



## REGULAR BOARD MEETING MINUTES

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

Date: September 12, 2024  
Time: 9:30 AM - 4:00 PM  
Location: CSR D Boardroom  
555 Harbourfront Drive NE, Salmon Arm

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. MacLean	Chief Administrative Officer
	J. Sham	General Manager, Corporate Services (Corporate Officer)
	C. Robichaud	Deputy Corporate Officer
	B. Van Nostrand*	General Manager, Environmental and Utility Services
	D. Sutherland*	General Manager, Community and Protective Services

\*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 14:

1. Indigenous peoples have the right to establish and control their educational systems and institutions providing education in their own languages, in a manner appropriate to their cultural methods of teaching and learning.
2. Indigenous individuals, particularly children, have the right to all levels and forms of education of the State without discrimination.
3. States shall, in conjunction with indigenous peoples, take effective measures, in order for indigenous individuals, particularly children, including those living outside their communities, to have access, when possible, to an education in their own culture and provided in their own language.

**2. Call to Order**

The Chair called the meeting to order at 9:32 AM.

**3. Adoption of Agenda**

Discussion:

Director Gibbons requested a service review of the South Shuswap Liquid Waste Management Program. Topic was added as item 11.2.

2024-0901

**Moved By** Director Anderson

**Seconded By** Director Gibbons

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

**CARRIED**

**4. Meeting Minutes**

**4.1 Adoption of Minutes**

Late Agenda - July 18, 2024 Regular Minutes item 18 release of Closed session resolutions added.

2024-0902

**Moved By** Director Oszust

**Seconded By** Director Martin

THAT: the minutes of the August 15, 2024 Regular Board meeting be adopted.

**CARRIED**

2024-0903

**Moved By** Director Oszust

**Seconded By** Director Brooks-Hill

THAT: the minutes of the July 18, 2024 Regular Board meeting be adopted as amended.

**CARRIED**

#### **4.2 Business Arising from the Minutes**

None.

#### **5. Announcements**

None.

#### **6. Delegations & Guest Speakers**

##### **6.1 First Nation Engagement Report**

Rob Hutton, Clearview Consulting to present report.

Late Agenda - Report added.

Post Agenda – Presenter slides added.

2024-0904

**Moved By** Director Oszust

**Seconded By** Director Anderson

THAT: the Board receive the report for information.

**CARRIED**

Director Sulz left the meeting at 10:00 AM.

#### Discussion:

Director Gibbons asked why Métis Nation BC was excluded from the report. Mr. Hutton stated that the report was a continuation of the First Nations Engagement between that took place during the Sorrento-Blind Bay Incorporation Study and the participants at that time.

Directors asked if the timelines set out in the report were realistic and when phase II would begin. Mr. Hutton felt that the timeline was hopeful and the next phase would be up to each nation as to when and how they would like to lead discussions with the CSRD.

Directors requested time to review the report and requested the report be placed on the October Regular Board meeting for discussion.

#### **8. Correspondence**

## 8.1 For Information

2024-0905

**Moved By** Director Cathcart

**Seconded By** Director Trumbley

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

**CARRIED**

### 8.1.1 From August 15, 2024 Regular Board Meeting

#### 8.1.1.1 BC Wildfire Services (August 29, 2024)

Thank you letter from the CSRD Board of Directors to BC Wildfire Services recognizing their wildfire response efforts in the CSRD region.

#### 8.1.1.2 TELUS Communications (August 29, 2024)

Letter from the CSRD Board in support of solid communications infrastructure during emergency situations.

#### Discussion:

Chair Flynn received a call from TELUS notifying him that the Board letter regarding communications infrastructure was forwarded to the Canadian Radio-television and Telecommunications Commission (CRTC).

### 8.1.2 City of Duncan UBCM Resolution (August 21, 2024)

UBCM resolution and backgrounder recommending removing fail to appear charges from policing statistics.

### 8.1.3 City of Campbell River (August 26, 2024)

Letter to Premier Eby requesting provincial support in addressing homelessness in Campbell River.

### 8.1.4 City of Mission (August 29, 2024)

Letter to Premier Eby regarding infrastructure investment for complete communities.

## 8.2 Action Requested

### 8.2.1 Letter of Support Request from the Columbia River Salmon Reintroduction Initiative (August 13, 2024)

2024-0906

**Moved By** Director Oszust

**Seconded By** Director Martin

THAT: the Board support and send letters to BC Provincial and Federal governments requesting a funding commitment for the Bringing the Salmon Home Initiative.

**CARRIED**

## **9. Committee Reports and Updates**

### **9.1 For Information**

2024-0907

**Moved By** Director Trumbley

**Seconded By** Director Lavery

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

#### Discussion:

The Board identified action items from the Committee of the Whole and the Electoral Area Directors' Committee were not on the agenda. Action items to be brought forward to the October Regular Board meeting for Board consideration.

**CARRIED**

**9.1.1 Thompson Regional Committee Meeting Summary (March 12, 2024)**

**9.1.2 Committee of the Whole Meeting (August 14, 2024)**

**9.1.3 Electoral Area Directors' Committee Meeting (August 20, 2024)**

**9.1.4 Shuswap Tourism Advisory (Stakeholders) Committee Minutes (August 20, 2024)**

**9.1.5 Rail Trail Project Update (September 2024)**

### **9.2 Action Requested**

None.

## **7. CLOSED (In Camera)**

Late Agenda - added section (a).

2024-0908

**Moved By** Director Oszust

**Seconded By** Director Anderson

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;

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

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 Regular (Open) meeting recessed at 10:27 AM and the Board convened into the Closed portion of the meeting at 10:40 AM.

The Regular (Open) meeting resumed at 1:00 PM and Director Sulz returned to the meeting at this time.

## **10. Business General**

### **10.1 Chief Administrative Officer's Quarterly Report**

Staff report attached to Late Agenda.

2024-0909

**Moved By** Director Oszust

**Seconded By** Director Melnychuk

THAT: the Board receive the CAO Quarterly Report for information.

#### Discussion on the motion:

Chair Flynn committed to providing a bi-monthly report to the Board alternating with the CAO report.

Director Cathcart asked the CAO to clarify what joint initiatives were being discussed with local municipalities. CAO said the discussions were around the various shared services agreements with member municipalities.

Director Gibbons asked if the organizational restructure produced any signs of gains for the organization. CAO stated that some savings have been seen and no new staff have been added. Director Gibbons once again spoke to the need for CSRD strategic plan. CAO confirmed that the Director team building and governance sessions were in the works and would take place prior to creating a regional strategic plan.

Director Simpson asked about the meetings that took place with Minister Ma regarding the 2023 wildfires. CAO said the meeting with Minister Ma was a summary of the information already presented to and discussed by the Board.

Director Martin raised concerns about increased traffic impacts on secondary roads due to the Bruhn Bridge replacement project. CAO said he would connect with the District of Sicamous CAO and would reach out the Ministry of Transportation project lead to inquire about the specific concerns raised.

**CARRIED**

~~**10.2 Tourism Select Committee**~~

Late Agenda - Item removed.

**10.3 Delegation of Authority to an Additional Person to Issue Land Use Permits**

Report from Jennifer Sham, General Manager, Corporate Services (Corporate Officer), dated August 30, 2024. A proposed short-term solution to allow for the Corporate Officer to issue land use permits in the absence of the General Manager of Development Services.

2024-0910

**Moved By** Director Simpson

**Seconded By** Director Martin

THAT: the Board designate the Corporate Officer to act in the capacity of the General Manager of Development Services in their absence regarding issuance of delegated land use permits, this 12<sup>th</sup> day of September, 2024.

**CARRIED**

**10.4 Regional Accessibility Advisory Committee Funding Amended Agreement**

The Board approved entering into a funding agreement with the regional participants at the [September 11, 2023 Regular Board meeting](#) for the administration of the Regional Accessibility Advisory Committee. Section 4 of the funding agreement was amended to narrow what administrative costs include. Staff have also attached a Terms of Reference for this Committee.

All other regional participants have agreed to sign the amended funding agreement.

2024-0911

**Moved By** Director Melnychuk

**Seconded By** Director Sulz

THAT: the Board empower the authorized signatories to enter into the Regional Accessibility Advisory Committee funding agreement, as amended, this 12<sup>th</sup> day of September, 2024.

**CARRIED**

#### **10.5 Public Question Period Guidelines Update**

Staff are proposing an update to the Public Question Period Guidelines at CSRD Regular Board Meetings created in 2020. The new guidelines better reflect what the current practice is and has been shortened to make it easier to understand.

2024-0912

**Moved By** Director Oszust

**Seconded By** Director Simpson

THAT: the Board endorse updating the Public Question Period Guidelines and replace the 2020 version with the 2024 version, as attached to the Board agenda, this 12th day of September, 2024.

**CARRIED**

#### **10.6 Milfoil Control Asset Disposal**

Report from Ben Van Nostrand, General Manager, Environmental and Utility Services, August 27, 2024. A request to dispose an aquatic plant harvester as per the Asset Disposal Policy.

2024-0913

**Moved By** Director Martin

**Seconded By** Director Sulz

THAT: the Board empower staff to dispose of an aquatic plant harvester as per Policy-24 Asset Disposal.

**CARRIED**

#### **~~10.7 UBCM Community Emergency Preparedness Fund (CEPF) Grant Application Approval~~**

Late Agenda - Item removed.

#### **10.8 Structure Protection Unit (SPU) Storage Building Project**



Report from Tom Hansen, Emergency Program Coordinator, dated August 20, 2024. Reserve budget approval request for additional SPU storage building costs.

2024-0914

**Moved By** Director Martin

**Seconded By** Director Cathcart

THAT: the Board approve \$90,796 plus applicable fees and taxes from the Structure Protection Unit deployment revenue reserves to cover the costs of an increased project scope for the SPU building;

AND THAT: the Board approve a project contingency not to exceed \$47,548 plus applicable taxes from the SPU deployment reserves to be drawn on as required.

**CARRIED**

2024-0915

**Moved By** Director Martin

**Seconded By** Director Simpson

THAT: the General Manager, Community and Protective Services be authorized to approve all payments, commitments, and change orders within the approved revised project budget, including applicable taxes.

**CARRIED**

**11. Business By Area**

**11.1 Electoral Areas A, B, C, E and G: Grant-in-Aids**

Report from Jodi Pierce, General Manager, Financial Services, dated August 29, 2024. Funding requests for consideration.

2024-0916

**Moved By** Director Martin

**Seconded By** Director Melnychuk

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

Area A

\$8,000 Columbia Woodlot Association (Community Wildfire Preparedness)

\$15,000 Golden Community Economic Development (Age Friendly strategy)

Area B

\$1,000 Revelstoke Local Food Initiative (Food Culture Celebration)

Area C

\$5,000 White Lake Community Hall (operating expenses)

Area E

\$2,000 Salmon Arm Skating Club – Sicamous Branch (fee subsidy)

Area G

\$4,730 Sorrento Village Farmers Market (Vault toilet maintenance)

Discussion:

Director Melnychuk suggested Electoral Area Directors discuss recurring operational GIA funding requests and alternative funding options at a future Electoral Area Directors' Committee meeting.

**CARRIED**

**11.2 South Shuswap Liquid Waste Management Program**

Request by Director Gibbons for a Liquid Waste Management Plan Service Review.

Discussion:

Director Gibbons submitted a formal letter to the CAO for a LWMP service review.

CAO said he would prepare a report for the October 17, 2024 Regular Board meeting regarding the service review process and next steps.

**12. Administration Bylaws**

None.

**13. Public Question & Answer Period**

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

Jim Leiper, Notch Hill, BC asked what constituted quorum for the Board meeting. CAO responded that quorum was fifty (50) per cent plus one (1).

Mr. Leiper also asked why the Board approved grant-in-aid funding for the Sorrento Village Farmers Market for vault toilet maintenance if the market is only open 4 months of the year.

Director Melnychuk responded by said the Sorrento Village Farmers Market association assumed responsibility of the vault toilet as there were no other public toilets in Sorrento. The vault toilet is open ten (10) months of the year for public use.

Municipal Directors Lavery, Sulz, Oszust, and Anderson left the meeting at 1:35 PM.

**14. Development Services Business General**

None.

**15. ALR Applications**

None.

**16. Development Services Business by Area**

None.

**17. Planning Bylaws**

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

Report from Christine LeFloch, Planner III, dated August 29, 2024.  
Fish River Road, Beaton

2024-0917

**Moved By** Director Brooks-Hill

**Seconded By** Director Simpson

THAT: Pursuant to Section 477 of the Local Government Act, the Board has considered “Electoral Area B Official Community Plan Amendment Bylaw No. 850-21” in conjunction with the Columbia Shuswap Regional District’s Financial Plan and Waste Management Plan.

**CARRIED**

2024-0918

**Moved By** Director Brooks-Hill

**Seconded By** Director Simpson

THAT: “Electoral Area B Official Community Plan Amendment Bylaw No. 850-21” be read a second time, this 12<sup>th</sup> day of September, 2024.

**CARRIED**

2024-0919

**Moved By** Director Brooks-Hill

**Seconded By** Director Simpson

THAT: “Electoral Area B Zoning Amendment Bylaw No. 851-32” be read a second time, this 12<sup>th</sup> day of September, 2024.

**CARRIED**

2024-0920

**Moved By** Director Brooks-Hill

**Seconded By** Director Simpson

THAT: a public hearing to hear representations regarding “Electoral Area B Official Community Plan Amendment Bylaw No. 850-21” and “Electoral Area B Zoning Amendment Bylaw No. 851-32” 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**

**17.2 Electoral Area D: Rancho/Deep Creek Zoning Amendment Bylaw No. 751-02**

Staff report attached to Late Agenda.

Report from Christine LeFloch, Planner III, dated August 29, 2024.  
5530 Gardiner Lake Frontage Road, Rancho.

2024-0921

**Moved By** Director Trumbley

**Seconded By** Director Melnychuk

THAT: “Rancho/Deep Creek Zoning amendment Bylaw No. 751-02” be read a second time, this 12<sup>th</sup> day of September, 2024.

**CARRIED**

**18. Release of Closed Session Resolutions**

Electoral Area A Local Advisory Committee Appointment

THAT: the Board appoint Francois Brissette to the Electoral Area A Local Advisory Committee.

**19. Next Board Meeting**

Thursday, October 17, 2024 at 9:30 AM.  
CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

**20. Adjournment**

2024-0922

**Moved By** Director Melnychuk

**Seconded By** Director Simpson

THAT: the Regular Board meeting be adjourned.

**CARRIED**

1:42 PM.

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CORPORATE OFFICER

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CHAIR