



# BOARD REPORT

<b>TO:</b>	Chair and Directors
<b>SUBJECT:</b>	Electoral Area G: Temporary Use Permit No. 725-13
<b>DESCRIPTION:</b>	Report from Laura Gibson, Planner III, dated June 25, 2025. 2560 Eagle Bay Rd, Blind Bay
<b>RECOMMENDATION:</b>	<p>THAT: in accordance with Section 493 of the Local Government Act, Temporary Use Permit No. 725-13 for Lot 1 Section 30 Township 22 Range 10 West of the 6<sup>th</sup> Meridian Kamloops Division Yale District Plan KAP57413, be authorized for issuance this 17<sup>th</sup> day of July, 2025 for the temporary use of the existing 4-bedroom single detached dwelling as a short-term rental, with issuance subject to the applicant fulfilling the following conditions:</p> <ul style="list-style-type: none"><li>• Submitting proof of adequate short-term rental and liability insurance, with a minimum \$3 million in coverage;</li><li>• 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,</li><li>• Issuance of a Lakes 100 m Development Permit for the new septic system; and,</li><li>• Receipt of a Letter of Certification confirming installation of a new septic system designed to support at least 10 guests seasonally in the single detached dwelling for the short-term rental.</li></ul>

*Stakeholder Vote Unweighted (LGA Part 14) Majority*

## SUMMARY:

The subject property is located at 2560 Eagle Bay Rd in Blind Bay. The owners have applied for a Temporary Use Permit (TUP) to seek approval to use the existing 4-bedroom single detached dwelling as a seasonal short-term rental (April 1 to October 31) for up to 10 guests. If approved, the TUP will allow the short-term rental (STR) for up to 3 years.

## BACKGROUND:

ELECTORAL AREA:  
G

## LEGAL DESCRIPTION:

Lot 1 Section 30 Township 22 Range 10 West of the 6th Meridian Kamloops Division Yale District Plan KAP57413

PID:  
023-503-840

**CIVIC ADDRESS:**

2560 Eagle Bay Road, Blind Bay

**SURROUNDING LAND USE PATTERN:**

North = Eagle Bay Road, Shuswap Lake

East = Rural Residential (0.4ha) (single detached dwelling), forest

South = Rural Residential (0.4ha) (single detached dwelling)

West = Eagle Bay Road, Shuswap Lake

**CURRENT USE:**

Single detached dwelling and accessory building (garage)

**PROPOSED USE:**

To use the single detached dwelling as a short-term rental

**PARCEL SIZE:**

2.28 ha (5.63 acres)

**DESIGNATION:**

[Electoral Area C Official Community Plan Bylaw No. 725](#), as amended (Bylaw No. 725)

RR2 – Rural Residential 2

**ZONE:**

[South Shuswap Zoning Bylaw No. 701](#), as amended (Bylaw No. 701)

RR1 – Rural Residential (0.4 ha)

**AGRICULTURAL LAND RESERVE:**

0%

**SITE COMMENTS:**

The subject property is semi-waterfront to Shuswap Lake. The single detached dwelling on the subject property is surrounded by trees providing a buffer from adjacent properties. See attached "TUP725-13\_Maps\_Plans\_Photos.pdf".

**BYLAW ENFORCEMENT:**

There is no Bylaw Enforcement related to this file. There is an existing floating dock which is not permitted by Lakes Zoning Bylaw No. 900.

**POLICY:**

See attached "TUP725-13\_BL725\_BL701\_Excerpts.pdf".

Bylaw No. 725 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:**

This application is not a result of bylaw enforcement. If the TUP is not approved and the owners continue the STR use, bylaw enforcement staff would action this file as per direction noted within Bylaw Enforcement policy A-69.

**KEY ISSUES/CONCEPTS:**Background

The property owners have applied for a TUP for a STR in the existing single detached dwelling.

While the owners have operated this STR in the past, this application is not a result of bylaw enforcement. No complaints have been received by the CSRD regarding this STR.

The owners are proposing a seasonal STR, operating April 1 to October 31.

A new septic system is currently being installed. A Record of Sewerage System has been received by staff. A condition of issuance of this TUP will be receipt of a Letter of Certification confirming installation of a new septic system designed to support at least 10 guests seasonally in the single detached dwelling for the short-term rental. The new septic system required a Lakes 100 m Development Permit (DP) as it is situated within 100 m of the high water mark of Shuswap Lake. The Lakes 100 m Development Permit Area is established to prevent or mitigate potential negative impacts on the lake environment from sewerage systems and large scale development. The application requires submission of a report from a Hydrogeologist to confirm there will be no negative impacts to Shuswap Lake as a result of the new septic system. A condition of issuance of this TUP is issuance of the Lakes 100 m DP.

Proposal Summary

See attached "TUP725-13\_STR\_TUP\_Form\_Redacted.pdf".

Type of dwelling	Single detached dwelling
Any new construction?	No
Seasonal or year-round?	Seasonal (April 1 - October 31)
Number of bedrooms	4
Maximum number of guests	10
Has the STR operated in the past?	Yes, STR operated July and August for the past 4 years
Will the owner/operator live on the subject property?	No, but will reside nearby while the STR is occupied
Water servicing	Community water system
Sewage disposal	Onsite septic system

Additional Comments

Originally the applicants stated they would stay on the property in their RV while the dwelling was being rented. However, when informed by staff that camping is not a permitted use on the subject property and they would need to incorporate that into their TUP if they wished to seek approval for that use as well, the owners decided they will stay nearby but off the property while the STR is occupied by guests.

Analysis

Bylaw No. 725 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:

- Owners/applicants will be nearby to deal with any issues that arise,
- Closest neighbours have owner's/applicant's cell phone numbers if any issues arise.
- A thorough complaint response plan has been submitted (see attached "TUP725-13\_Complaint\_Response\_Plan\_Redacted.pdf")

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

Yes, the proposed STR will be seasonal running from April 1 to October 31.

- 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 owners have 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 owners are in the process of having a new septic system installed to service the single detached dwelling/short-term rental. A Record of Sewerage System (RSS) dated June 24, 2025, prepared by Natalya Melnychuk, Registered Onsite Wastewater Professional (ROWP), has been submitted along with the application (see attached "TUP725-13\_Septic\_Report\_Redacted.pdf"). The ROWP confirms that a new Type 1 onsite wastewater system is being installed to serve a full-time residence that is 4 bedrooms, 372m<sup>2</sup> with 6 regular residents and a seasonal occupancy of up to 10 people. A condition of issuance of this TUP will be receipt of a Letter of Certification confirming installation of the new septic system is complete.

The new septic system within 100 m of Shuswap Lake requires a Lakes 100m DP. An application was not submitted prior to beginning installation of the septic system. The property owners have been advised to submit an after-the-fact DP application and a condition of issuance of this TUP is issuance of the Lakes 100 m DP for the new septic system.

- 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 owners have 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 owners/applicants will be the local contact persons and have provided 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 "TUP725-13\_Complaint\_Response\_Plan\_Redacted.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 10.

- l) Has the quiet time been specified?

Yes, the owners 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 owners have 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 10 guests 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 owners have acknowledged that the TUP issuance is subject to proof of adequate STR and liability insurance (minimum of \$3 million in coverage). The property owners have provided the proof of insurance to CSRD staff.

- 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 owners have 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 owners have 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 owners 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 "TUP725-13\_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.
- Issuance of a Lakes 100 m Development Permit for the new septic system,
- Receipt of a Letter of Certification confirming installation of a new septic system designed to support at least 10 guests seasonally in the single detached dwelling for the short-term rental.

The property owners have 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 owners have applied for a TUP to use the existing single detached dwelling as an STR. Staff are recommending that the Board consider issuance of TUP725-13 for the following reasons:

- The property owners have completed the STR TUP form, addressing and/or acknowledging each of the CSRD considerations for STR TUPs;
- The property owners have 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 TUP725-13, 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, registration of a Section 219 covenant indemnifying the CSRD for any damages arising from or relating to the issuance of the TUP, and receipt of the Letter of Certification confirming the new septic system has been installed, the TUP will be issued, and notice will be registered to the title of the subject property.

Prior to the expiration of TUP725-13, 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 227 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_TUP725-13.docx
Attachments:	<ul style="list-style-type: none"><li>- TUP725-13_Redacted.pdf</li><li>- TUP725-13_BL725_BL701_Excerpts.pdf</li><li>- TUP725-13_STR_TUP_Form_Redacted.pdf</li><li>- TUP725-13_Complaint_Response_Plan_Redacted.pdf</li><li>- TUP725-13_Septic_Report_Redacted.pdf</li><li>- TUP725-13_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