DESIRED OUTCOMES:

That the Board endorse the staff recommendations.

BOARD'S OPTIONS:

1. *Endorse the Recommendations.*
2. *Deny the Recommendations.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2024-07-18_Board_DS_BL751-02_First.docx
Attachments:	<ul style="list-style-type: none">- BL751-02_Maps_Plans_Photos_2024-07-18.pdf- BL751-02_CA9307763_TUP_Redacted.pdf- BL751-02_Excerpts_BL750_BL751.pdf- BL751-02_First_.pdf
Final Approval Date:	Jul 9, 2024

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



Corey Paiement

No Signature - Task assigned to Gerald Christie was completed by assistant Jennifer Sham

Gerald Christie

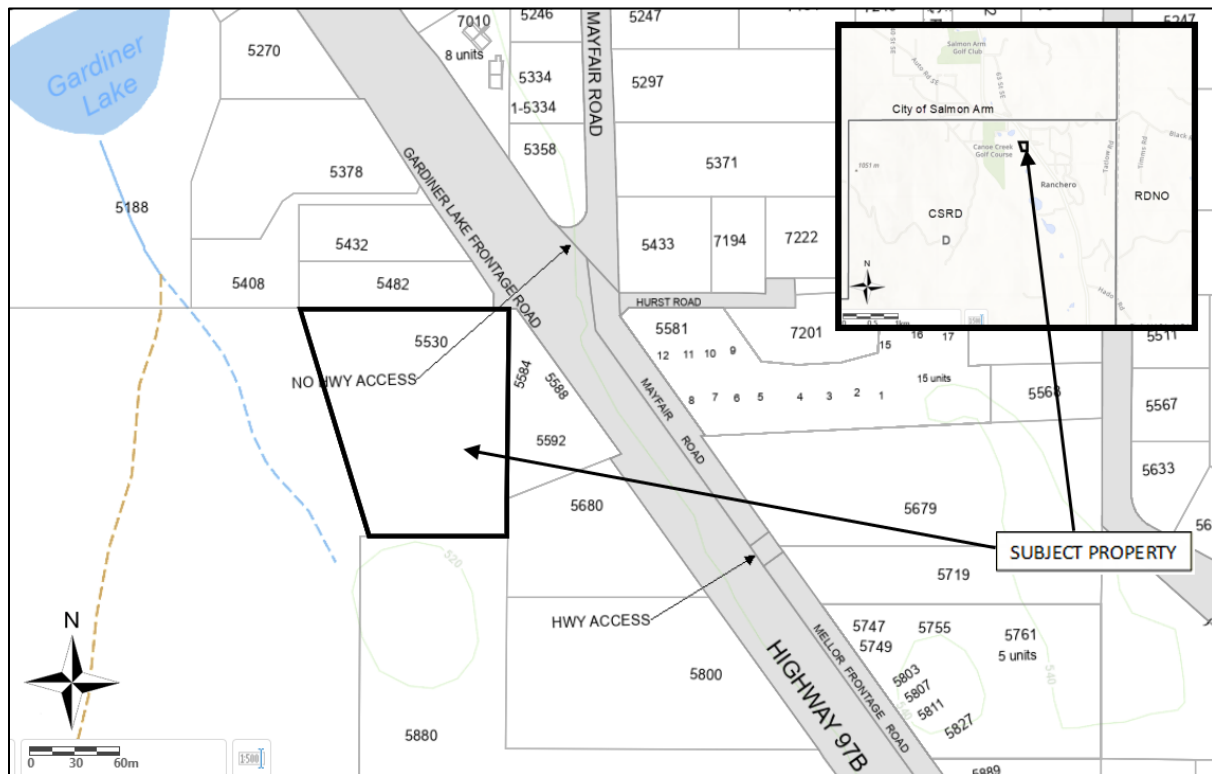


Jennifer Sham

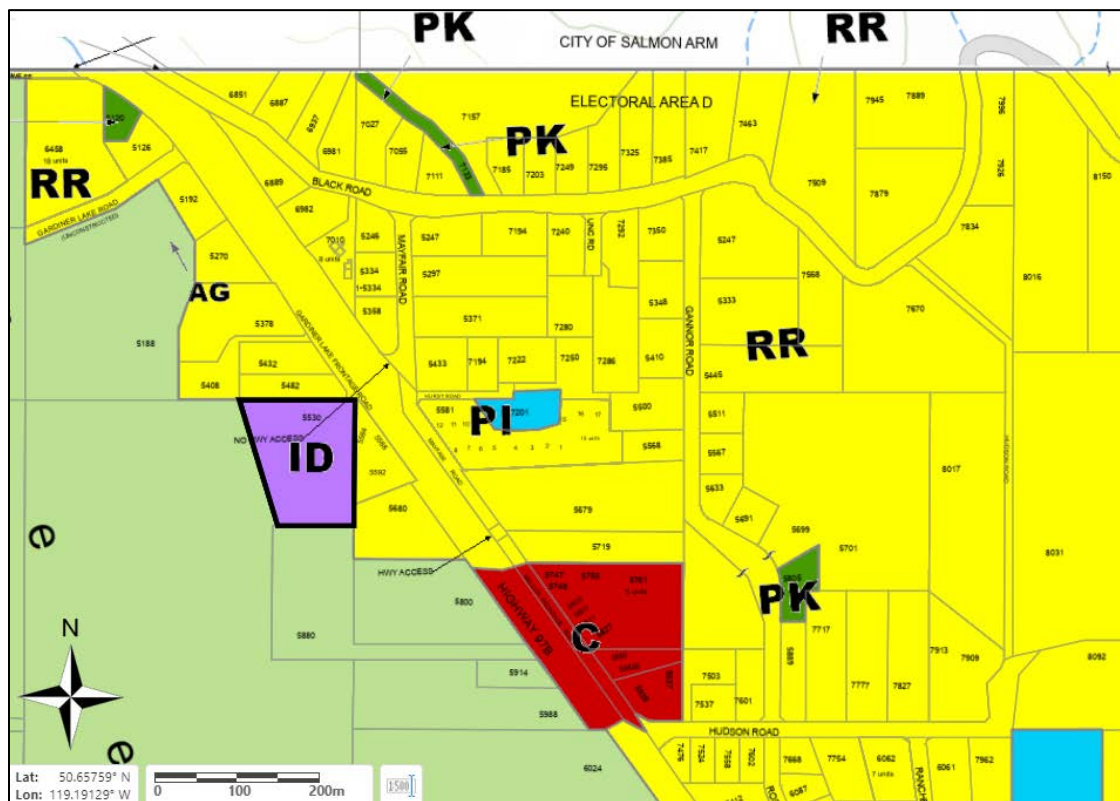
No Signature - Task assigned to John MacLean was completed by assistant Jennifer Sham

John MacLean

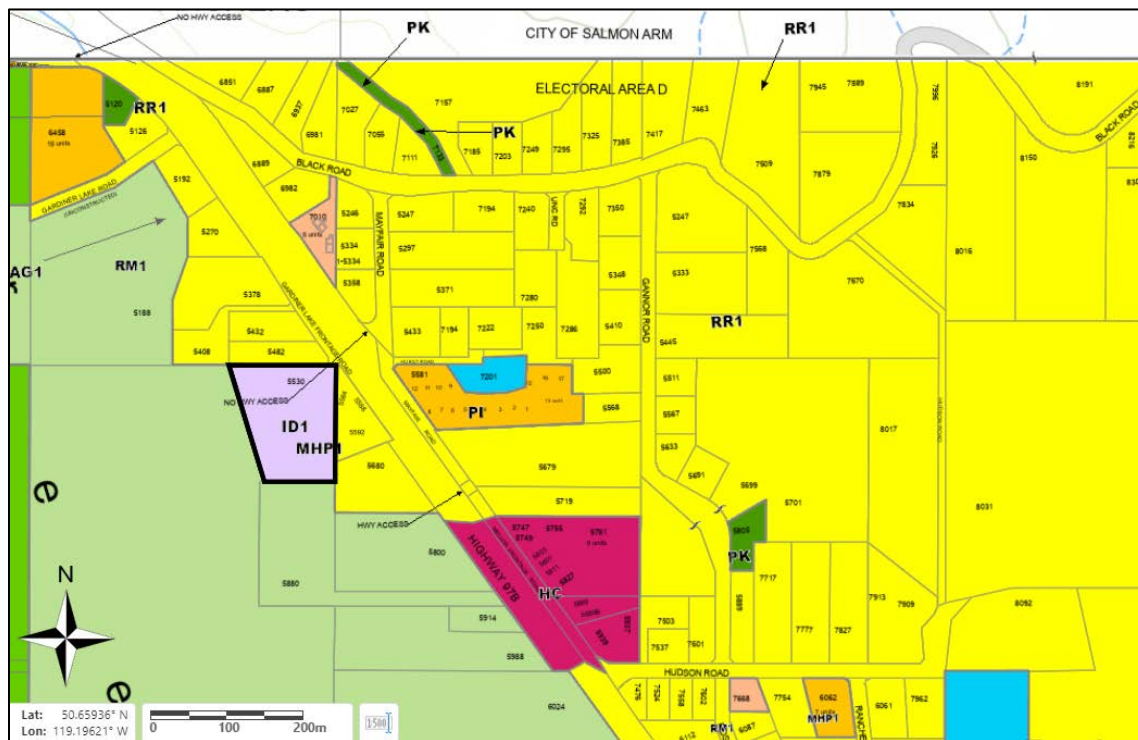
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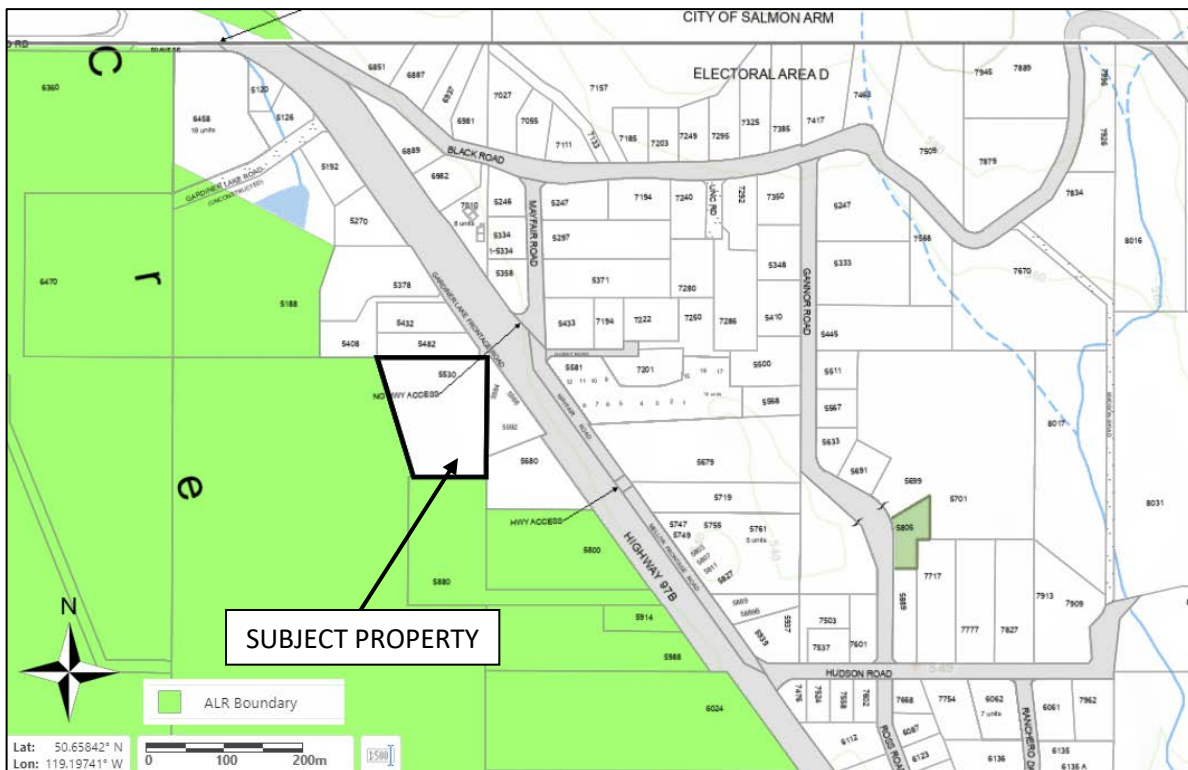
Ranchero-Deep Creek Official Community Plan Bylaw No. 750



Ranchero-Deep Creek Zoning Bylaw No. 751



Agricultural Land Reserve



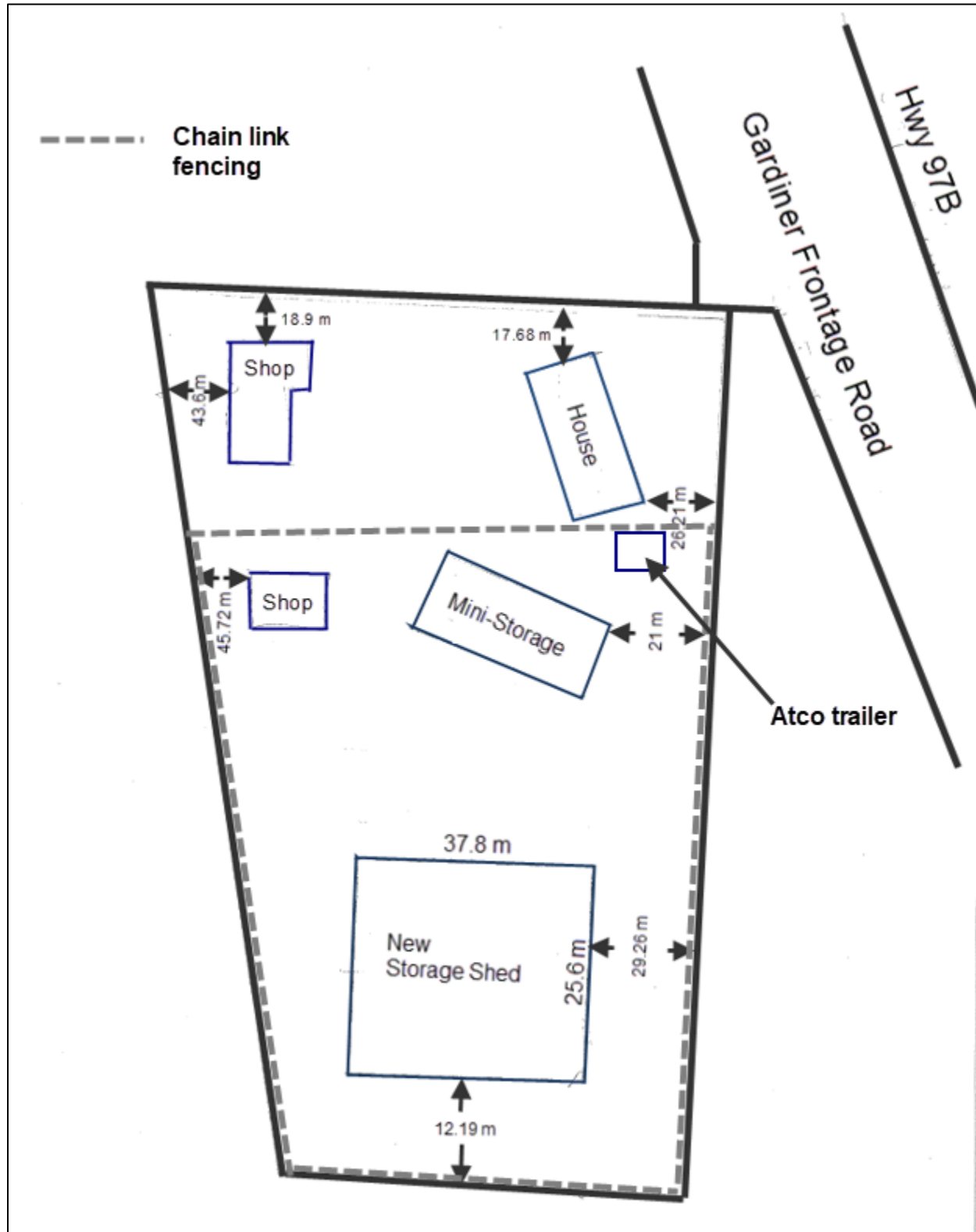
Bing Orthophoto – taken prior to cleanup of property



2023 CSRD Orthophoto showing current development



Site Plan provided by applicant (modified by staff)



Location for Required Screening



Example of Privacy Slats for Fencing



Photos (2020)



☼ 20°N (T) ● 50°39'32"N, 119°12'18"W ±6m



☼ 62°NE (T) ● 50°39'32"N, 119°12'20"W ±12m



☼ 295°NW (T) ● 50°39'32"N, 119°12'17"W ±6m



☼ 255°W (T) ● 50°39'33"N, 119°12'16"W ±12m



Google Street View October 2021



Photos (June 14, 2024)





**NOTICE OF REGISTRATION**

Date of Issue: August 30, 2021
Submitter's Name: Christine LeFloch
File Reference: TUP750-03

The following application(s) have now reached final status:

LEGAL NOTATION	CA9307763	REGISTERED
----------------	-----------	------------

Product support is available online at <https://help.ltsa.ca>. You can also call the Customer Service Centre for land title and survey practice matters, or Technical Support for all registry and product questions at 604-630-9630 or toll free at 1-877-577-LTSA (5872). Non-urgent support requests can be submitted online at <https://ltsa.ca/contact-us-0>.



1. Application

Columbia Shuswap Regional District
555 Harbourfront Drive NE
SALMON ARM BC V1E 4P2
2508335957

2. Description of Land

PID/Plan Number	Legal Description
011-787-503	LOT 1 SECTION 32 TOWNSHIP 19 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 40014

3. Nature of Interest

Type
NOTICE OF PERMIT

4. Name of Local Government

Columbia Shuswap Regional District
Additional Information

5. Notice Details

TAKE NOTICE that the land described above is subject to a Permit.

- (a) Type of Notice: Temporary Use Permit
(b) Statutory authority: Local Government Act, Section 493

Issue Date: 2021-Aug-19
Expiry Date: 2024-Aug-19

Further particulars of the permit may be obtained from the issuing authority.

AND FURTHER TAKE NOTICE that in the case of a Temporary Commercial or Industrial Permit, the Registrar is hereby authorized to cancel the notation of the filing of this notice against the title to the land affected by it on or after the expiry date specified above without further application from us and we consent to a cancellation of the notation on the basis of effluxion of time.

Authorized Signatory (If Applicable)

Jennifer Sham

Electronic Signature

Your electronic signature is a representation that you are a subscriber under section 168.6 of the *Land Title Act*, RSBC 1996 c.250, and that you are authorized to electronically sign this document by an e-filing direction made under section 168.22(2) of the act.

Jennifer Sham
G8Q4CF

Digitally signed by
Jennifer Sham G8Q4CF
Date: 2021-08-25
15:55:06 -07:00



1. Application

Columbia Shuswap Regional District
555 Harbourfront Drive NE
SALMON ARM BC V1E 4P2
2508335957

2. Description of Land

PID/Plan Number	Legal Description
011-787-503	LOT 1 SECTION 32 TOWNSHIP 19 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 40014

3. Nature of Interest

Type
NOTICE OF PERMIT

4. Name of Local Government

Columbia Shuswap Regional District
 Additional Information

5. Notice Details

TAKE NOTICE that the land described above is subject to a Permit.

- (a) Type of Notice: Temporary Use Permit
 (b) Statutory authority: Local Government Act, Section 493

Issue Date: 2021-Aug-19
 Expiry Date: 2024-Aug-19

Further particulars of the permit may be obtained from the issuing authority.

AND FURTHER TAKE NOTICE that in the case of a Temporary Commercial or Industrial Permit, the Registrar is hereby authorized to cancel the notation of the filing of this notice against the title to the land affected by it on or after the expiry date specified above without further application from us and we consent to a cancellation of the notation on the basis of effluxion of time.

Authorized Signatory (If Applicable)

Jennifer Sham

Electronic Signature

Your electronic signature is a representation that you are a subscriber under section 168.6 of the *Land Title Act*, RSBC 1996 c.250, and that you are authorized to electronically sign this document by an e-filing direction made under section 168.22(2) of the act.

Registered Owner:

1. This Temporary Use Permit is issued subject to compliance with all the Bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Permit applies only to the lands described as Lot 1, Section 32, Township 19, Range 9, W6M KDYD Plan 40014 (PID: 011-787-503), which property is more particularly shown on the Location Map attached hereto as Schedule A.
3. The owner has applied for a Temporary Use Permit to allow a mini-storage facility housed in shipping containers as shown on the Site Plan attached hereto as Schedule B.
4. The use authorized by this Temporary Use Permit may be carried out only in accordance with the terms and conditions set out herein.
5. If the terms of this permit are not adhered to, this permit may be revoked prior to the expiry date of the permit.
6. In addition to the permitted uses in the ID1 Industrial zone in the Ranchero-Deep Creek Zoning Bylaw No. 751, a mini-storage facility is permitted on the subject property, subject to compliance with the following conditions:
 - The mini-storage facility shall be sited as indicated on the Site Plan attached as Schedule B and may be expanded into the area shown on the site plan up to a maximum parcel coverage of 40%;

TUP750-03

- The mini-storage facility shall be housed in shipping containers that are painted in a uniform colour;
 - All security lighting used for the facility must be downward facing to minimize the impact of light pollution on the neighbourhood.
7. This Temporary Use Permit is not a Building Permit, nor shall it be construed as providing warranty or assurance that the property or any of the structures complies with the BC Building Code or any other applicable enactments.
 8. Issuance of a Temporary Use Permit does not relieve the property owner of the responsibility to comply with applicable acts, regulations, or bylaws of the CSRD, or other agencies having jurisdiction under an enactment (e.g. Interior Health, Ministry of Transportation).
 9. This permit, issued as per Section 493 of the Local Government Act, is valid for a 3 year period. This permit may be extended only for one additional period up to 3 years in duration, upon application and subsequent approval by the CSRD Board of Directors.
 10. This permit is valid from Aug 19, 2021, and shall expire on Aug 19, 2024.

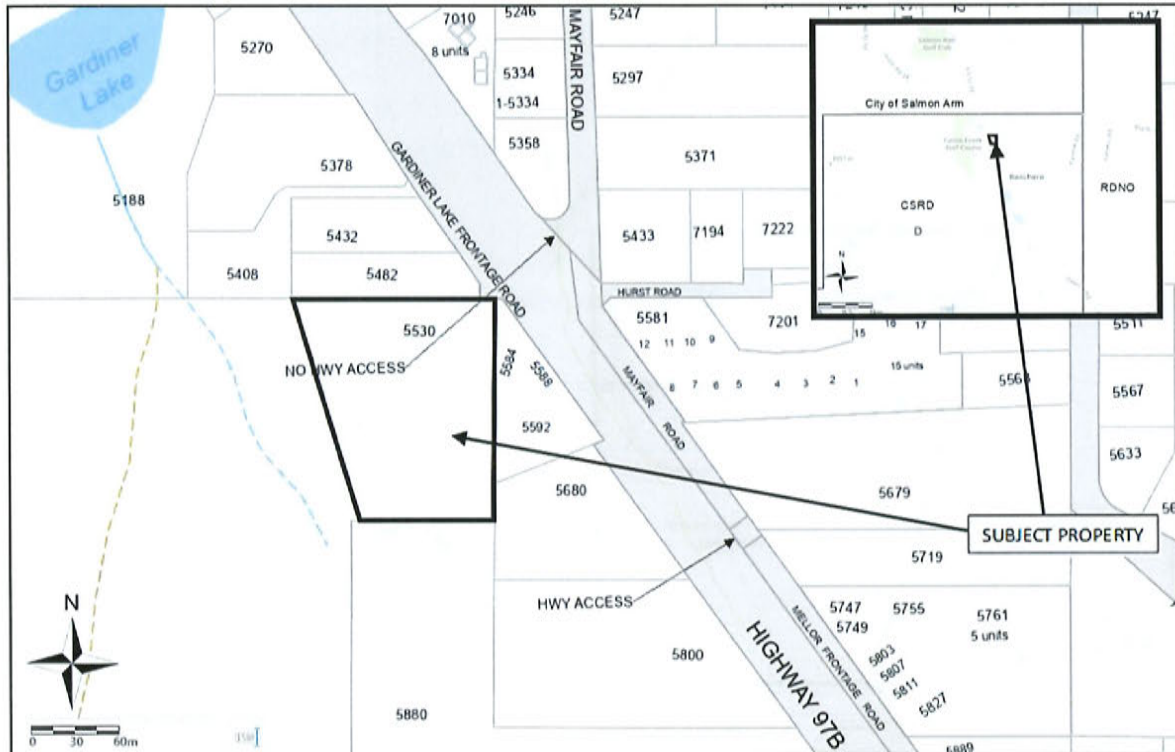
AUTHORIZED AND ISSUED BY the Columbia Shuswap Regional District Board on the 19th day of August, 2021.


 DEPUTY CORPORATE OFFICER



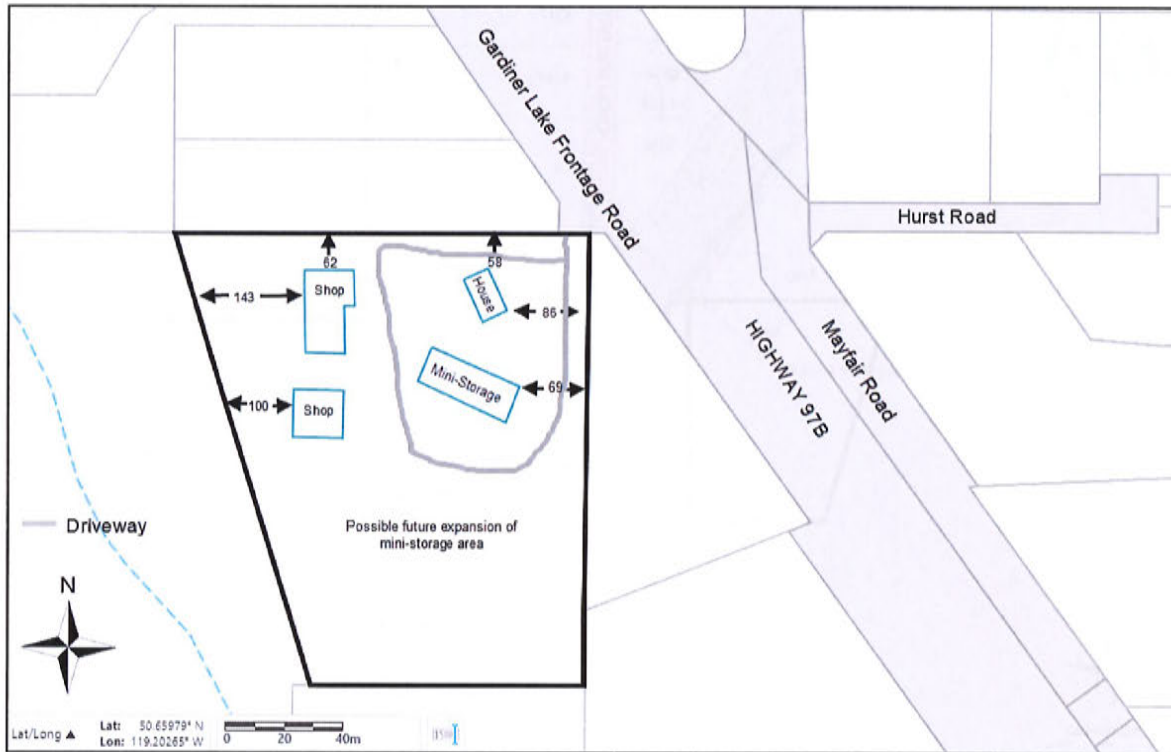
TUP750-03

Schedule A Location Map



TUP750-03

Schedule B
Site Plan



Relevant Excerpts from Ranchero-Deep Creek Official Community Plan Bylaw

No. 750, Ranchero-Deep Creek Zoning Bylaw No. 751

(See Bylaw Nos. 750 and 751 for all applicable policies, procedures and regulations)

Ranchero-Deep Creek Official Community Plan Bylaw No. 750

1.4 COMMUNITY VALUES

Ranchero/Deep Creek is made up of distinct neighbourhoods that have a diverse range of activities and interests but share many common values. The combination of temperate climate, spectacular natural environment, outdoor recreation opportunities, water resources, entrepreneurial spirit, and the progressive attitude of residents has resulted in a highly desirable and vibrant community. The area accommodates a broad mix of: agricultural, rural, residential, recreational, limited tourism, small scale commercial, small scale industrial, home businesses and resource uses with an emphasis on mutual respect and diversity.

The residents of Ranchero/Deep Creek recognize that there will be pressure for change and development in their neighbourhoods. Residents are seeking to define a level of compatible development, while at the same time maintaining the values that are fundamental to the health and prosperity of the community.

These following values have been generated from the input and priorities of the residents who make up the neighbourhoods of Ranchero/Deep Creek and will be used to help guide future decisions on development proposals, environmental protection initiatives, and infrastructure development for the community, by the CSRD and senior government agencies. These values include:

1. Protection of the Plan Area's rural character and containment of urban development;
2. Identification and protection of watersheds and aquifers from degradation, inappropriate development and pollution to ensure a continued safe water supply;
3. Recognition that the sustainable development of the Plan Area must be linked to groundwater quality and quantity for all residents;
4. Protection of environmentally sensitive areas, natural hazard lands, aquifer recharge areas and natural, environmental and geographic features;
5. Recognition that a comprehensive approach to managing sewage is required;
6. Recognition of the benefits afforded to the community through the continued existence of agriculture and rural lifestyles;
7. Recognition of the importance of agriculture in the local economy;
8. Support for economic diversity in new and existing small scale developments that complement the rural integrity of Ranchero/Deep Creek;
9. Recognition of the importance of small scale commercial and home-site or home-based businesses in the growth and diversification of the Plan Area;
10. Consultation with First Nations, in accordance with statutory requirements, to develop

approaches to issues of mutual interest;

12. Minimization of encroachment of land uses that are incompatible with these community values;
22. A requirement for comprehensive public consultation with respect to decisions about the future development of all lands, including Crown land and services within our communities

1.6 APPLICATION

The goals, objectives and policies of the Ranchero/Deep Creek Official Community Plan Bylaw No. 750 (Schedule 'A'), will be implemented by the Board of the CSRD using a number of tools. These tools may be subject to change as opportunities and resources are determined.

- 1.6.1 The Regional District will review and implement the policies of the Plan when considering decisions with regard to zoning, land use, servicing and development in the plan area.
- 1.6.2 The Regional District may consider issuing **Temporary Use Permits** through the authority of the *Local Government Act*. Temporary Use Permits can be considered in all designations. An objective of the Regional Board is to allow the opportunity for consideration of the issuance of a Temporary Use Permit in order to permit a temporary use to continue while a more suitable location for the use is determined, a rezoning application is completed, or where the event is a temporary use where the existing zoning does not permit the event. Temporary Use Permits are not a substitute for a rezoning application. Despite the zoning of a property, Temporary Use Permits for temporary uses may be supported, subject to approval by the Regional District Board of Directors.
 - 1.6.4.1 The Regional District Board will consider the issuance of Temporary Use Permits based on the general conditions which include, but are not limited to:
 - (a) must be clearly temporary or seasonal in nature;
 - (b) should not create a negative impact on the environment or on surrounding land uses;
 - (c) should not be considered noxious or emit pollutants that are detrimental to the environment, neighbouring properties, and the community as a whole;
 - (d) should not create noise, vibrations, or light pollution which disrupts the peaceful enjoyment of the surrounding neighbourhood;
 - (e) should carry out appropriate remedial measures to mitigate any damage to the natural environment as a result of the temporary use; and

- (f) must be reviewed and approved by the Ministry of Transportation and Infrastructure (MoTI) with respect to access and effect on public roads.

1.6.4.2 Guidelines for Temporary Use Permits include the following:

- (a) Temporary Use Permit may be granted for any length of time up to a maximum of three years;
- (b) appropriate parking and loading spaces are available;
- (c) the proposed hours, size and scale of the use will be compatible with adjacent land uses;
- (d) the use will be compatible with adjacent land uses in terms of noise, odours, dust, pollution, lighting, aesthetics, parking and traffic; and
- (e) the proposed use will not have negative impacts on the natural environment.

1.6.4.3 The Regional District may establish conditions in the Temporary Use Permit including, but not limited to; the buildings to be used, the area of use, the hours of use, appearance, landscaping, site rehabilitation, and means of ensuring compliance.

1.6.4.4 The Regional District may require security in the form of a letter of credit and may impose reclamation and performance measures as conditions for the issuance of a Temporary Use Permit.

1.6.4.5 Specific permit conditions may address mitigation measures for potential negative impacts identified in the review process.

1.6.4.6 Upon expiration of a Temporary Use Permit, the uses for the property shall immediately revert to those outlined in the current Zoning Bylaw. The applicant may, prior to the expiration of the Temporary Use Permit, apply for a one time permit renewal of up to three years, approval of which will be at the discretion of the Regional District Board of Directors.

1.6.5 The Regional District will require development approval information pursuant to the *Local Government Act*. Procedures and policies for requiring development approval information are established in the Development Approval Information Bylaw No. 644 (Bylaw No. 644) for the following:

- Application for amendments to a Zoning bylaw;
- Applications for a Development Permit; and
- Applications for Temporary Use Permits.

- 1.6.5.1 Bylaw No. 644 applies to all lands within the Ranchero/Deep Creek OCP Bylaw No. 750 area. Bylaw No. 644 gives the CSRD the authority to require an applicant to provide information on the impact of the activity or development that is subject to the application. Bylaw No. 644 also specifies the matters for which additional on-site and off-site information will be required, including but not limited to such issues as:
- Assessment of sewage disposal site as required by the appropriate authorities;
 - Hydro-geological impact assessment on the quantity and quality of water resources as required by the appropriate authorities;
 - Vehicle parking, transportation patterns and traffic flow, including pedestrian and bicycle pathway systems;
 - The impact to and assessment of local infrastructure;
 - Assessment of capacity of public facilities including schools and parks;
 - The impact on or need for additional community services;
 - The impact and assessment of the natural environment of the area affected;
 - Assessment of slope stability conditions;
 - Assessment of wildlife interface risks; and
 - Assessment of how the development addresses on-site issues such as emergency use, accessibility, and water conservation.
- 1.6.5.2 In general, applicants will need to provide sufficient information in order to:
- Identify the development impacts, both positive and negative; and
 - Specify measures to avoid, minimize, and mitigate negative impacts.
- 1.6.5.3 In the event that appreciable negative impacts are identified, the Regional District may request certain mitigations from the applicant in order to improve the proposal and minimize potential negative impacts on the land and neighbouring properties.
- 1.6.5.4 Bylaw No. 644 sets out procedures regarding requests for reconsideration of Development Approval Information requirements.
- 1.6.6 The Regional District will develop a “sustainability checklist” to be completed by anyone applying for an OCP amendment, Zoning Bylaw Amendment, Development Permit or Temporary Use Permit. The purpose of the checklist will be to assist applicants and the CSRD in working together to develop high quality projects that

move communities in the plan area closer to achieving the vision set out in the community values. The relevance of the checklist questions will depend on the scope and nature of the project.

3.9 INDUSTRIAL (ID)

Industrial activities are provided for under the Industrial land use designation. The designation provides for limited industrial land uses.

The areas designated Industrial support a limited number of small scale light industries in the Ranchero area including an auto wrecker and saw mill. Future additional light and small scale industrial uses may be considered, but the Plan recognizes that any future heavy and medium industrial development will be directed to existing settlement areas, such as Salmon Arm, Enderby, and Armstrong/Spallumcheen, which are better able to function as service centers.

OBJECTIVES

1. Recognize existing light industrial uses in the Plan Area.
2. Provide for small scale, light industrial activities servicing the needs of local residents.
3. Minimize land use incompatibility and conflicts between industry and surrounding land uses.
4. Discourage industrial activities that are considered noxious, polluting, and noisy or are otherwise detrimental to the environment, neighbouring properties and the community as a whole.
5. Support development that is compatible with the Community Values (Section 1.4) and Development Criteria (Section 3.1).

POLICIES

1. Lands within the Industrial designation are shown as "ID" on Schedule 'B'.
2. Lands within the Industrial designation shall have a minimum permitted parcel size of at least 1 ha.
3. Residential development in the Industrial designation shall be permitted at a maximum density of 1 principal dwelling unit per ha.
4. Zoning regulations shall provide for a mix of light or small scale industrial uses.
5. New industrial development shall only be located in areas designated as industrial or in non-industrial areas through the use of Temporary Use Permits (Section 1.6.4).
6. All industrial development must be in scale with and appropriate to the character of the rural community and must not adversely affect the natural environment.

7. Direct expanding light industry, future medium and heavy industrial development to the adjacent urban communities that have the necessary infrastructure and support services.
8. All new rezoning applications for industrial uses which would require additional sewer or water capacity and which are located in proximity to a community sewer system and a community water system must connect to that system.
9. Consider small-scale light industrial development proposals that reflect the needs of the local community and provide local employment using the following criteria:
 - (a) impact on farm land;
 - (b) capability of accommodating on-site domestic water and sewage disposal;
 - (c) capability of the natural environment to support the proposed development;
 - (d) compatibility with adjacent land uses and designations, and the character of the existing area;
 - (e) susceptibility to natural hazards including but not limited to flooding, slope instability or wildfire risk;
 - (f) proximity and access to the existing road network;
 - (g) mitigation of visual impacts where development is proposed on hillsides and other visually sensitive areas;
 - (h) provision of solid screening or other mitigation works from adjacent land uses and designations to lessen its impact (visual, loading, noise, odour, parking, impacts, etc.);
 - (i) exhibits an attractive and safe streetscape by providing for adequate off-street parking requirements, on-site landscaping, and appropriate signage, and;
 - (j) will be encouraged to include provisions for surface water runoff management in accordance with all Provincial requirements and best management practices.

Ranchero-Deep Creek Zoning Bylaw No. 751

Part 2. Definitions

ACCESSORY BUILDING or STRUCTURE means a detached *building* or *structure* located on the same *parcel* as the principal *building*, the use of which is subordinate, customarily incidental, and exclusively devoted to that of the principal *building*;

ACCESSORY USE is the *use* of land, *buildings* or *structures* that is customarily ancillary to and exclusively devoted to a *principal use* or *single detached dwelling*;

BUILDING is a particular type of *structure* used or intended for supporting or sheltering a *use* or occupancy but does not include a tent, yurt, *recreational vehicle* or *park model*;

MINI STORAGE is the *use* of land, *buildings* or *structures* to provide separate, individual self-storage units inside a *building*, each with a separate entrance designed to be rented or leased to the general public for private storage of personal goods, materials or equipment;

OUTDOOR STORAGE is the storage of equipment, goods, or materials in the open air where such storage of goods and materials does not involve the erection of permanent *structures*, *shipping containers*, or the material alteration of the existing state of the land;

PARCEL COVERAGE is the horizontal area within the vertical projection of the outermost edge of all *buildings* and *structures* (to the drip line of the roof) on a *parcel* and includes carports, swimming pools, covered patios, and decks, expressed as a percentage of the *parcel* area;

PARKING AREA is one or more off-street *parking spaces* and includes circulation ways;

PARKING SPACE is an off-street space for the parking of one vehicle or bicycle exclusive of *parking area* circulation ways, driveways, ramps or obstructions;

PRINCIPAL USE is the main purpose that land, *buildings* or *structures* on a *parcel* or ordinarily used;

SECONDARY USE is a *use* which is permitted only in conjunction with an existing *principal use*;

SHIPPING CONTAINER is a large portable metal or steel unit that is intended for the transport of materials, products, and/or goods from one mode of transport to another without unloading and reloading the contents of the container, whether or not it is actually used for such a purpose. *Shipping container* includes intermodal freight containers (ISO, shipping, cargo, and hi-cube containers; conex boxes; and sea cans) but does not include garbage bins/dumpsters, and recycling bins/receptacles;

STRUCTURE means anything constructed or erected, whether fixed to, supported by or sunk into land or water;

USE is the purpose or function to which land, *buildings* or *structures* are put or are designed or intended;

3.14 Accessory Building

- .1 An *accessory building* must be located on the same *parcel* as the *principal use* with which it relates and must only be used for an *accessory use*, *home occupation* or *secondary dwelling unit* provided these *uses* are permitted in the *zone* where the *accessory building* is located. Any *accessory building* used for *habitation* must meet the BC Building Code requirements for *habitation*.
- .2 *Accessory buildings* shall not be closer than 3 m to a *principal residential use building* or 4 m if the *accessory building* contains a *dwelling unit*.

3.15 Accessory Use

An *accessory use* must be located on the same *parcel* as the *principal use* with which it relates.

3.25 Shipping Containers

Shipping Containers must comply with the following requirements:

- (a) *shipping containers* are permitted in all *zones*, except *Foreshore zones*, to allow for storage for a maximum of six (6) months in any 24 months;
- (b) the maximum width of a *shipping container* shall be 2.5 m;
- (c) the total combined length of all *shipping containers* on a *parcel* shall not exceed 12.2 m;
- (d) *shipping containers* shall comply with the *setback* requirements set out in Part 4 of this *Bylaw*;
- (e) any *facia signage* on a *shipping container* shall comply with the *Signage Regulations* in Part 6 of this *Bylaw*; and
- (f) if reconstructed or structurally modified in any way, if placed on a foundation, or if it remains on a property for more than six (6) months, a *shipping container* is considered an *accessory building* and is then subject to all applicable regulations in this *Bylaw* and also the BC Building Code.

4.14 ID1 Industrial 1 Zone

.1 Intent

To accommodate existing small-scale light industrial activity.

Principal Uses

The *uses* stated in this subsection and no others are permitted in the ID1 *zone* as *principal uses*, except as stated in Part 3: General Regulations:

aggregate sale
farm and garden supply
kennel
log building manufacturing
manufacturing
outdoor sales
outdoor storage
recycling drop-off facility
sawmill
single detached dwelling
vehicle wrecking

Secondary Uses

The *use* stated in this subsection and no others are permitted in the ID1 *zone* as a *secondary use*, except as stated in Part 3: General Regulations:

accessory use

Regulations

On a *parcel* zoned ID1, no land shall be *used*; no *building* or *structure* shall be constructed, located or altered; and no plan of *subdivision* approved; that contravenes the regulations stated in this subsection, except as stated in Part 3: General Regulations and Part 5: Parking and Loading Regulations.

COLUMN 1 MATTER REGULATED	COLUMN 2 REGULATION
(a) Minimum <i>parcel</i> size created by <i>subdivision</i>	1 ha
Minimum <i>parcel width</i> created by <i>subdivision</i>	20 m
Maximum <i>parcel coverage</i>	40%
Maximum number of <i>single detached dwellings</i> per <i>parcel</i>	one
Maximum number of <i>secondary dwelling</i> units per <i>parcel</i>	one
Maximum <i>height</i> for: <i>principal buildings and structures</i> <i>accessory buildings</i>	11.5 m 10 m
Minimum <i>setback</i> from all <i>parcel boundaries</i> :	5 m
<i>Kennel</i>	Permitted only on <i>parcels</i> 16 ha or greater. <i>Kennel buildings and structures</i> , including runs, must be a minimum of 100 m from a <i>parcel boundary</i> .

Screening

All outside industrial storage, including the storage of refuse and recycling containers shall be completely contained within a *landscape screen* of not less than 2 m in height.

COLUMBIA SHUSWAP REGIONAL DISTRICT

RANCHERO / DEEP CREEK ZONING AMENDMENT BYLAW NO. 751- 02

A bylaw to amend the "Ranchero / Deep Creek Zoning Bylaw No.751"

The Board of the Columbia Shuswap Regional District, in open meeting assembled, hereby enacts as follows:

1. "Ranchero / Deep Creek Zoning Bylaw No.751" is hereby amended as follows:

A. TEXT AMENDMENT

1. Schedule A, Ranchero / Deep Creek Zoning Bylaw No. 751 Text, Section 4.14 ID1 Industrial 1 Zone is hereby amended as follows:

- a) Adding the following after subsection .5:

.6 Site Specific Regulations

In this subsection, lands are described below by legal description and by map. In the event of any discrepancy between the legal description of the lands and the map, the map governs.

- (a) Notwithstanding subsection 4.14.2 Primary Uses, for the property legally described as Lot 1, Section 32, Township 19, Range 9, West of the 6th Meridian, Kamloops Division Yale District, Plan 40014, which is more particularly shown outlined in bold on Schedule 1 attached hereto and forming part of this bylaw, *mini-storage* is a permitted use.

BL751-02

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2. This bylaw may be cited as "Ranchero / Deep Creek Zoning Amendment Bylaw No. 751-02"

READ a first time this _____ day of _____, 2024.

READ a second time this _____ day of _____, 2024.

PUBLIC HEARING held this _____ day of _____, 2024.

READ a third time this _____ day of _____, 2024.

Approved pursuant to Section 52(3)(a) of the Transportation Act this _____ day of _____, 2024.

for: Ministry of Transportation and Infrastructure

ADOPTED this _____ day of _____, 2024.

CORPORATE OFFICER

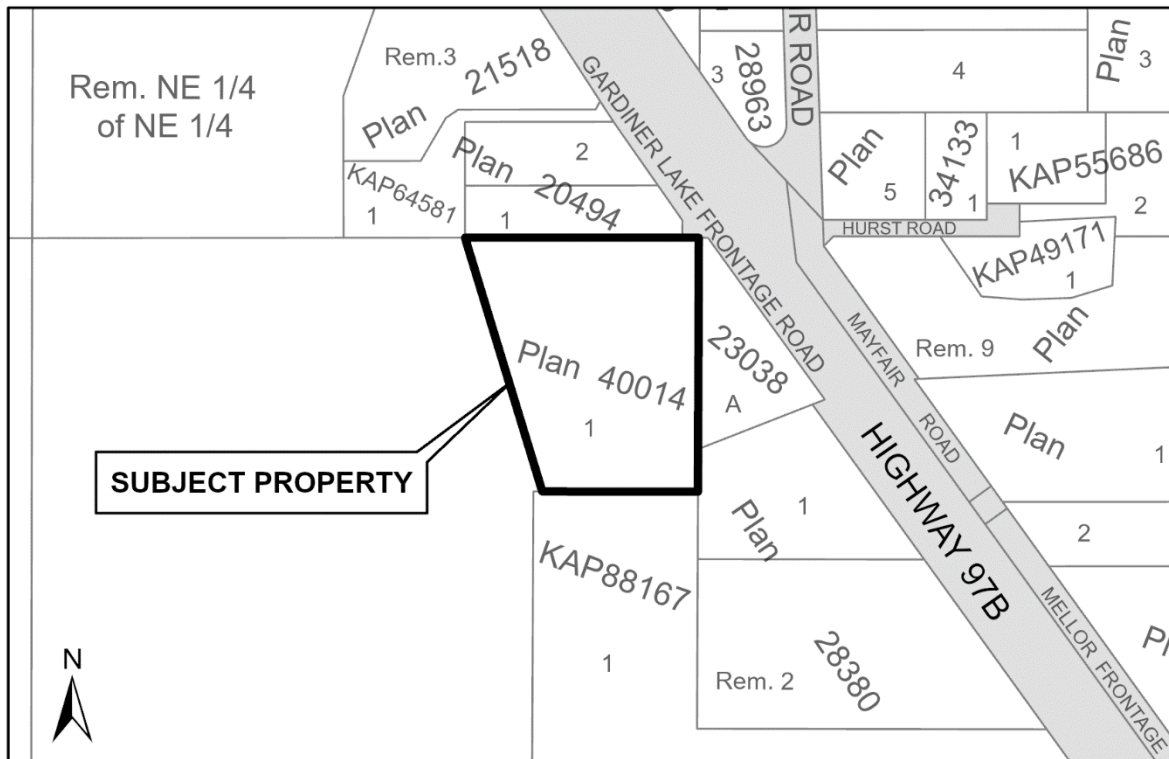
CHAIR

CERTIFIED a true copy of Bylaw No. 751-02
as adopted.

CORPORATE OFFICER

Schedule 1

Ranchero / Deep Creek Zoning Amendment Bylaw No. 751-02





BOARD REPORT

TO:	Chair and Directors
SUBJECT:	Electoral Area D: Ranchero / Deep Creek Zoning Amendment Bylaw No. 751-07.
DESCRIPTION:	Report from Jan Thingsted, Planner IIII, dated June 25, 2024. 942 Gardom Lake Road, Gardom Lake.
RECOMMENDATION: #1	THAT: "Ranchero/Deep Creek Zoning Amendment Bylaw No. 751-07" be given second reading, as amended, this 18 th day of July, 2024.
RECOMMENDATION: #2	THAT: in accordance with Section 464(2) of the Local Government Act, the public hearing for "Ranchero/Deep Creek Zoning Amendment Bylaw No. 751-07" be waived.
	<i>Stakeholder Vote Unweighted (LGA Part 14) Majority</i>

SUMMARY:

The subject property is located at 942 Gardom Lake Road in the Gardom Lake neighbourhood of Electoral Area D. The property is designated Medium Holdings (MH) in Ranchero / Deep Creek Official Community Plan (OCP) Bylaw No. 750 (Bylaw No. 750) and zoned Medium Holdings (MH) in Ranchero / Deep Creek Zoning Bylaw No. 751 (Bylaw No. 751).

The property owners have applied for a zoning bylaw amendment to add a site-specific regulation to the MH zone that will bring their existing veterinary clinic into compliance with zoning and to allow for limited future expansion of their clinic. The amendment will increase the maximum area for a home occupation from 200 m² to 250 m² and increase the number of non-resident employees from two to six.

Bylaw No. 751-07 received first reading at the April 18, 2024 Board meeting and has been referred to applicable agencies and First Nations for comment. Referral comments are listed in the Communications section below.

Staff are recommending that the Board give Bylaw No. 751-07 second reading, as amended and waive the public hearing as the amendment is consistent with the OCP.

BACKGROUND:

See: [Regular Board Meeting - April 18, 2024 - Item 17.1](#) for First Reading Board report.

POLICY:

See attached "BL751-07_BL750_BL751_Excerpts.pdf" for details on [Ranchero Deep Creek Official Community Plan Bylaw No. 750](#) policies and [Ranchero/ Deep Creek Zoning Bylaw No. 751](#) zoning regulations.

FINANCIAL:

There are no financial implications associated with this application.

KEY ISSUES/CONCEPTS:

The Board gave first reading of Bylaw No. 751-07 at the April 18, 2024, Board meeting. Staff recommended the simple consultation process in accordance with Policy P-18 (Consultation Process) as the proposed zoning is consistent with the current Medium Holdings designation and does not require an OCP land use designation change.

Minor formatting changings have been made to Bylaw No. 751-07 since first reading thereby requiring that the bylaw be amended at second reading. No amendments are proposed to the applicant's proposal.

At first reading, staff recommended that the applicant provide the CSRD with the following documentation prior to consideration of second reading, as amended:

- a) Submission of a Record of Sewerage System to confirm adequate performance, condition, size and location for the intended use of the onsite disposal system;
- b) Proof that water quality and quantity is sufficient for the use intended;
- c) More detailed analysis demonstrating that on-site parking can meet zoning requirements;
- d) Copy of a current Highway Use Permit; and,
- e) Clarification from the owners regarding the area required for home occupation uses and the maximum number of non-resident employees.

Following first reading, the applicant has provided the CSRD with the following information:

- a) A letter from a Registered Onsite Wastewater Practitioner noting that the existing sewerage system has been inspected and determined that it needs to be upgraded to accommodate the veterinary clinic and meet current health standards. The applicant has confirmed that upgrades to the sewerage system are planned for summer 2024. Prior to consideration of adoption, staff will require documentation confirming that the sewerage system upgrade has been completed.
- b) A copy of a well log from 2005 noting a yield of 1/US gpm. This yield equates to approximately 5,400 litres per day which is more than double the requirement in Subdivision Servicing Bylaw No. 680 for each parcel (2,000 litres of Potable Water per day for an Independent On-site Water System).
- c) The applicant has noted that the well pumps into a 18,000 litre cistern and that during dry periods, water is delivered to the cistern to supplement any shortages that could develop. There is an onsite water treatment system consisting of filters, u/v light treatment and reverse osmosis.
- a) Confirmation that the subject property has sufficient space to accommodate seven parking spaces in accordance with the parking and loading requirements of Bylaw No. 751.
- b) A copy of the Commercial Access Permit for the subject property issued by the Ministry of Transportation and Infrastructure on May 23, 2024.
- c) Confirmation that the maximum area required for all Home Occupation uses will not exceed 250 m² and that the maximum number of non-resident employees will not exceed six (6).

The information provided above addresses the outstanding issues identified by staff at the time of first reading.

Referral Responses

Referral responses are summarized in the Communications section below. The full responses are attached as "BL751-07_Referral_Responses.pdf". No concerns were raised during the referral process.

Analysis

The property's owners have applied for a zoning bylaw amendment to the MH zone to add a site-specific regulation that will bring their existing veterinary clinic into compliance with zoning and to allow for limited future expansion. The veterinary clinic use is considered consistent with the community values and MH policies in OCP Bylaw No. 750 as it compliments the rural character of the area by providing

veterinary services to the local community. Staff are recommending that the Board waive the public hearing requirement as Bylaw No. 751-07 is consistent with the Medium Holdings OCP designation.

As noted above, the necessary follow-up information has been provided by the applicant and no concerns were raised during the consultation process.

Rationale for recommendation

Staff continue to support Bylaw No. 751-07 and recommend that the bylaw be considered for second reading, as amended for the following reasons:

- The proposal is supported by the OCP's policies and community value statements;
 - The veterinary clinic is suitably buffered from neighbouring properties;
 - The CSRD has not received any formal bylaw enforcement complaints regarding the existing veterinary clinic;
 - The applicant has provided the necessary information requested by staff at first reading regarding servicing, parking, home occupation use, and Commercial Access; and
- No concerns were raised during the referral process.

IMPLEMENTATION:

If the Board gives second reading, as amended to Bylaw No. 751-07, the bylaw will be presented to the Board for consideration of third reading at a future Board meeting after the required public notification explained in the Communications section below.

COMMUNICATIONS:

Referral Responses

Following first reading of Bylaw No. 751-07, referrals were sent to applicable agencies and First Nations. The referral responses are summarized below, and the full response are attached, see: "BL751-07_Referral_Responses.pdf". No concerns were raised throughout the referral process.

Agency/First Nation	Referral Response
CSRD Community and Protective Services	No comments received.
CSRD Environmental and Utility Services	No objections.
Interior Health Authority	No comments.
Ministry of Transportation and Infrastructure (MOTI)	MOTI staff note that Section 52(3)(a) of the Transportation Act does not apply, and the zoning will not require Ministry endorsement. The Transportation Act applies, and an access permit will be required for the existing access to Gardom Lake Road. <u>Note</u> : an access permit was issue for the subject property on May 23, 2024
Ministry of Forests: Archaeology Branch	According to Provincial records, there are no known archaeological sites recorded on the subject property. Archaeology potentially modelling for the area does not indicate a high potential for previous unidentified archaeological sites to be found on the property.

Adams Lake Indian Band (ALIB)	ALIB does not object to the proposed rezoning. *ALIB requested that the full referral response documents not be publicly available in staff reports.
Skw'lax te Secwepemcúłecw	No Response.
Neskonlith Indian Band	No Response.
Lower Similkameen Indian Band	No Response.
Okanagan Indian Band (OKIB)	OKIB requested capacity funding in order to respond. Staff responded noting that Development Services does not compensate any non-CSR D party or agency for providing referral comments or consultation in regard to the processing or development of policies, plans, bylaws or permits (As per Policy P-21).
Okanagan Nation Alliance	No Response
Penticton Indian Band	The proposed activity is located within Syilx (Okanagan) Territory. Snpink'tn (Penticton Indian Band) has now had the opportunity to review the proposed activity. At this time, Snpink'tn will be deferring further consultation and engagement to the OKIB.
Splatsin First Nation	No Response
Upper Nicola Band	No concerns

Public Notification

The applicant has posted a notice of application sign on the subject property in accordance with Development Services Procedures Bylaw No. 4001-02 as amended.

Following first reading of Bylaw No. 751-07 referrals were sent to relevant agencies and First Nations. The responses are summarized in the Key Issues/Concepts section above and the full response are attached, see: "BL751-07_Referral_Responses.pdf".

Prior to consideration of third reading, notices will be sent to property owners within 100 m of the subject property advising of the deadline for public submissions (4 PM on the Tuesday prior to the Board meeting that the bylaw is considered for third reading). A third ad will be also placed in the Salmon Arm Observer advising of the deadline for public submissions. Staff will discuss any public submissions in the future Board report for consideration of third reading of this bylaw amendment.

Public notification will specify that a public hearing is not necessary since Bylaw No. 751-07 is consistent with the current Medium Holdings designation in the OCP.

DESIRED OUTCOMES:

That the Board endorse the staff recommendations.

BOARD'S OPTIONS:

1. *Endorse the Recommendations.*
2. *Deny the Recommendations.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2024-07-18_Board_DS_BL751-07_Second.docx
Attachments:	<ul style="list-style-type: none">- BL751-07_Second.pdf- BL751-07_Referral_Responses.pdf- BL751-07_BL750_BL751_Excerpts.pdf- BL751-07_Maps_Plans_2024-04-18.pdf
Final Approval Date:	Jul 10, 2024

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



Corey Paiement

No Signature - Task assigned to Gerald Christie was completed by assistant Jennifer Sham

Gerald Christie



Jennifer Sham

No Signature - Task assigned to John MacLean was completed by assistant Jennifer Sham

John MacLean

COLUMBIA SHUSWAP REGIONAL DISTRICT
RANCHERO/DEEP CREEK ZONING AMENDMENT
BYLAW NO. 751-07

A bylaw to amend the "Ranchero / Deep Creek Zoning Bylaw No.751"

The Board of the Columbia Shuswap Regional District, in open meeting assembled, hereby enacts as follows:

1. "Ranchero / Deep Creek Zoning Bylaw No.751" is hereby amended as follows:

A. TEXT AMENDMENT

1. Schedule A, Ranchero / Deep Creek Zoning Bylaw No. 751 Text, Section 4.7.5 MH Medium Holdings Zone is hereby amended by:

- i) Adding a new Section after 4.7.5(a):

- (b) This special regulation applies to Lot 1 Section 7 Township 19 Range 9 West of the 6th Meridian Kamloops Division Yale District Plan 23833 Except Plans KAP50842 & KAP58363, which is more particularly shown outlined in bold on Schedule 1 attached hereto and forming part of this bylaw. The following regulations also apply:

- (i) Notwithstanding Section 3.17(e)(ii), the maximum area of all *home occupation uses* on *parcels* greater than 0.4 ha, but less than or equal to 2 ha shall be no greater than 250 m².

- (ii) Notwithstanding Section 3.17(f)(i), Only persons residing in the *dwelling unit* associated with the *home occupation* may be involved in the *home occupation* plus a maximum of six (6) non-resident employees on *parcels* less than or equal to 2 ha.

BL751-07

PAGE 2

2. This bylaw may be cited as "Ranchero/Deep Creek Zoning Amendment Bylaw No. 751-07".

READ a first time this 18th day of April, 2024.

READ a second time, as amended, this _____ day of _____, 2024.

READ a third time this _____ day of _____, 2024.

ADOPTED this _____ day of _____, 2024.

CORPORATE OFFICER

CHAIR

CERTIFIED a true copy of Bylaw No. 751-07
as read a third time.

CERTIFIED a true copy of Bylaw No. 751-
07 as adopted.

CORPORATE OFFICER

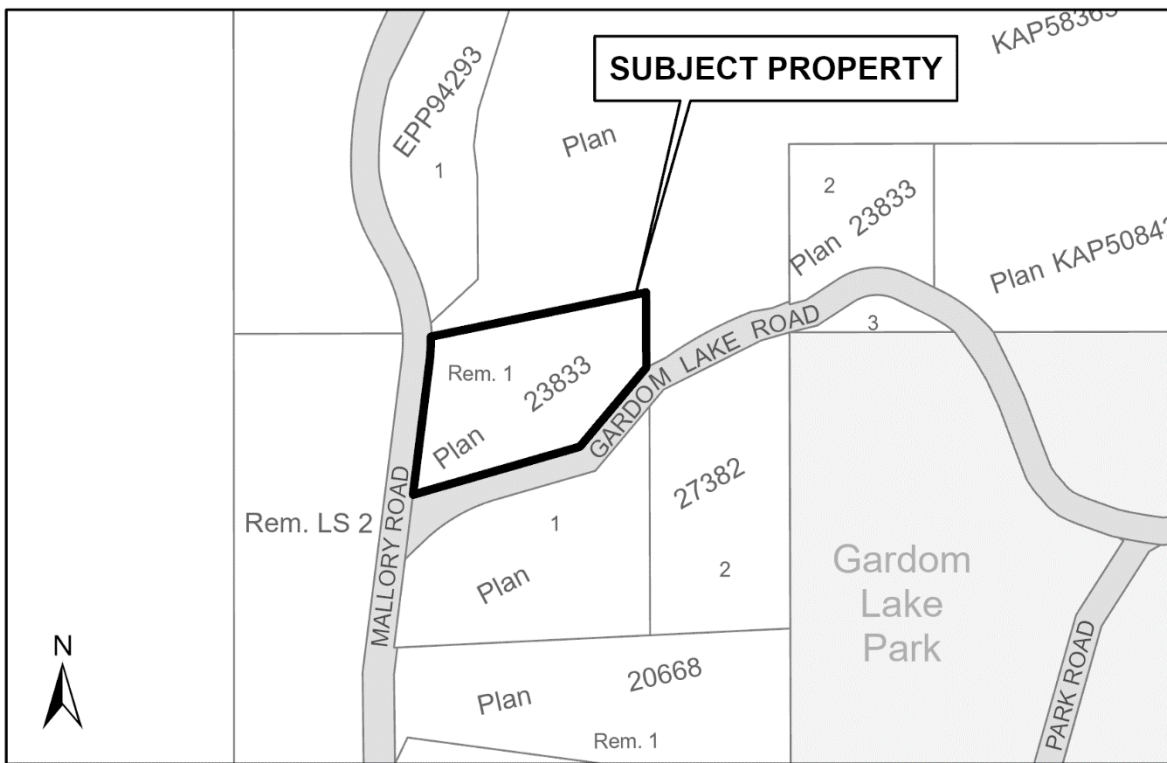
CORPORATE OFFICER

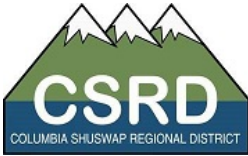
BL751-07

PAGE 3

Schedule 1

Ranchero / Deep Creek Zoning Amendment Bylaw No. 751-07





COLUMBIA SHUSWAP REGIONAL DISTRICT

P.O. Box 978 SALMON ARM, BC V1E 4P1

Telephone: 1-250-832-8194 Fax: 1-250-832-3375

Staff Contact: Jan Thingsted

jthingsted@csrd.bc.ca

FILE: BL751-07

DATE: April 22, 2024

RESPONSE SUMMARY

☐ Approval Recommended for Reasons
Outlined Below

☐ Interests Unaffected by Bylaw.

☐ Approval Recommended Subject to
Conditions Below.

☐ Approval not Recommended Due
To Reasons Outlined Below.

☒ No Objections

Signed By: _____

Title: General Manager, Environmental and Utility Services

Date: April 23, 2024

Agency: Columbia Shuswap Regional District



Your File #: BL751-07
eDAS File #: 2024-02233
Date: May/14/2024

Columbia Shuswap Regional District
Box 978
Salmon Arm, British Columbia V1E 4P1
Canada

**Re: Proposed Bylaw 751 for PID 006-213-227; Lot 1 Section 7 Township 19 Range
9 West of the 6th Meridian Kamloops Division Yale District Plan 23833
Except Plans KAP50842 & KAP58363**

The Ministry of Transportation and Infrastructure (Ministry) has received and reviewed your referral April 26, 2024 for a zoning bylaw amendment to the Medium Holdings (MH) zone to add a site-specific regulation on the above noted subject lot. Section 52(3)(a) of the Transportation Act does not apply and the zoning will not require Ministry endorsement.

For Landowner Reference:

ACCESS PERMIT

The Transportation Act applies, and an access permit will be required for the existing access to Gardom Lake Road. The permit can be applied for at the following link:
www.gov.bc.ca/highway-use-permits.

If you have any questions please feel free to call Beth Bahm at (778) 576-1114.
Yours truly,

Beth Bahm
Development Officer

Attachment

Local District Address
Vernon Area Office 4791 23rd Street Vernon, BC V1T 4K9 Canada Phone: (250) 712-3660 Fax: (250) 503-3631

From: [Cooper, Diana FOR:EX](#)
To: [Stephanie Hodge](#)
Cc: [Jan Thingsted](#)
Subject: RE: BL751-07 CSRD Referral Request
Date: May 23, 2024 9:32:19 AM
Attachments: [image006.png](#)
[image007.jpg](#)
[image008.jpg](#)
[image009.png](#)
[image010.png](#)
[image011.jpg](#)
[image001.jpg](#)
[image002.png](#)

Hello Beautiful CSRD!

Thank you for your referral regarding LOT 1 SECTION 17 TOWNSHIP 19 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 23833 EXCEPT PLANS KAP50842 AND KAP58363, PID 006213227. Please review the screenshot of the property below (outlined in yellow) and notify me immediately if it does not represent the property listed in your referral.

Results of Provincial Archaeological Inventory Search

According to Provincial records, there are no known archaeological sites recorded on the subject property.

Archaeological potential modelling for the area does not indicate a high potential for previously unidentified archaeological sites to be found on the subject property.

Archaeology Branch Advice

The Archaeology Branch does not identify a need for archaeological study or Provincial heritage permit(s) at the time of this referral response.

Please notify all individuals (e.g., owners, developers, equipment operators) involved in land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) that if archaeological material is encountered during development, they **must stop all activities immediately** and contact the Archaeology Branch for direction at 250-953-3334.

Rationale and Supplemental Information

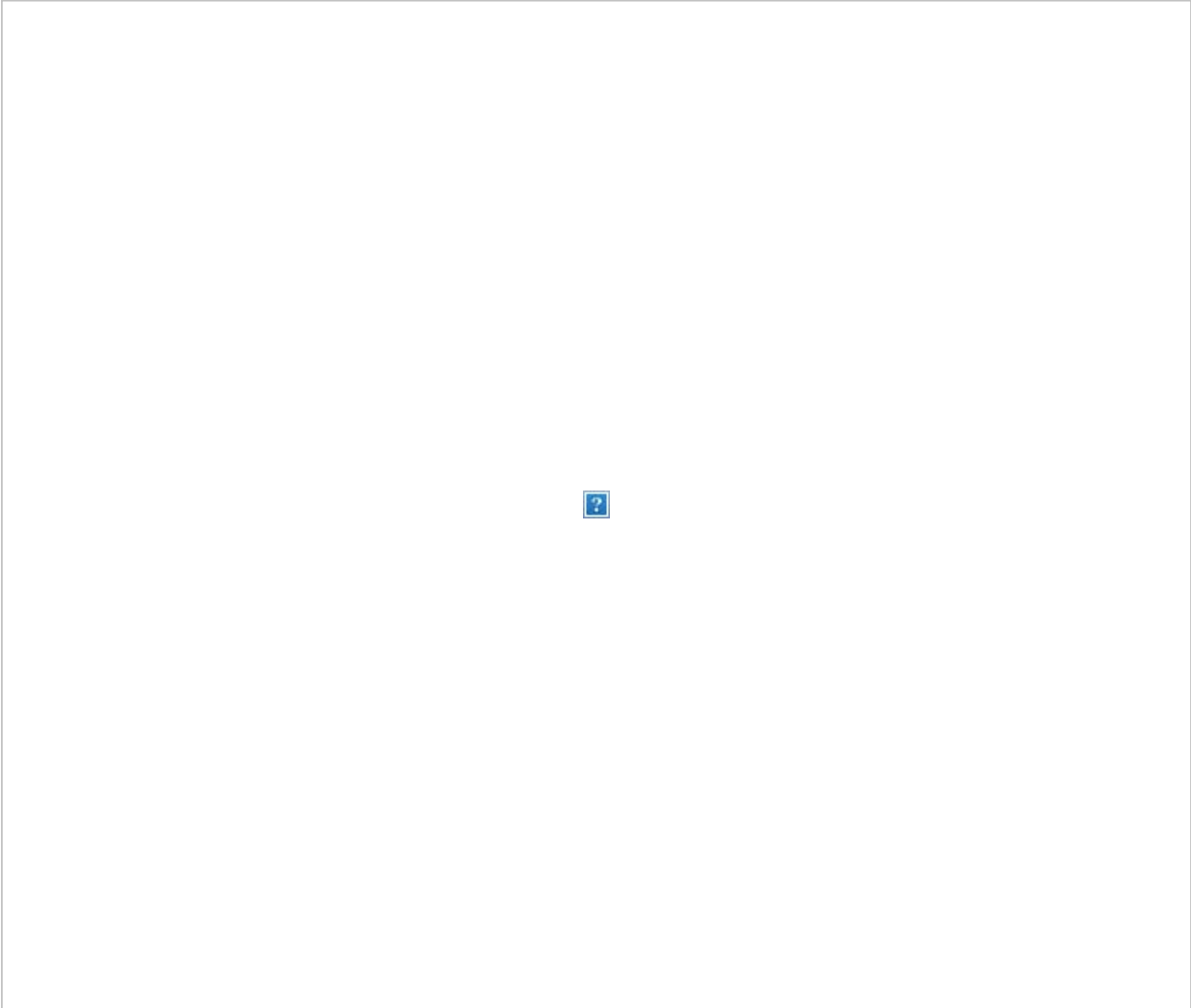
- Archaeological study and Provincial heritage permit(s) are not required in the absence of an archaeological site.
- There is always a possibility for previously unidentified archaeological sites to exist on the property.
- Archaeological sites are protected under the *Heritage Conservation Act* and must not be damaged or altered without a Provincial heritage permit issued by the Archaeology Branch. This protection applies even when archaeological sites are previously unidentified or disturbed.

Questions?

For questions about the archaeological permitting and assessment process, please contact the Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.

For more general information, visit the Archaeology Branch website at www.gov.bc.ca/archaeology.

Kind regards,



Please note that subject lot boundaries (yellow) indicated on the enclosed screenshot are based on information obtained by the Archaeology Branch on the date of this communication and may be subject to error or change. If you are experiencing difficulties viewing the layers in the above screenshot, please contact us.



Diana Cooper

Archaeologist/Archaeological Information Specialist

Archaeology Branch | Ministry of Forests

Phone: (250) 953-3343 | Email: diana.cooper@gov.bc.ca | Website www.gov.bc.ca/archaeology

From:

Stephanie Hodge <SHodge@csrd.bc.ca>

Sent: Monday, April 22, 2024 8:43 AM

To: Stephanie Hodge <SHodge@csrd.bc.ca>

Cc: Jan Thingsted <jthingsted@csrd.bc.ca>

Subject: BL751-07 CSRD Referral Request

[EXTERNAL] This email came from an external source. Only open attachments or links that you



Penticton Indian Band
Natural Resources Department
841 Westhills Drive | Penticton, B.C.
V2A 0E8
Referrals@pib.ca | www.pib.ca
Telephone: 250-492-0411
Fax: 250-493-2882

Project Name:

BL751-07 PL20230000345

FN Consultation ID:

L-240426-BL751-07

Consulting Org Contact:

Stephanie Hodge

Consulting Organization:

[Columbia Shuswap Regional District \(CSRD\)](#)

Date Received:

Monday, April 22, 2024

File number:

BL751-07

April 26, 2024

Attention: Stephanie Hodge

We are in receipt of the above referral. The proposed activity is located within syilx (Okanagan) Territory.

Snpink'tn has now had the opportunity to review the proposed activity. At this time, snpink'tn (Penticton Indian Band) will be deferring further consultation and engagement to the Okanagan Indian Band.

If you require further information or clarification, please do not hesitate to contact me.

limləmt,

Madison Terbasket
Referrals Coordinator
P: 250-492-0411
Referrals@pib.ca



Okanagan Indian Band

12420 Westside Road • Vernon, BC, • V1H 2A4

Telephone: 250-542-4328 • Facsimile 250-542-4990

Email: okibreferrals@okanagan.org

“This correspondence will not be construed so as to to prejudice, limit, or derogate from any rights, claims or interests in respect of any Aboriginal title, rights and interests of Okanagan or Syilx Nation recognized and affirmed under Section 35 of the Constitution Act, 1982 and nothing in this letter indicates acceptance by Okanagan of federal or provincial Crown jurisdiction over or ownership of land, water or other resources within the Territory.”

Project Name:

BL751-07 PL20230000345

FN Consultation ID:

BL751-07

Consulting Org Contact:

Stephanie Hodge

Consulting Organization:

[Columbia Shuswap Regional District \(CSRD\)](#)

Date Received:

Monday, April 22, 2024

Attention: Stephanie Hodge

Okanagan Indian Band (OKIB) is in receipt of the above referral. This proposed activity is within OKIB's Area of Interest within the Syilx (Okanagan Nation) Territory, and the lands and resources are subject to our unextinguished Aboriginal Title and Rights. For more information on our Title and Rights, please see the attached overview in Schedule A.

The Crown has an obligation to support our capacity to meaningfully participate in consultation(1). The failure to provide capacity funding where necessary to support an Aboriginal people's participation can significantly impair the quality of consultation and lead to a finding that consultation was inadequate(2). While supporting OKIB's capacity is ultimately the Crown's obligation, it may be delegated to proponents. Whether delegated or not, proponent contributions ensure we have sufficient capacity to participate in consultation on their activity so approvals are not delayed or denied due to a failure of the Crown to engage with us meaningfully.

To ensure OKIB has sufficient capacity to conduct a Preliminary Office Review of your referral for its potential adverse impact on the OKIB's Syilx Aboriginal Title and Rights we require payment of a Referral Processing Fee. This invoice must be paid within 30 days.

The processing fee is broken down as follows:

*Referral Processing Fee: \$300.00

* 5% GST: \$15.00

* Total: \$315.00

This Fee is based on review not exceeding 5 hours. This initial fee may not be sufficient for OKIB to engage in meaningful consultation, but it will provide necessary funding for OKIB's Preliminary Office Review to determine if your referral is of potential concern and whether further consultation is necessary. If the proposed activity requires a more in-depth review, OKIB will notify the proponent after the Preliminary Office Review and will seek to negotiate an agreement to provide capacity for necessary consultation activities.

INVOICE AMOUNT FOR PRELIMINARY OFFICE REVIEW \$315.00

Please make cheque payable to Okanagan Indian Band (OKIB) re: BL751-07

If payment is not received within 30 days of receipt of this invoice a warning letter will be issued outlining that we are unable to meaningfully respond, engage in consultation on the proposed activity or consent to the proposed activity. Proper consultation cannot occur without the appropriate resources, therefore it is only with payment that proper consultation can begin and the proposed project can be reviewed. Failure of the Crown, or the proponent as delegate of the Crown, to meaningfully consult with OKIB will put any permits or authorizations for the activity at risk of being delayed, suspended or revoked.

liml?mt | Thank You

Julie Richard
Referrals Management Clerk
Territorial Stewardship Division
Okanagan Indian Band
12420 Westside Road
Vernon BC, V1H 2A4
Office: 250-542-7132
Cell: 250-309-5217

(1)*Clyde River (Hamlet) v. Petroleum Geo Services Inc.* 2017 SCC 40, [2017] 1 S.C.R. 1069 (“Clyde River”).

(2)*Clyde River* at paras 47-49, citing *Taku River Tlingit First Nation v. British Columbia (Project Assessment Director)*, 2004 SCC 74, [2004] 3 S.C.R. 550 at paras 32, 37.



BL751-07 - BL751-07 PL20230000345

Project Summary

Project Name:

BL751-07 PL20230000345

FN Consultation ID:

BL751-07

Consulting Organization:

[Columbia Shuswap Regional District \(CSRD\)](#) [1]

Project Type:

Regional Districts and Municipalities

Project Details

Project Description:

The property's owners have applied for a zoning bylaw amendment to the Medium Holdings (MH) zone to add a site-specific regulation that will bring their existing veterinary clinic into compliance with zoning and to allow for minor future expansion. ----- Requested response date: 2024-05-22

Permanent:

0

Consultation Project Area

Project Area (in Hectares):

1.62

Area of new cut (disturbance):

0

Location Description:

Lot 1 Section 7 Township 19 Range 9 West of the 6th Meridian Kamloops Division Yale District Plan 23833 Except Plans KAP50842 & KAP58363

Supporting Media

File Attachments:



[bl751-07-referral-form.pdf](#) [2]



[bl751-07referral-return-form.docx](#) [3]

Spatial File Upload:



[20240417pid006213227.kml](#) [4]

Workflow

Date Received:

Monday, April 22, 2024

External Contacts

Consulting Org Contact:

[Stephanie Hodge](#) [5]

Links

[1] <https://unb.knowledgekeeper.ca/consultation/columbia-shuswap-regional-district-csrd>

[2] <https://unb.knowledgekeeper.ca/system/files/industry/consultation/129266/attachments/bl751-07-referral-form.pdf>

[3] <https://unb.knowledgekeeper.ca/system/files/industry/consultation/129266/attachments/bl751-07referral-return-form.docx>

[4] <https://unb.knowledgekeeper.ca/system/files/industry/consultation/129266/spatial-files/20240417pid006213227.kml>

[5] <https://unb.knowledgekeeper.ca/consultation/columbia-shuswap-regional-district-csrd/contacts/stephanie-hodge>

Relevant Excerpts from

Ranchero/Deep Creek Official Community Plan Bylaw No. 750

Ranchero/Deep Creek Zoning Bylaw No. 751

(See [Bylaw No. 750](#) and [Bylaw No. 751](#) for all policies and land use regulations)

Bylaw No. 750

1.4 COMMUNITY VALUES

Ranchero/Deep Creek is made up of distinct neighbourhoods that have a diverse range of activities and interests but share many common values. The combination of temperate climate, spectacular natural environment, outdoor recreation opportunities, water resources, entrepreneurial spirit, and the progressive attitude of residents has resulted in a highly desirable and vibrant community. The area accommodates a broad mix of: agricultural, rural, residential, recreational, limited tourism, small scale commercial, small scale industrial, home businesses and resource uses with an emphasis on mutual respect and diversity.

The residents of Ranchero/Deep Creek recognize that there will be pressure for change and development in their neighbourhoods. Residents are seeking to define a level of compatible development, while at the same time maintaining the values that are fundamental to the health and prosperity of the community.

These following values have been generated from the input and priorities of the residents who make up the neighbourhoods of Ranchero/Deep Creek and will be used to help guide future decisions on development proposals, environmental protection initiatives, and infrastructure development for the community, by the CSRD and senior government agencies. These values include:

1. Protection of the Plan Area's rural character and containment of urban development;
2. Identification and protection of watersheds and aquifers from degradation, inappropriate development and pollution to ensure a continued safe water supply;
3. Recognition that the sustainable development of the Plan Area must be linked to groundwater quality and quantity for all residents;
4. Protection of environmentally sensitive areas, natural hazard lands, aquifer recharge areas and natural, environmental and geographic features;
5. Recognition that a comprehensive approach to managing sewage is required;
6. Recognition of the benefits afforded to the community through the continued existence of agriculture and rural lifestyles;
7. Recognition of the importance of agriculture in the local economy;

8. Support for economic diversity in new and existing small scale developments that complement the rural integrity of Ranchero/Deep Creek;
9. Recognition of the importance of small scale commercial and home-site or home-based businesses in the growth and diversification of the Plan Area;
10. Consultation with First Nations, in accordance with statutory requirements, to develop approaches to issues of mutual interest;
11. Protection of resource lands for suitable resource uses;
12. Minimization of encroachment of land uses that are incompatible with these community values;
13. Recognition of Gardom Lake as a unique environmental resource;
14. Recognition of Gardom Lake area parks and the Benches identified on Schedule 'E' as the primary recreational resources in the Plan Area;
15. Support for environmentally responsible recreational and silvicultural uses;
16. Preservation and enhancement of green space, access to public lands and integrated trails;
17. Recognition of the need and continued support for local schools and community centres;
18. Support for bylaw recognition of existing and legal manufactured home parks, multiple housing units, and suites;
19. Support for more affordable housing;
20. Recognition and support for efficient and safe rural local transportation;
21. Recognition that storm water management should be initiated;
22. A requirement for comprehensive public consultation with respect to decisions about the future development of all lands, including Crown land and services within our communities.

3.1 DEVELOPMENT CRITERIA

In the Ranchero/Deep Creek plan area, when considering an application to amend the OCP, rezone or subdivide land to accommodate a development, an applicant must show that the proposal:

1. reflects the Community Values Statement (Section 1.4) and objectives and policies of the Official Community Plan;
2. preserves and protects the rural character of the area and directs higher density development to the Ranchero and Shaw Road areas;
3. protects watersheds and aquifers from degradation and pollution;
4. protects and promotes natural, environmental, and geographic features;

5. preserves, enhances, and provides useable parkland that provides access and linkages to public lands where appropriate;
6. proposes a comprehensive approach to the management and disposal of sewage and septage;
7. proposes a comprehensive approach to drainage including management of storm water, and prevention of slope instability – in accordance with Provincial best management practices;
8. preserves archaeological areas through adherence to the Provincial Heritage and Conservation Act, and;
9. includes best practice interface forest fire mitigation techniques for building and landscaping.

3.2 GENERAL PLANNING POLICIES

1. Prior to supporting any OCP redesignation or rezoning that will increase water use on a property, the CSRD may require a hydro-geological impact review and assessment on the quantity and quality of water resources as specified in the CSRD Development Approval Information Bylaw. A qualified professional engineer or geoscientist with proven knowledge and experience in groundwater management must provide a written statement, through a hydro-geological impact assessment, verifying the long term reliability of the water supply for the proposed development. The assessment must also verify that there will be no significant negative impacts on other water supplies and properties.
7. One dwelling unit shall be permitted per lot and one secondary dwelling unit may be considered in the Rural Holdings, Agriculture, Medium Holdings, and Rural Residential designations subject to zoning. The size of the parcel and size of the secondary dwelling unit will be subject to zoning restrictions. The secondary dwelling unit will be subject to special provisions, including but not limited to: (a) setbacks from buildings and property lines; (b) the provision of required parking and access; and (c) the provision of adequate servicing that meets Provincial water and sewer regulations.

3.6 MEDIUM HOLDINGS (MH)

This land use designation applies to large lots, not presently located within the ALR, and generally 8.0 ha or more in size as shown on Schedule 'B'.

These lands are intended to provide for traditional rural pursuits and serve as a buffer between Rural and Resource, Rural Holdings, and Agricultural lands and the more densely developed Rural Residential lands of the Plan Area. In this land use designation, larger residential parcel sizes are the typical form of development and residents in the area promote the retention of large parcel sizes to protect each individual property's privacy and rural quality of life. Medium Holdings lands are characterized by the suitability to accommodate unserved rural activities. These parcels typically have an adequate water supply and wastewater can be treated and disposed of through on-site ground disposal systems.

OBJECTIVES

1. Preserve the rural character of lands within the Plan Area.
2. Encourage farm activities on productive or potential agricultural lands including suitable agritourism opportunities and value-added agriculture.
3. Contain the extent of growth of urban and suburban lands.
4. Support development that is compatible with the Community Values (Section 1.4) and Development Criteria (Section 3.1).

POLICIES

1. Lands within the Medium Holdings designation are shown on as "MH" on Schedule 'B'.
2. Lands within the Medium Holdings designation shall have a minimum permitted parcel size of at least 8.0 ha.
3. Residential development in the Medium Holdings designation shall be permitted at a maximum density of 1 principal dwelling unit per ha. One secondary dwelling unit may be considered in the Medium Holdings designation, subject to zoning and proof of adequate water and sewer services that meet Provincial regulations.

5.1 Natural Resource Management – Agriculture

GOAL

To protect agricultural land both within and outside the ALR for agricultural based activities.

OBJECTIVES

1. Protect the agricultural land resources of the Plan Area for present and future food production and other agricultural purposes.
2. Recognize and protect the needs and activities of agricultural operations when considering development on adjacent lands.
3. Support farming practices that protect soil and water resources.
4. Encourage protection of the quantity and quality of the water supply, seek to improve water availability for irrigation purposes, and encourage the use of current best practices with respect to irrigation.
5. Encourage non-agricultural development away from agricultural lands.
6. Support development that is compatible with the Community Values (Section 1.4) and Development Guideline Criteria Statements (Section 3.1).
7. Encourage farmers in the Plan Area to follow the measures described in the British Columbia Farm Practices Guidelines as outlined by the Ministry of Agriculture.

POLICIES

1. This Plan supports the Agricultural Land Commission's mandate of preserving and encouraging the development of lands for agricultural purposes.
2. The CSRD encourages the retention of large land holdings within the Plan Area, including the ALR, to maintain future opportunities for farm use.
3. The CSRD discourages encroachment and fragmentation of farmland by non-farm related uses.
4. The location and construction of new roads, trails, utility or communication rights-of-way should be sited to avoid Agricultural lands wherever possible. Where unavoidable, these rights-of-way should be sited in a manner that will cause minimal impact on agricultural operations. Alignments should be established in consultation with affected landowners and the ALC.
5. Encourage adjacent property owners to cooperate in the establishment of fencing or buffers.
6. In the case of new developments adjacent to Agriculture lands, the CSRD strongly encourages the provision of adequate vegetative buffers to protect agricultural values and prevent encroachment.

Bylaw No. 751

3.17 Home Occupation

A home occupation is subject to the following regulations:

- (a) The *home occupation* shall only be carried out in a *zone* that permits *residential use*;
- (b) The *home occupation* shall be carried out accessory to and on the same *parcel* as the *dwelling unit* to which the *home occupation* relates;
- (c) A maximum of one (1) *home occupation* shall be permitted per *parcel* unless otherwise permitted in this *Bylaw*;
- (d) All activities, including the storage of materials, equipment, and products, must be completely enclosed within a *dwelling unit*, *accessory building*, or an area completely screened from adjoining properties and *highways* at a minimum height of 1.8 m, with the exception of daycares and parking;
- (e) The maximum area of all *home occupation use* on a *parcel* shall be no greater than:
 - (i) 150 m² on *parcels* less than or equal to 0.4 ha;
 - (ii) 200 m² on *parcels* greater than 0.4 ha, but less than or equal to 2 ha;
 - (iii) 250 m² on *parcels* greater than 2 ha, but less than or equal to 8 ha;

- (iv) 300 m² on *parcels* greater than 8 ha;
- (f) Only persons residing in the *dwelling unit* associated with the *home occupation* may be involved in the *home occupation* plus:
 - (i) A maximum of two non-resident employees on *parcels* less than or equal to 2 ha;
 - (ii) A maximum of three (3) non-resident employees on *parcels* greater than 2 ha, but less than 8 ha;
 - (iii) A maximum of four (4) non-resident employees on *parcels* greater than 8 ha;
- (g) The *home occupation* shall not produce, discharge or emit: smoke (except smoke produced from the heating of the *home occupation* space), dust, litter, vibrations; odorous, toxic or noxious matter or vapours; heat; glare; radiation; electrical or television interference; or sufficient noise, congestion or traffic to constitute a nuisance offensive to the community;
- (h) The *home occupation* shall limit the area used for the display and sale of retail goods on a *parcel* to 25% of the *gross floor area* used for the *home occupation* and must be auxiliary and incidental to the *home occupation*;
- (i) *Home occupation* expressly prohibits:
 - (i) *aggregate sales* or processing;
 - (ii) asphalt or concrete batch plant;
 - (iii) *cannabis production facility*;
 - (iv) *cannabis* retail;
 - (v) *eating and drinking establishment*;
 - (vi) *event venue*;
 - (vii) *kennel*;
 - (viii) *saw mill* (unless zoned MH on a parcel greater than 8 ha)
 - (ix) *vehicle wrecking yard*; or
 - (x) *wholesale* activity;
- (j) All parking and access associated with the *home occupation* shall be located on-site. Parking and access requirements for *home occupations* are set out in Part 5 of this *Bylaw*;
- (k) The *home occupation* shall limit total signage (excluding framing) used for the purpose of advertising the *home occupation* on each *parcel* to 0.6 m² in area (two-sided) and 2 m in height if free standing. *Signs* shall have a minimum *setback* of 1 m from *parcel boundaries*; and

- (l) A *home occupation* located on ALR land is subject to the requirements of the ALC Act.

4.7 Medium Holdings Zone

.1 Intent

To accommodate single detached dwellings and agricultural uses on medium-sized parcels.

.2 Principal Uses

The uses stated in this subsection and no others are permitted in the RH zone as principal uses, except as stated in Part 3: General Regulations:

- (a) agriculture (on parcels 2 ha and greater)
- (b) forestry
- (c) single detached dwelling

.3 Secondary Uses

The uses stated in this subsection and no others are permitted in the RH zone as secondary uses, except as stated in Part 3: General Regulations:

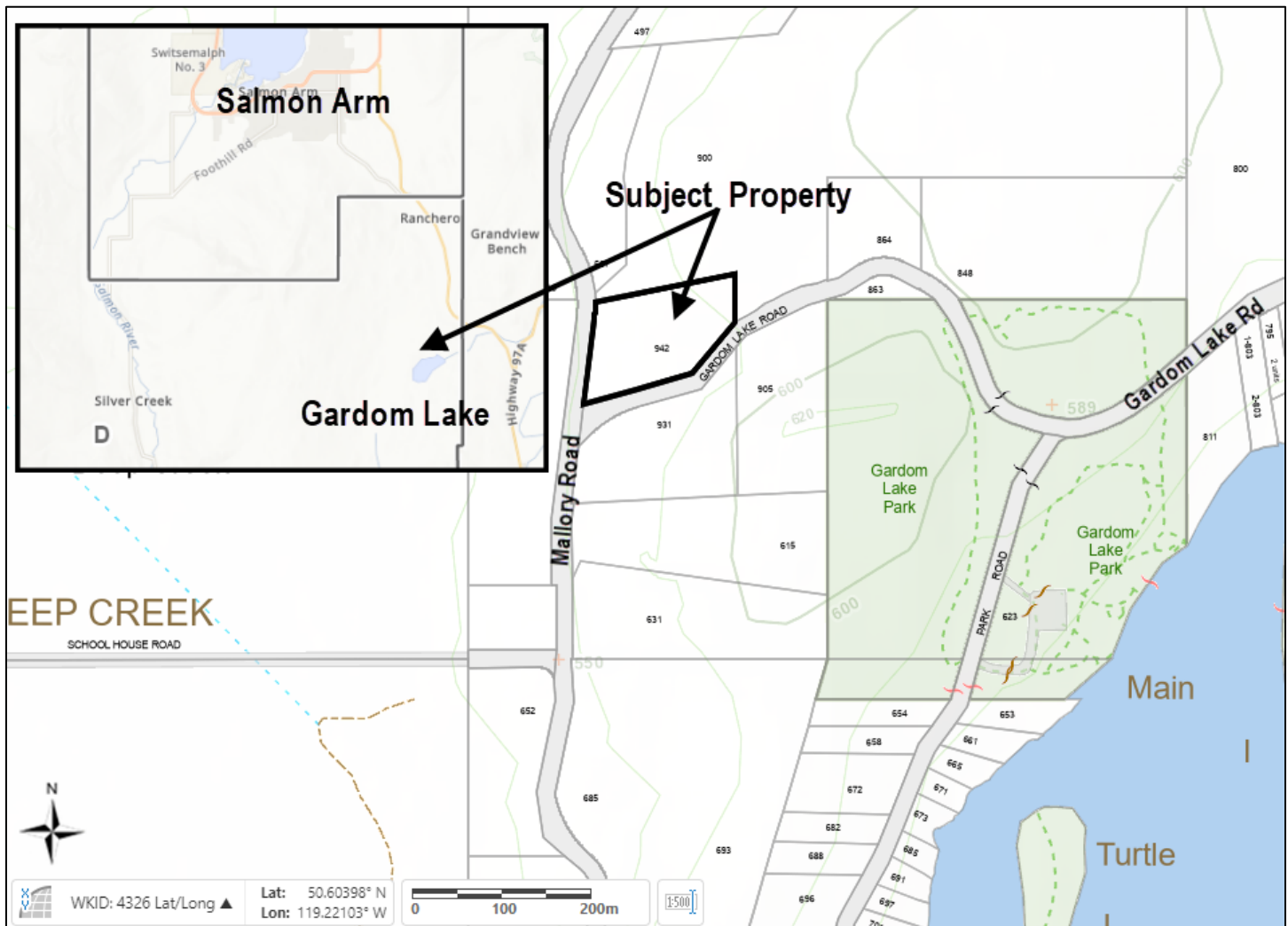
- (a) accessory use
- (b) agriculture, limited (on parcels less than 2 ha)
- (c) agri-tourism (on parcels 2 ha and greater)
- (d) bed and breakfast
- (e) childcare facility, in-home
- (f) home occupation
- (g) residential campsite
- (h) secondary dwelling unit

.4 Regulations

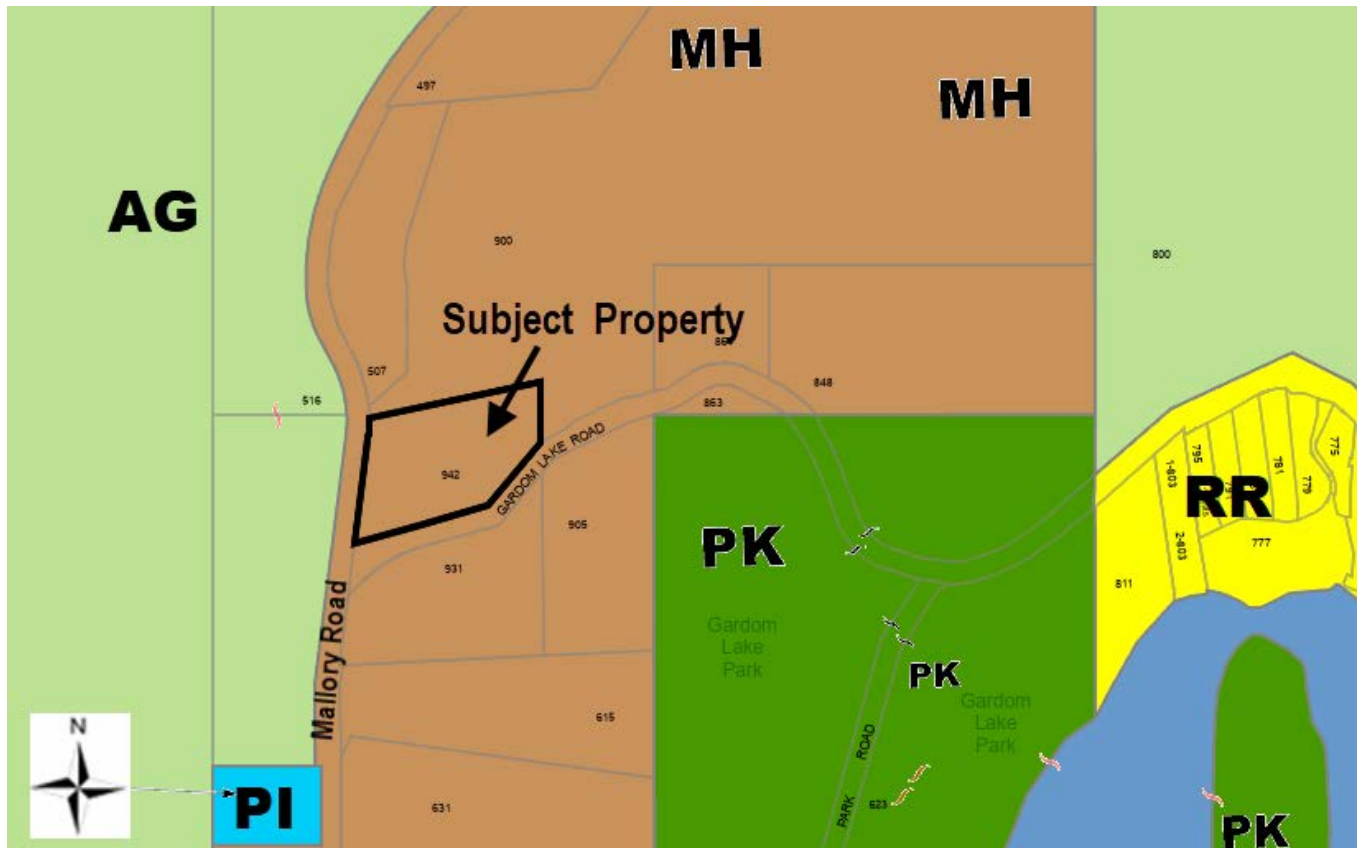
On a parcel zoned MH, no land shall be used; no building or structure shall be constructed, located or altered; and no plan of subdivision approved; that contravenes the regulations stated in this subsection, except as stated in Part 3: General Regulations and Part 5: Parking and Loading Regulations. All agricultural uses must have a setback of at least 5 m from any parcel boundary and be contained by a fence.

COLUMN 1 MATTER REGULATED	COLUMN 2 REGULATION
(a) Minimum <i>parcel</i> size created by <i>subdivision</i>	8 ha
(b) Minimum <i>parcel width</i> created by <i>subdivision</i>	30 m
(c) Maximum <i>parcel coverage</i>	25%
(d) Maximum number of <i>single detached dwellings</i> per <i>parcel</i>	One
(e) Maximum number of <i>secondary dwelling</i> units per <i>parcel</i> (subject to Section 3.16 of this Bylaw)	One
(f) Maximum <i>height</i> for: <ul style="list-style-type: none"> ▪ principal <i>buildings</i> and <i>structures</i> ▪ accessory <i>buildings</i> 	<ul style="list-style-type: none"> ▪ 11.5 m ▪ 10 m
(g) Maximum <i>habitable floor space</i> of <i>secondary dwelling unit</i>	90 m ²
(h) Maximum <i>gross floor area</i> of <i>accessory building</i>	200 m ² on <i>parcels</i> less than or equal to 2 ha
(i) Maximum <i>gross floor area</i> of an <i>home occupation</i>	Shall be in accordance with Section 3.17
(j) Minimum <i>setback</i> from: <ul style="list-style-type: none"> ▪ <i>front parcel boundary</i> ▪ <i>rear parcel boundary</i> ▪ <i>rear parcel boundary</i> for an accessory building (excluding, <i>secondary dwelling unit</i> or <i>home occupation</i>) ▪ <i>interior side parcel boundary</i> ▪ <i>exterior side parcel boundary</i> 	<ul style="list-style-type: none"> ▪ 4.5 m ▪ 5 m ▪ 3 m ▪ 2 m ▪ 5 m

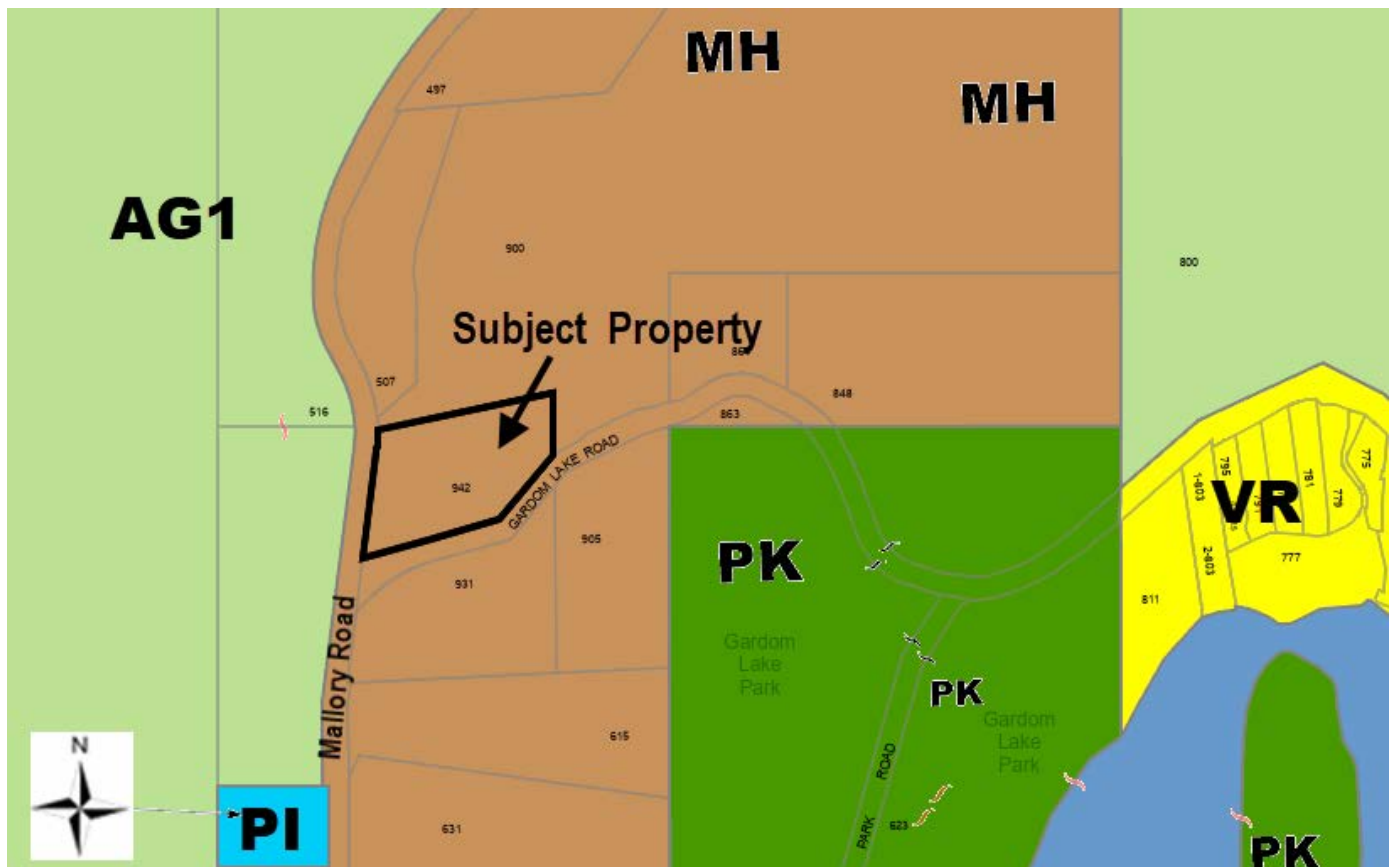
Location



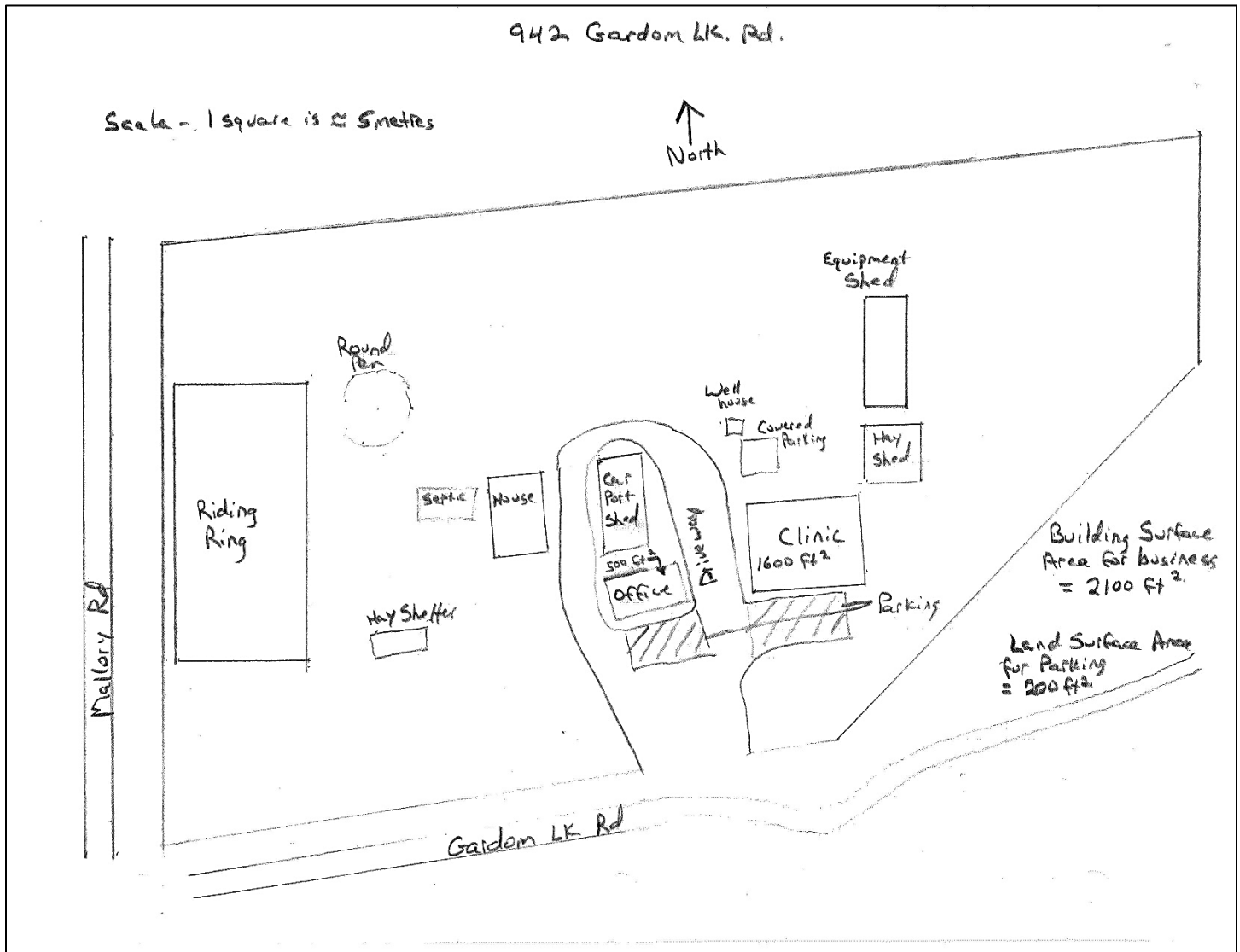
Ranchero/Deep Creek Official Community Plan Bylaw No. 750



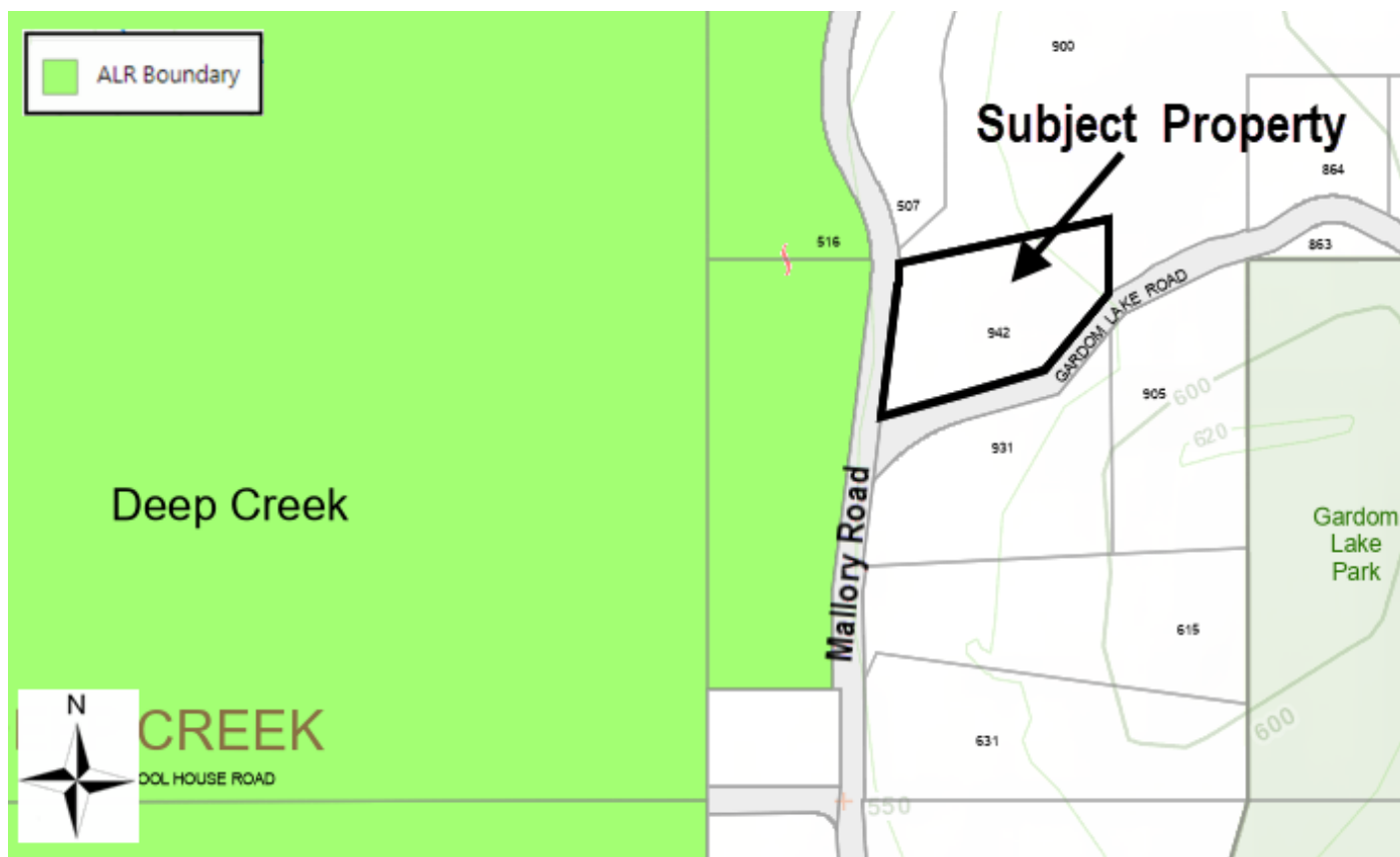
Ranchero/Deep Creek Zoning Bylaw No. 751



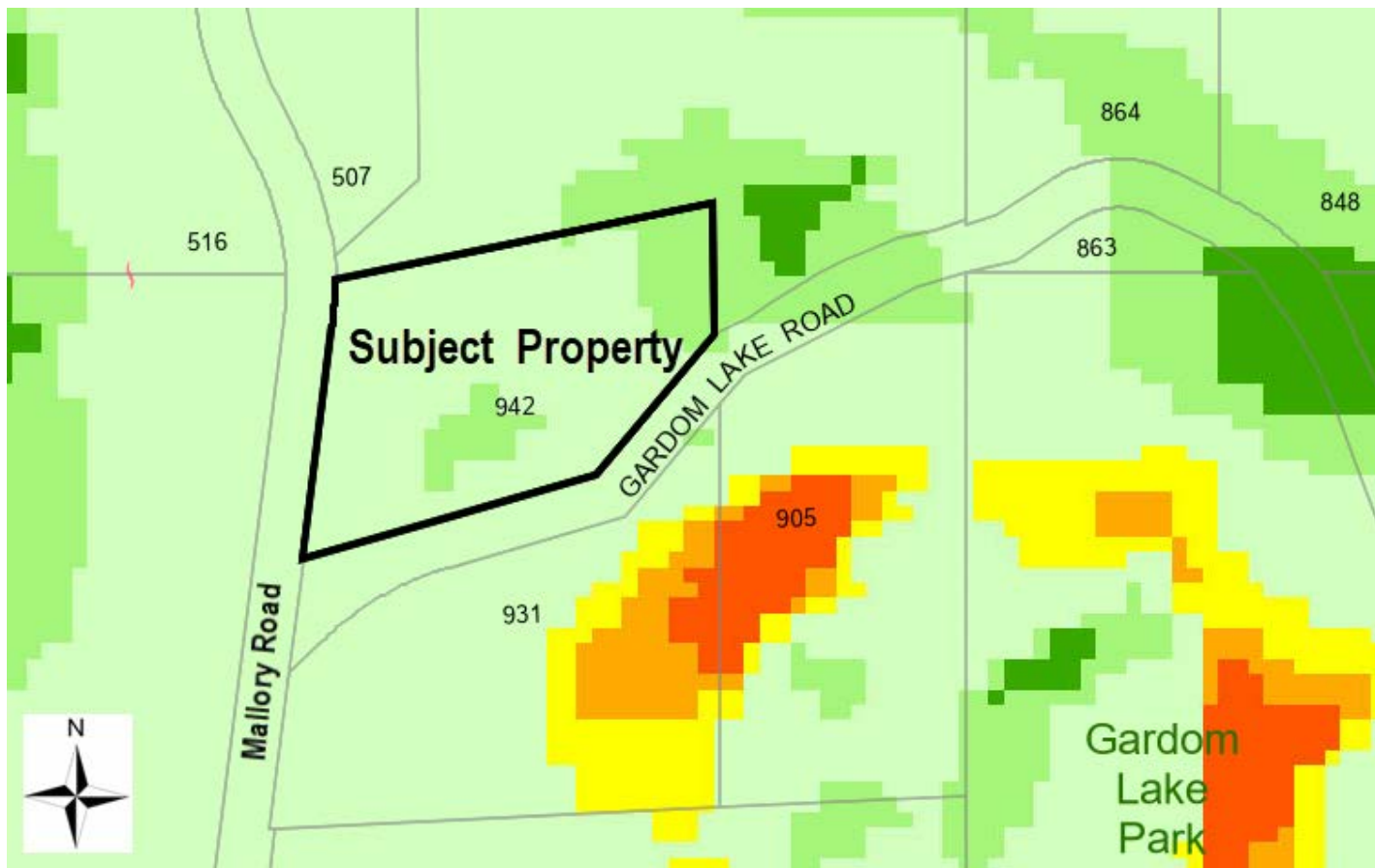
Site Plan (provided by applicant)



ALR



Slopes



Orthophoto (2023)

