



Governance Advisory Committee Shuswap North Okanagan Rail Trail Corridor MINUTES – approved

March 19, 2021, 9:00 am - 12:00 pm via ZOOM

Updated: May 21, 2021

Meeting Purpose: to provide policy direction relative to the planning, development, management and governance of the Rail Trail Corridor project.

Objectives:

- To review minutes and business arising from the previous meeting
- To update/discuss project development, fund raising, and upcoming priorities
- To direct communications to update the public

Agenda:

1. **Welcome**, Secwépemc Acknowledgement (Splatstsin), and Introductions

9:00 Kukpi7 Wayne Christian called the meeting to order, acknowledged everyone to the zoom meeting taking place within Splatstsin territory of the Secwepemc First Nation. He expressed the shared feeling of hope in the world as spring is coming, and now that vaccinations are becoming available.

2. **Approval of Agenda**

- a. **Motion:** *that the agenda of the March 19, 2021 Shuswap North Okanagan Rail Trail Governance Advisory Committee meeting be approved.*

Moved: Director Denis Delisle **Seconded:** Mayor Kevin Acton **Carried:** by consensus

3. **Adoption of Minutes**

- a. **Motion:** *that the minutes of the January 15, 2021 Shuswap North Okanagan Rail Trail Governance Advisory Committee meeting be adopted as circulated. ([GOV, Jan 15/21](#))*

Moved: Director Rhona Martin **Seconded:** Director Denis Delisle **Carried:** by consensus

4. **Presentations**

- a. Unfolding the True Story: Splatstsin & Secwepemc History, Values, & Interests – this presentation is still under preparation for special session when circumstances allow.

5. **Reports**

- a. **Financial Update** – see Project Financial Report ([March 5 2021](#))

Motion: *that the financial update as presented be accepted*

Moved: Director Rhona Martin **Seconded:** Mayor Kevin Acton **Carried:** by consensus



- i. **Project Management and Work Plan 2021-2023** – Discussion Brief ([Mar 15, 2021](#))
Phil presented the brief, outlining work that has been accomplished and what is still outstanding, noting the contract for Project Management ends at the end of May.
ACTION: TOC will bring a proposal back to the GAC within an month.

- b. **Technical Operational Committee Reports** – ([TOC Update, Mar. 19, 2021](#))
 - i. **ALC Decision** ([February 24, 2021](#)) – see [online](#) for full Decision package
Approval to proceed. ALC affirmed the adaptive approach and have requested that we enter into MOU with ALC (similar to ORT).
ACTION: TOC will draft a MOU based on the ORT.
ACTION: TOC will communicate with all adjacent agricultural properties about the decision and we can go ahead with crossing agreements.
 - ii. **Jurisdictional technical meetings** and trail access/amenity planning update
TOC has already met staff from the District of Sicamous, City of Enderby and CSRD Area E and will meet shortly with Splat-sin, Township of Spallumcheen, City of Armstrong and RDNO Area F, with more follow up meetings as needed
 - iii. **Update on District of Sicamous re adjacent property encroachments**
This is currently in the hands of the DoS staff who are working on draft correspondence and will then work with TOC staff to follow-up with adjacent property owners..
 - iv. **Design standards for revegetation within rail corridor** (rural, waterfront, urban)
Currently in discussion with staff from the different jurisdictional areas as to come up with design standards for revegetation, as addressed in the Development Plan
 - v. **Trespass and removal of vegetation within rail corridor**
Concern around vegetation being removed without permission, and the impact on wildlife, erosion and control of noxious weeds. Important for Rail Trail owners to provide education and request voluntary compliance with bylaws.
ACTION: TOC to send correspondence to adjacent properties with update on rail trail progress, ALC decision, plans going forward, goals to protect/restore natural habitat within corridor, support for agriculture, and need for authorization to alter rail property or remove vegetation.
 - vi. **CP Rail Lansdowne-to-Smith Drive** – lease update
A draft lease agreement is now being reviewed by CP rail upper management, with some discussion remaining around fencing and proposed lease fee. Hopeful that something will be finalized within the next month or two.
ACTION: Ryan will report back to TOC with updates.
 - vii. **Enderby-Splat-sin Test Section** update ([see project plan overview](#))

- c. **Capital Fundraising Campaign**
 - i. **Grant Updates** – CERIP [declined](#); BCRDP [extended](#); CVRIS, TOTA, Coop, CHCI submitted
Phil gave brief overview of the various grant applications as linked above. Several outstanding applications are looking very positive, even without leverageable. There is the potential of new grant opportunities in the near future.



- ii. **Recognition Plan Brief and Recommendation** (Alex de Chantal) [Rev 19 March](#)
Alex reviewed the brief and recommendation regarding donor recognition levels with some discussion around potential of artwork, structures and kiosks to offer to additional recognition to higher level donors.
ACTION: Alex will bring the question regarding signage 3 year terms at kiosks to the Community Fundraising Committee (CFC).
Kukpi7 Christian expressed gratitude to Alex and the CFC for the hard work and efforts on behalf of the Governance Advisory, Splat'sin and others at the table.

- iii. **Shuswap Magazine feature; Donor Presentation Folder** [DRAFT](#)
Magazine is on newsstands and features a two-page spread on the rail trail, and the artwork is featured on the cover. Thank you to the staff at Splat'sin Titles and Rights for their input.

- iv. **Segmented Grant Funding Approach – Discussion Brief** ([Mar. 14, 2021](#))
Discussion about strategically segmenting the trail plan to take advantage of smaller funding opportunities.
Motion: *that the Governance Advisory Committee recommend that the Boards of the Columbia Shuswap Regional District, Regional District of North Okanagan and the Splat'sin Kukpi7 & Tkwamipla7 (Chief and Council) authorize the Technical Operational Committee to work in collaboration with jurisdictional partners and prepare segmented section plans for capital construction that can take advantage of smaller grant funding opportunities, as they arise.*
Moved: Councillor Chad Eliason **Seconded:** Councillor Jeff Mallmes **Carried:** by consensus

6. Correspondence

- a. Email from Ministry of Transportation and Infrastructure re Bruhn Bridge Public Design Update ([January 27, 2021](#)) – with [final public website display](#) attached
Motion: *that the Governance Advisory Committee invite MoTI to present at the next Governance meeting in May.*
Moved: Director Rhona Martin **Seconded:** Director Denis Delisle **Carried:** by consensus
ACTION: Phil will invite MoTI delegation to present at the May meeting.
- b. Maintenance Request for Rail Corridor from City of Enderby ([February 4, 2021](#))
ACTION: Brad will get pricing estimates for interim maintenance and get back to TOC.
- c. Letter of support emphasizing ongoing dialogue from City of Enderby ([February 4, 2021](#))
Motion: *that the Governance Advisory Committee receives the letter from the City of Enderby dated February 4, 2021*
Moved: Councillor Tundra Baird **Seconded:** Director Rhona Martin **Carried:** by consensus
- d. Letter from Mayor Rysz announcing appointment of Councillor Jeff Mallmes as Governance Advisor for District of Sicamous ([February 12, 2021](#))



Motion: that the Governance Advisory Committee receives the letter from Mayor Rysz dated February 12, 2021

Moved: Director Rhona Martin **Seconded:** Councillor Tundra Baird **Carried:** by consensus

Kukpi7 Christian expressed gratitude to Mayor Rysz for his role with the rail trail project.

7. Business Arising

a. Appointment of Governance Advisory Vice-Chair

Kukpi7 Christian will remain as chair, and Mayor Acton will remain as a co-vice chair. Councillor Jeff Mallmes put his name forward for the position as co-vice chair. No further nominations received.

Moved: Director Denis Delisle **Seconded:** Councillor Tundra Baird **Carried:** by consensus.

b. MOU between owners and the Community Foundations

Due to delays in feedback from the finance departments of RDNO and Splat'sin, final edits were not made in time for this meeting, but should be completed in the next week.

ACTION: TOC will forward to GAC for review and approval after wording is finalized.

8. New Business

a. [Donor Recognition Plan](#) Recommendation

Motion: *that the Governance Advisory Committee recommends that the Boards of the Columbia Shuswap Regional District, Regional District of North Okanagan and the Splat'sin Kukpi7 & Tkwamipla7 (Chief and Council) support the Donor Recognition Plan as outlined in the March 19, 2021 Briefing Report for the Capital Fundraising Campaign of the Shuswap North Okanagan Rail Trail.*

Moved: Councillor Tundra Baird **Seconded:** Director Denis Delisle **Carried:** by consensus

b. City of Enderby request for support in principle of a linear SROW for a trunk water main between Mill Ave. and Bass Ave. within the rail corridor

Motion: *that the Governance Advisory Committee support in principle a linear SROW for a trunk water main between Mill Ave. and Bass Ave. within the rail corridor.*

Moved: Mayor Chris Pieper **Seconded:** Councillor Todd York **Carried:** by consensus

9. Direction on next communication updates to the public

- a. News Release re ALC Decision is currently being drafted
- b. News Release regarding fundraising initiatives, grant announcements, and test section to come

10. Summary and Next Steps

- a. TOC will forward a revised MOU with community foundations to GAC for review and approval

11. Next Meeting:

- a. Regular Advisory – May 21, 2021, 9:00 am – 12 Noon – Location: Online ZOOM



12. **Adjournment: Motion:** *that the March 19th, 2021 Shuswap North Okanagan Rail Trail Governance Advisory Committee meeting be adjourned.*

Moved: Councillor Tundra Baird **Seconded:** Director Denis Delisle **Carried:** by consensus

Site-Visit: Due to COVID-19 restrictions, on-site field visits following the meeting along the rail-trail corridor are on hold.

Attending: appointed inter-jurisdictional representatives (one designate from each of the 12 jurisdictions within the two regional districts, plus two Splat-sin representatives), as well as additional staff representation including CAOs and/or designates.

RSVP Contact: Secretariat/Facilitation – Phil McIntyre-Paul (Shuswap Trail Alliance) – interim secretariat to the Governance Advisory Committee (Contact: phil@shuswaptrails.com, 250-804-1964)

Meeting Documents: (Note: linked to Dropbox – requires free Dropbox app installed on device or computer)

1. Rail Trail Governance Advisory Committee Minutes – [January 15, 2021 DRAFT](#)
2. Letter from City of Enderby to Governance Committee regarding upkeep for Rail Trail ([February 9, 2021](#))
3. Project Financial Report ([March 5 2021](#))
4. ALC Decision ([February 24, 2021](#)) – see [online](#) for full Decision package
5. Enderby-Splat-sin Test Section update ([combined project plan overview](#))
6. Grant Updates – CERIP [declined](#); BCRDP [extended](#); [CVRIS](#), [TOTA](#), [Coop](#), [CHCI](#) submitted
7. Donor Presentation Folder [DRAFT](#)
8. Email from Ministry of Transportation and Infrastructure re Bruhn Bridge Public Design Update ([January 27, 2021](#)) – with [final public website display](#) attached
9. Maintenance Request for Rail Corridor from City of Enderby ([February 4, 2021](#))
10. Letter of support emphasizing ongoing dialogue from City of Enderby ([February 4, 2021](#))
11. Letter from Mayor Rysz announcing appointment of Councillor Jeff Mallmes as Governance Advisor for District of Sicamous ([February 12, 2021](#))

Background Documents: (for Reference)

1. [Rail Trail Development Plan](#) (Jan 15, 2021) and [Staged Class C Costing](#) (Sept 9, 2020)
2. [Capital Investment Strategy – Staged Leverage Proposal](#)
3. [Rail Trail ½ KM Markers Reference Mapbook \(Aug. 01, 2019\)](#)
4. [Communications Plan & Consultation Strategy FINAL](#)
5. [Memorandum of Understanding \(Master Agreement\) between CSR D, RDNO, and Splat-sin – FINAL](#)
6. [Terms of Reference - Governance Advisory Committee - Sicamous to Armstrong Rail Trail Corridor FINAL](#)
7. [Terms of Reference - Technical Operational Committee - Sicamous to Armstrong Rail Trail Corridor FINAL](#)
8. [Preliminary Concept Design Report – Shuswap North Okanagan Rail Trail Corridor \(Updated Aug 2019\)](#)
9. [Overview Map – Rail Corridor](#)



- 10. [Information Poster Board Display Set \(Nov. 05, 2019\)](#)
- 11. [Information Bulletin #1 \(Nov. 05, 2019\)](#)
- 12. [Draft Call to Investors Flat Sheet](#) and [Website](#)

Summary of Actions from Minutes – March 19, 2021:

Task or Action	Responsibility	Timeframe/Status
Bring a Project Management and Work Plan proposal for 2021-2023 back to the GAC within an month.	TOC	In progress
Draft a MOU with ALC based on the ORT	TOC	In progress
Communicate with all adjacent agricultural properties about the decision and we can go ahead with crossing agreements.	TOC	In progress
Send correspondence to adjacent properties with update on rail trail progress, ALC decision, plans going forward, goals to protect/restore natural habitat within corridor, support for agriculture, and need for authorization to alter rail property or remove vegetation.	TOC	In progress
Report back to the TOC with updates on the CP Rail Lansdowne-to-Smith Drive draft lease	Ryan	In progress
Bring the question regarding signage 3 year terms at kiosks to the community fundraising committee (CFC).	Alex	In progress
Invite MoTI delegation to present at the May meeting.	Phil	In progress
Get pricing estimates for interim maintenance and get back to toc.	Brad	In progress
Forward to GAC for review and approval after wording is finalized.	TOC	In progress
Set up zoom meeting for next GAC May 21 st , 2021	Mary	Complete

Summary of Carry Forward Actions from Minutes – January 15, 2021:

Task or Action	Responsibility	Timeframe/Status
Schedule follow-up planning meetings with municipalities and electoral areas to address safe road crossings, adequate parking, and trail head amenities	TOC	In progress
Technical Operational Committee staff meet with District of Sicamous staff to review the RAPR Assessment report and coordinate a strategy related to communication, compliance and procedures for adjacent property owners to address encroachments within the Rail Corridor property and recommendations from the meeting be presented to the next Governance Advisory Committee.	TOC	In progress



Summary of Carry Forward Actions from Minutes – November 20th, 2020:

Task or Action	Responsibility	Timeframe/Status
Prepare recommendation for funding rail trail project management beyond May 31 st , 2021 to the next Governance Advisory Committee meeting in January	TOC	In progress

Summary of Carry Forward Actions from Minutes – October 9th, 2020:

Task or Action	Responsibility	Timeframe/Status
Follow-up with MoTI to set up next workshop meetings (sooner than later).	TOC/Secretariat (Phil)	May 19, 2021
Review and continue sharing updates on technical meetings between Rail Trail TOC and MoTI, as available	TOC	Ongoing
Prepare business access use policy and process for review	TOC	Carry forward
Review the dialogue to date regarding Vernon to Armstrong Connection, and bring forward a resolution to the Governance Advisory for moving forward on this	TOC	Carry forward

Abbreviations: GAC (Governance Advisory Committee), TOC (Technical Operational Committee), PMT (Project Management Team)

Attendance: Shuswap North Okanagan Rail Trail Governance Advisory Committee – March 19, 2021

Acting Governance Representatives at Meeting:

- Wayne Christian - Kukpi7, Splatsin - CHAIR
- Kevin Acton - Mayor, Village of Lumby - VICE CHAIR
- Chad Eliason - Councillor, City of Salmon Arm - Appointed Rep
- Chris Pieper - Mayor, City of Armstrong - Appointed Rep
- Denis Delisle- RDNO Director Area D - Appointed Rep
- Jeff Mallmes - Councillor, District of Sicamous- Appointed Rep
- Jay Simpson - CSR D Director Area F - Appointed Rep
- Paul Demenok - CSR D Director Area C - Appointed Rep
- Rene Talbot - CSR D Director Area D - Appointed Rep
- Rhona Martin - CSR D Director Area E - Appointed Rep
- Rick Fairbairn - RDNO Director Area D - Appointed Rep
- Theresa William - Councillor (Title & Rights), Splatsin - Appointed Rep
- Todd York - Councillor, Township of Spallumcheen - Appointed Rep
- Tundra Baird - Councillor, City of Enderby - Appointed Rep

Alternate Representatives (Observing)

- John Bakker – Councillor, Township of Spallumcheen - Alternate Rep
- Randal Ostafichuk - Councillor, Village of Lumby - Alternate Rep
- Shawn Tronson - Councillor, Splatsin - Alternate Rep
- Shirley Fowler – Councillor, City of Armstrong - Alternate Rep

Staff:

- Brad Ackerman - Manager of Parks, Recreation & Culture, RDNO



- Charles Hamilton - CAO, CSR D
- Dan Passmore – Planner, City of Armstrong
- Phyllis Jezewsky – Territorial Stewardship Trainee, Splatsin Title and Rights
- Ryan Nitchie - Team Leader, Community Services, CSR D
- Sharen Berger - Rail-Trail Lease/Legal Administration, CSR D/RDNO
- Tyler McNeill – Manager of Operations, Township of Spallumcheen

Other:

- Phil McIntyre-Paul - Shuswap Trail Alliance - Governance Advisory Secretariat
- Alex de Chantal - Shuswap Trail Alliance – Fundraising Strategy Coordinator
- Mary Scheidegger - Shuswap Trail Alliance – Rail Trail Assistant
- Observers: “Brent’s phone”, “iPhone”