



## ELECTORAL AREA DIRECTORS' COMMITTEE MEETING MINUTES

**Note: The following minutes are subject to correction when endorsed by the Committee at the next Electoral Area Directors' Committee meeting.**

Date: February 25, 2025

Time: 9:00 AM

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 (Vice Chair)	Electoral Area C Director
	D. Trumbley^	Electoral Area D Director
	R. Martin (Chair)	Electoral Area E Director
	J. Simpson	Electoral Area F Director
	N. Melnychuk*	Electoral Area G Director
Staff in Attendance	J. MacLean	Chief Administrative Officer
	J. Sham	General Manager, Corporate Services (Corporate Officer)
	G. Christie	General Manager, Development Services
	J. Pierce	General Manager, Financial Services (Chief Financial Officer)
	D. Sutherland*	General Manager, Community and Protective Services
	M. Barton*	Manager, Community Services
	M. Herbert*	Manager, Building and Bylaw Services
	M. Boag*	Chief Building Official
	J. Freund	Legislative Clerk/Executive Assistant

^ attended electronically

\*attended a portion of the meeting

### 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 32

1. Indigenous peoples have the right to determine and develop priorities and strategies for the development or use of their lands or territories and other resources.
2. States shall consult and cooperate in good faith with the indigenous peoples concerned through their own representative institutions in order to obtain their free and informed consent prior to the approval of any project affecting their lands or territories and other resources, particularly in connection with the development, utilization or exploitation of mineral, water or other resources.
3. States shall provide effective mechanisms for just and fair redress for any such activities, and appropriate measures shall be taken to mitigate adverse environmental, economic, social, cultural or spiritual impact.

**2. Call to Order**

The Chair called the meeting to order at 9:02 AM.

**3. Inaugural Proceedings**

**3.1 Election of Chair**

The Corporate Officer called for nominations for the position of Electoral Area Directors Committee Chair for 2025.

Director Cathcart nominated Director Martin for position of Chair. Director Martin consented to the nomination. After calling three times for nominations and hearing no further nominations the Corporate Officer declared Director Martin as Electoral Area Directors Committee Chair for 2025 by acclamation.

**3.2 Election of Vice Chair**

The Corporate Officer called for nominations for the position of Electoral Area Directors Committee Vice Chair for 2025.

Director Cathcart nominated Director Gibbons for the position of Electoral Area Directors Committee Vice Chair. Director Gibbons consented to the nomination. After calling three times for nominations and hearing no further nominations the Corporate Officer declared Director Gibbons as Electoral Area Directors Committee Vice Chair for 2025 by acclamation.

**4. Adoption of Agenda**

**Moved By** Director Gibbons

**Seconded By** Director Cathcart

THAT: the Electoral Area Directors' Committee meeting agenda be adopted.

**CARRIED**

**5. Meeting Minutes**

**5.1 Adoption of Minutes**

**Moved By** Director Trumbley

**Seconded By** Director Simpson

THAT: the minutes attached to the Electoral Area Directors' Committee meeting agenda be adopted.

**CARRIED**

**6. CLOSED (In Camera)**

**Moved By** Director Cathcart

**Seconded By** Director Brooks-Hill

THAT: pursuant to Section 90(1) of the Community Charter, the subject matter being considered relates 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;

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

**CARRIED**

The Committee moved to the Closed session at 9:05 AM.

The Regular (Open) meeting resumed at 10:17 AM.

**7. Correspondence**

**7.1 For Information**

**Moved By** Director Simpson

**Seconded By** Director Melnychuk

THAT: the correspondence attached to the Electoral Area Directors Committee Meeting be received for information.

**CARRIED**

### **7.1.1 Letter Regarding Short Term Rental Concerns**

See item 8.2.

## **8. Reports by Staff**

### **8.1 All Electoral Areas: Parks Master Plans for Electoral Areas**

Report from Fiona Barton, dated February 13, 2025.

#### Discussion:

Director Brooks-Hill has a parks master plan for Area B, with no plans for new parks and therefore, does not support a new master plan.

Director Gibbons does not support a parks master plan as Area C has not implemented all recommendations from the parks plan developed ten years ago.

Director Trumbley supports the parks master plan and is not concerned with proposed costs but finds the proposed timeline unacceptable. Area D has a couple of high profile parks, and their masterplan is very outdated.

Director Melnychuk noted the need for a parks master plan as the CSRD requires a long term investment plan to allow us the ability to support third party eligibility to receive Community Works Funds (CWF). She is in favour of a parks master plan for Area G as it is important for the CSRD to be able to support capital projects in non-CSRD assets.

Director Simpson is in favour of the parks master plan process. Area F needs to determine parks priorities, third party infrastructure, and include First Nations consultation. He would like a commitment to involve third party organizations prior to spending any funds.

Directors noted reactivating parks commissions would be beneficial to determining community priorities.

Chair Martin feels the cost for a parks master plan is expensive and does not like the lengthy timeline.

Director Cathcart said Area A needs a current parks plan as theirs is from 2007. She feels cost is acceptable but doesn't like the long timeline.

CAO asked directors to not discount the staff time required if multiple consultants are used to concurrently develop plans for different areas. Staff will be an integral part of the public component and condensing the timeline will impact staff time.

CAO said if the Electoral Area Directors' intention is to fund third party facilities with CWF there must be a public facing document. Third-party facilities are generally recreation facilities that are not owned by the CSRD. If the CSRD deems them important, that will help focus the asset management plan. Electoral Area Directors then must prioritize third party

facilities and all CSRD projects. We have a Regional Recreation Parks and Trails Service, and the master plan name would include the phrase recreation and parks for consistency.

Director Gibbons feels the plan is important to Area C and doesn't want to withdraw participation. He feels there cannot be a private parks project competing for funds with a government project.

General Manager, Financial Services noted pooled funds are established by policy with extra distributions from UBCM available to all areas. The first 10% is for priority projects that could include all areas, such as asset management. Strategic priority funds have gone to specific areas in the past for larger projects as established by policy. All money must be spent within a five-year timeframe.

**Moved By** Director Gibbons

**Seconded By** Director Simpson

THAT: the Electoral Area Directors Committee invite UBCM to present to the Committee regarding third party funding with Community Works Funds.

**CARRIED**

**Moved By** Director Simpson

**Seconded By** Director Brooks-Hill

THAT: the Electoral Area Directors' Committee recommend to the Board of Directors to approve the use of Strategic Priorities and All Areas Community Works Funds, and Capacity Funding for Local Government Housing Initiatives grant funds and to seek Columbia Basin Trust grant funds for Electoral Area Parks and Recreation Master Plans;

AND THAT: Area B is removed from the recommendation.

**CARRIED**

The meeting recessed at 11:39 AM and Director Gibbons left the meeting at 11:39 AM.

The meeting resumed at 11:48 AM.

## **8.2 Provincial Short Term Rental (STR) Registry Update**

Report from Gerald Christie, General Manager, Development Services, dated February 11, 2025.

Presentation by Gerald Christie, General Manager, Development Services

The presentation outlined tight provincial timelines for Short Term Rental (STR) operators to achieve compliance. All STR operators must complete

the Provincial online registry process and contact CSRD planning staff if their property is in a zoned area to commence the application process to legalize operation.

General Manager, Development Services expects a large amount of staff time will be committed to legalizing operation of over 1500 STRs this year. If the CSRD is responsible for non-compliance enforcement, then bylaw enforcement staff will also be involved. Director request to track staff time spent on STR related work.

Director Brooks-Hill is interested in Area B opting into the Principal Residents Requirement to reduce Temporary Use Permit (TUP) application time. He acknowledges enforcement would be challenging.

General Manager, Development Services said the Province did not clarify if the provincial registration would be processed if there were an open TUP application or what would happen if a complaint were registered against the STR with the province.

Responding to a question regarding balancing efficiencies and due diligence in processing applications, General Manager, Development Services noted STRs could be allowed as a permitted land use but then the CSRD has no control over where they are or over regulations such as water and sewer. Another option could be to have that type of TUP as a delegated authority, approving initial applications to speed up the process. However, this defeats the purpose of a TUP, and he is not comfortable as the initial renewal delegated authority was to only approve if no complaints had been registered and there were no changes.

Director request to see a report of recommended efficiencies with respect to due diligence. It was also noted the Province hasn't provided a lot of information and they would like staff to report back when more information is available.

Director Simpson has not encountered significant challenge with STRs in Area F and is concerned about the impact on tourism and business.

Director Trumbley left the meeting at 12:43 PM.

The meeting recessed at 12:43 PM and resumed at 12:53 PM.

Staff were requested to ask SILGA if there are other resolutions of this nature.

Staff were also asked to ensure there are public communication to get operators started on the process for tourism purposes.

**Moved By** Director Melnychuk  
**Seconded By** Director Cathcart

THAT: the EAD Committee receive this report for information.

**CARRIED**

**Moved By** Director Brooks-Hill  
**Seconded By** Director Simpson

THAT: the EAD Committee recommend to the Board to not opt-in to the Short Term Rental Principal Residence Requirement at this time except for Area B, who would like to opt in.

**CARRIED**

**Moved By** Director Melnychuk  
**Seconded By** Director Simpson

THAT: the Committee recommend the Board direct staff to provide a report of recommended efficiencies with respect to due diligence in receiving and processing Temporary Use Permits for Short Term Rentals.

**CARRIED**

Director Brooks-Hill Opposed

**Moved By** Director Melnychuk  
**Seconded By** Director Simpson

THAT: the Committee ask the Board to direct staff to write a letter to the Province and copied to regional districts outlining the challenges regarding Short Term Rentals and addressing concerns that staff and directors feel appropriate as discussed at the EAD meeting.

**CARRIED**

### **8.3 Canada Community Building Fund Discussion**

[Staff report from the August 14, 2024 Committee of the Whole Meeting](#)

[2025 Electoral Area Directors Forum Presentation Slides](#)

It was noted by CAO that prioritizing third party assets is a decision made by the Board. Third party assets need to be identified in a public facing document to be eligible to receive the funds. That process is not required with CSRD owned assets.

General Manager, Financial Services left the meeting at 1:22 PM.

### **8.4 New mandatory BC Building Code structural requirements**

Report from Michelle Boag, Chief Building Official, dated January 24, 2025.

Late Agenda - agenda topic moved from item 8.1 to 8.4.

Information will be added to the CSRD building page and the Communications team will make the public aware of changes. It was requested that communications clarify this is a provincially required registration being administered by CSRD.

**Moved By** Director Cathcart

**Seconded By** Director Brooks-Hill

THAT: the Committee receive the report for information.

**CARRIED**

**9. Reports by Electoral Area Directors**

None.

**10. Community Updates Roundtable**

Move discussion to next EAD.

**11. Adjournment**

**Moved By** Director Simpson

**Seconded By** Director Melnychuk

THAT: the Electoral Area Directors' Committee meeting be adjourned.

**CARRIED**

1:34 PM

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CORPORATE OFFICER

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CHAIR