



## 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	Electoral Area A Director
	D. Brooks-Hill^	Electoral Area B Director
	M. Gibbons	Electoral Area C Director
	D. Trumbley	Electoral Area D Director
	R. Martin	Electoral Area E Director
	J. Simpson	Electoral Area F Director
	N. Melnychuk (Vice Chair)^	Electoral Area G Director
	R. Oszust	Town of Golden Director
	G. Sulz^*	City of Revelstoke Director
	K. Flynn (Chair)	City of Salmon Arm Director
	T. Lavery^*	City of Salmon Arm Director 2
	C. Anderson*	District of Sicamous Director

Staff In Attendance	J. Sham	General Manager, Corporate Services (Corporate Officer)
	C. Robichaud	Deputy Corporate Officer
	J. Pierce	General Manager, Financial Services (Chief Financial Officer)
	G. Christie	General Manager, Development Services
	B. Van Nostrand*	General Manager, Environmental and Utility Services
	D. Sutherland*	General Manager, Community and Protective Services
	Brad Payne	Manager, Information Technology

\*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:
  - Public use of the trail, or
  - 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 Splantsin 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 Splantsin 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 Splitsin 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 – Splitsin 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 16<sup>th</sup> 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 16<sup>th</sup> 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 16<sup>th</sup> 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 16<sup>th</sup> 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 16<sup>th</sup> 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 16<sup>th</sup> 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 16<sup>th</sup> 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 6<sup>th</sup> Meridian, Kamloops Division Yale District Plan EPP27675 be forwarded to the

Provincial Agricultural Land Commission with a recommendation of refusal, this 16<sup>th</sup> 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 16<sup>th</sup> 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 16<sup>th</sup> 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 16<sup>th</sup> 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 16<sup>th</sup> 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.  
CSR 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).

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CORPORATE OFFICER

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CHAIR