



# COLUMBIA SHUSWAP REGIONAL DISTRICT

## Regular Board Meeting

### LATE AGENDA

Date: Thursday, November 21, 2024  
Time: 9:30 AM  
Location: CSRD 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 19: States shall consult and cooperate in good faith with the indigenous peoples concerned through their own representative institutions in order to obtain their free, prior and informed consent before adopting and implementing legislative or administrative measures that may affect them.

2. Call to Order by the Corporate Officer

3. Inaugural Proceedings

3.1 Election of Chair

3.2 Election of Vice Chair

3.3 Chair's Remarks

4. Adoption of Agenda

THAT: the Regular Board meeting agenda be adopted.

*Corporate Vote Unweighted Majority*

5. Meeting Minutes

## 5.1 Adoption of Minutes 1

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

*Corporate Vote Unweighted Majority*

## 5.2 Business Arising from the Minutes

## 6. Announcements

### \*6.1 New Staff

Crystal Gauer, Wildfire Mitigation Specialist

## 7. Correspondence

### 7.1 For Information

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

*Corporate Vote Unweighted Majority*

#### 7.1.1 Union of British Columbia Municipalities (August 23, 2024) 24

Canada Community Building Fund - First Community Works Fund payment notice.

#### 7.1.2 Ministry of Water, Land and Resource Stewardship (October 24, 2024) 25

Union of British Columbia Municipalities meeting follow up from the Deputy Minister.

#### 7.1.3 Ministry of Emergency Management and Climate Readiness (October 25, 2024) 26

Union of British Columbia Municipalities meeting follow up letter from the Deputy Minister.

#### 7.1.4 Fraser Valley Regional District (November 7, 2024) 28

Letter requesting a governance review be initiated by the Union of BC Municipalities.

**7.1.5 Notice of Cancellation for a Community Charter Section 57 Notice on Title**

In accordance with Section 58 of the Community Charter, the Corporate Officer received a report from the Chief Building Official that the condition that gave rise to the filing of the notice under section 57 has been rectified and a cancellation notice will be sent to the registrar of land titles to cancel the note against the property at 7517 Castle Heights, Anglemont, BC, Electoral Area F.

**\*7.1.6 Skwlāx te Secwepemcúfecw (November 18, 2024) 30**

Thank you letter sent to Kukpi7 Tomma and Council.

**7.2 Action Requested**

**\*7.2.1 Shuswap Economic Development Society (SEDS) 31**

Letter of support request for SEDS grant funding application to Connecting Communities BC Program.

THAT: the Board approve the draft letter supporting Shuswap Economic Development Society's grant application through Connecting Communities BC.

**8. Committee Reports and Updates**

**8.1 For Information**

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

*Corporate Vote Unweighted Majority*

**8.1.1 Municipal Finance Authority of BC Report (May 2024 to September 2024) 32**

**8.1.2 Thompson Regional Committee Meeting Summary (September 10, 2024) 39**

**8.1.3 Committee of the Whole Meeting Minutes (October 16, 2024) 44**

**\*8.1.4 Thompson Regional Committee Meeting Summary (November 12, 2024) 53**

**8.2 Action Requested**

None.

**9. Business General**

- 9.1 Chief Administrative Officer Report** 57
- THAT: the Board receive the CAO report for information.
- Corporate Vote Unweighted Majority*
- 9.2 Response to Legal Letter from Yankee Flats and Salmon River Roads Residents, Electoral Area D, re: Spa Hills Composting Facility and Request for Compost Facility Comprehensive Bylaw in the CSRD** 59
- Report from Marty Herbert, Manager, Building and Bylaw Services, dated, November 5, 2024. Compost zoning bylaws in the CSRD.
- THAT: the Board receive this report for information.
- Corporate Vote Unweighted Majority*
- 9.3 2024 Community Emergency Preparedness Fund Grant Application** 244
- Report from Sean Coubrough, Manager, Protective Services (Regional Fire Chief), dated November 7, 2024. A grant application for fire department equipment.
- THAT: The Board empower the authorized signatories to submit an application to the 2024 Community Emergency Preparedness Fund for Volunteer and Composite Fire Departments Equipment and Training grant for up to \$520,000 for firefighting equipment for the CSRDs thirteen fire departments.
- Corporate Vote Unweighted Majority*
- 9.4 Household Hazardous Waste Collection Contract Award** 247
- Report from Ben Van Nostrand, General Manager, Environmental and Utility Services, dated November 6, 2024. A report seeking Board authorization for awarding the Household Hazardous Waste Collection contract.
- THAT: the Board endorse the authorized signatories to enter into an agreement, for servicing the CSRD's Hazardous Waste Depots, with GFL Environmental Services Inc. for a three-year term, including the two, one-year options to renew, in the amount of approximately \$750,000 plus applicable taxes and annual CPI adjustments over the term of the agreement.
- Corporate Vote Weighted Majority*
- 9.5 CSRD Waterworks Rates and Regulation Bylaw Update**
- Verbal update from Ben Van Nostrand, General Manager, Environmental and Utility Services.

**\*9.6 2024 Policy Review**

At the October 16, 2024 Committee of the Whole Meeting staff requested the Committee's support to bring forward "No Update" and "Rescind" policies to the Board at the November Regular Board meeting.

THAT: the following policies be rescinded and removed from the Policy Manual:

- A-14 Bylaw Copies
- A-25 Applications Requiring Board Consideration
- A-33 As-Built Drawings for Capital Works
- A-34 Maintenance of Logbook by Facility Managers
- A-45 Inspection of Woodburning Installations
- A-54 Aviation Fuel Management – Revelstoke Airport
- F-6 Building Permit Refund
- F-7 Mileage
- F-20 Revenue Arising from Legal Claims
- F-37 COVID-19 Safe Restart Electoral Area Grant-in-Aid Funding
- P-12 BC Building Code in Non-Inspection Areas
- W-7 Revelstoke Airport Security

this 21st day of November, 2024.

*Corporate Vote Unweighted Majority*

THAT: the following policies be approved to remain in the Policy Manual:

- A-1 Occupational Health and Safety Program
- A-11 Regional Philosophy
- A-24 Disposal of Assets
- A-30 Office Closure
- A-38 Method of Taxation
- A-61 Use of Corporate Vehicles
- A-62 – Electronic Sign Boards – CSRD Owned Facilities
- A-69 Bylaw Enforcement
- A-70 Asset Management
- A-71 Cannabis Related Business
- A-75 Commercial Bottled Water

- A-79 Electronic Submissions for Alternative Approval Process Elector Response Forms
- A-85 Provincially Tenured Lawfully Non-Conforming Docks Electoral Area E Adjacent to Rail Trail Lands
- A-86 Exempt Staff Compensation
- A-88 Shuswap-North Okanagan Rail Trail: Agricultural Access
- F-16 Parkland Dedication Deferral Fees
- F-18 Overtime – Non-Managerial Exempt Staff
- F-24 Signatories
- F-34 Reserve Funds
- F-35 Collection of Outstanding Debt
- F-38 Asset Retirement Obligations
- P-11 Consistent Use of Upland/Adjacent Foreshore and Aquatic Crown Land
- P-24 Agricultural Land Reserve Exclusion Applications
- W-3 Mosquito Control Programs
- W-6 Sewer System Acquisition
- W-8 Anglemont Estates Drainage
- W-13 Nicholson Aquifer Water Quality

this 21st day of November, 2024.

*Corporate Vote Unweighted Majority*

**\*9.7 Electoral Area D: Falkland and Glenemma Transfer Station Snow Removal Contract Award**

251

Report from Ben Van Nostrand, General Manager, Environmental and Utility Services, dated November 8, 2024. Seeking Board authorization to award the Snow Removal Contract for the Falkland and Glenemma Transfer Stations.

THAT: the Board endorse the authorized signatories to enter into an agreement, for snow removal at the Falkland and Glenemma transfer stations, Westside Property Maintenance Ltd., for a three-year term, including the two, one-year options to renew, in the amount of approximately \$75,000 plus applicable taxes and annual CPI adjustments over the term of the agreement.

*Corporate Vote Weighted*

THAT: the Board endorse the authorized signatories to enter into a Municipal Insurance Association of British Columbia Service Provider Agreement between the Columbia Shuswap Regional District and Westside Property Maintenance Ltd., dated November 21, 2024.

*Corporate Vote Weighted*

**\*9.8 2025 Committee Appointments and Recommendations 256**

Directors submitted expressions of interest to sit on these Committees and/or Boards. The attached list is the summary of the responses.

THAT: the 2025 Committee Appointments and Recommendations attached to the November 21, 2024 Regular Board agenda be approved.

*Corporate Vote Unweighted Majority*

**\*9.9 2025 Board and Committee Calendar 259**

Report from Jennifer Sham, General Manager, Corporate Services (Corporate Officer), dated November 19, 2024.

THAT: the 2025 Board and Committee Calendar be approved, this 21<sup>st</sup> day of November, 2024.

*Corporate Vote Unweighted Majority*

**\*9.10 UBCM Community to Community Leadership Forum 263**

Report from John MacLean, CAO, dated November 13, 2024.

A Board report asking for support for a Community to Community Leadership Forum with the Secwepemc First Nations.

THAT: the Board support submitting a funding application to UBCM in the amount of \$10,000 for a Community to Community Leadership Forum between the Board of the CSRD and the Secwepemc Bands consisting of Adams Lake Indian Band, Neskonlith Indian band, Skwłāx te Secwepemcúłecw, Splotsin and Shuswap Band.

*Corporate Vote Unweighted Majority*

**10. Business By Area**

**10.1 Electoral Area B & Revelstoke: EOF Application – Revelstoke/Area B – Community Economic Development Initiatives** 300

Report from Jodi Pierce, General Manager, Financial Services, dated November 7, 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 amount from the Revelstoke and Area B Economic Opportunity Fund:

\$12,500 to the City of Revelstoke to support the Government of BC's Rural Economic Development & Infrastructure Program (REDIP) grant for investment attraction that includes a land use Feasibility Study for the Westside Lands, which are subject to Section 17 of the BC Land Act.

*Corporate Vote Weighted*

**10.2 Electoral Areas A and E: Grant-in-Aids** 304

Report from Jodi Pierce, General Manager, Financial Services, dated November 8, 2024. Funding requests for consideration.

THAT: the Board approve the following allocations from the 2024 Electoral Area Grant-in-Aids:

Area A

\$1390 Golden Kicking Horse Alpine Team (coaching)

Area E

\$14,000 Eagle Valley Community Support Society (social and crisis supports)

*Stakeholder Vote Weighted – Electoral Area Directors*

**11. Administration Bylaws**

**\*11.1 Electoral Area G: Sorrento Waterworks Local Service Area Amendment Bylaw No. 5888, 2024** 307

Report from Tim Perepolkin, Manager Utility Services, dated November 6, 2024. Addition of one property to the Sorrento Water System.

THAT: Sorrento Waterworks Local Service Area Amendment Bylaw No. 5888, 2024 be read a first, second, and third time, this 21<sup>st</sup> day of November, 2024.

*Corporate Vote Unweighted Majority*

**12. Delegations & Guest Speakers**

None.



**13. Public Question & Answer Period**

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

**\*14. CLOSED (In Camera)**

Late Agenda - removed section (g) and added section (f).

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;

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

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

*Corporate Vote Unweighted Majority*

**15. Development Services Business General**

None.

**16. ALR Applications**

None.

**17. Development Services Business by Area**

**17.1 Electoral Area C : Development Variance Permit No. 701-139**

315

Report from Hayley Johnson, Planner I, dated October 28, 2024.  
4183 Galligan Road, Eagle Bay

THAT: in accordance with Section 498 of the Local Government Act, Development Variance Permit No. 701-139 for Lot A Sections 4, 5, 8, and 9 Township 23 Range 9 West of the 6<sup>th</sup> Meridian Kamloops Division Yale District Plan 11743, varying the South Shuswap Zoning Bylaw No. 701, as amended, as follows:

1. Section 7.2.4 the maximum height be increased from 11.5 m to 16.7 m only for the proposed single detached dwelling
2. Section 7.2.7 the maximum floor area, gross be increased from 250 m<sup>2</sup> to 256 m<sup>2</sup> only for the proposed accessory building

Be approved this 21<sup>st</sup> day of November 2024.

*Stakeholder Vote Unweighted (LGA Part 14) Majority*

## 18. Planning Bylaws

- 18.1 **Electoral Area B: Electoral Area B Official Community Plan Amendment Bylaw No. 850-18 and Electoral Area B Zoning Amendment Bylaw No. 851-25** 362

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

THAT: "Electoral Area B Official Community Plan Amendment Bylaw No. 850-18" be read a third time, this 21<sup>st</sup> day of November, 2024.

*Stakeholder Vote Unweighted (LGA Part 14) Majority*

THAT: "Electoral Area B Zoning Amendment Bylaw No. 851-25" be read a third time, this 21<sup>st</sup> day of November, 2024.

*Stakeholder Vote Unweighted (LGA Part 14) Majority*

- 18.2 **Electoral Area B: Electoral Area B Official Community Plan Amendment Bylaw No. 850-21 and Electoral Area B Zoning Amendment Bylaw No. 851-32** 391

Report from Christine LeFloch, Planner III, dated October 24, 2024.  
Fish River Road, Beaton

THAT: "Electoral Area B Official Community Plan Amendment Bylaw No. 850-21" be read a third time, this 21<sup>st</sup> day of November, 2024.

*Stakeholder Vote Unweighted (LGA Part 14) Majority*

THAT: "Electoral Area B Zoning Amendment Bylaw No. 851-32" be read a third time, this 21<sup>st</sup> day of November, 2024.

*Stakeholder Vote Unweighted (LGA Part 14) Majority*

THAT: "Electoral Area B Official Community Plan Amendment Bylaw No. 850-21" be adopted, this 21<sup>st</sup> day of November, 2024.

*Stakeholder Vote Unweighted (LGA Part 14) Majority*

THAT: "Electoral Area B Zoning Amendment Bylaw No. 851-32" be adopted, this 21<sup>st</sup> day of November, 2024.

*Stakeholder Vote Unweighted (LGA Part 14) Majority*

**18.3 Electoral Area C: Electoral Area C Official Community Plan Amendment Bylaw No. 725-25 and South Shuswap Zoning Amendment Bylaw No. 701-107**

410

Report from Christine LeFloch, Planner III, dated October 29, 2024.  
6169 Armstrong Road, Wild Rose Bay

THAT: Pursuant to Section 477 of the Local Government Act, the Board has considered “Electoral Area C Official Community Plan Amendment Bylaw No. 725-25” in conjunction with the Columbia Shuswap Regional District’s Financial Plan and Waste Management Plan.

*Stakeholder Vote Unweighted (LGA Part 14) Majority*

THAT: “Electoral Area C Official Community Plan Amendment Bylaw No. 725-25” be read a second time, as amended this 21<sup>st</sup> day of November, 2024.

*Stakeholder Vote Unweighted (LGA Part 14) Majority*

THAT: “South Shuswap Zoning Amendment Bylaw No. 701-107” be read a second time as amended, this 21<sup>st</sup> day of November, 2024.

*Stakeholder Vote Unweighted (LGA Part 14) Majority*

THAT: a public hearing to hear representations regarding “Electoral Area C Official Community Plan Amendment Bylaw No. 725-25” and “South Shuswap Zoning Amendment Bylaw No. 701-107” 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 Marty Gibbons, as Director of Electoral Area C being that in which the land concerned is located, or Alternate Director Margaret McCormick, if Director Gibbons is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

*Stakeholder Vote Unweighted (LGA Part 14) Majority*

**18.4 Electoral Area D, E, F: Anglemont Zoning Bylaw No. 650, Electoral Area E Zoning Bylaw No. 841, and Rancho/Deep Creek Zoning Bylaw No. 751 Policy Resolution and Proposed Bylaw Amendments**

470

Report from Christine LeFloch, Planner III, dated November 1, 2024.  
Policy Resolution and Proposed Bylaw Amendments

THAT: the Board endorse a policy resolution to not enforce Sections 5.4.2(g), 5.4.2(h), 5.5.2(h), 5.5.2(i), 5.6.2(h), 5.6.2(i), 5.7.2(h), 5.7.2(i), 5.8.2(h), 5.8.2(i) of Anglemont Zoning Bylaw No. 650, Section 4.10.4(i) of Rancho/Deep Creek Zoning Bylaw No. 751, and Section 4.13.4(j) of Electoral Area E Zoning Bylaw No. 841;

AND THAT: the Board direct staff to initiate amendments to remove the above noted sections from Anglemont Zoning Bylaw No. 650, Rancho/Deep Creek Zoning Bylaw No. 751, and Electoral Area E Zoning Bylaw No. 841.

*Stakeholder Vote Unweighted (LGA Part 14) Majority*

19. **Release of Closed Session Resolutions**

Attached to minutes, if any.

20. **Next Board Meeting**

Friday, December 13, 2024 at 9:30 AM.

CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

**Note: Not the third Thursday of the month**

21. **Adjournment**

THAT: the Regular Board meeting be adjourned.

*Corporate Vote Unweighted Majority*