



# BOARD REPORT

**TO:** Chair and Directors

**SUBJECT:** Electoral Area F: Temporary Use Permit No. 830-24

**DESCRIPTION:** Report from Laura Gibson, Planner III, dated June 25, 2025.  
7655 Squilax-Anglemont Rd, Anglemont

**RECOMMENDATION:** THAT: in accordance with Section 493 of the Local Government Act, Temporary Use Permit No. 830-24 Parcel A (DD F15382F) of Lot 1, Section 15, Township 23, Range 9, West of the 6<sup>th</sup> Meridian, Kamloops Division Yale District Plan 12755 be authorized for issuance this 17<sup>th</sup> of July 2025, for the temporary use of the existing 3-bedroom single detached dwelling as a short-term rental, with issuance subject to the applicant fulfilling the following conditions:

- Submitting proof of adequate short-term rental and liability insurance, with a minimum \$3 million in coverage; and,
- Registration of a covenant on title for the subject property pursuant to s. 219 of the Land Title Act releasing and indemnifying the CSR D for any damages arising from or relating to issuance of the Temporary Use Permit.

*Stakeholder Vote Unweighted (LGA Part 14) Majority*

## SUMMARY:

The subject property is located at 7655 Squilax-Anglemont Rd, Anglemont. The owner has applied for a Temporary Use Permit (TUP) to seek approval to use the existing 3-bedroom single detached dwelling as a year-round short-term rental for up to 6 guests. If approved, the TUP will allow the short-term rental (STR) for up to 3 years.

## BACKGROUND:

ELECTORAL AREA:  
F

## LEGAL DESCRIPTION:

Parcel A (DD F15382F) of Lot 1 Section 15 Township 23 Range 9 West of the 6th Meridian Kamloops Division Yale District Plan 12755

PID:  
009-381-325

CIVIC ADDRESS:  
7655 Squilax-Anglemont Rd, Anglemont

SURROUNDING LAND USE PATTERN:  
North = Residential (vacant, forested)

East = Residential (single detached dwelling)  
South= Squilax-Anglemont Road, Shuswap Lake  
West = Residential (single detached dwelling)

CURRENT USE:  
Single detached dwelling

PROPOSED USE:  
To use the existing single detached dwelling as a short-term rental

PARCEL SIZE:  
0.22 ha (0.54 acres)

DESIGNATION:  
[Electoral Area F Official Community Plan Bylaw No. 830](#), as amended (Bylaw No. 830)  
SSA - Secondary Settlement Area

ZONE:  
[Anglemont Zoning Bylaw No. 650](#), as amended (Bylaw No. 650)  
RS-1 – Residential

AGRICULTURAL LAND RESERVE:  
0%

SITE COMMENTS:  
The subject property is semi-waterfront to Shuswap Lake. There are single detached dwellings on the properties to the east and west of the subject property, with a buffer of trees between those dwellings and the subject property. The property to the north is a vacant forested lot.

See attached "TUP830-24\_Maps\_Plans\_Photos.pdf".

BYLAW ENFORCEMENT:  
There is no Bylaw Enforcement related to this file.

**POLICY:**

See attached "TUP830-24\_BL830\_BL650\_Excerpts.pdf".

Bylaw No. 830 policies include that a TUP may be issued for temporary uses that are not supported or permitted by the Official Community Plan or Zoning Bylaw.

**FINANCIAL:**

There are no financial implications associated with this application.

**KEY ISSUES/CONCEPTS:**

Background

The property owner has applied for a TUP for a STR in the existing single detached dwelling.

The owner is proposing a year-round STR. According to the applicant, the property has not been operated as an STR in the past.

#### Proposal Summary

See attached "TUP830-24\_STR\_TUP\_Form\_Redacted.pdf".

Type of dwelling	Single detached dwelling
Any new construction?	No
Seasonal or year-round?	Year-round
Number of bedrooms	3
Maximum number of guests	6
Has the STR operated in the past?	No
Will the owner/operator live on the subject property?	No
Water servicing	Community water system
Sewage disposal	Onsite septic system

#### Analysis

Bylaw No. 830 includes policies about considerations for TUPs as well as TUPs specifically for STRs. These policies have been incorporated into the CSRD considerations for STR TUPs (for all Electoral Areas). The following is an analysis of the proposal with respect to the [CSRD considerations for STR TUPs](#).

- a) Is the primary use of the property residential, rural or agricultural?

Yes, the subject property is residential.

- b) Will the STR keep with the residential, rural or agricultural character of the neighbourhood and not cause a nuisance or disturbance?

Yes. The property owners have described in their application how they will maintain the residential character of the neighborhood and avoid the STR causing a nuisance or disturbance to the neighbourhood, including:

- Providing neighbours with the rules for the TUP, the owner's phone number, and the STR cleaner's phone number,
- Posting rules and regulations in the STR,
- Having guests sign written agreements,
- If any issues arise, the neighbours will notify the owner, and the matter will be addressed promptly,
- Guests who are not following rules will be notified and if the situation does not improve, they will be asked to leave.

- c) Is the season of use specified in the TUP?

Yes, the proposed STR will be year-round.

- d) Is the STR located within a dwelling unit permitted by the zone that applies to the property?

Yes, the single detached dwelling is a permitted use on the property.

- e) Is the STR limited to one dwelling unit on the property?

Yes, the proposed STR in the existing single detached dwelling will be the only STR on the subject property. There are no other dwelling units on the property.

- f) Has the applicant confirmed there is no Bed and Breakfast already existing on the property?

As the STR is the whole single detached dwelling, a Bed and Breakfast will not operate in conjunction with the STR.

- g) Have the applicants acknowledged that the STR owner/operator shall, during operation of the STR, follow all applicable statutes, regulations and standards applicable to sewage disposal for the dwelling unit used for the STR?

Yes, the property owner has acknowledged that they shall, during operation of the STR, follow all applicable statutes, regulations and standards applicable to sewage disposal for the dwelling unit used for the STR. The applicant is also required to engage an Authorized Person (i.e. Registered Onsite Wastewater Practitioner or qualified Professional Engineer) to confirm in a sealed memo that the existing septic system is fit for the proposed use.

A Septic System Compliance Report prepared by Rodric van Woerkom, ROWP, dated March 12, 2025, has been submitted along with this application (see attached "TUP830-24\_Septic\_Report\_Redacted.pdf"). The report confirms that the purpose of the report was to assess the onsite wastewater treatment system for a STR TUP application. The assessment found that the system components are functional and some minor improvements are recommended, including: line jetting, high-level alarm install, pump the tank every 2 years and inspect it annually, and make an operation and maintenance plan. The ROWP has confirmed with staff that these are not mandatory changes but rather recommended improvements to optimize the system's performance. A maximum occupancy of 6 persons is recommended which aligns with the applicant's proposed number of guests.

- h) Have the applicants acknowledged that the STR owner/operator shall, during operation of the STR, follow all applicable statutes, regulations and standards applicable to drinking water supplied to occupants of the STR?

Yes, the property owner has acknowledged they are responsible for providing drinking water to guests.

- i) Have the applicants identified a local contact person who will be available to address issues that may arise any time that STR accommodation is provided?

Yes, the property owner is the local contact person and has provided staff with their contact information.

- j) Have the applicants provided a complaint response plan detailing how concerns and complaints will be addressed?

Yes, a complaint response plan has been received (see attached "TUP830-24\_Complaint\_Response\_Plan.pdf").

- k) Has the maximum number of guests permitted in a STR been specified?

Yes, the maximum number of guests for the proposed STR will be 6.

- l) Has the quiet time been specified?

Yes, the owner will require a quiet time of 10 PM to 7 AM daily. This will be posted in a visible place within the STR.

- m) Have the owners acknowledged that only one (1) sign advertising the STR may be placed on the subject property? The maximum sign area is 1 m<sup>2</sup> (0.5 m<sup>2</sup> for each side).

Yes, the owner has acknowledged that only one sign, a maximum of 1 m<sup>2</sup>, is permitted for the STR.

- n) Have the applicants identified on-site parking spaces for the STR?

Yes, there is room for 7 off-street parking spaces for guest of the STR, which exceeds the minimum number of required parking spaces for an STR for 6 guests (three) as outlined in the CSRD's STR TUP considerations.

- o) Are the owners aware that the TUP issuance is subject to proof of adequate STR and liability insurance (minimum of \$3 million in coverage)?

Yes, the property owner has acknowledged that the TUP issuance is subject to proof of adequate STR and liability insurance (minimum of \$3 million in coverage).

- p) Have the owners acknowledged that TUP issuance is subject to registration of a s. 219 covenant on title releasing and indemnifying the CSRD for any damages arising from or relating to the issuance of the TUP?

Yes, the property owner has acknowledged that TUP issuance is subject to registration of a s. 219 covenant on title releasing and indemnifying the CSRD for any damages arising from or relating to the issuance of the TUP.

- q) The STR should comply within all applicable regulations of the Agricultural Land Commission when located within the Agricultural Land Reserve.

N/A. The subject property is not in the Agricultural Land Reserve.

- r) Have the owners acknowledged that the owner/operator shall be wholly responsible for the proper disposal of all garbage, recycling, and yard waste created by the operation of the STR.

Yes, the property owner has acknowledged they are wholly responsible for the proper disposal of all garbage, recycling, and yard waste created by the operation of the STR.

- s) Where appropriate, the owner/operator may be required to reside on the property.

N/A. The owner cannot reside on the property as the STR is in the only dwelling unit on the property.

- t) Screening or fencing may be required to address potential impacts of the STR or to address privacy concerns of adjacent properties.

N/A. Planning staff do not consider this a requirement for the subject application.

The Board may choose to include additional conditions in the STR TUP to mitigate any potential concerns identified in the written public submissions.

- u) Other measures may be required to minimize potential conflicts with neighbouring properties.

N/A. Planning staff do not consider this a requirement for the subject application. However, written public submissions received may identify concerns that could possibly be mitigated. The Board may choose to include additional conditions in the STR TUP.

See attached "TUP830-24\_Redacted.pdf" for a list of the conditions that the TUP is subject to if the permit is issued.

If the CSRD Board authorizes for issuance this TUP application, the conditions required to be fulfilled prior to issuance will include:

- Submitting proof of adequate short-term rental and liability insurance, with a minimum \$3 million in coverage; and,
- Registration of a covenant on title for the subject property pursuant to s. 219 of the Land Title Act releasing and indemnifying the CSRD for any damages arising from or relating to issuance of the Temporary Use Permit.

The property owner has acknowledged that the above conditions will be required prior to issuance of the TUP. Proof of renewal of the vacation rental insurance is required on an annual basis, or if there is a change in the registered owners.

#### Rationale for Recommendation

The property owner has applied for a TUP to use the existing single detached dwelling as an STR. Staff are recommending that the Board consider issuance of TUP830-24 for the following reasons:

- The property owner has completed the STR TUP form, addressing and/or acknowledging each of the CSRD considerations for STR TUPs;
- The property owner has plans in place to reduce the likelihood of the STR causing any negative impacts to nearby property owners, including a complaint response plan;
- The property has the required servicing and parking areas to support the proposed STR use,
- The conditions in the permit should minimize negative impacts to neighbouring properties, and the permit may be revoked if the owners do not follow the conditions of the permit.

#### **IMPLEMENTATION:**

If the Board authorizes the issuance of TUP830-24, the property owners will be notified of the Board's decision. Upon receipt of proof of adequate short-term rental and liability insurance with a minimum of \$3 million in coverage and registration of a Section 219 covenant indemnifying the CSRD for any damages arising from or relating to the issuance of the TUP, the TUP will be issued, and notice will be registered to the title of the subject property.

Prior to the expiration of TUP830-24, the property owners have the option to apply for a one-time renewal for up to another 3-year term. TUP renewals may be considered by the General Manager of Development Services where there are no additional changes to the initial permit, there are no issues of non-compliance with the original permit, and the permit renewal application has been received at least three months prior to the expiration of the permit. Prior to the expiry of that TUP, the property owners have the option to apply for a bylaw amendment to seek rezoning approval to permanently allow for the short-term rental use on the subject property.

**COMMUNICATIONS:**

Neighbouring property owners will have first become aware of the proposal when the applicant posted a notice of application sign on the subject property for the TUP. [Development Services Procedures Bylaw No. 4001-2](#), as amended, requires one notice of application sign for every 400 m of street frontage for a Temporary Use Permit application. The subject property has approximately 32 m of street frontage and requires one sign. The sign was posted on June 16, 2025.

In accordance with the CSRD [Public Notice Bylaw No. 5893](#), a notice will be placed on the CSRD website advising the public of the TUP application and the deadline for written public submissions. Interested persons may also choose to sign up for notifications through the email subscription service available on the CSRD website.

In accordance with Development Services Procedures Bylaw No. 4001-2, as amended, staff prepared and mailed notices to all owners of property located within 100 m of the subject property, notifying them of the TUP application and the deadline for written public submissions. Copies of any written public submissions received by the deadline of 4 PM on Tuesday, July 15, 2025, will be provided to the Board on the late agenda.

**DESIRED OUTCOMES:**

That the Board endorse the staff recommendation.

**BOARD'S OPTIONS:**

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

**Report Approval Details**

Document Title:	2025_07-17_Board_DS_TUP830-24.docx
Attachments:	<ul style="list-style-type: none"><li>- TUP830-24_Redacted.pdf</li><li>- TUP830-24_BL830_BL650_Excerpts.pdf</li><li>- TUP830-24_STR_TUP_Form_Redacted.pdf</li><li>- TUP830-24_Complaint_Response_Plan.pdf</li><li>- TUP830-24_Septic_Report_Redacted.pdf</li><li>- TUP830-24_Maps_Plans_Photos.pdf</li></ul>
Final Approval Date:	Jul 8, 2025

This report and all of its attachments were approved and signed as outlined below:

**No Signature - Task assigned to Corey Paiement was completed by assistant Crystal Robichaud**

Corey Paiement



Gerald Christie



Jennifer Sham



John MacLean