



COLUMBIA SHUSWAP REGIONAL DISTRICT

Regular Board Meeting

AGENDA

Date: Thursday, July 19, 2018
Time: 9:30 AM
Location: CSR D Boardroom
555 Harbourfront Drive NE, Salmon Arm

Pages

1. Call to Order
2. Board Meeting Minutes
 - 2.1 Adoption of Minutes 1

Motion
THAT: the minutes of the June 21, 2018 regular Board meeting be adopted.
 - 2.2 Business Arising from the Minutes
 - None.
3. Delegations
 - 3.1 10:00 AM: Ministry of Transportation & Infrastructure 28

Steve Sirett, District Manager, Jennifer Fraser, Director - Trans-Canada Highway Program and Ron Sharp, District Manager, Rocky Mountain District, from the Ministry of Transportation and Infrastructure, in attendance by invitation from the Board, to discuss the Three Valley Gap portion of the Trans-Canada Highway and provide an update to the Board on future vision for Sorrento, Electoral Area C.

Copy of the CSR D invitation letter is attached for information.

3.2 10:20 AM: LARCH Landscape Architecture/Authentic Mountain Design & Selkirk Planning and Design

Jason Jones, LARCH Landscape and Fraser Blythe, Selkirk Planning, in attendance to provide a 10 minute presentation to the Board regarding the Golden and Electoral A Regional Trails Strategy.

The consultants will be providing hard copies of the Executive Summary of the Strategy to the Directors at the Board meeting.

Motion

THAT: the report on the Golden and Electoral Area A Regional Trails Strategy be received for information.

ADMINISTRATION

4. Correspondence

4.1 Deep Creek Farmers Institute (July 10, 2018) 29

Letter from Lorne Hunter, President, Deep Creek Farmers Institute, requesting increased Provincial funding for the maintenance of rural roads in Area D.

Motion

THAT: the correspondence contained on the July 19, 2018 regular Board agenda be received for information.

5. Reports

5.1 Revelstoke and Area Economic Development Commission Meeting Minutes (June 6, 2018) 32

Motion

THAT: the minutes of the June 6, 2018 Revelstoke and Area Economic Development Commission meeting be received for information.

5.2 Electoral Area Directors' Committee Meeting Minutes (June 7, 2018) 36

Motion

THAT: the minutes of the June 7, 2018 Electoral Area Directors' meeting be received for information.

5.3 Shuswap Watershed Council Meeting Minutes (June 13, 2018) 44

Motion

THAT: the minutes of the June 13, 2018 Shuswap Watershed Council meeting be received for information.

6. Business General

6.1 Greyhound Bus Service Cancellations in Western Canada

Verbal - Chair Martin.

[Link](#) to the CBC news article included for reference.

7. Business By Area

7.1 Golden/Area A EOF Application – Community Forest

50

Report from Jodi Pierce, Manager, Financial Services, dated July 6, 2018.

Motion

THAT: with the concurrence of the Town of Golden and the Electoral Area A Director, the Board approve funding from the Golden and Area A Economic Opportunity Fund to the Town of Golden in the amount of \$15,000 towards a feasibility study for a Community Forest.

7.2 Revelstoke/Area B EOF Application – Telus Insights Data Collection Project

69

Report from Jodi Pierce, Manager, Financial Services, dated July 6, 2018.

Motion

THAT: with the concurrence of the City of Revelstoke and the Electoral Area B Director, the Board approve funding from the Revelstoke and Area B Economic Opportunity Fund to the City of Revelstoke in the amount of \$55,000 towards the Telus Insights Data Collection Project.

7.3 National Disaster Mitigation Program Grant Application

76

Derek Sutherland, Team Leader, Protective Services, dated July 4, 2018.
National Disaster Mitigation Program grant application.

Motion

THAT: the Board empower the authorized signatories to apply for a National Disaster Mitigation Program Grant for up to \$300,000 to complete a risk assessment project to identify flood and landslide hazards within the Columbia Watershed. The CSRD will provide in-house contributions to support the project and overall grant management.

Motion

THAT: the Board empower the authorized signatories to enter into an agreement with BCG Engineering Inc. in an amount not to exceed \$300,000 including applicable taxes subject to the receipt of a National Disaster Mitigation Program grant for up to \$300,000.

8. Administration Bylaws

- 8.1 Eagle Bay Estates Waterworks Service Area Amendment Bylaw No. 5781** 79
- Report from Terry Langlois, Team Leader, Utilities, dated July 6, 2018. Eagle Bay Estates Waterworks Service Area Amendment.
- Consideration of First, Second and Third Readings.
- Motion**
 THAT: "Eagle Bay Estates Waterworks Service Area Amendment Bylaw No. 5781" be read a first, second and third time this 19th day of July, 2018.
- 8.2 CSRD Waterworks Rates and Regulation Bylaw Update** 86
- Report from Terry Langlois, Team Leader, Utilities, dated June 29, 2018. CSRD Waterworks Rates and Regulation Bylaw Update.
- Consideration of First, Second, Third Readings and Adoption.
- Motion**
 THAT: CSRD Waterworks Rates and Regulation Bylaw No. 5780 be read a first, second and third time this 19th day of July, 2018.
- Motion**
 THAT: CSRD Waterworks Rates and Regulation Bylaw No. 5780 be adopted this 19th day of July, 2018.
- 8.3 Proposed Amendments to Ticket Information Utilization Bylaw No. 5776** 110
- Report from Lynda Shykora, Deputy Manager, Corporate Administration Services, dated July 6, 2018.
- Consideration of First, Second, Third Readings and Adoption.
- Motion**
 THAT: "CSRD Ticket Information Utilization Amendment Bylaw No. 5782" be read a First, Second and Third time this 19th day of July, 2018.
- Motion**
 THAT: "CSRD Ticket Information Utilization Amendment Bylaw No., 5782" be adopted this 19th day of July, 2018.
- 8.4 North Shuswap Economic Development (Tourism Promotion) Service Establishment** 158
- Report from Lynda Shykora, Deputy Manager, Corporate Administration Services, dated July 9, 2018.
- Consideration of First, Second and Third Readings.

Motion

THAT: "North Shuswap Economic Development (Tourism Promotion) Service Establishment Bylaw No. 5774" be read a First, Second and Third time this 19th day of July, 2018.

9. IN CAMERA**Motion**

THAT: pursuant to Sections 90(1)(a), (g), (i) and (j):

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;
- (g) litigation or potential litigation affecting the regional district;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

of the Community Charter, the Board move In Camera.

DEVELOPMENT SERVICES**10. Business General****10.1 Electoral Area C: Building Regulation Public Engagement Summary**

163

Report from Marty Herbert, Team Leader Building and Bylaw Services, dated June 27, 2018.

A summary of the public engagement and open houses held in Electoral Area C with regard to the implementation of building regulation in this area.

Motion

THAT: the Board receive the report "Electoral Area C: Building Regulation Public Engagement Summary" dated June 27, 2018 from the Team Leader, Building and Bylaw Services for information.

10.2 Proposed Amendments to Columbia Shuswap Regional District Development Services Application Fees Bylaw No. 4000

230

Report from Jan Thingsted, Planner, dated July 6, 2018.

Motion

THAT: Bylaw 4000-4, cited as "Columbia Shuswap Regional District Development Services Application Fees Amendment (CSR) Bylaw No. 4000-4", be read a First, Second, and Third time this 19th day of July, 2018.

Motion

THAT: Bylaw 4000-4, cited as "Columbia Shuswap Regional District Development Services Application Fees Amendment (CSR) Bylaw No. 4000-4", be adopted this 19th day of July, 2018.

11. ALR Applications

- 11.1 Electoral Area C: Agricultural Land Commission (ALC) Application Section 20(3) - Non-Farm Use in the Agricultural Land Reserve (ALR) LC2553C (Roy Johnston) 247**

Report from Dan Passmore, Senior Planner, dated May 29, 2018.
2790 Notch Hill Road, Balmoral.

Motion

THAT: Application No. LC2553C, Section 20(3) Non-farm use in the ALR, for NW 1/4, Section 5, Township 22, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Except (1) Part Covered by the Waters of Turtle Lake at the time of Survey of said Lake, (2) The W 1/2 of the W 1/2 of said NW 1/4, (3) Parcel 10 on Plan 36812, and (4) Plans 5006 and 7753 be forwarded to the Provincial Agricultural Land Commission recommending refusal, on this 19th day of July, 2018.

- 11.2 Electoral Area C: Agricultural Land Commission (ALC) Application Section 20(3) – Non-Farm Use in the Agricultural Land Reserve (ALR) LC2556 (Schaafsma) 280**

Report from Dan Passmore, Senior Planner, dated June 20, 2018.
1738 White Lake Road, Carlin.

Motion

THAT: Application No. LC2556C, Section 20(3) Non-Farm use in the ALR, for Part of the SW 1/4, Section 34, Township 21, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Except, Plans B3299, 5599, 9944, 13675, 14816, KAP53820, H716 and KAP74063 be forwarded to the Provincial Agricultural Land Commission recommending approval, on this 19th day of July, 2018.

12. Directors' Report on Community Events

One (1) Minute Verbal Report from Each Board Director for information.

ELECTORAL AREA DIRECTORS**13. Business by Area****13.1 Electoral Area E: Development Variance Permit No. 2000-74 (Riddoch) 309**

Report from Candice Benner, Development Services Assistant, dated June 29, 2018.

643 Swansea Point Road, Swansea Point

Motion

THAT: in accordance with Section 498 of the Local Government Act, Development Variance Permit No. 2000-74 for Lot 10, Section 11, Township 21, Range 8, W6M, Plan 13300, varying Rural Sicamous Land Use Bylaw No. 2000, as follows:

Section 2.12(2)(d) Minimum setback from:

- Interior side parcel boundary from 2 m to 0.5 m for the shed on skids;
- Exterior side parcel boundary from 4.5 m to 2.73 m for the deck attached to the accessory building and to 3.47 m for the single family dwelling;
- Rear parcel boundary from 4.5 m to 0.71 m for the shed on skids, to 0.76 for the shed on cinder blocks, and to 4.42 m for the accessory building,

be approved for issuance this 19th day of July, 2018.

14. Planning Bylaws**14.1 Electoral Area B: Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12 327**

Report from Christine LeFloch, Development Services Assistant, dated June 21, 2018.

3451 Trans-Canada Highway, Revelstoke

Motion

THAT: "Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12 be read a third time this 19th day of July, 2018.

Motion

THAT: adoption of "Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12 be withheld until documentation has been received about the Eagle Pass day lodge water system.

14.2 Electoral Area E: Rural Sicamous Land Use Amendment (Riddoch) Bylaw No. 2067 377

Report from Candice Benner, Development Services Assistant, dated June 27, 2018.

643 Swansea Point Road, Swansea Point

Motion

THAT: First reading given on September 17th, 2016 and Second reading as amended, given on December 2nd, 2016 to "Rural Sicamous Land Use Amendment (Riddoch) Bylaw No. 2067" be rescinded this 19th day of July, 2018;

AND FURTHER THAT delegation of a public hearing given on December 2nd, 2016 be rescinded this 19th day of July, 2018.

14.3 Electoral Area F: Anglemont Zoning Amendment (Anglemont Estates Golf Course Ltd.) Bylaw No. 650-13 402

Report from Candice Benner, Development Services Assistant, dated June 28, 2018.

7838 Golf Course Road, Anglemont

Motion

THAT: "Anglemont Zoning Bylaw Amendment (Anglemont Estates Golf Course Ltd.) Bylaw No. 650-13" be given second reading, as amended, this 19th day of July 2018.

Motion

THAT: a public hearing to hear representations on "Anglemont Zoning Bylaw Amendment (Anglemont Estates Golf Course Ltd.) Bylaw No. 650-13" be held;

AND THAT: notice of the public hearing be given by the 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 Larry Morgan, as Director of Electoral Area F being that in which the land concerned is located, or Alternate Director Robert Misseghers, if Director Morgan is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

15. Release of In Camera Resolutions

- If any.

MEETING CONCLUSION

16. Upcoming Meetings/Events

16.1 Revelstoke and Area Economic Development Commission Meeting

Wednesday, August 1, 2018 at 4:00PM.

301 Victoria Road, Revelstoke.

17. Next Board Meeting

Thursday, August 16, 2018 at 9:30 AM.

CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm

18. Adjournment

Motion

THAT: the regular Board meeting of July 19, 2018 be adjourned.

NOTATION

The publication of the Columbia Shuswap Regional District Board (CSRD) agenda on its website results in the availability of agenda content outside of Canada. In accordance with Freedom of Information and Protection of Privacy Act legislation, the reader will note that personal information (ie telephone number, email address, etc.) are redacted from this document where required, to protect the privacy of personal information belonging to an individual(s) in the case where an individual(s) has not provided direct consent to the CSRD to publish such personal information on the CSRD website.



REGULAR BOARD MEETING MINUTES

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

Date:	June 21, 2018	
Time:	9:00 AM	
Location:	CSRD Boardroom 555 Harbourfront Drive NE, Salmon Arm	
Directors Present	R. Martin (Chair)	Electoral Area E
	K. Cathcart	Electoral Area A
	L. Parker	Electoral Area B
	P. Demenok	Electoral Area C
	R. Talbot	Electoral Area D
	R. Misseghers (Alt. Director)*	Electoral Area F
	C. Moss*	Town of Golden
	M. McKee*	City of Revelstoke
	T. Rysz*	District of Sicamous
	K. Flynn*	City of Salmon Arm
	C. Eliason*	City of Salmon Arm
Directors Absent	L. Morgan	Electoral Area F
Staff Present	C. Hamilton	Chief Administrative Officer
	L. Shykora	Deputy Manager, Corporate Administration Services
	D. Mooney*	Manager, Operations Management
	B. Van Nostrand*	Team Leader, Environmental Health Services
	R. Nitchie*	Team Leader, Community Services
	G. Christie	Manager, Development Services

C. Paiement*	Team Leader, Development Services Planner
J. Thingsted*	Senior Planner
D. Passmore*	Development Services Assistant
C. Benner*	Development Services Assistant
C. LeFloch*	Planning Assistant
E. Hartling*	Manager, Information Systems
B. Payne*	Deputy Treasurer
S. Haines*	Team Leader, Building and Bylaw Services
M. Herbert*	

*Attended part of meeting only.

1. Call to Order

The Chair called the meeting to order at 9:00 AM.

2018-0601

Moved By Director Talbot

Seconded By Alternate Director Missegheers

THAT: the Board convene as the Committee of the Whole, this 21st day of June, 2018.

CARRIED

2. Committee of the Whole: Policy Session

2.1 Policy Session Update June 2018

Report from Charles Hamilton, Chief Administrative Officer, dated June 8, 2018.

The report provided an update on each department's policy work since October 2017.

2018-0602

Moved By Director Talbot

Seconded By Alternate Director Missegheers

THAT: it be recommended to the Board that the Policy Session Update June 2018 Report, be received for information this 21st day of June, 2018.

CARRIED

Managers provided an overview of respective Departmental activities and the upcoming priorities for the remainder of 2018.

In relation to an ongoing policy of updated Director Remuneration, Board members commented on the need to move forward, particularly since the federal government announcement that it is removing the 1/3 tax free on expenses for elected officials. The Chief Administrative Officer indicated that staff will work on several options for review by the Remuneration Committee. This will be done in advance of the upcoming local government elections.

It was noted that a more comprehensive policy session and review will be done as part of the new Board orientation in latter 2018/early 2019.

2018-0603

Moved By Director Talbot

Seconded By Alternate Director Misseghers

THAT: the Committee of the Whole now Rise and Report.

CARRIED

3. Introduction of New Staff Member: Marty Herbert, Team Leader, Building & Bylaw Services

4. Board Meeting Minutes

4.1 Adoption of Minutes

2018-0604

Moved By Director Talbot

Seconded By Director Cathcart

THAT: the minutes of the May 17, 2018 regular Board meeting be adopted.

CARRIED

4.2 Business Arising from the Minutes

SILGA (Southern Interior Local Government Association) advised that Gray Simms, Area D, CSRD has been selected to attend the 2018 UBCM Convention as the SILGA youth representative.

ADMINISTRATION

6. Correspondence

6.1 Town of Golden (May 7, 2018)

Letter from Jon Wilsgard, CAO, Town of Golden regarding commissioning an oversight committee associated with the management of the Golden Landfill.

The CSRD Chief Administrative Officer's response letter dated May 23 2018 was also attached to the agenda for the information of the Board. This item will be dealt with further in today's In-Camera meeting.

6.2 Town of Golden (May 25, 2018)

Letter from Jon Wilsgard, CAO, Town of Golden, response regarding the Regional Feasibility Study, Golden Aquatic Centre, indicating support in principle and suggesting the timing of the feasibility study to be post-October election.

Electoral Area A Director indicated that she wishes to move forward sooner, rather than later, on this issue and that input is needed from the community. Because there is so much work to be done, Electoral Area Director urged the process be started and moved forward.

Golden Director indicated that the Town's position is that the importance of this project should not be tied to the Area A Shared Services referendum upcoming this fall and the potential for voter confusion, some residents already think they are going to be voting for an indoor pool.

Staff are committed to this initiative however with existing work plans from the time of background work to proceeding with a tender call, it could be approximately 4 – 5 months from now. There is considerable consultation and work with the Town of Golden to be done. Administration confirmed that staff would initiate some work on the planning process for the feasibility study.

6.3 Town of Golden (May 25, 2018)

Letter from Jon Wilsgard, CAO, Town of Golden confirming support for the proposed Area A Core Facilities Contribution Agreement Establishment Bylaw No. 5777.

6.4 Office of the Premier (June 11, 2018)

Letter from Premier John Horgan advising Mayors and Regional District Chairs that meeting requests with Cabinet Ministers at the 2018 UBCM Convention are now being accepted.

Directors were asked to submit any Ministerial meeting requests to both the Deputy Manager, Corporate Administration and to the Chair, to ensure that the meeting requests are appropriately coordinated.

6.5 Ministry of Forests, Lands, Natural Resource Operations and Rural Development (June 14, 2018)

Email from Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development, acknowledging Chair Martin's letter dated June 2, 2018 regarding CSRD request for the Province to undertake a Back Country Recreation Plan for the City of Revelstoke and Area B.

Chair Martin's letter initiating the request, and the response email message from Minister Donaldson were attached to the Late Agenda for reference.

Refer to Item 9.7 Business by Area for further discussion on this matter.

6.6 Ministry of Transportation (June 13, 2018)

Email from Hana Blazkova, Policy Analyst, Ministry of Transportation and Infrastructure, advising that the CSRD's BikeBC Grant application was successful and the CSRD will be receiving \$784,077 for the Salmon River Road Parallel Trail.

The News Release was included in the Board agenda for reference.

Director Talbot thanked CSRD staff for their work on this project and he remarked that he is happy for the opportunity get cyclists and pedestrians safely off the road.

2018-0605

Moved By Director Talbot

Seconded By Director Rysz

THAT: the correspondence contained on the June 21, 2018 Board agenda be received for information.

CARRIED

5. Delegations

5.1 10:00 AM: Voice of the Shuswap Broadcast Society

Dr. Warren Bell, President of the Voice of the Shuswap Community Radio, in attendance to provide the Board with information on the programming and how community radio serves the Shuswap. This information was depicted in an entertaining PowerPoint presentation.

CSRD Staff Retirement

Chair Martin advised the Board that Olive Dodd, GIS Technologist II, had recently retired after nearly 19 years of service with the CSRD, noting that Olive's contributions to the GIS Department have been significant. The Chair extended best wishes on behalf of the Board for Olive's service with the CSRD.

7. Reports

7.1 Report on Federation of Canadian Municipalities (FCM) 2018 Conference

Request of Chair Martin – Directors who took part in the 2018 FCM Conference reported on conference attendance and commented on the value in sharing ideas and learning about similar issues faced by regions in the east that are similar to those in our areas.

7.2 Revelstoke and Area Economic Development Commission Meeting Minutes

2018-0606

Moved By Director Parker

Seconded By Director Flynn

THAT: the minutes of the May 2, 2018 Revelstoke and Area Economic Development Commission be received for information.

CARRIED

7.3 Southern Interior Beetle Action Coalition (SIBAC)

Chair Martin advised the Board that the SIBAC Board has decided that continuing to support the operations of the BC Rural Centre is the most effective way to continue to support rural development in the southern interior and across the province. To that end, the SIBAC Board has decided to formally wind-up SIBAC and will transition to the BC Rural Centre Society by January 2019. A more detailed report from SIBAC will be emailed to Directors for their information.

8. Business General

8.1 2018 UBCM Resolution: Change to Class E Regulations to Allow Farm Gate Sales

Brought forward from April 19, 2018 Board meeting.

2018-0607

Moved By Director Cathcart

Seconded By Director Demenok

THAT: the Board submit the following resolution to UBCM 2018 Convention:

WHEREAS for the benefit of producers and consumers and in the promotion of a prosperous agricultural industry, it is vital for farmers in British Columbia to be able to operate their farms to establish a living income and for citizens of British Columbia to have the ability to purchase heritage meats through farm gate sales;

AND WHEREAS current licensing regulations require that rural farmers living within 2 hours of an abattoir must take their livestock to a facility for

slaughter, where the existing abattoirs do not have capacity to meet the service demands;

NOW THEREFORE BE IT RESOLVED that the Minister of Agriculture be requested to make an immediate change to the Class E licensing requirements to give farmers the ability to slaughter their livestock on farm premises and to offer and promote farm gate sales.

CARRIED

8.2 2018 UBCM Resolution: Recycle BC Stewardship Plan Update

Brought forward from the May 17, 2018 Board meeting.

Resolution to address the CSRD's concerns regarding the proposed changes to the Recycle BC Stewardship Plan.

2018-0608

Moved By Director Flynn

Seconded By Director Parker

THAT: the Board submit the following resolution to UBCM 2018 Convention:

WHEREAS Recycle BC is currently conducting a review of its stewardship program, and appears that the following section from the Recycle BC's March 2018 Packaging and Paper Product Extended Producer Responsibility Plan (Plan) will have serious impacts on many local governments in establishing new curbside collection recycling programs:

"4.3.2 New Curbside Programs:

Local governments in communities that did not have PPP curbside collection programs by May 2014, when the program was launched, are eligible to join the Recycle BC program as contractors collectors if the employment a PPP curbside collection program, provided each of the following criteria is met:

Packaging and Paper Product Extended Producer Responsibility Plan:

1) A curbside garbage collection program was in place by May 2014;

- 2) The community represents an incorporated municipality; and
- 3) The community has a minimum population of 5000 residents.”;

AND WHEREAS the impact of the proposed changes to the above section will leave numerous communities and electoral areas within British Columbia ineligible to receive any Recycle BC incentives to administer new curbside collection programs in the future, leaving new curbside collection programs initiated to increase diversion of packaging and printed paper to be funded solely by the taxpayer;

NOW THEREFORE BE IT RESOLVED that the Province of BC immediately act to improve legislation in order to hold the stewardship agencies accountable for the total cost associated with the delivery of the depot program and, specifically, the Minister of Environment address the proposed changes in the Plan and acknowledge the tax funded subsidies in the Plan to ensure that all British Columbians have access to Recycle BC services through a fully funded producer responsibility stewardship model.

CARRIED

8.3 UBCM 2018 Ministerial Meeting Request

Brought forward from the May 17, 2018 Board meeting - Resolution 2018-0514.

Request to meet with the Minister of Environment during the UBCM Conference, 2018 - CSRD's concerns with Recycle BC's proposed stewardship plan updates.

Administration will submit the above Ministerial meeting request, as directed at the May, 2018 Regular Board meeting.

8.4 2017 Statement of Financial Information (SOFI) Report

Report from Jodi Pierce, Manager, Financial Services, dated April 26, 2018.

2018-0609

Moved By Director Moss

Seconded By Director Cathcart

THAT: The Board approve the 2017 Statement of Financial Information Report as required by the Financial Information Regulation, Schedule 1, subsection 9(2) and section 376 subsection (1) of the Local Government Act.

CARRIED

8.5 Asset Management Data Migration Project Sole Source

Report from Darcy Mooney, Manager, Operations Management, dated June 11, 2018. Board authorization to retain WSP|Opus International Consultants to conduct an Asset Management Data Migration Project.

2018-0610

Moved By Director Moss

Seconded By Director Cathcart

THAT: the Board empower the authorized signatories to enter into an agreement with WSP|Opus International Consultants to conduct an Asset Inventory Migration project for a total cost not to exceed \$50,000 plus applicable taxes.

CARRIED

8.6 Carbon Neutral Local Government

Report from Ben Van Nostrand, Team Leader, Environmental Health Services dated June 4, 2018. Corporate carbon neutrality update.

The report indicating that the CSRD has achieved carbon neutrality for 2017 was received for information.

8.7 Proposed Cannabis Related Business Policy (A-71)

Report from Jan Thingsted, Planner, dated June 18, 2018.

2018-0611

Moved By Director Demenok

Seconded By Director Talbot

THAT: the Board adopt Cannabis Related Business Policy (A-71).

Discussion on motion:

- Salmon Arm Board Director comment on need for additional public input and a suggestion that the CSRD policy ought to be a like policy to that of member municipalities; proposed tabling the policy;
- Staff responded that this high level policy is essentially to establish guidelines for the electoral areas; there is opportunity to amend the policy as needed;
- Staff responded to several questions in regards to the retail side versus the production side; the distance of 300 m for locating a cannabis related business in proximity to schools, daycares, libraries, etc., noting that the policy provides the opportunity to modify those distances, as necessary.

CARRIED

2018-0612

Moved By Director Demenok**Seconded By** Director Talbot

THAT: the Board direct staff to prepare amendments to Development Services Application Fees Bylaw No. 4000 to include fees for cannabis related business applications.

CARRIED**9. Business By Area**

Alt. Director Misseghers declared a conflict in relation to the next business matter, due to a family member serving on the North Shuswap Health Centre Society. The Alt. Director left the meeting at this time.

9.1 Grant-in-Aid Request

Report from Jodi Pierce, Manager, Financial Services, dated June 15, 2018.

2018-0613

Moved By Director Cathcart**Seconded By** Director Demenok

THAT: the Board approve the following allocations from the 2018 electoral grant-in-aids:

Area A

\$700 Gentlemens Leisure Club of Golden Society (Rec Plex Rental for Gear Swap)

\$1,000 Golden Sikh Cultural Society (Nagar Kirtan event)

\$1,000 Abbeyfield House Society (Landscaping)

\$2,500 Golden Interact Club (Community Projects)

Area B

\$980 Burnham Road Water Users Society (Fire suppression equipment)

Area C

\$500 SAS Dry Grad (2018 Celebrations)

\$2,500 Cedar Heights Community Association (Strategic Planning Project)

\$5,500 Carlin Elementary Middle School PAC (Smart Boards)

\$8,981.96 Sorrento Food Bank (Kitchen cabinets)

\$14,212.93 Sorrento Elementary PAC (Playground equipment)

\$16,000 Sunnybrae Seniors Society (Hall repairs and storage)

\$25,000 South Shuswap Canada Day Society (Canada Day celebration)

\$25,000 North & South Shuswap Community Resources Association (Operational funding, website development)

Area D

\$2,000 Falkland Firefighters Association (Halloween event)

Area E

\$3,000 Sicamous and District Seniors Centre Society (Repair decks)

Area F

\$250 Shuswap Lifeboat Society (Relocate lifejacket kiosk)

\$1,000 SAS Dry Grad (2018 Celebrations)

\$1,800 North Shuswap Health Centre Society (Great Scotch Creek Walk About)

\$2,000 Scotch Creek/Lee Creek Community Hall (Halloween event)

\$2,000 Scotch Creek/Lee Creek Fire Department (Halloween event).

CARRIED

Alt. Director Misseghers returned to the meeting at this time.

9.2 Grant-in-Aid Request - Electoral Areas C, D, E and F

Report from Derek Sutherland, Team Leader, Protective Services, dated May 25, 2018.

Electoral Areas C, E, D, and F discretionary grant in aid funds to cover landfill tipping fees associated with the clean-up of beach debris and sand bags resulting from the high-water flooding in the Shuswap and Mara Lake system.

2018-0614

Moved By Director Demenok

Seconded By Director Talbot

THAT: in accordance with Policy No. F-30 "Electoral Area Grants in Aid" the Board authorize the expenditure of a maximum of \$1,500 from the Electoral Area C Grant-in-Aid to cover the costs of landfill user fees associated with the disposal of flood and high water debris.

CARRIED

2018-0615

Moved By Director Talbot

Seconded By Alternate Director Misseghers

THAT: in accordance with Policy No. F-30 "Electoral Area Grants in Aid" the Board authorize the expenditure of a maximum of \$1,500 from the Electoral Area D Grant-in-Aid to cover the costs of landfill user fees associated with the disposal of flood and high water debris.

CARRIED

2018-0616

Moved By Director Talbot

Seconded By Alternate Director Missegheers

THAT: in accordance with Policy No. F-30 "Electoral Area Grants in Aid" the Board authorize the expenditure of a maximum of \$1,500 from the Electoral Area E Grant-in-Aid to cover the costs of landfill user fees associated with the disposal of flood and high water debris.

CARRIED

2018-0617

Moved By Alternate Director Missegheers

Seconded By Director Cathcart

THAT: in accordance with Policy No. F-30 "Electoral Area Grants in Aid" the Board authorize the expenditure of a maximum of \$1,500 from the Electoral Area F Grant-in-Aid to cover the costs of landfill user fees associated with the disposal of flood and high water debris.

CARRIED

9.3 Grant in Aid – exception from Policy

Report from Jodi Pierce, Manager, Financial Services, dated June 12, 2018.

2018-0618

Moved By Alternate Director Missegheers

Seconded By Director Moss

THAT: the Board waive policy with respect to the Post-application documentation required for the Seymour Arm Community Association grant in aid to allow this organization to make an additional 2018 application for a grant in aid while the post-application documentation for the grant approved in April 2018 remains outstanding;

AND THAT: the Board approve the following allocation from the 2018 electoral grant-in-aids:

Area F

\$7,000 Seymour Arm Community Association (Maintain water pumper truck, purchase lake pump, construct Kids Don't Float Kiosk).

CARRIED

9.4 Area C Community Works Fund – Sorrento Memorial Hall

Report from Jodi Pierce, Manager Financial Services, dated June 4, 2018.

2018-0619

Moved By Director Demenok

Seconded By Director Talbot

THAT: in accordance with Policy F-3 “Electoral Area Community Works Fund – Expenditure of Monies”, access to the Community Works Fund be approved up to \$10,709 plus applicable taxes from the Area C Community Works Fund for installing lighting at the Sorrento Memorial Hall.

CARRIED

9.5 Area D Community Works Fund – Silver Creek Community Association

Report from Jodi Pierce, Manager, Financial Services, dated June 8, 2018.

2018-0620

Moved By Director Talbot

Seconded By Alternate Director Misseghers

THAT: in accordance with Policy F-3 “Electoral Area Community Works Fund – Expenditure of Monies”, access to the Community Works Fund be approved up to \$17,792 plus applicable taxes from the Area D Community Works Fund for energy efficient upgrades at the Silver Creek Community Hall.

CARRIED

9.1 Request for Support: Area A Labour Shortages

Requested by Director Cathcart.

Requesting Board support for a letter to be sent to the Minister of Immigration, Tourism, Community and Development asking for a review of the Temporary Foreign Worker Program to better support our hospitality and tourism trades.

2018-0621

Moved By Director Cathcart

Seconded By Director Flynn

THAT: the Board send a letter to the appropriate federal and provincial ministries requesting that the Temporary Foreign Worker Program be reviewed and reinstated.

Discussion on motion:

- The labour shortage situation is a Canada-wide issue, but a serious issue in Golden and Area A; likewise Revelstoke. Being located near the Trans-Canada Highway there is a greater need to attract and retain workers to support travelers as well as the tourism industry.
- Comment on the dilemma that no housing is available to support workers.

CARRIED

9.2 Request of Board Support to apply for Provincial Funding - Land Use Planning for Crown Land for Area B/City of Revelstoke

Requested by Director Parker. Area B Director remarked on 20 years since the last land use planning process and the need to look at the cumulative/long term effect of referrals (i.e. harvesting, recreational use, etc.) on Crown lands, adding serious impact on the caribou, an endangered species. Director Parker and Mayor McKee recently had opportunity to discuss this matter with Premier Horgan.

Administration commented on this Provincial Government responsibility; CSRD does not have the resources or expertise to deal with type of resource land use program. Suggestion to urge the Province to take the lead on this process, reminding the Board of the resolution that CSRD put forward to SILGA that the Province be urged to take a leadership role to undertake a collaborative planning process on Crown lands.

2018-0622

Moved By Director Parker

Seconded By Director McKee

THAT: the Board to support a request to the Province (FLNRORD) to take the lead on, and immediately fund and initiate, a land use plan for Crown land in the City of Revelstoke and Electoral Area B, with the involvement

of all key agencies and stakeholders, including the CSRD and the City of Revelstoke.

Discussion on motion:

- Include the CSRD's 'Resourcing Collaborative Planning on Crown Land' resolution submitted to SILGA as background to the letter.

CARRIED

10. Administration Bylaws

10.1 CSRD Noise Regulation Service Bylaw No. 5771

First, Second and Third Readings given January 18, 2018.
Inspector of Municipalities approval received May 18, 2018.

For adoption.

2018-0623

Moved By Director Parker

Seconded By Director Flynn

THAT: the "CSRD Noise Regulation Service Bylaw No. 5771" be adopted, this 21st day of June, 2018.

CARRIED

10.2 CSRD Noise Bylaw No. 5754

Third Reading January 2018

For adoption.

2018-0624

Moved By Director Parker

Seconded By Director Flynn

THAT: the "CSRD Noise Bylaw No. 5754" be adopted this 21st day of June, 2018.

CARRIED

10.3 Sorrento Waterworks Service Area Amendment Bylaw No. 5778

First, Second and Third Readings given on May 17, 2018.

For adoption.

2018-0625

Moved By Director Demenok

Seconded By Director Talbot

THAT: the “Sorrento Waterworks Service Area Amendment Bylaw No. 5778” be adopted this 21st day of June, 2018.

CARRIED

10.4 Amendment to Election Procedures Bylaw – Mail Ballot Voting Provisions

Report from Lynda Shykora, Deputy Manager, Corporate Administration Services dated June 8, 2018.

2018-0626

Moved By Director Cathcart

Seconded By Director Demenok

THAT: “General Local Government Election and Other Voting Amendment Bylaw No. 5779” be read a First, Second and Third time this 21st day of June, 2018.

MOTION DEFEATED

DEVELOPMENT SERVICES

13. ALR Applications

13.1 Electoral Area A: Agricultural Land Commission (ALC) Application Section 20(3) – Non-Farm Use LC2543A

Report from Candice Benner, Development Services Assistant, dated May 24, 2018.

2581 Highway 95, Nicholson

The applicant was in attendance.

2018-0627

Moved By Director Demenok

Seconded By Director Flynn

THAT: Application No. LC2543A, Section 20(3) Non-farm use in the ALR, for the north half of the southwest quarter, Section 16, Township 25, Range 20, W5M, Kootenay District, Except (1) Part outlined pink on RW Plan 1155 and (2) Part included in Plan 6772 be forwarded to the Provincial Agricultural Land Commission recommending approval, on this 21st day of June, 2018.

Discussion on motion:

- Area A Director expressed concerns in regards to a neighbour and community group concerns with reference to the ALC enforcement and that fact that the ALC is now awaiting CSRD comment. Columbia Wetlands Outpost is a business but needs to be in compliance with the ALC regulations; she suggested deferring this application until there is more information available from the ALC.
- The applicant was invited to speak – he addressed the Area A Director’s concerns as follows: the operation has achieved farm status as of January 2018 and he asked for Board approval to the ALC. He added some other background in relation to his business such as number of employees, the side business kayak/canoe tours is off the property; they hay the fields every year, and have established a hops crop, corn maze. He has since closed down kayak/canoeing operation. The applicant is aware that two neighbours are opposed.
- Staff made two points: (1) the original application was received in October, 2017, unfortunately exchanges between the owner and the ALC took place and so staff have not been able to bring forward the application to the Board until now. The ALC staff does not yet have this application – the ALC is waiting for the CSRD’s position/comment in relation to this application. (2) Staff are hesitant to support a deferral of the application because the CSRD’s role in this matter relates to the land use. In Area A, where no zoning is in place, there is no other involvement – this is an ALC enforcement issue, hence the non-farm use application.
- Team Leader advised that staff have reviewed this application as submitted in relation to how it affects the land and the land within the ALR only. An option available to the Board is to consider the application and submit it to the ALC without support.

**CARRIED
DIRECTOR CATHCART OPPOSED**

**13.2 Electoral Area A: Agricultural Land Commission (ALC) Application
Section 20(3) – Non-Farm Use LC2544A**

Report from Candice Benner, Development Services Assistant, dated May 25, 2018.

2625 Highway 95, Nicholson

The applicant was in attendance.

2018-0628

Moved By Director Demenok

Seconded By Director Flynn

THAT: Application No. LC2544A, Section 20(3) Non-farm use in the ALR, for Parcel A (see W3242) of the south ½ of the southwest ¼ of Section 16, Township 25, Range 20, W5M, Kootenay District, Except Part included in Plan 17383 be forwarded to the Provincial Agricultural Land Commission recommending approval, on this 21st day of June, 2018.

**CARRIED
DIRECTOR CATHCART OPPOSED**

12. Business General

**12.1 Amendment to Bylaw Enforcement Policy A-69 to address Proposed
Noise Bylaw No. 5754**

Report from Corey Paiement, Team Leader Development Services, dated June 6, 2018.

Amendment to Bylaw Enforcement Policy A-69 to address Proposed Noise Bylaw No. 5754.

2018-0629

Moved By Director McKee

Seconded By Alternate Director Misseghers

THAT: Bylaw Enforcement Policy A-69 be amended to include a new Section 5.6 as follows:

"5.6 The CSRD has adopted Noise Bylaw No. 5754 to provide the RCMP with an additional enforcement tool to address noise-related concerns.

The enforcement of Bylaw No. 5754 is at the sole discretion of the RCMP; the RCMP is authorized in MTI Bylaw No. 5776 to issue a municipal ticket for noise-related offences. CSRD staff will not be enforcing this bylaw.

Upon receipt of a noise complaint, CSRD staff will explain the purpose and content of Bylaw No. 5754 to residents and direct them to their local RCMP detachment for follow-up."

CARRIED

11. IN CAMERA

2018-0630

Moved By Director McKee

Seconded By Alternate Director Missegheers

THAT: pursuant to Sections 90(1)(a)(g) and (i) of the Community Charter:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;

(g) litigation or potential litigation affecting the regional district;

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

the Board move In Camera.

CARRIED

The meeting reconvened at this time.

Municipal Directors left the meeting at this time.

14. Directors' Report on Community Events

A brief verbal report was provided by each Electoral Area Director.

ELECTORAL AREA DIRECTORS**15. Business by Area****15.1 Electoral Area C: Development Variance Permit No. 701-80 (Miles)**

Report from Erica Hartling, Development Services Assistant, dated May 30, 2018.

3401 Roncastle Road, MacArthur Heights.

The applicant was not in attendance.

There were no submissions in relation to the proposed variance.

2018-0631

Moved By Director Demenok

Seconded By Director Cathcart

THAT: in accordance with Section 498 of the Local Government Act Development Variance Permit No. 701-80 for Lot 3, Section 30, Township 22, Range 10, West of the 6th Meridian, Kamloops Division Yale District, Plan KAP92908, varying South Shuswap Zoning Bylaw No. 701 as follows:

Section 7.2.4 Maximum height for principal buildings and structures from 10 m to 10.6 m only for a single family dwelling and attached garage.

be considered for issuance this 21st day of June, 2018.

CARRIED

15.2 Electoral Area F: Development Variance Permit No. 650-39 (Lakeview Community Centre Society)

Report from Dan Passmore, Senior Planner, dated June 4, 2018.

7703 Squilax-Anglemont Road, Anglemont.

The applicant was not in attendance.

There were no submissions in relation to the variance proposed.

2018-0632

Moved By Alternate Director Misseghers

Seconded By Director Parker

THAT: in accordance with Section 498 of the Local Government Act Development Variance Permit No. DVP650-39 for Lot 31, Section 15,

Township 23, Range 9, West of the 6th Meridian, Kamloops Division Yale District, Plan 12806, varying Anglemont Zoning Bylaw No. 650 as follows:

Section 5.10(e) minimum setback from a side parcel boundary from 7.5 m to 1.21 m for the east side of the existing Lakeview Community Centre building to allow for the construction of a new covered staircase,

be approved for issuance this 21st day of June, 2018.

CARRIED

16. Planning Bylaws

16.1 Electoral Area C: Electoral Area C Official Community Plan Amendment (Shuswap Country Estates) Bylaw No. 725-12

Report from Dan Passmore, Senior Planner, dated May 30, 2018.
1885 Tappen Notch Hill Road, Carlin.

The applicant was not in attendance.

2018-0633

Moved By Director Demenok

Seconded By Director Cathcart

THAT: "Electoral Area C Official Community Plan Amendment (Shuswap Country Estates) Bylaw No. 725-12" be given second reading this 21st day of June, 2018.

CARRIED

2018-0634

Moved By Director Demenok

Seconded By Director Cathcart

THAT: a public hearing to hear representations on "Electoral Area C Official Community Plan Amendment (Shuswap Country Estates) Bylaw No. 725-12" be held;

AND THAT: notice of the public hearing be given by the 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 Paul Demenok, as Director of Electoral Area C being that in which

the land concerned is located, or Alternate Director Arnie Payment, if Director Demenok is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

CARRIED

16.2 Electoral Area C: Electoral Area C Official Community Plan Amendment (Withdraw) Bylaw No. 725-13 and South Shuswap Zoning Amendment (Withdraw) Bylaw No. 701-92

Report from Dan Passmore, Senior Planner, dated May 14, 2018.
2066 Eagle Bay Road, Blind Bay.

The applicant was not in attendance.

2018-0635

Moved By Director Demenok

Seconded By Director Cathcart

THAT: Electoral Area C Official Community Plan Amendment (Withdraw) Bylaw No. 725-13, be given first reading this 21st day of June, 2018.

CARRIED

2018-0636

Moved By Director Demenok

Seconded By Director Cathcart

THAT: South Shuswap Zoning Amendment (Withdraw) Bylaw No. 701-92, be given first reading this 21st day of June, 2018.

CARRIED

2018-0637

Moved By Director Demenok

Seconded By Director Cathcart

THAT: the Board utilize the simple consultation process for Electoral Area C Official Community Plan Amendment (Withdraw) Bylaw No. 725-13 and South Shuswap Zoning Amendment (Withdraw) Bylaw No. 701-92 and that the Bylaws be referred to the following agencies and First Nations:

- Area C Advisory Planning Commission;

- Interior Health Authority;
- Ministry of Transportation and Infrastructure;
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Archaeology Branch;
- CSRD Operations Management;
- CSRD Financial Services Department; and,
- All relevant First Nations.

CARRIED

16.3 Electoral Area C: South Shuswap Zoning Amendment (PK Chahal Holdings Ltd.) Bylaw No. 701-91.

Report from Dan Passmore, Senior Planner dated May 31, 2018.
1299 Trans-Canada Highway, Sorrento.

The applicant was in attendance.

The Senior Planner distributed a copy of a bylaw referral comments that had just arrived from the Ministry of Transportation and Infrastructure, for the Board's information. The comments of the Ministry are significant and are subject conditions that are required to be completed by the applicant, prior to Ministry approval on the proposed zoning amendment. Further, the Board was advised that, based on the Ministry's comments, the zoning amendment may require changes before a recommendation for Second Reading and delegation of the Public Hearing. Therefore, the Planner recommended that the Board defeat the motion for Second Reading of Bylaw No. 701-91. Further, the staff recommendation to delegate a Public Hearing, was withdrawn. This would afford the applicant time to work with the Ministry on the list of conditions identified within the referral letter.

2018-0637

Moved By Director Demenok

Seconded By Director Cathcart

THAT: "South Shuswap Zoning Amendment (PK Chahal Holdings Ltd.)
Bylaw No. 701-91" be given second reading this 21st day of June, 2018.

MOTION DEFEATED

16.4 Electoral Area F: Electoral Area F Official Community Plan Amendment (CSRD) Bylaw No. 830-19 and Lakes Zoning Amendment (CSRD) Bylaw No. 900-24

Report from Christine LeFloch, Development Services Assistant, dated May 23, 2018.

1946 Bristow Road, Celista

2018-0638

Moved By Alternate Director Misseghers

Seconded By Director Parker

THAT: "Electoral Area F Official Community Plan Amendment (CSRD) Bylaw No. 830-19" be read a second time this 21st day of June, 2018.

CARRIED

2018-0639

Moved By Alternate Director Misseghers

Seconded By Director Parker

THAT: "Lakes Zoning Amendment (CSRD) Bylaw No. 900-24" be read a second time this 21st day of June, 2018.

CARRIED

2018-0640

Moved By Alternate Director Misseghers

Seconded By Director Parker

THAT: a public hearing to hear representations on "Electoral Area F Official Community Plan Amendment (CSRD) Bylaw No. 830-19" and "Lakes Zoning Amendment (CSRD) Bylaw No. 900-24" be held;

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 Larry Morgan, as Director for Electoral Area F being that in which the land concerned is located, or Alternate Director Bob Misseghers, if Director Morgan 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. Release of In Camera Resolutions

There were two resolutions released from the June 21, 2018 Closed (In Camera) meeting:

Board of Variance:

THAT: the Board appoint the following individuals to the CSRD Board of Variance, terms beginning on June 21, 2018 and ending on June 21, 2021: Renee Rebus; Gar Grant; John Kelly;

AND THAT: the Board direct staff to send a thank you letter to Rachel Field who did not express an interest in returning to the Board of Variance,

AND FURTHER THAT: the resolution be authorized for release from the (Closed) In-Camera portion of the meeting this 21st day of June, 2018.

Solid Waste Management Plan Monitoring Advisory Committee:

THAT: in accordance with the provisions of the Solid Waste Management Plan Monitoring Advisory Committee Terms of Reference, the Board appoint Ron Oszust to the Solid Waste Management Plan Monitoring Advisory Committee to represent Electoral Area A for a 30 month term expiring on December 31, 2020;

AND THAT: the resolution be authorized for release from the Closed (In-Camera) portion of the meeting this 21st day of June, 2018.

Adjournment

2018-0641

Moved By Director Parker

Seconded By Director Demenok

THAT: the regular Board meeting of June 21, 2018 be adjourned.

CARRIED

CHAIR

CHIEF ADMINISTRATIVE OFFICER



COLUMBIA SHUSWAP REGIONAL DISTRICT

PO Box 978, 555 Harbourfront Drive NE, Salmon Arm, BC V1E 4P1

T: 250.832.8194 | F: 250.832.3375 | TF: 1.888.248.2773 | www.csr-d.bc.ca

May 31, 2018

File: 0410-20-45

Via email to Steve Sirett and Jack Bennetto

Ministry of Transportation and Infrastructure

Dear Sirs:

RE: Long Term Plans/Highway Improvements:
 - **Trans-Canada Highway at Three Valley Gap & Future Vision for Sorrento, BC**

At the regular meeting of the Columbia Shuswap Regional District (CSRD) Board held on May 17, 2018, the Board supported the following resolution: ***THAT: the CSRD Board invite the Ministry of Transportation and Infrastructure to talk to us on what the long terms plans are for highway improvements at the 3 Valley Gap area (Trans-Canada Highway) and the future vision for the Sorrento.***

Please accept this letter as the Board's invitation to the Ministry to provide an update on plans for long term improvements for the Tran-Canada Highway in the Three Valley Gap area, as well as to inform the Board of the Ministry's future plans for the Sorrento, BC area in Electoral Area 'C'.

We would be pleased to have Ministry representatives attend a future meeting of the Board during the Delegation portion of the meeting. For planning purposes, some future Board meeting dates are:

Thursday, June 21, 2018 Thursday, July 19, 2018 Thursday, August 16, 2018.

As you may recall from past delegations, we would typically schedule no more than 20 – 30 minutes for any presentation/update, and to provide an opportunity for the Ministry representatives to respond to questions. Delegations are usually timed for 10 AM, meeting day. Please respond directly to CSRD staff Lynda Shykora, Deputy Manager, Corporate Administration (lshykora@csr-d.bc.ca), to confirm a meeting date.

Kind regards,

COLUMBIA SHUSWAP REGIONAL DISTRICT

Per:

Rhona Martin,
Chair

ELECTORAL AREAS

A GOLDEN-COLUMBIA
 B REVELSTOKE-COLUMBIA

C SOUTH SHUSWAP
 D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA
 F NORTH SHUSWAP-SEYMOUR ARM

MUNICIPALITIES

GOLDEN
 REVELSTOKE

SALMON ARM
 SICAMOUS

Hayley Graham

From: Lorne <char.lorne84@gmail.com>
Sent: Monday, July 9, 2018 5:45 PM
To: Director Talbot; Director Martin
Cc: Inquiries
Subject: Fwd: dfci
Attachments: July 10.docx; ATT00001.htm

Follow Up Flag: Follow up
Flag Status: Flagged

Rhona, Rene

Attached is a letter addressed to the Minister of Transportation Ms Claire Trevena from the Deep Creek Farmers Institute as a result of a road tour Rene and I did with the area manager for Transportation Mr Ken Namislo on Friday last week on Deep Creek Rd. I ask that this letter be received by the board of directors of the CSRD and be placed on the agenda of your next board meeting. Any assistance your board can lend to our request for increased funding for the provincially funded rural roads in our area would be appreciated.

Thanks

Lorne Hunter

President of the Deep Creek Farmers Institute

Sent from my iPad

Begin forwarded message:

From: "Char.lorne84" <char.lorne84@gmail.com>
Date: July 9, 2018 at 5:05:56 PM PDT
To: "Char.lorne84" <char.lorne84@gmail.com>
Subject: dfci

<input type="checkbox"/> CAO	<input type="checkbox"/> Works	<input type="checkbox"/> Agenda	Ownership:
<input type="checkbox"/> DS	<input type="checkbox"/> Fin/Adm	<input type="checkbox"/> Reg Board	File#
		<input type="checkbox"/> In Camera	
		<input type="checkbox"/> Other Mtg	
JUL 10 2018			
<input type="checkbox"/> Ec Dev	RECEIVED		
<input type="checkbox"/> IT	<input type="checkbox"/> Staff to Report	<input type="checkbox"/> Ack Sent:	
<input type="checkbox"/> Parks	<input type="checkbox"/> Staff to Respond	<input type="checkbox"/> Fax	
<input type="checkbox"/> SEP	<input type="checkbox"/> Dir Mail Only	<input type="checkbox"/> Mail	
<input type="checkbox"/> HR	<input type="checkbox"/> Dir Circulate	<input type="checkbox"/> Email	
<input type="checkbox"/> Other			

July 10-2018

Deep Creek Farmer's Institute

1105 Grayston Rd

Enderby BC VOE-1V3

Phone 250-833-5844

Email- char.lorne84@gmail.com

Minister of Transportation and Infrastructure

Ms. Claire Trevena

Dear Madame Minister

The Deep Creek Farmer's Institute on behalf of our community has been working with the local Area manager for the Ministry of Transportation and Infrastructure, Mr. Ken Namislo for the past year identifying deficiencies in the care, maintenance, and repair of our rural road. It has been a long process but we have had success in getting the woody brush growth cleared from the road right of ways improving line of sight for the vehicle traffic. The ditching of the roads edge this past spring and just this past week spent the afternoon identifying several cross road culverts that are damaged, plugged or collapsed and bridges that are impeding spring snow melt run off. Each of these impediments have caused road safety issues each of the past three springs with unnecessary flooding of the road way. As well have been the root cause of several dangerous accidents this past year.

The reason for writing this letter in spite the good working relation with Mr. Namislo, we have come upon a road block for further improving the road repair of our rural agricultural based road. Funding! There is no funding beyond the occasional pot hole filling and not much of that. Deep Creek Road, a 18k long road situated halfway from Salmon Arm and Enderby running south from Highway 97B is an alternate route to Armstrong and Vernon when there are road blockages or traffic accidents on Highways 97 A or B. Deep Creek is a narrow rural valley where agriculture predominates the land and road use with the moving of feed and supplies into our farms and food products out. There is also a large commuter traffic trying to avoid the traffic congestions of summer traffic thru Enderby, combined this with the school bus route and our road being promoted by Shuswap Tourism as a unique country ride for cyclists. There are four local cyclist organizations that use this road as the primary route for their annual 100km tours. All these traffic uses are influenced by the poor road surface conditions greatly impacting road safety.

Road repairs of the road surface for the past five years has been limited to cold asphalt patching on only the worst pot holes and cracks. The collapse of the road base has caused long stretches of the road to crumble into cobble stones of asphalt that are now breaking away. We have identified the worst 5 km of road with Mr. Namislo but a very strong argument can be made for the repair of the rest of the

road. The 1970's road construction due to the long term lack of maintenance is no longer meeting the 2018's requirements for road traffic

Our Farmer's Institute is very willing to continue working with your Ministry staff to identify road conditions that are in need of works. But the main thrust of this letter is to identify the extreme need of improved funding for the provincially funded rural roads. Deep Creek Road is not the only road that is in this deplorable condition. The economies of our rural cities are dependent on it's farmers getting their food products to market and that requires functioning safe roads.

We can provide you with pictures of the road issues if you so desire but feel local Ministry staff understand the problem adequately. We look forward to working with you to securing funding for the repair and maintenance of our rural roads.

Respectfully yours

Lorne Hunter

President of the Deep Creek Farmers Institute.

Copies of this letter sent to

MLAs Mr. Greg Kylo, Shuswap;

Mr. Eric Foster, Vernon ,Monashee ;

Ms. Lana Popham, Minister of Agriculture

Columbia Shuswap Regional District chair Ms. Rhona Martin;

CSRD Area D representative Rene Talbot.

Ministry of Transportation and Infrastructure

Area Manager Mr. Ken Namislo

District Manager Okanagan, Shuswap Mr. Jack Bennetto

**Revelstoke and Area
Minutes of the Economic Development Commission
Wednesday, June 6, 2018 at 4:00 p.m.
in the Revelstoke Business and Visitor Information Centre Boardroom,
301 Victoria Road West**

PRESENT: Members Roberta Bobicki, Mark Baron, Lisa Longinotto, Connie Brothers,
Brett Renaud, Robyn Goldsmith, Rob Elliott, Tracey Buckley,
Loni Parker, Nathan Weston, Craig Tennock
Staff Nicole Fricot, Director of Community Economic Development
Brooke Burke, Recording Secretary
ABSENT: Kevin Dorrius

1. CALL TO ORDER

Meeting was called to order by chair, Roberta Bobicki at 4:00 pm.

2. ADOPTION OF AGENDA

Moved by Brett Renaud

Seconded by Connie Brothers

THAT the agenda be adopted with the following addition:

- New Business – Notification of Cable Discontinuance

CARRIED

3. PRESENTATION – EVERYTHING REVELSTOKE, LARA DAVIS

Lara addressed the Commission members on the Resort Shuttle Service. The service that runs seasonally in conjunction with the ski season from 6am until 6pm, or sometimes until 10pm in peak times. This year a digital system was implemented instead of the punch card system used in the past. Some of the hotels had minor issues with the new system but as they used it more it became easier. Changes to the shuttle scheduled help with ridership and not having to leave as many people off the bus due to being full. Lara referred to information she handed out to the Commission showing how many passes were purchased this past season. Having a digital systems helps them pull more data that can show such things as when they might need more busses or later schedules. Commission asked if there was any possibility to use the shuttles in the off season, so they are not heavily subsidized in the future. The busses are owned by the City and Everything Revelstoke must request permission to use the shuttles during the off season, as they are only contracted for the ski season. General discussion held on possible uses for the shuttle busses or using different busses such as school or transit busses. Nicole

Economic Development Commission Minutes, June 6, 2018

Fricot noted she has discussed with development services the need to do a transportation plan for the community.

Action: Commission would like to meet in July to discuss transit.

4. ADOPTION OF THE MINUTES

Moved by Lisa Longinotto

Seconded by Brett Renaud

THAT the minutes from May 2, 2018 be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES – None

6. ACTIVITY REPORT

Nicole reviewed the report with the following highlighted on:

- Nicole recently attended the BC Tech Summit; she reported it was helpful to be able to network and connect with other communities and government officials.
- A letter from the City has been sent to the government about the land use plan issues. City and Nicole continue to receive many enquiries about the land use issues going on.
- Fabrication lab planning is ongoing with 3 potential locations in mind with the location at 3rd Street Offices being the most liked from the committee formed to work on the set up of the lab.

7. OLD BUSINESS

7.1 Cannabis Legislation

Nicole reviewed the bylaw zoning change to the commission and noted the City has hired consultants who are currently working on the upcoming legalization and effects to the community.

7.2 RMR Master Plan Update

Nicole reported that a consultant has been reviewing the past few weeks and will have a report to present to council for approval to submit to the government. Lots of feedback has been received most of which was about housing. Finding many inconsistencies in the plan as well and no solid information about employee housing. General discussion held.

7.3 Fabrication Lab Update

Nicole reported a recent meeting with KAST they wanted our fabrication lab to a satellite lab to the Midas lab in Trail. Work continues to move forward for the fabrication lab in Revelstoke.

7.4 Development Services Update

Nicole noted the effort the City is putting towards consistent communication with the community on various items. It was noted that more information needs to get out to contractors. Additional support for development services department has been hired and they have started working. General discussion held.

8. NEW BUSINESS**8.1 Species at Risk Act**

Nicole noted to the Commission that this is not specific to her workplan it has major potential impacts to our economic development. She explained to the Commission that the NCES had sent a letter to the federal government with reference to section 80 that there is an imminent threat to the caribou. The provincial government now need to action this or the federal government will step in and possibly close down the entire region. This is not the first time this situation has come up about the caribou being at risk. Nicole is preparing a draft plan to be submitted to the province, any feedback on this needs to be to Nicole by June 15. Currently the province is looking at a many different options, such as predator/prey control and penning. The report being sent to the province will build on all the previous work done to help the caribou and the effects any drastic decisions made to close the area would have on employment in our community. A scientific based approach will be taken and a focus on the predator/prey management will be done. General discussion held.

8.2 Notification of Cable Discontinuance

Tracey Buckley noted Revelstoke Cable will be discontinuing cable service to the community effective October 2, 2018. She feels the City should assist informing the community of this and wants the Commission to weigh in. Telus, the owner of the local cable company, has done radio, newspaper, inserts and social media ads to let current customers know of the upcoming changes. They still have some customers unaware of the cancelation of the service this fall. Commission feels as this is not an essential service this is not

Economic Development Commission Minutes, June 6, 2018

the responsibility of the City as they have other issues that need immediate attention.

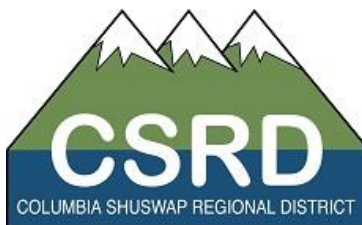
9. **ADJOURNMENT**

Next meeting is September 5, 2018.

Brett Renaud moved to adjourn meeting at 5:40 pm.

A handwritten signature in black ink, appearing to be 'RB', written over a horizontal line.

Roberta Bobicki, Chair



ELECTORAL AREA DIRECTORS' COMMITTEE MEETING MINUTES

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

Date: June 7, 2018
Time: 9:30 AM
Location: CSRD Boardroom
 555 Harbourfront Drive NE, Salmon Arm

Directors Present:	P. Demenok (Chair)	Electoral Area C
	K. Cathcart	Electoral Area A (Via teleconference)
	L. Parker	Electoral Area B
	R. Talbot	Electoral Area D
	R. Misseghers	Alternate Director, Electoral Area F
	R. Martin	Electoral Area E

Absent:	L. Morgan	Electoral Area F
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Staff Present	G. Christie	Manager, Development Services
	C. Paiement	Team Leader, Development Services
	B. Payne	Manager, Information Systems
	L. Shykora	Manager of Corporate Administration
	J. Thingsted	Planner
	J. Sham	Planner
	C. LeFloch	Development Services Assistant
	L. Schumi	Administrative Clerk (Recording Secretary)

1. Call to Order

The Chair called the meeting to order at 9:31 AM

2. Adoption of Agenda

Moved By Director Talbot

Seconded By Alt. Director Misseghers

THAT: the agenda of June 7, 2018 Electoral Area Directors' Committee meeting be approved.

3. Meeting Minutes

3.1 Adoption of Minutes

Moved By Director Parker

Seconded By Director Talbot

THAT: the minutes of the February 27, 2018 Electoral Area Directors' Committee meeting be adopted.

CARRIED

6. Reports by Electoral Area Directors

6.1 CSRD Board Meetings - Scheduling of Electoral Area Directors Land Use Matters

- Requested by Director Demenok

Comment from Corporate Administration:

- Administration is not supportive of the proposed recommendation at this time because the topic is one that warrants consideration from the entire Board; is most relevant to the upcoming new Board if there is interest in considering and discussing such a change to the Board Procedures Bylaw.
- Pre-consideration by Board - Suggest opportunity for senior managers to discuss this matter and for any further consideration to be accompanied by a Board Report that investigates the practicalities, impacts on staffing, travel costs, etc. Such a report is best suited to timing of the transition to the new Board.

Discussion:

Chair addressed some of Corporate Administration's comments above. Explained that the intent was to bring it to the entire Board all along and no exact timeframe in place given a new Board of Directors potentially coming in.

Discussion around wait times for applicants on land use matters; if the planning/land use matters are heard the day before it may be easier for both the applicants and the Directors. Directors who travel farther to attend Board meetings usually come the day before anyway. With the election in the fall, it would make sense to implement this new process with the new Board, would ease the transition as some new Directors may not have much experience with local government.

Suggestion made to get input from other regional districts who have this process and see how it works for them. Comment made regarding why everything has to be put on hold just because there is an election coming up.

Moved By Director Talbot

Seconded By Alt. Director Missegheers

THAT: this agenda item be deferred to the September 25, 2018 Electoral Directors' Committee Meeting.

CARRIED

4. Delegations

4.1 10:00AM: Royal Canadian Mounted Police

RCMP invited to meeting - Share activities report for 2017 for electoral areas.

- S/Sgt. Scott West, NCO i/c Salmon Arm Detachment
- Murray McNeil, Sicamous RCMP Detachment Commander

S/Sgt. Kurt Grabinsky, Revelstoke Detachment, sends his regrets as he is unable to attend. He has provided the Committee with the 2017 Community Policing Report for the Revelstoke area for information.

Salmon Arm Detachment report attached for information.

CSRD invitation letter to RCMP also attached for reference.

Discussion:

The Chair introduced Sgt. Murray McNeil (Sicamous Detachment), S/Sgt. Scott West (Salmon Arm Detachment), Sgt. Barry Kennedy (Chase Detachment) and Sgt. Glen Casin (North Okanagan Detachment – Falkland). The Area Directors introduced themselves to the officers.

Each officer spoke to the areas they police.

Rural Sicamous:

Sgt. McNeil explained the issues the detachment is facing and the workload of the six officers working out of the Sicamous detachment, which is approximately 700 active files, citing most of the calls they receive are traffic related. Main focus for the summer months is ensuring safety on the water and crime deduction, with emphasis on education. Presented the Committee with a graph of the active files.

Sicamous is having to deal with a lack of manpower and they do not have reserve of ready to go officers, although they would be able to get extra help for special events and long weekends. Have received special training from the West Coast Marine Section to better improve their presence on the lake and promote water safety.

Salmon Arm:

Sgt. West provided the Committee with some statistics from the presentation pre-circulated and included with the Agenda. Due to new school board policy all employees must get a criminal records check, which has significantly increased staff time and administrative work.

Large amount of calls come from Blind Bay, Eagle Bay and the Tappen areas mostly due to the denser population, especially in the summer months. Violent acts up slightly in the Blind Bay area, more focus on that patrols in that area.

Sgt. West informed that traffic safety is a big priority for his detachment. Higher traffic congestion in tourist season, main focus will be on distracted driving and excessive speeding. The extra time and investment on distracted driving education and policing has seem to have paid off, injuries and fatal collisions are down.

With regard to manpower, Sgt. West has applied for two additional officers from the Province however the request was denied stating the Province is not prepared to spend any more money, so when necessary Salmon Arm officers will frequently go out to rural areas to assist with calls. The Board has also repeatedly asked for more policing money from the Province for years.

In response to a question from the Chair, Sgt. West confirmed that fentanyl has made it to the local area. Dial a Dope operations is quite prevalent in Salmon Arm and surrounding areas. It is difficult because you really don't know what you're buying on the street, drug dealers are becoming a one stop shop, selling all different drugs. Director question regarding roadside test to detect cannabis while driving, Sgt. West said there is no legal limit set yet, enforcement is on the Province.

Falkland/Silver Creek:

Sgt. Glen Casin spoke to statistics in the Falkland and Silver Creek areas. Director commented that there is a big improvement in policing in the last five years, especially in regards to excessive speeders in rural areas.

Chase:

Sgt. Barry Kennedy presented a PowerPoint presentation circulated previously with the Agenda. Explained about 1/3 of Chase RCMP time is spent in the CSRD, mostly property offences. Top priorities is youth education (such as the D.A.R.E program for grade five students), road safety and crime reduction. Aside from routine policing budget, they also have a budget of \$8000 for major events.

The Chair thanked the officers for coming.

Moved By Director Martin

Seconded by Alt. Director Missegheers

The Electoral Area Directors' Committee send a letter to RCMP officers who attended the meeting to thank them for coming.

CARRIED

5. Reports by Staff

5.1 Electoral Areas C, E & F: Lakes Zoning Amendment (CSRD) Bylaw No. 900-25

Report from Jennifer Sham, Planner, dated May 9, 2018.

Electoral Areas C, E & F

Jennifer Sham, Planner, presented her report to the Committee on the proposed amendments to the Lakes Zoning Bylaw No. 900.

Ms. Sham explained staff are recommending an increase in dock size and width, and walkway width for residential docks. Ms. Sham presented a PowerPoint presentation and provided a visual of the current 24 m² dock size, the 30 m² proposed dock size, and a 40 m² size by using coloured tape on the floor of the Boardroom to outline these dock sizes .

A list was provided to show the numerous referral agencies to send referrals on bylaw amendment to after first reading. Ms. Sham asked if there were any additional stakeholders who should receive a referral. The Electoral Area E Director suggested to add the Swansea Point Community Association to referral list, and the Electoral Area C Director suggested the South Shuswap Chamber of Commerce.

Ms. Sham answered questions from the Area Directors, clarifying that these amendments only pertain to residential docks and that public comments will be welcome after first reading and before the close of the public hearing. Staff will post notices on social media requesting comments and a comment form will be available on the CSRD website after first reading.

Chair Demenok questioned pedestrian access on the foreshore and suggested that if amendments are being made to the Lakes Zoning Bylaw that something could be added to include a space between the high water and waterfront properties for pedestrian access.

Corey Paiement, Team Leader, Development Services, addressed questions pertaining to the siting of private docks blocking access along the foreshore on Crown land and public property, and comments made regarding Bylaw No. 900 not being consistent with Provincial regulations. Mr. Paiement responded that Provincial regulation supersedes Bylaw No. 900 and it is the responsibility of the province to enforce its regulations.

Gerald Christie, Manager, Development Services, stated the need to be cautious when it comes to amending our bylaws. Amending the bylaw to maintain consistency with Provincial regulations could hold us accountable to enforce, which is a tremendous undertaking for staff.

Moved By Director Demenok

Seconded By Director Talbot

THAT: the Electoral Area Directors direct Development Services staff to bring forward, to a regular Board meeting, a report and amendment to the Lakes Zoning Bylaw No. 900 to:

1. Increase the total upward facing surface area of a dock to 30 m²;
2. Increase the maximum width of any portion of a floating or fixed dock surface to 3.05 m; and,
3. Increase the maximum width of any portion of a permanent or removable walkway surface to 1.52 m.

CARRIED

Amendment:**Moved By** Director Demenok**Seconded By** Alt. Director Missegheers

THAT: in addition to the above, Development Services staff also examine the issue of public access of the foreshore and formulate a recommendation to the Board.

CARRIED**5.2 Cannabis Production, Distribution and Retail Policy**

Proposed CSRD Policy to address Cannabis Legalization in CSRD Electoral Areas

Report from Jan Thingsted, dated May 25th, 2018.

Mr. Thingsted presented his report and gave an update on the estimated timeline for when the proposed Cannabis Act could become legal. He then provided a summary of public comments received and presented the draft policy.

It was explained that staff will expect to receive a referral package from the Province on most applications for cannabis retail sales - providing an opportunity to provide comments and also solicit public feedback. Regarding cannabis production facilities, he explained that proponents will be required to submit a notification letter to the CSRD indicating the location and details of any such facility. Mr. Thingsted noted that some details on Local Government consultation process for cannabis related businesses still haven't been finalized so there could be changes required to the policy in the future.

Following the presentation, Mr. Thingsted responded to multiple questions from the Committee, including a question on how the CSRD would respond to referrals and conduct public consultation. Mr. Thingsted explained that when the CSRD provides a recommendation on a licence application that, at the minimum, public views would be collected via an on-line comment form. Any additional consultation would be upon request of the Board.

Mr. Thingsted also reiterated that the CSRD is simply a referral agency, and would not be issuing any licences. In responding to a question regarding time limits on response to applications, Mr. Thingsted stated that he predicts at least a 30 day turnaround but nothing definite has been stated by the Province. As with the CSRD liquor policy, we would provide comments regarding land use regulations.

There was then some further discussion regarding cannabis production on ALR land, setbacks for retail sales, and proximity to schools, daycares, etc. Mr. Thingsted also addressed concerns about consumption in public spaces such as parks.

All the Electoral Area Director's agreed with the draft policy and recommended that it be considered for adoption at the June 21, 2018 regular Board meeting.

Moved By Director Martin
Seconded By Director Talbot

THAT: the Electoral Area Directors review the proposed Cannabis Production, Distribution and Retail Policy (A-71) and advise staff of any required changes.

CARRIED

Moved By Director Martin
Seconded By Director Talbot

THAT: the Electoral Area Directors direct staff to bring forward a report and final version of the Policy to be considered for adoption at the June 21, 2018 regular Board meeting.

CARRIED

7. Adjournment

Moved By Director Talbot
Seconded By: Alt. Director Misseghers

THAT: the June 7, 2018 Electoral Area Directors' Committee meeting be adjourned.

CARRIED

CHAIR

CHIEF ADMINISTRATIVE OFFICER



Council Meeting
June 13th 2018 | 10:15 AM – 1:30 PM
Columbia Shuswap Regional District Boardroom
555 Harbourfront Drive NE, Salmon Arm

Draft Record of Decisions and Action Items

Note: this record is subject to correction when adopted at the next SWC meeting

Meeting objectives

1. Receive report from Program Managers
2. Initiate interim review for SWC programs
3. Receive guest presentation from Royal Canadian Marine Search & Rescue

Present

Paul Demenok, Chair – Columbia Shuswap Regional District, Area C
 Rick Berrigan, Vice Chair – Thompson-Nicola Regional District, Village of Chase
 Rhona Martin – Columbia Shuswap Regional District, Area E
 Bob Misseghers – Columbia Shuswap Regional District, Area F (*alternate*)
 Ken Christian – Thompson-Nicola Regional District, City of Kamloops
 Nancy Cooper – City of Salmon Arm
 Dennis Einarson – BC Ministry of Environment and Climate Change Strategy
 Lorne Hunter – Community representative
 Ray Nadeau – Community representative
 Randy Wood – Community representative

Erin Vieira and Mike Simpson – Fraser Basin Council

Observers

None

Regrets

Rene Talbot
 Larry Morgan
 Todd Kylo
 Dave Nordquist
 Steven Teed
 Laura Code



- Call to Order** Chair Paul Demenok called the meeting to order at 10:15 AM
- Adoption of meeting summary** **Moved/seconded** by Vice Chair Berrigan/Mayor Christian that:
The summary for the March 14th 2018 meeting of the SWC be adopted.
- CARRIED**
- Old business** **Moved/seconded** by Lorne Hunter/Alternate Director Misseggers that:
The draft summary of the April 30th meeting of SWC Water Protection Advisory Committee be received for information.
- Discussion:
- Ray Nadeau commented that there was a quarterly report from the researchers at UBC-Okanagan that was distributed to WPAC members, as noted in the meeting summary, but was not distributed to SWC members.
- CARRIED**
- Action item:** program managers will distribute the most recent quarterly report from UBC-Okanagan to SWC members.
- Report from Chair** Chair Demenok reported that he attended a meeting with four representatives of the dairy sector in the North Okanagan, along with Vice Chair Rick Berrigan and SWC program managers. The group discussed their mutual interests to work toward a thriving agriculture sector in the region while protecting water quality. The group also discussed the ALUS model (Alternative Land Use System) used in Ontario and Manitoba, and the possibility of considering the suitability of ALUS in the Shuswap. The meeting ended on a positive note.
- The Chair also commented on the lack of SWC story coverage by local newspapers.
- Mayor Nancy Cooper entered the meeting at 10:20 AM*
- Report from Program Managers** Erin Vieira reviewed the 2017-18 Annual Highlights Report:
- Two key achievements under the SWC's Water Monitoring Initiative include the provision of \$18,000 for an expanded monitoring program on the Salmon River, and the completion of a special monitoring project in Salmon Arm Bay to test for the presence of nonylphenols
 - Two key achievements under the SWC's Water Protection

Initiative include the completion of the second year of nutrient research in partnership with UBC – Okanagan, and the initiation of a wetland restoration project in partnership with the Gardom Lake Stewardship Society

- Delivery of safety campaigns throughout boating and fishing season 2017, focusing on lifejacket use, cold water safety, drowning prevention, and more
- Continued partnership with the Royal Canadian Marine Search & Rescue, and the provision of \$1200 to build a lifejacket loaner station at Sunnybrae
- Diverse and far-reaching communiqués, including media releases, social media, website and blog, and the completion of the first annual water quality summary
- The year-end expenses were \$194,236 and the SWC achieved a surplus of \$136,978

Dennis Einarson entered the meeting at 10:35 AM

Mike Simpson and Erin Vieira reported on program operations since the last SWC meeting:

- The Water Protection Advisory Committee has not clearly recommended a restoration project for funding support from the SWC for 2018-19
- The nutrient research project led by UBC-Okanagan is ongoing, water quality sampling is underway this spring and summer
 - Mike highlighted the researchers' idea to add lake bottom core sampling to the research
- Safe boating campaigns were delivered over May long weekend; marine safety whistles were purchased by the SWC and are given out to recreationists in need by the RCMP and BC Conservation Officers during their lake patrols
- Articles, advertisements and social media campaigns about invasive mussels were delivered throughout May for Invasive Species Action Month; a billboard has been installed on Highway #1 east of Sicamous facing west-bound traffic
- The 2017-18 Annual Highlights Report is published online and print copies were distributed to various local and first nation government offices; the 2017 Water Quality Summary is underway and nearly complete

A financial report was not available (the first quarter ends June 30th).

Discussion:

SWC members discussed the merits and short-comings of the water restoration proposal.

Moved/seconded by Mayor Christian/Vice Chair Berrigan that: The SWC not support the proposal and that, in the absence of other proposals meeting criteria, a \$10,000 grant for water quality improvement not be distributed this year.

CARRIED

Chair Demenok inquired on SWC's opinions on adding new sources of data to the nutrient research project (i.e., lake bottom core sampling); Ray Nadeau expressed support for the idea on the basis that more information is better. The SWC supported this concept unanimously.

Action item: program staff will liaise with researchers at UBC-Okanagan about lake bottom core sampling

Action item: program staff will print additional copies of the Annual Highlights Report

New business: Program Interim Review

Chair Demenok introduced the program interim review as an item that was built into the SWC's five-year plan. Staff structured a draft terms of reference for the review, including a six-person review committee with one representative from each of the four funding partners, plus an additional two committee members.

SWC members discussed who should participate on the review committee.

Moved/seconded by Mayor Christian/Vice Chair Berrigan that: Chair Demenok, Vice Chair Berrigan, Mayor Cooper, a SWC representative from Adams Lake Indian Band, an additional representative from the City of Salmon Arm, and a representative from Shuswap Waterfront Owners Association be appointed to the interim program review committee.

CARRIED

Chair Demenok inquired of the SWC members if there were any other suggested changes to the draft terms of reference for the interim review. Mayor Christian suggested that Section 1.3 and 2.4 of the draft terms of reference be modified to allow for 67% majority for decision-

making by the review committee.

Moved/seconded by Director Martin/Mayor Christian that:
The terms of reference be adopted as presented and amended for use
by the review committee.

CARRIED

Action item: staff will update the interim review Terms of Reference and share it with SWC members

Action item: Salmon Arm council will get back to SWC with their appointments to the review committee

Action item: Staff will communicate with Adams Lake Indian Band and Shuswap Waterfront Owners Association about appointments to the review committee

Vice Chair Rick Berrigan left the meeting at 12:05 PM

Lunch break

SWC members took a lunch break from 12:10 – 12:45 PM

Councillor Tundra Baird left the meeting at 12:30 PM

Guest presentation

Chair Demenok introduced Bruce Weicker and Rob Sutherland from the Royal Canadian Marine Search & Rescue Station 106.

RCM-SAR's mission statement is to provide permanent day-and-night marine search and rescue services on Shuswap and Mara Lake and prevent the loss of life and injury through skill, knowledge, education and accident prevention programs. They are the first inland marine search and rescue station in Canada, and have been operational since May 2012; they have 24 members on-call 24 hours/day 365 days/year.

The RCM-SAR has three vessels, including one recently acquired 40-foot rescue vessel that can travel 70 km/h. Their station is capable of conducting med-evacs, first aid, marine searches and rescues, towing boats, and some fire suppression. The educational aspect of RCM-SAR – run by the Shuswap Lifeboat Society – provides educational programming for schoolchildren and facilitates the *Kids Don't Float* lifejacket loaner kiosk program.

As the RCM-SAR Station 106 looks to the future, their priorities include building a boathouse in Sicamous to protect their vessels and house a

training centre. Prior to this, it's critical that they conduct a feasibility study to identify the need for a training centre that would offer courses and programs to boaters, agencies and first responders in the Shuswap, Okanagan and Kootenays. The feasibility study is anticipated to cost \$12,000. Mr. Weicker and Mr. Sutherland inquired if the SWC would be interested in contributing toward this, in the mutual interest of safety for water recreationists and enabling the provision of services to community safety partners. Mr. Weicker noted that no funds have been committed as of yet, but that various sources are being considered.

Chair Demenok thanked the gentlemen for their presentation.

Bruce Weicker and Rob Sutherland left the meeting at 1:35 PM

Chair Demenok inquired of the SWC regarding RCM-SAR's request, but noted that a decision could not be made due to not having quorum for a financial decision; he suggested a vote take place via e-mail by those SWC members with financial voting rights. Several SWC members expressed support for the concept, noting what a valuable asset it would be to have a training centre located in the Shuswap that would enhance volunteer capacity. SWC members agreed to a vote by e-mail, and that the vote in question should be whether to support the RCM-SAR with \$2,000 toward the feasibility study.

Action item: program staff will facilitate a vote, as noted above, by e-mail for SWC members with financial voting rights

Roundtable updates Item cancelled

Adjourn **Moved/seconded** by Mayor Christian/Mayor Cooper that:
The June 13th 2018 meeting of the Shuswap Watershed Council be adjourned.

CARRIED

Meeting adjourned at 1:50 PM.



BOARD REPORT

TO: Chair and Directors

File No: 1850 31

SUBJECT: Golden/Area A EOF Application – Community Forest

DESCRIPTION: Report from Jodi Pierce, Manager, Financial Services, dated July 6, 2018.

RECOMMENDATION #1: THAT: with the concurrence of the Town of Golden and the Electoral Area A Director, the Board approve funding from the Golden and Area A Economic Opportunity Fund to the Town of Golden in the amount of \$15,000 towards a feasibility study for a Community Forest.

SHORT SUMMARY:

In June 2017 the Board approved EOF funding of \$25,000 to the Town of Golden for a Kicking Horse River access study. Due to an inability to engage the desired contractor, funding deadlines and other infrastructure projects the Town of Golden has subsequently withdrawn their request for this EOF funding, and as such the \$25,000 commitment will be rescinded from the Golden and Area A Economic Opportunity Fund.

The Town of Golden is now moving forward with an application to the Rural Dividend fund for a feasibility study to determine the viability of a Community Forest, which helps to diversify local economies, creates employment opportunities, and encourages community participation. The Rural Dividend fund application requires a \$15,000 contribution by the applicants.

VOTING: Unweighted LGA Part 14 Weighted Stakeholder
Corporate (Unweighted) Corporate (*Weighted*)

POLICY:

This request meets the criteria for support in relation to CSR Policy *F-29, BC Hydro Payments-in-Lieu of Taxes* funding assistance to stimulate economic development within the Golden/Area A area.

FINANCIAL:

The balance of the Golden/Area A EOF (less commitments) to the end of 2018 is approximately \$206,000. This includes the 2018 distribution of \$427,500 received in July 2018.

IMPLEMENTATION:

Upon Board and Town of Golden approval, EOF funds will be made available as required to the Town of Golden.

COMMUNICATIONS:

The Town of Golden will be notified of the Board's decision.

DESIRED OUTCOMES:

That the Board endorse the recommendations.

BOARD'S OPTIONS:

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

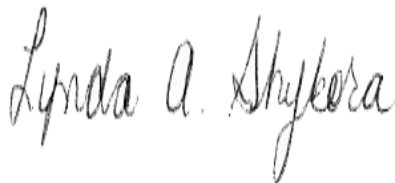
Report Approval Details

Document Title:	2018-07-19_FIN_EOF Funds Area A Community Forest.docx
Attachments:	<ul style="list-style-type: none"> - SRC PKG2 CAO Resolution Rescindment for Kicking Horse River Access Study.pdf - LTR CAO 2018-07-03 Notice of Agreement 2017050036 Cancellation.pdf - TOG EOF Application - Research for Community Forest.pdf
Final Approval Date:	Jul 9, 2018

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



Jodi Pierce - Jul 6, 2018 - 12:08 PM



Lynda Shykora - Jul 9, 2018 - 2:53 PM



Charles Hamilton - Jul 9, 2018 - 3:51 PM



Staff Report

CORPORATE ADMINISTRATION

To: **Council** File: 1855-04/EOF
From: Jon Wilsgard, CAO/CO Date: July 17th, 2018
Subject: Resolution Rescindment for Kicking Horse River Access Study

RECOMMENDATION

THAT per the Staff Report *Resolution Rescindment for Kicking Horse River Access Study* received July 17th, 2018 from the CAO, Council RESCIND its resolution request of May 30th, 2017 to the CSRD Board to release \$25,000 from the Economic Opportunity Fund for the purposes of furthering study and engineering of channel modifications to the Kicking Horse River;

AND THAT Council request the same of a similar request by the Area 'A' Director.

BACKGROUND

See attached Staff Report dated May 30th, 2017 from the undersigned.

DISCUSSION

The undersigned has effectively cancelled this project. Letters of notice have been sent to the Rural Dividend Office and the Columbia Basin Trust with re-imbursalment of all funds received to date. The Mayor, president of the Kicking Horse River Rafting Association and local Roads Manager for the Ministry of Transportation and Infrastructure have recently met and agreed upon this course of action. The rationale for this decision is as follows:

- The Town of Golden has been unable to contractually engage its desired contractor (Stantec Engineering) due to their citing liability concerns. Several months ago the company merged with a US based firm which resulted in a sharp increase in risk protocol. For several months the undersigned has attempted to bring representatives of Stantec and the Province together to discuss the Province indemnifying Stantec in association with this initiative – to no avail. The Province has no interest in doing so. Anecdotal evidence suggests that based upon the deliverables of the initiative, the same stance may be taken by other consultancies as well. The result has been a stalemate in project traction with final deadlines from funders imminent or having passed.
- There has been a sense of waning confidence in other funders (CBT) and stakeholders respecting the practicality of the specific deliverables, including a lack of expected consultation and inadequate project scope.
- Enough time has passed that imminent implementation of the final phase of a national scale infrastructure project (TCH Phase 4) is nearly upon us and there is reason to believe that it may be potentially leveraged to this initiative's benefit given the scope of funds, the likelihood of a new and better access road to the rail line traditionally used by lower canyon rafters, and an assessment of CPR's current and future stance on this and other issues with the Town of Golden.
- There is little to be gained in spending significant grant funds toward ends that have a reasonable chance of not being acted upon, particularly if there is a compelling reason not to. Doing so would damage the Town of Golden's reputation amongst grant funders; returning the funds would appreciate it.

In no way should this construe a lesser magnitude of importance on the issue of resuming commercial rafting operations on the lower Kicking Horse River; rather, a number of factors

over time have compelled this decision in order to leverage a more potentially successful outcome and therefore avoid spending valuable granted funding unwisely and unnecessarily. It is of great importance that the Town of Golden maintains its stance that a return to lower canyon rafting is necessary and will seek other means to see it through.

IMPLICATIONS

Strategic

(Guiding Documents Relevancy -Strategic Plan, OCP)

Nil. While of considerable local importance, this project is entirely emergent for Council and staff and while it may align with some strategies in the OCP, its contemplations and implementation are outside municipal jurisdiction. That said, the outcome intent is the re-establishment of a commercial rafting presence within town limits.

Financial

(Corporate Budget Impact)

The decision has no impact on the corporate budget but, subject to the CSRD Board concurrence, will release \$25,000 of EOF from commitment.

Administrative

(Policy/Procedure Relevancy, Workload Impact and Consequences)

To date, the CAO has spent approximately 65 hours on this file since 2016.

OPTIONS

1. Rescind previous resolution as recommended.
2. Do not rescind resolution; direct staff to take other measures deemed appropriate by Council.

Respectfully Submitted,


Jon Wilsgard
Chief Administrative Officer/
Corporate Officer

Attachment-



Staff Report

CORPORATE ADMINISTRATION

To: Council File: 1855-04/EOF; 2280-20/Prov of BC/KH Riv
From: Jon Wilsgard, CAO/CO Date: May 30th, 2017
Subject: EOF Leverage to Rural Development Fund for Kicking Horse River Access Study

RECOMMENDATION

THAT per the Staff Report *EOF Leverage to Rural Development Fund for Kicking Horse River Access Study* received May 30th, 2017 from the CAO, Council REQUEST the CSRD Board release of \$25,000 from the Economic Opportunity Fund for the purposes of partially funding continuing analysis, consultation, surveying and engineering necessary to achieve regulatory approval for channel modifications of the Kicking Horse River;

AND THAT Council APPROVE the CAO using these funds in leveraged application to the Province's Rural Development Fund for the same purpose.

BACKGROUND

White water rafting on the lower Kicking Horse River is a nearly 40 year old world class commercial activity that forms a fundamental and identifying component of the Golden area's prominent tourism industry within a provincially designated Resort Region.

In 2016 the commercial white water rafting industry was effectively denied access to the lower Kicking Horse River by the Canadian Pacific Railway in order to meet Transport Canada's 2014 "Grade Crossing Regulations" for safety management of federally regulated grade crossings.

The result has been a significant impact to a major tourism and economic driver in the Golden area which attracts an estimated 40,000 visitors annually; 15,000 of which specifically raft the Lower Canyon.

During 2016, a flurry of international media stories covered the topic, and several negotiations were held and failed between CP Rail representatives and the rafting contingent, local government politicians (namely the Town of Golden Mayor and Area 'A' Director), the MLA, and cabinet ministers.

With the assistance of the Province's Rural Dividend Fund, the Ministry of Jobs, Tourism and Skills Training and the Ministry of Transportation and Infrastructure, the Town of Golden commissioned a report in late 2016 to investigate the feasibility of cost effective alternative access options to the Lower Canyon. The total cost of the study was \$55,000.

Now complete, the study included consultation with rafting industry stakeholders, CP Rail, and provincial transportation engineers, leading to the investigation of three potential options: modifying the existing access route with safety-enhancing infrastructure, modifying the river bed to remove obstacles to safer rafting, or constructing an alternative highway egress point that avoids conflict with CPR tracks. All options were analyzed to determine their relative valued measured against economics, engineering, recreation, and tourism.

The study has concluded that the best option for further investigation is the development of a modified stream channel between the Upper and Lower Canyon, with the aim of creating an unhindered stretch of white water for use by highly-skilled rafters and recreational kayakers.

This investigation or next “phase” will require more comprehensive consultation with First Nations and federal government agencies, bathymetric surveys, deeper hydraulic modeling, and environmental studies to support regulatory approval. To this end, the Province has undertaken preliminary queries to gauge the positivity of consultation and process requirements in order to move this file forward.

DISCUSSION

Staff have been encouraged by provincial agency representatives to make application again to the Rural Dividend Fund for the maximum amount permitted under an 80/20 funding contribution formula, requiring a \$25,000 contribution from the applicant. A successful application will yield \$100,000 thereby bringing \$125,000 to the ongoing project.

While this amount will not be sufficient to fund this phase of the project, it remains the only openly available source of meaningful higher level government funds at this time. Following the “restart” of provincial government operations following the current election turmoil, efforts will be made to secure additional funding through ministry cost sharing agreements or corporate sponsorships.

Stantec Engineering representatives have recently met with staff and have committed to providing a phased work plan to meet project goals and financial constraints.

It is the purpose of this report to solicit Council approval for release of \$25,000 from the Economic Opportunity Fund, for which staff will use to leverage by application to the Rural Dividend Fund, an additional \$100,000 for the project.

CSRD staff have confirmed EOF policy applicability to this request and the Area Director has confirmed her support for the application.

The deadline for Rural Dividend Fund applications is May 31st.

IMPLICATIONS

Strategic

(Guiding Documents Relevancy -Strategic Plan, OCP)

Nil. While of considerable local importance, this project is entirely emergent for Council and staff and while it may align with some strategies in the OCP, its contemplations and implementation are outside municipal jurisdiction. That said, the outcome intent is the re-establishment of a commercial rafting presence within town limits.

Financial

(Corporate Budget Impact)

All funds for this initiative have been provided by the Province. Staff anticipates the town providing in-kind contributions such as meeting space, office, and communication services.

Current EOF Funding commitments for 2017:

Kicking Horse Culture	\$90,000 (Area A 50% funded its portion through tax)
Golden Nordic Ski Club	\$45,000 (approved in 2014)
Community Social Service Alignment Project	\$30,000 (2nd year of three year project)
Imagine Kootenay	\$13,000 (2nd year of three year project)
Golden Cycling Club	\$25,000
	<hr/>
	\$203,000

The EOF is replenished annually with approximately \$400,000.

Administrative**(Policy/Procedure Relevancy, Workload Impact and Consequences)**

There are no policy or procedure relevancies associated with the project. In 2016 the CAO spent 30 hours on the project; in 2017 to date, 15 hours. Grant applications, messaging, funding negotiations, contract development, management, and engagement are anticipated to include another 15 hours at minimum. Corporate work plan items are being impacted; however, staff recognizes the importance of this issue and will ensure the ability of the corporation to respond and contribute to a needed solution for community benefit.

The Province continues to view the municipality as the logical administrative leader on this file; the regional district has indicated its support in principle but has not allocated any direct administrative resources to it.

Subject to the position of Council, staff feel the Town of Golden's role should logically end upon achieving the goals of this next phase of the project.

OPTIONS

1. Approve the recommendation.
2. Approve the recommendation; modify the scope of EOF release.
3. Do not approve the recommendation.

Respectfully Submitted,


Jon Wilsgard
Chief Administrative Officer/
Corporate Officer

Attachment-

- Town of Golden EOF Application
- News Release – Kicking Horse River Access Report



COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1 | T: 250.832.8194 | TF: 1.888.248.2773 | www.csr.bc.ca

APPLICATION FOR ECONOMIC OPPORTUNITY FUNDS – Page 1

PREAMBLE:

The EOF were created specifically as a means of compensating for the loss of economic opportunities on those lands affected by the dams and reservoirs and the resultant economic impacts to the affected communities. As such, the EOF are to provide funding assistance for projects deemed by the participating members and ratified by the Corporate Board to be worthy of support in an effort to stimulate economic development within the impact areas.

Impact Areas are as follows:

- Golden and Area 'A'
- Revelstoke and Area 'B'
- Sicamous and Area 'E'
- Area 'B' only

Criteria for accessing each EOF will be based on the demonstrable and enduring benefit to the economy of the affected communities at large. The EOF are designed to stimulate economic generators, transportation facilities and infrastructure development supportable jointly by the participating members involved and approved by the Board.

The EOF shall not be used as grant-in-aid funding.

ONLY NON-PROFIT ORGANIZATIONS ARE ELIGIBLE FOR FUNDING

1. Date: May 17th, 2017
2. Name of Organization: Town of Golden
3. Address: Box 350, Golden BC V0A 1H0
4. (a) Date organization established in the Regional District: 1957
 (b) Registered Society in Province of BC:
 Reg. No. Incorporated Municipality Date: _____
5. President: Mayor Ron Oszust Phone: 250-344-2271
 Address: as above
6. Secretary: Jon Wilsgard Phone: 250-344-2271
 Address: as above
7. Board of Directors

1. <u>C. Bruce Fairley</u>	4. <u>C. Connie Barlow</u>
2. <u>C. Chris Hambruch</u>	5. <u>C. Leslie Adams</u>
3. <u>C. Eddie Leigan</u>	6. <u>C. Caleb Moss</u>

APPLICATION FOR ECONOMIC OPPORTUNITY FUNDS – Page 2

8. Executive Director or contact person: Jon Wilsgard, Corporate Officer
 Phone: _____ Email: cao@golden.ca
9. Impact Area: Golden and Area 'A'
10. Society or Organization's objectives:
 - GOOD GOVERNANCE
 - PROVIDING SERVICES AND LAWS FOR COMMUNITY BENEFIT
 - PROVIDING STEWARDSHIP OF PUBLIC ASSETS
 - FOSTERING ECONOMIC, SOCIAL AND ENVIRONMENTAL WELL BEING IN COMMUNITY
11. Purpose to which funding will be expended:
SEE ATTACHMENT
12. Funding Requested: \$ 25,000
13. Budget (attach copy): \$ \$125,000
-
14. How will the project stimulate economic development within the community?
SEE ATTACHMENT
15. Details of community support for objectives:
SEE ATTACHMENT

APPLICATION FOR ECONOMIC OPPORTUNITY FUNDS – Page 3

**COMPLETED APPLICATIONS SHOULD BE MAILED OR EMAILED TO:
COLUMBIA SHUSWAP REGIONAL DISTRICT
ATTN: MANAGER, FINANCIAL SERVICES
PO BOX 978, SALMON ARM, BC, V1E 4P1
finance@csrd.bc.ca**

**ATTACH ANY ADDITIONAL INFORMATION WHICH WOULD ASSIST
IN THE EVALUATION OF YOUR REQUEST.**

Note: This summary MUST be completed to process your request.

**ON BEHALF OF THE ORGANIZATION,
I/WE HEREBY DECLARE THAT ALL THE INFORMATION PRESENTED
AND/OR PROVIDED WITH THIS APPLICATION IS TRUE AND CORRECT.**

DATED AT Golden, BC THIS 17th DAY OF May, 20

Jon Wilsgard

NAME

SIGNATURE

250-344-2271

TELEPHONE

cao@golden.ca

EMAIL

Attachment to Application for Economic Opportunity Funds

Background

White water rafting on the lower Kicking Horse River is a nearly 40 year old world class commercial activity that forms a fundamental and identifying component of the Golden area's prominent tourism industry within a provincially designated *Resort Region*.

In 2016 the commercial white water rafting industry was effectively denied access to the lower Kicking Horse River by the Canadian Pacific Railway in order to meet Transport Canada's 2014 "Grade Crossing Regulations" for safety management of federally regulated grade crossings.

The result has been a significant impact to a major tourism and economic driver in the Golden area which attracts an estimated 40,000 visitors annually; 15,000 of which specifically raft the Lower Canyon.

During 2016, a flurry of international media stories covered the topic, and several negotiations were held and failed between CP Rail representatives and the rafting contingent, local government politicians (namely the Town of Golden Mayor and Area 'A' Director), the MLA, and cabinet ministers.

With the assistance of the Province's *Rural Dividend Fund*, the *Ministry of Jobs, Tourism and Skills Training* and the *Ministry of Transportation and Infrastructure*, the Town of Golden commissioned a report in late 2016 to investigate the feasibility of cost effective alternative access options to the Lower Canyon.

Now complete, the study included consultation with rafting industry stakeholders, CP Rail, and provincial transportation engineers, leading to the investigation of three potential options: modifying the existing access route with safety-enhancing infrastructure, modifying the river bed to remove obstacles to safer rafting, or constructing an alternative highway egress point that avoids conflict with CPR tracks. All options were analyzed to determine their relative valued measured against economics, engineering, recreation, and tourism.

The study has concluded that the best option for further investigation is the development of a modified stream channel between the Upper and Lower Canyon, with the aim of creating an unhindered stretch of white water for use by highly-skilled rafters and recreational kayakers.

This investigation will require more comprehensive consultation with First Nations and federal government agencies, bathymetric surveys, deeper hydraulic modeling, and environmental studies to support regulatory approval. To this end, the Province has undertaken preliminary queries to gauge the positivity of consultation and process requirements in order to move this file forward.

With the encouragement of provincial agency representatives, the Town of Golden intends to apply to the *Rural Dividend Fund* for the maximum amount permitted under an 80/20 funding contribution formula, requiring a \$25,000 contribution from the applicant.

The purpose of this funding will be to continue the investigative, consultative, and engineering work required in order to achieve regulatory approval for river modifications, facilitating a return to access by the commercial river rafting sector to the lower Kicking Horse Canyon. The Town of Golden will re-engage Stantec Engineering, effectively picking up where the initial report left off, to begin this next phase.

A return to commercial river rafting in the lower canyon would restore several million dollars of annual GDP to the Golden area, benefitting a wide variety of tourism associated businesses in the broader community. An unobstructed channel would create a contiguously navigable white water corridor, bringing with it a host of enhanced attributes that would significantly increase recreational use of the river, both commercial and public.

Community support for lower canyon access is strong and indisputable. Residents have held multiple rallies, and media channels continue to have significant activity on the topic.



July 3rd, 2018

File: 2240-35-Prov of BC/KH River Access

Rural Dividend Program Office
 Box 9352 Stn Prov Govt
 Victoria, BC V8W 9M1
 VIA EMAIL TO: ruraldividend@gov.bc.ca

Dear Sirs/Mesdames:

RE: Rural Dividend Fund Agreement/Project No. 2017050036

It is the purpose of this letter to inform you with measured regret that the Town of Golden is withdrawing from this project. The inability to contractually engage our desired contractor citing liability concerns, the waning confidence in other funders and stakeholders respecting the practicality of the specific deliverables, an inability to meet funder deadlines for completion, and the imminent implementation of a national scale infrastructure project that may be potentially leveraged to this initiative's benefit have all contributed to this decision.

To this end, under the auspices of s.8(a) of the above agreement given that the Town of Golden has no amendment requests or immediate funding requests associated with this matter, the amount of \$100,000.00 as re-imbursment will be returned to your office. Further, the amount of \$5,822.56 will also be returned as funds remaining and unspent from the Rural Dividend Program grant confirmed on August 30th, 2016 in the amount of \$10,000 for *Development for Long-Term Kicking Horse River Commercial Recreation Access*.

A cheque in the amount of \$105,822.56 payable to the Minister of Finance will be forwarded to your office under separate cover.

In no way should this construe a lesser magnitude of importance on the issue of resuming commercial rafting operations on the lower Kicking Horse River; rather, a number of factors over time have compelled this decision in order to leverage a more potentially successful set of outcomes and therefore avoid spending valuable granted funding unwisely and unnecessarily. It is of great importance that the Town of Golden retains a responsible reputation with your office, as re-application to this or successive Provincial funding opportunities in support of this initiative are highly likely in the future.

My thanks for your patience and understanding in this matter. Please do not hesitate to contact me if you require anything further.

Sincerely,

Jon Wilsgard
 Chief Administrative Officer





COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1 | T: 250.832.8194 | TF: 1.888.248.2773 | www.csr.bc.ca

APPLICATION FOR ECONOMIC OPPORTUNITY FUNDS – Page 1

PREAMBLE:

The EOF were created specifically as a means of compensating for the loss of economic opportunities on those lands affected by the dams and reservoirs and the resultant economic impacts to the affected communities. As such, the EOF are to provide funding assistance for projects deemed by the participating members and ratified by the Corporate Board to be worthy of support in an effort to stimulate economic development within the impact areas.

Impact Areas are as follows:

- Golden and Area 'A'
- Revelstoke and Area 'B'
- Sicamous and Area 'E'
- Area 'B' only

Criteria for accessing each EOF will be based on the demonstrable and enduring benefit to the economy of the affected communities at large. The EOF are designed to stimulate economic generators, transportation facilities and infrastructure development supportable jointly by the participating members involved and approved by the Board.

The EOF shall not be used as grant-in-aid funding.

ONLY NON-PROFIT ORGANIZATIONS ARE ELIGIBLE FOR FUNDING

1. Date: July 6th, 2018
2. Name of Organization: Town of Golden
3. Address: Box 350 Golden, BC V0A 1H0
4. (a) Date organization established in the Regional District: 1957
- (b) Registered Society in Province of BC:
Reg. No. Incorporated Municipality Date: _____
5. President: Mayor Ron Oszust Phone: 250-344-2271
Address: as above
6. Secretary: Jon Wilsgard Phone: 250-344-2271
Address: as above
7. Board of Directors

1. <u>C. Bruce Fairley</u>	4. <u>C. Chris Hambruch</u>
2. <u>C. Connie Barlow</u>	5. <u>C. Leslie Adams</u>
3. <u>C. Eddie Leigan</u>	6. <u>C. Caleb Moss</u>

APPLICATION FOR ECONOMIC OPPORTUNITY FUNDS – Page 2

8. Executive Director or contact person: Jon Wilsgard, Corporate Officer
 Phone: _____ Email: cao@golden.ca
9. Impact Area: Golden and Area 'A' of the CSRD
10. Society or Organization's objectives:
 x GOOD GOVERNANCE
 x PROVIDING SERVICES AND LAWS FOR COMMUNITY BENEFIT
 x PROVIDING STEWARDSHIP OF PUBLIC ASSETS
 x FOSTERING SOCIAL ECONOMIC AND ENVIRONMENTAL WELL BEING IN COMMUNITY
11. Purpose to which funding will be expended:
SEE ATTACHMENT
12. Funding Requested: \$ 15,000⁻
13. Budget (attach copy): \$ 75,000⁻
14. How will the project stimulate economic development within the community?
SEE ATTACHMENT
15. Details of community support for objectives:
SEE ATTACHMENT

APPLICATION FOR ECONOMIC OPPORTUNITY FUNDS – Page 3

COMPLETED APPLICATIONS SHOULD BE MAILED OR EMAILED TO:
COLUMBIA SHUSWAP REGIONAL DISTRICT
ATTN: MANAGER, FINANCIAL SERVICES
PO BOX 978, SALMON ARM, BC, V1E 4P1
finance@csrd.bc.ca

ATTACH ANY ADDITIONAL INFORMATION WHICH WOULD ASSIST
IN THE EVALUATION OF YOUR REQUEST.

Note: This summary MUST be completed to process your request.

ON BEHALF OF THE ORGANIZATION,
I/WE HEREBY DECLARE THAT ALL THE INFORMATION PRESENTED
AND/OR PROVIDED WITH THIS APPLICATION IS TRUE AND CORRECT.

DATED AT July 6th, 2018, BC THIS 6th DAY OF July, 20

Jon Wilsgard

NAME


SIGNATURE

250-344-2271

TELEPHONE

cao@golden.ca

EMAIL

Attachment to Application for Economic Opportunity Funds

The prospect of establishing a Community Forest in the Golden Timber Supply Area (TSA) has been a long standing notion amongst a number of local residents for nearly two decades. As timber harvesting volumes steadily decrease across the land base and the requirements for timber types becomes specialized amongst major licensees, as appurtenances of mills to communities no longer applies, and as major forest companies further disengage with communities in visions of desires and needs, the idealism of community forestry is becoming increasingly valid.

A Community Forest can be described as any forestry operation managed by a local government, community group, Indigenous Nation or community-held corporation for the benefit of the entire community. Community forestry involves the three pillars of sustainable development: social, ecological, and economic sustainability. At its core, community forestry is about local control over and enjoyment of the monetary and non-monetary benefits offered by local forest resources.

Rural communities and Indigenous Nations see community forests as a tool to help support their local economies and provide long term employment opportunities. Community Forests support local livelihoods, promote community participation and foster long term environmental stewardship. They encourage communication and strengthen relationships between Indigenous and non-Indigenous communities and individuals. They seek to promote innovation, conflict resolution and economic diversification. They provide opportunities for local training and skills-development.

Community forest agreements in BC are granted only to legal entities representing community interests. These may be a local government, an Indian Band (as defined under the Canada Indian Act), or a society, cooperative, or corporation that is community controlled and representative of community interests. They give the holder exclusive rights to harvest Crown timber on a specific land base (area based) and may grant the right to manage and charge fees for non-timber botanical products and any other prescribed forest products. Agreements are granted for a period of 25 years, replaceable every 10 years. Planning requirements are flexible enough to accommodate broadly based community objectives and allow for innovative and unconventional forest management.

There are over 50 Community Forests in BC today, ostensibly producing local economic benefits, while also providing for a variety of other forest uses deemed important to their adjacent populations, and being particularly sensitive to environmental longevity. This many licenses is a testament to their viability. The numerous benefits of community forestry include:

- Long-term community economic development resulting in the increased self-reliance of rural communities.
- Local employment in rural communities.
- Local-level decision making that leads to locally appropriate decisions and improves the incentives to consider the long-term benefits of sustainable management.
- Increased potential to resolve conflicts over timber harvesting in watersheds and other sensitive areas.
- Protection of drinking watersheds, viewsapes, and other values that are important to communities and to local and regional economic activity.
- Enhanced opportunities for education and research. Community forests can be laboratories for testing innovative forest practices.
- Community participation in resource management leads to an improved awareness of forest management among members of the public.

The notional outcry for a Community Forest has once again waxed in the community and a group of individuals being Golden's Mayor and CAO, the Area 'A' Director and two long-time residents and professional foresters have caucused and agreed that the time is right to finally research and determine the economic viability and local social requisites would be of a Community Forest.

Doing so will require the consultancy of a field professional(s) over a number of months to determine technical opportunities and constraints with respect to available volumes, types and locations of merchantable timber, and both the political and bureaucratic protocols to submit in order to achieve a license. Also needed is a community scan of some depth including local and regional Indigenous Peoples to surmise support, partnership opportunities, and collective visions defining a Community Forest's purpose and its expectations by those supporters.

The above group of individuals has recently met personally with the Minister of Forests, Lands, and Natural Resource Operations to speak of salient issues around this topic including Annual Allowable Cut deliberations, volume apportionment, and the application process for a Community Forest license. While unable to offer any guarantees, the Minister encouraged the community to undertake this very process that would potentially lead to an application to his office for such license. The timing is furthermore excellent for this project as the processes for determining the

The Town of Golden plans to submit an application by July 31st to the 5th uptake of the Rural Development Fund Program administered by the Province to fund this consultancy initiative. Under the program requirements, 20% of project costs must come from the applicant; hence, the \$15,000 request for EOF as 20% of an overall budget of \$75,000. The budget is reflective of consultant fees and expenses, research and publication needs, consultative processes and associated costs, development of preliminary partnership agreements and terms of reference, and travel and expenses as required for high level meetings with the Minister or executive level bureaucrats as required.

Thank you for your consideration of this application to Policy F-29. I look forward to hearing from you.

Jon Wilsgard, CAO
Town of Golden



BOARD REPORT

TO: Chair and Directors

File No: 1850 31

SUBJECT: Revelstoke/Area B EOF Application – Telus Insights Data Collection Project

DESCRIPTION: Report from Jodi Pierce, Manager, Financial Services, dated July 6, 2018.

RECOMMENDATION #1: THAT: with the concurrence of the City of Revelstoke and the Electoral Area B Director, the Board approve funding from the Revelstoke and Area B Economic Opportunity Fund to the City of Revelstoke in the amount of \$55,000 towards the Telus Insights Data Collection Project.

SHORT SUMMARY:

Information relating to this EOF request is attached and is supported by the Electoral Area B Director. The project is intended to provide population data for the community, which will allow for more effective tourism marketing and ability to attract tourists. In addition, the data will provide a better understanding of factors influencing the future workforce, including housing, policing, transportation infrastructure, sanitation infrastructure, parking infrastructure, and lifestyle amenities.

VOTING: Unweighted LGA Part 14 Weighted Stakeholder
Corporate (Unweighted) Corporate (*Weighted*)

POLICY:

This request meets the criteria for support in relation to CSRD Policy *F-29, BC Hydro Payments -in-Lieu of Taxes* funding assistance to stimulate economic development within the Revelstoke/Area B area.

FINANCIAL:

The approximate balance of the Revelstoke/Area B EOF (less commitments) as at June 30, 2018 is \$152,000. The 2018 distribution of \$166,958 was received in early July and is in addition to the balance at June 30th for a total available balance of approximately \$319,000.

IMPLEMENTATION:

Upon Board and City of Revelstoke approval, EOF funds will be made available as required to the City of Revelstoke.

COMMUNICATIONS:

The City of Revelstoke will be advised of the Board's decision.

DESIRED OUTCOMES:

That the Board endorse the recommendations.

BOARD'S OPTIONS:

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

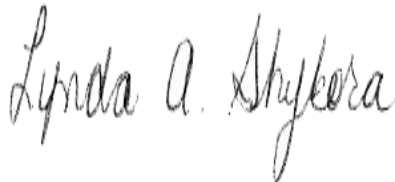
Report Approval Details

Document Title:	2018-07-19_Board_FIN - EOF Funds Area B Telus Insights Project.docx
Attachments:	- EOF Request - TELUS Insights Data Collection Project - Application.pdf - EOF Request - TELUS Insights Data Collection Project - Budget.pdf
Final Approval Date:	Jul 9, 2018

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



Jodi Pierce - Jul 6, 2018 - 11:37 AM



Lynda Shykora - Jul 9, 2018 - 2:45 PM



Charles Hamilton - Jul 9, 2018 - 3:53 PM



COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1 | T: 250.832.8194 | TF: 1.888.248.2773 | www.csr.d.bc.ca

APPLICATION FOR ECONOMIC OPPORTUNITY FUNDS – Page 1

PREAMBLE:

The EOF were created specifically as a means of compensating for the loss of economic opportunities on those lands affected by the dams and reservoirs and the resultant economic impacts to the affected communities. As such, the EOF are to provide funding assistance for projects deemed by the participating members and ratified by the Corporate Board to be worthy of support in an effort to stimulate economic development within the impact areas.

Impact Areas are as follows:

- Golden and Area 'A'
- Revelstoke and Area 'B'
- Sicamous and Area 'E'
- Area 'B' only

Criteria for accessing each EOF will be based on the demonstrable and enduring benefit to the economy of the affected communities at large. The EOF are designed to stimulate economic generators, transportation facilities and infrastructure development supportable jointly by the participating members involved and approved by the Board.

The EOF shall not be used as grant-in-aid funding.

ONLY NON-PROFIT ORGANIZATIONS ARE ELIGIBLE FOR FUNDING

1. Date: July 3, 2018
2. Name of Organization: City of Revelstoke
3. Address: 216 Mackenzie Avenue, Revelstoke, BC, V0E 2S0
4. (a) Date organization established in the Regional District: N/A
 (b) Registered Society in Province of BC:
 Reg. No. _____ Date: _____
5. President: _____ Phone: _____
 Address: _____
6. Secretary: _____ Phone: _____
 Address: _____
7. Board of Directors

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

APPLICATION FOR ECONOMIC OPPORTUNITY FUNDS – Page 2

8. **Executive Director or contact person:** Nicole Fricot
Phone: 250-814-8094 **Email:** nfricot@revelstoke.ca
9. **Impact Area:** City of Revelstoke and CSRD Area B
10. **Society or Organization's objectives:**
1. Quality of Life - The City of Revelstoke will emphasize quality of life issues including social, active, living and cultural experiences.
 2. Planning for the Future - The City of Revelstoke will ensure that City Services encourage and support community vision towards development for the future.
 3. Safeguard Infrastructure - The City of Revelstoke will protect the continuance of healthy infrastructure for current and future generations.
 4. Economic Development and Business Support - The City of Revelstoke will take initiative to attract, promote and support economic development.
11. **Purpose to which funding will be expended:**
- Utilizing aggregated cell phone data, this project will provide a 1 year regional analysis of the City's population including showing origin and quantity of visitors, movement to and from the region, monthly comparisons of population metrics, and average dwell times by demographic metrics. The data will be used by the City to more accurately identify the impacts of tourism and visitors on Revelstoke, the true population of Revelstoke throughout the year.
12. **Funding Requested:** \$ \$55,000
13. **Budget (attach copy):** \$ \$124,940
14. **How will the project stimulate economic development within the community?**
- By providing the City with greater access to population data about our community, this project will enhance our ability to do more effective tourism marketing and increase our ability to attract tourists. In addition this project will give us a much better understanding of the demand for future workforce housing, policing, transportation infrastructure, sanitation infrastructure, parking and lifestyle amenities, etc. all of which have significant impact on our ability to sustain and attract new development.
- Of particular note, the communities ability to attract workforce (and in turn sustain economic growth) has become significantly impacted by our ability to provide workforce housing. Having accurate data about our temporary workforce is essential to being able to plan future housing projects and in turn attract and retain future workforce.
15. **Details of community support for objectives:**
- In addition to \$15,000 of City of Revelstoke funds allocated by Engineering Services, Development Service and Community Economic Development, The Revelstoke Accommodation Association has agreed to provide up to \$35,000 and Columbia Basin Trust has indicated that they will provide \$20,000 for this project.

APPLICATION FOR ECONOMIC OPPORTUNITY FUNDS – Page 3

**COMPLETED APPLICATIONS SHOULD BE MAILED OR EMAILED TO:
COLUMBIA SHUSWAP REGIONAL DISTRICT
ATTN: MANAGER, FINANCIAL SERVICES
PO BOX 978, SALMON ARM, BC, V1E 4P1
finance@csrd.bc.ca**

**ATTACH ANY ADDITIONAL INFORMATION WHICH WOULD ASSIST
IN THE EVALUATION OF YOUR REQUEST.**

Note: This summary MUST be completed to process your request.

**ON BEHALF OF THE ORGANIZATION,
I/WE HEREBY DECLARE THAT ALL THE INFORMATION PRESENTED
AND/OR PROVIDED WITH THIS APPLICATION IS TRUE AND CORRECT.**

DATED AT 301 Victoria Road West, **BC THIS** 3rd **DAY OF** July, **20** 17

Nicole Fricot

NAME

Nicole Fricot

Digitally signed by Nicole Fricot
DN: cn=Nicole Fricot, o=City of Revelstoke,
ou=Community Economic Development,
email=nfricot@revelstoke.ca, c=CA
Date: 2016.07.03 14:48:08 -0700

SIGNATURE

250-814-8094

TELEPHONE

nfricot@revelstoke.ca

EMAIL

Telus Insights Project Budget**Expenses**

Project Set up Fees	\$ 28,940.00
One time fee for Consolidated report January 2018-June 2018	\$ 48,000.00
Monthly Fixed Fee	\$ 8,000.00
Total Expenses	\$ 124,940.00

Revenues

Revelstoke Accommodation Association	\$ 35,000.00
Columbia Basin Trust	\$ 20,000.00
Community Economic Development	\$ 5,000.00
Development Services	\$ 5,000.00
Engineering Services	\$ 5,000.00
Confirmed Revenues	\$ 70,000.00

EOF Funds Requested \$ 55,000.00

Total Revenues **\$ 125,000.00**



BOARD REPORT

TO: Chair and Directors

File No: 1855 03

SUBJECT: National Disaster Mitigation Program Grant Application

DESCRIPTION: Derek Sutherland, Team Leader, Protective Services, dated July 4, 2018. National Disaster Mitigation Program grant application.

RECOMMENDATION #1: THAT: the Board empower the authorized signatories to apply for a National Disaster Mitigation Program Grant for up to \$300,000 to complete a risk assessment project to identify flood and landslide hazards within the Columbia Watershed. The CSRD will provide in-house contributions to support the project and overall grant management.

RECOMMENDATION #2: THAT: the Board empower the authorized signatories to enter into an agreement with BCG Engineering Inc. in an amount not to exceed \$300,000 including applicable taxes subject to the receipt of a National Disaster Mitigation Program grant for up to \$300,000.

SHORT SUMMARY:

The Fraser Basin Council (FBC) has recently received funding through the National Disaster Mitigation Program (NDMP) to conduct flood and landslide risk analysis in the Thompson Watershed. FBC has retained BGC Engineering Inc. to assist with the project.

BCG Engineering Inc. recently approached the CSRD and identified the NDMP grant program and their interest in building on the work conducted in the Thompson Water shed to extend to the Columbia Watershed located in Electoral Areas A, and B.

The work conducted through this risk assessment will identify landslide and flood risk to properties in order to guide future mitigation projects funded through other grant streams. This information could also be used to guide future planning, policy and regulation decisions.

VOTING:

Unweighted
Corporate

LGA Part 14
(Unweighted)

Weighted
Corporate

Stakeholder
(Weighted)

BACKGROUND:

The NDMP was established to reduce the impacts of natural disasters on Canadians by identifying increasing disaster risks and costs as part of the Government of Canada's commitment to building safer and more resilient communities.

The CSRD funding request for NDMP will focus on the Risk Assessment funding stream. This stream provides funding for the completion of risk assessments to inform flood risks. Risk assessments are the foundational step in disaster mitigation. These risk assessments will identify flood hazards, potential impacts, and community and infrastructure vulnerabilities, as well as the overall flood risk profile for the area.

POLICY:

The Board must approve any grant application that exceeds \$150,000 in value, as outlined in Delegation Bylaw No. 5582, 2010.

In accordance with Policy F-32 "Procurement of Goods & Services", Board authorization must be obtained for any sole sourced contract award over \$10,000.

FINANCIAL:

The NDMP grants are 100% funded and although a successful grant application will not create debt on any existing CSRD budget function, significant in-kind contributions, through staff time will be required.

KEY ISSUES/CONCEPTS:

The opportunity to respond to windows of opportunity to enhance the CSRD's understanding of emergency management risks to property owners. The opportunity to receive significant emergency management risk assessment work through the receipt of a fully funded grant.

DESIRED OUTCOMES:

The Board endorse the grant funding application and sole source agreement with BCG Engineering Inc. to provide engineering services in support of this project.

BOARD'S OPTIONS:

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

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

Report Approval Details

Document Title:	NDMP Grant Application and Sole Source.docx
Attachments:	
Final Approval Date:	Jul 11, 2018

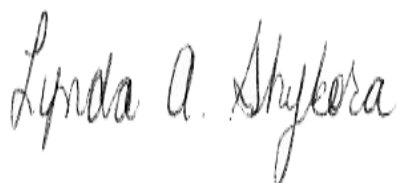
This report and all of its attachments were approved and signed as outlined below:



Darcy Mooney - Jul 10, 2018 - 3:29 PM



Jodi Pierce - Jul 10, 2018 - 7:24 PM



Lynda Shykora - Jul 11, 2018 - 8:18 AM



Charles Hamilton - Jul 11, 2018 - 8:29 AM



BOARD REPORT

TO: Chair and Directors

File No: 5600 25 03
Bylaw No. 5781

SUBJECT: Eagle Bay Estates Waterworks Service Area Amendment Bylaw.

DESCRIPTION: Report from Terry Langlois, Team Leader, Utilities, dated July 6, 2018. Eagle Bay Estates Waterworks Service Area Amendment.

RECOMMENDATION : THAT: "Eagle Bay Estates Waterworks Service Area Amendment Bylaw No. 5781" be read a first, second and third time this 19th day of July, 2018.

SHORT SUMMARY:

The owner of the property located at 4444 Eagle Bay Road has requested a water connection to the Eagle Bay Estates Water System. The Electoral Area C Director has been notified and a successful public assent process to include this property in the Eagle Bay Estates Waterworks Service Area was completed on July 5, 2018.

VOTING:	Unweighted Corporate	<input checked="" type="checkbox"/>	LGA Part 14 (Unweighted)	<input type="checkbox"/>	Weighted Corporate	<input type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
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BACKGROUND:

The property owner of 4444 Eagle Bay Road requested the property be connected to the Eagle Bay Estates Water System. The current service area borders this property and the system has capacity to accommodate additional connections. In order to connect the property to the system, it must be included in the Eagle Bay Estates Waterworks Service Area. All connection costs have been determined and agreed to by the property owner and a successful public assent process was completed on July 5, 2018.

POLICY:

CSR Policy No. W-4 "Water Utility Acquisition".

FINANCIAL:

The property owner is responsible for the infrastructure costs to extend the water main to their property at 4444 Eagle Bay Road. The property owner is also required to make a contribution to the water system's capital reserve fund in accordance with Section 34 of Policy No. W-4 of the Water System Acquisition Strategy. Additionally, the owners are responsible for the applicable one time connection fee and the associated annual user fees, as outlined in CSR Waterworks Rates and Regulation Bylaw.

KEY ISSUES/CONCEPTS:

To supply safe potable water to the property located at 4444 Eagle Bay Road.

IMPLEMENTATION:

Upon adoption.

DESIRED OUTCOMES:

To supply water to the property located at 4444 Eagle Bay Road and expand the Eagle Bay Estates Waterworks Service Area.

BOARD'S OPTIONS:

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

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

Report Approval Details

Document Title:	Eagle Bay Waterworks Service Area Amendment Board Report.docx
Attachments:	- BL5781 Eagle Bay Estates Waterworks Service Area Bylaw.docx
Final Approval Date:	Jul 9, 2018

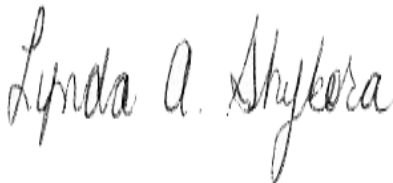
This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Darcy Mooney was completed by assistant Phaedra Turner

Darcy Mooney - Jul 6, 2018 - 10:43 AM



Jodi Pierce - Jul 6, 2018 - 11:44 AM



Lynda Shykora - Jul 9, 2018 - 2:59 PM



Charles Hamilton - Jul 9, 2018 - 3:49 PM

COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW NO. 5781

A bylaw to amend Eagle Bay Estates Waterworks Local Service Bylaw No. 5112

WHEREAS a service area has been established by the Columbia Shuswap Regional District by Bylaw No. 5112, cited as “Eagle Bay Estates Waterworks Local Service Bylaw No. 5112”, for the purpose of providing water within the Eagle Bay Estates area of Electoral Area C;

AND WHEREAS requests from property owners not within the service area established by Bylaw No. 5112 have been received by the Regional Board for the purpose of having additional lands included in the waterworks service area;

AND WHEREAS it is deemed desirable to include within the aforesaid service area additional lands as petitioned;

AND WHEREAS the Director for Electoral Area C has consented, in writing, to the adoption of this bylaw;

NOW THEREFORE in open meeting assembled, the Board of Directors of the Columbia Shuswap Regional District enacts as follows:

BOUNDARY

1. The boundaries of the “Eagle Bay Estates Waterworks Service Area” as established by Eagle Bay Estates Waterworks Service Area Bylaw No. 5112 are hereby extended to include the lands outlined and described in Schedule B, which is attached hereto and forms part of this bylaw.
2. Schedule A of Eagle Bay Estates Waterworks Service Area Bylaw No. 5112 is hereby deleted and replaced by Schedule A attached hereto and forming part of this bylaw.

EFFECTIVE DATE

3. This Bylaw will come into effect upon adoption.

CITATION

4. This Bylaw may be cited as the “Eagle Bay Estates Waterworks Service Area Amendment Bylaw No. 5781”.

READ a first time this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

CHIEF ADMINISTRATIVE OFFICER

CHAIR

CERTIFIED a true copy of
Bylaw No. 5781 as read a third time.

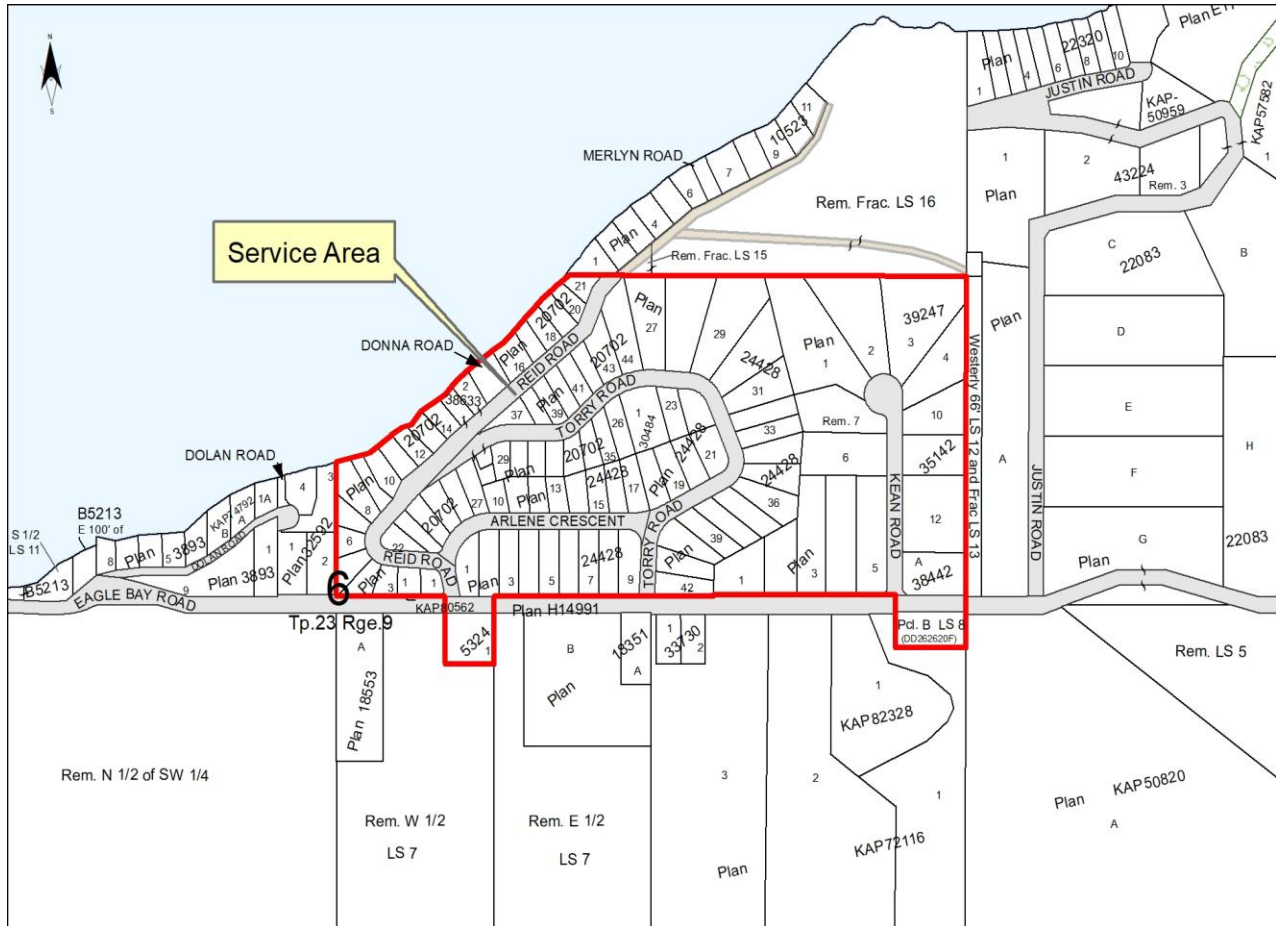
CERTIFIED a true copy of
Bylaw No. 5781 as adopted.

Deputy Manager of Corporate
Administration Services

Deputy Manager of Corporate
Administration Services

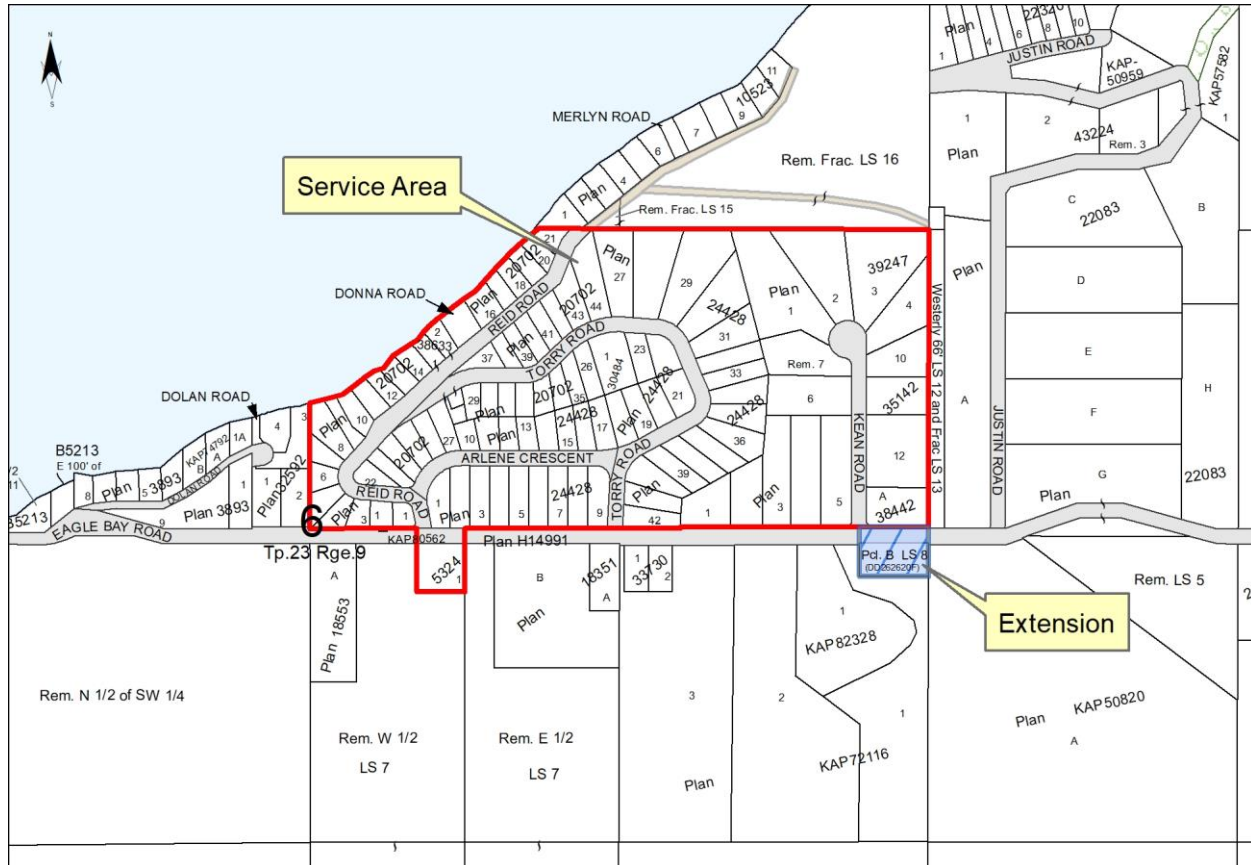
EAGLE BAY ESTATES WATERWORKS SERVICE AREA AMENDMENT BYLAW NO. 5781

SCHEDULE A



EAGLE BAY ESTATES WATERWORKS SERVICE AREA AMENDMENT BYLAW NO. 5781

SCHEDULE B





BOARD REPORT

TO: Chair and Directors

File No:	5600 01
	Bylaw No. 5780

SUBJECT: CSR D Waterworks Rates and Regulation Bylaw Update.

DESCRIPTION: Report from Terry Langlois, Team Leader, Utilities, dated June 29, 2018. CSR D Waterworks Rates and Regulation Bylaw Update.

RECOMMENDATION #1: THAT: CSR D Waterworks Rates and Regulation Bylaw No. 5780 be read a first, second and third time this 19th day of July, 2018.

RECOMMENDATION #2: THAT: CSR D Waterworks Rates and Regulation Bylaw No. 5780 be adopted this 19th day of July, 2018.

SHORT SUMMARY:

The rate structure for the Saratoga Water System is currently weighted heavily towards parcel tax requisition, which is currently at \$521 annually per property, while the user fee is at \$185 annually. In order to be consistent with other CSR D water systems and to ensure that the new shared interest development scheduled to connect to the Saratoga system pays a fair and equitable amount, staff recommend the Saratoga Waterworks user fee be increased and the parcel tax requisition be decreased, essentially switching the two charges around. This change will result in the total yearly cost for a single residential connection to be the same as currently charged, but the parcel tax will be approximately \$185 per year and the annual user fee will be approximately \$521.

VOTING:	Unweighted Corporate	<input checked="" type="checkbox"/>	LGA Part 14 (Unweighted)	<input type="checkbox"/>	Weighted Corporate	<input type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
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BACKGROUND:

Typically the fee structure for CSR D water systems is heavily weighted towards a user fee, except when there is a loan attributed to the service area, which was the case with the Saratoga Water System. Now that the property owners from within the existing Saratoga Service Area have fully paid off the loan, it is important to restructure the fees to be consistent with other CSR D systems.

A shared interest property will be connecting to the Saratoga Water System within the next year. A shared interest development is structured on one parcel of land, with several owners having an interest in the land, typically with several residences, structures and water connections on site. Only one parcel tax can be applied per parcel of land however. All residences within the property are each required to pay a user fee for connection and usage of the water service. Switching the two charges around will allow for the CSR D to charge user fees in a more equitable manner. Increasing the user fee will allow for shared interest property users to pay a more equivalent amount comparatively to a single residential property connection.

POLICY:

The Board must approve to bylaws in accordance with the Local Government Act.

FINANCIAL:

The residential user fee for the Saratoga Waterworks will increase in 2019 from \$185 annually to \$521. The parcel tax amount requisitioned per property will decrease, resulting in no difference in overall costs for a single residential property and connection to the water system.

KEY ISSUES/CONCEPTS:

To amend the fee structure charged for the Saratoga Waterworks in order to fairly incorporate the Copper Island RV Park into the service area.

IMPLEMENTATION:

The new bylaw will come into effect upon adoption by the Board.

DESIRED OUTCOMES:

To Board approve the CSRD Waterworks Rates and Regulation Bylaw to facilitate the changes to the user fees for the Saratoga Waterworks.

BOARD'S OPTIONS:

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

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

Report Approval Details

Document Title:	Water Rates and Regulation Bylaw Amendment Board Report.docx
Attachments:	- BL5780 Waterworks Rates and Regulation.docx
Final Approval Date:	Jul 10, 2018

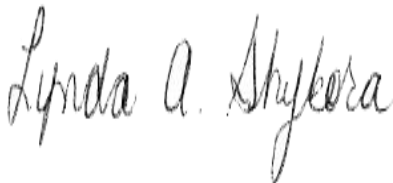
This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Darcy Mooney was completed by assistant Phaedra Turner

Darcy Mooney - Jul 6, 2018 - 10:26 AM



Jodi Pierce - Jul 6, 2018 - 11:40 AM



Lynda Shykora - Jul 10, 2018 - 10:59 AM



Charles Hamilton - Jul 10, 2018 - 1:05 PM

COLUMBIA SHUSWAP REGIONAL DISTRICT**BYLAW NO. 5780**

A bylaw to fix and regulate the rates, terms and conditions under which water may be supplied and used in the Columbia Shuswap Regional District Water Systems

WHEREAS the Regional District is authorized by the Local Government Act to impose fees and charges, by bylaw, for the purpose of recovering the annual costs for a service;

AND WHEREAS the Regional District has established, by separate bylaws, service areas for the provision of water service to various water systems located within the Regional District;

AND WHEREAS it is deemed desirable to fix and regulate the rates, terms and conditions under which water may be supplied and used in the water systems owned and operated by the Regional District;

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

REPEAL

1. Bylaw No. 5744, cited as "CSRD Waterworks Rates and Regulation Bylaw No. 5744" and its amendments is hereby repealed.

DEFINITIONS

2. For the purpose of this bylaw, the following definitions will apply:

"Cross-connection" means any actual or potential physical connection whereby the Regional District Waterworks System is connected, directly or indirectly, with any non-potable or unapproved private water supply system, sewer, drain, conduit, well, pool, storage, reservoir, plumbing fixture, or any other device which contains, or may contain, non-potable or contaminated water, liquid, gases, sewage, or other waste, of unknown or unsafe quality which may be capable of imparting a pollutant or contaminant into the public water supply as a result of backflow.

"Disconnect" or **"Disconnection"** means the turning off, or complete removal, of a water connection.

"Parcel" means any lot, block or other area in which land is held or into which land is subdivided but does not include a highway.

"Premises" means any residence, building or structure located on a property.

"Property" means any parcel contained within the boundaries of a regional district water system service area.

"Regional District" means the Columbia Shuswap Regional District, the Board or persons duly authorized to represent the Board in respect of this bylaw.

"Sprinkle or Sprinkling" means the application or distribution of domestic water on premises, lawns or boulevards by sprinkling or spraying.

"User Fee" means a fee imposed for the use and consumption of water.

"Water Connection" means a connection to a main supply line and extending to the property line of the customer for the purpose of conveying water to the said property, and may or may not include a water meter and backflow prevention device, but will include a shut-off valve and will be the property of the Regional District.

"Water System" means any water supply, distribution system and works that the Regional District is authorized by bylaw to operate, maintain and improve.

"Waterworks Service Area" means the area within which a Regional District owned Water System service is provided, as defined by separate bylaw.

APPLICATION FOR CONNECTION

3. Applications for the installation and connection of a water service from properties within a Regional District Waterworks Service Area must be made to the Regional District on the Application for Water Service Connection form document similar to that contained in Schedule B of this bylaw and must be accompanied by the fees as specified in Schedule A of this bylaw.
4. Applications for installation and connection of a water service from properties outside a Regional District Waterworks Service Area must be made to the Regional District on the Application for Extension to Water System form document similar to that contained in Schedule C of this bylaw and must be accompanied by the fee as specified in Schedules A and D of this bylaw.
5. Each application, when duly signed by the potential customer, will be an undertaking whereby the customer agrees to abide by the terms and conditions of this bylaw. Each residential structure requires a separate water connection.

DISCONNECTION

6. The Regional District may, without notice, disconnect a water service to any premise for any of the following reasons, and the Regional District will not be liable for damages for discontinuing a water service for such reasons:
 - a) unnecessary wasteful use of water, or violation of regulations concerning watering or sprinkling;
 - b) failing to repair or replace defective pipes, fittings, valves, tanks or appliances on private property which are leaking or are otherwise not in a good state of repair and which are or may become a cause of waste of water;
 - c) supplying water to a dwelling on adjacent properties;
 - d) failure to pay the appropriate fees;
 - e) use of an on-site well which constitutes a threat of cross-contamination;
 - f) use of any surface water intake which constitutes a threat of cross-contamination;
 - g) any other form of cross-connection; or
 - h) any unauthorized connection.
7. The disconnection of a water service on a seasonal basis will not be permitted.

TERMS AND CONDITIONS OF USE

8. No individual on-site wells, surface water intakes or any other water source will be permitted to supply domestic water to any property within a Regional District Waterworks Service Area.

9. Applications for the use of individual on-site wells or surface water intakes for farm irrigation and industrial use must be made to the Regional District on the Application for Use of On-Site Well or Surface Water for Irrigation Purposes form document similar to that contained in Schedule E of this bylaw.
10. Applications for use of a pump, booster or other device for the purpose of, or having the effect of, increasing water pressure in service lines to a higher pressure than the normal pressure in the said service line must be made to the Regional District on the Application for Use of Booster Device form document similar to that contained in Schedule F of this bylaw. The Regional District may, without notice, disconnect service to any customer employing such pump, booster or other device.
11. No unauthorized person will conduct work of any kind connected with the water system, either for the laying of new or repair of old service pipes on or under any street or lane within a Regional District Waterworks Service Area.
12. No unauthorized person will in any way interfere or tamper with any pipe, curb stop, fixture or fitting, or appliance of, or connected with, the water system of a Regional District Waterworks Service Area, whether on his own premises or elsewhere.
13. No person will place or introduce contaminants or pollutants into a Regional District Waterworks system.
14. All customers must keep the service pipe, fixtures and fittings on their own premises in good order and repair, and protect them from frost at their own risk and expense.

OUTDOOR WATER USE RESTRICTIONS

15. The Regional District may, at its discretion and whenever the public interest so requires, suspend or limit the consumption of water from the water systems or regulate the hours of days of use or may further prescribe the manner in which such water may be used.
16. Sprinkling restrictions will be in place from the 15th day of May to the 15th day September annually.
17. Properties equipped with automated time clock sprinkler systems may only sprinkle between the hours of 12 AM and 6 AM on the days permitted by sprinkling restrictions.
18. Properties without automated time clock sprinkler systems may only sprinkle from 6 AM to 10 AM and 6 PM to 10 PM on the days permitted by sprinkling restrictions.
19. Between the 15th day of May and the 15th day of September, even numbered addresses will be permitted to sprinkle on even calendar days and odd numbered addresses will be permitted to sprinkle on odd calendar days.
20. New trees and shrubs may be watered during installation and for the following 24 hours. After the 24 hour period has expired, compliance with outdoor water use restrictions must resume.
21. Applications for a sprinkling restriction exemption for watering new lawns and sod must be made to the Regional District on the Special Use Permit – Exemption from Sprinkling Restrictions form document similar to that contained in Schedule G of this bylaw and must be accompanied by the fee specified.

PRESSURE, SUPPLY AND QUALITY

22. The Regional District may, at its discretion, and whenever the public interest so requires, suspend or limit the consumption of water from the water system of a Regional District Waterworks Service Area, or may regulate the hours of use, or may further prescribe the manner in which such water may be used.
23. The Regional District does not guarantee a constant pressure nor a continuous supply of water and it reserves the right at any and all times, without notice, to change operating conditions for the purposes of making repairs, extensions, alterations or improvements or for any other reason.
24. The Regional District will not incur any liability by reason of the water containing sediments, deposits or other foreign matter.

INSTALLATION OF WATER METERS

25. All new and upgraded water connections must include installation of an approved water meter.
26. Water meter installation must be inspected by the Regional District or a contractor as authorized by the Regional District.

INSTALLATION OF BACKFLOW PREVENTION DEVICES

27. All commercial, industrial and institutional premises must include installation of an approved backflow prevention device as outlined in CSRD Cross Connection Control Bylaw No. 5726 and amendments.

FEES AND CHARGES

28. The rates and charges as defined in Schedule A of this bylaw are hereby imposed and levied for all water services supplied by the Regional District and all rates and charges will be billed annually on or before the 15th day of March and will be due and payable on or before the 31st day of May in each year. A 10% discount will be applied to the User Fee if full payment is received by the Regional District on or before the 30th day of April in each year.
29. In the event that applicable rates or charges for water service commence after the 1st day of April, the billing will be issued within 60 days and will be due and payable within 60 days of issue. Water rates will be prorated for the initial year only; thereafter the annual rate will apply.
30. Pursuant the Local Government Act, any unpaid balance owing at the fiscal year end will be deemed to be property taxes in arrears.

LIMITATION OF LIABILITY

31. Nothing contained in this bylaw will be construed to impose any liability on the Regional District to give a continuous supply of water to any person or premises and the Regional District hereby reserves the right at any time to disconnect the water to any premises without giving notice.

RIGHT OF ENTRY

32. Every person to whom water is supplied under this bylaw will at all reasonable times allow any authorized person to enter into and upon the premises in respect of which such water is supplied for the purpose of inspecting the water pipes, fixtures and fittings used in connection with such water supply.

VIOLATION AND PENALTIES

33. A person who:
a) violates any provision of this bylaw;
b) permits any act or thing to be done in contravention of this bylaw; or
c) neglects to or refrains from doing anything required to be done by any provision of this bylaw
will be deemed to have committed an offence against this bylaw and each day that a violation continues to exist is deemed to be a separate offence against this bylaw and:
i. will be liable to a fine as set out in the CSRD Ticket Information Utilization Bylaw; and
ii. will be liable, upon summary conviction, to penalties prescribed by the Offence Act (British Columbia) and amendments.

CITATION

34. This bylaw may be cited as "CSRD Waterworks Rates and Regulation Bylaw No. 5780."

READ a first time this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

MANAGER OF CORPORATE
ADMINISTRATION SERVICES (SECRETARY)

CHAIR

CERTIFIED a true copy of
Bylaw No. 5780, as adopted.

Manager of Corporate
Administration Services (Secretary)

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5780
 SCHEDULE A**

ANGLEMONT WATERWORKS					
Annual Water User Fee	2017	2018	2019	2020	2021
Single Family Residential	\$700	\$700	\$700	\$700	\$700
Institution/Care Home (per room)	\$500	\$500	\$500	\$500	\$500
Motel/Hotel/Resort (per room or unit)	\$150	\$150	\$150	\$150	\$150
Commercial	\$700	\$700	\$700	\$700	\$700
Public House/Restaurant	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Heavy Commercial Water Use	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Golf Course Irrigation* May 15 to September 15 only	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
<i>*Subject to irrigation restrictions and water availability</i>					
Connection Fees					
Residential ¾" (19mm) diameter \$2,000 + Water Meter					
Commercial and/or over ¾" diameter \$5,000 + Water Meter & Backflow Prevention Device (if applicable)					
Chargeable Rates for Miscellaneous Works					
<ul style="list-style-type: none"> ▶ Cost of Materials plus 25% ▶ Serviceman \$80 per hour (minimum charge two (2) hours) ▶ Trades or Expertise – Rate plus 25% 					

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5780
 SCHEDULE A**

<u>CEDAR HEIGHTS WATERWORKS</u>					
Annual Water User Fee	2017	2018	2019	2020	2021
Single Family Residential	\$230	\$234	\$239	\$244	\$248
Community Hall	\$230	\$234	\$239	\$244	\$248
Golf Course Irrigation* May 15 to September 15 only	\$280	\$286	\$291	\$297	\$303
<i>*Subject to irrigation restrictions and water availability</i>					
Connection Fees					
Residential ¾" (19mm) diameter \$2,000 + Water Meter					
Commercial and/or over ¾" diameter \$5,000 + Water Meter & Backflow Prevention Device (if applicable)					
<i>Note: Connection Fees that were pre-paid prior to the Regional District's takeover of the water system in 1988 will be valued at \$320 and that amount will be deducted from the current connection charge.</i>					
Chargeable Rates for Miscellaneous Works					
<ul style="list-style-type: none"> ▶ Cost of Materials plus 25% ▶ Serviceman \$80 per hour (minimum charge two (2) hours) ▶ Trades or Expertise – Rate plus 25% 					

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5780
 SCHEDULE A**

<u>COTTONWOOD WATERWORKS</u>					
Annual Water User Fee	2017	2018	2019	2020	2021
Single Family Residential	\$150	\$153	\$156	\$159	\$162
Motel/Hotel/Resort (per room or unit)	\$75	\$77	\$78	\$80	\$81
Commercial	\$150	\$153	\$156	\$159	\$162
Public House/Restaurant	\$250	\$255	\$260	\$265	\$271
Heavy Commercial Water Use	\$400	\$408	\$416	\$424	\$433
<i>*Subject to irrigation restrictions and water availability</i>					
Connection Fees					
Residential ¾" (19mm) diameter \$2,000 + Water Meter					
Commercial and/or over ¾" diameter\$5,000 + Water Meter & Backflow Prevention Device (if applicable)					
Chargeable Rates for Miscellaneous Works					
<ul style="list-style-type: none"> ▶ Cost of Materials plus 25% ▶ Serviceman \$80 per hour (minimum charge two (2) hours) ▶ Trades or Expertise – Rate plus 25% 					

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5780
 SCHEDULE A**

<u>EAGLE BAY WATERWORKS</u>					
Annual Water User Fee	2017	2018	2019	2020	2021
Single Family Residential	\$255	\$260	\$265	\$271	\$276
Community Hall	\$275	\$281	\$287	\$292	\$298
Connection Fees					
Residential ¾" (19mm) diameter \$2,000					
+ Water Meter					
Commercial and/or over ¾" diameter\$5,000 +					
..... Water Meter &					
..... Backflow Prevention Device (if applicable)					
Chargeable Rates for Miscellaneous Works					
▶ Cost of Materials plus 25%					
▶ Serviceman \$80 per hour (minimum charge two (2) hours)					
▶ Trades or Expertise – Rate plus 25%					

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5780
 SCHEDULE A**

<u>FALKLAND WATERWORKS</u>					
Annual Water User Fee	2017	2018	2019	2020	2021
Single Family Residential	\$168	\$172	\$175	\$179	\$182
Residential Suites (under 70 m ²)	\$128	\$130	\$133	\$135	\$138
Schools (per classroom)	\$168	\$172	\$175	\$179	\$182
Condominiums (per unit)	\$168	\$172	\$175	\$179	\$182
Motel/Hotel (per unit)	\$87	\$88	\$90	\$92	\$94
Business	\$168	\$172	\$175	\$179	\$182
Public House/Restaurant	\$255	\$260	\$265	\$271	\$276
Community Hall	\$168	\$172	\$179	\$179	\$182
Connection Fees					
Residential ¾" (19mm) diameter \$5,000 + Water Meter					
Commercial and/or over ¾" diameter \$7,500 + Water Meter & Backflow Prevention Device (if applicable)					
Chargeable Rates for Miscellaneous Works					
<ul style="list-style-type: none"> ▶ Cost of Materials plus 25% ▶ Serviceman \$80 per hour (minimum charge two (2) hours) ▶ Trades or Expertise – Rate plus 25% 					

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5780
 SCHEDULE A**

<u>GALENA SHORES WATERWORKS</u>					
Annual Water User Fee	2017	2018	2019	2020	2021
Single Family Residential	\$200	\$200	\$200	\$200	\$200
Connection Fees					
Residential ¾" (19mm) diameter	\$2,000 + Water Meter				
Commercial and/or over ¾" diameter	\$5,000 + Water Meter & Backflow Prevention Device (if applicable)				
Chargeable Rates for Miscellaneous Works					
<ul style="list-style-type: none"> ▶ Cost of Materials plus 25% ▶ Serviceman \$80 per hour (minimum charge two (2) hours) ▶ Trades or Expertise – Rate plus 25% 					

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5780
 SCHEDULE A**

MACARTHUR REEDMAN WATERWORKS

Annual Water User Fee	2017	2018	2019	2020	2021
Single Family Residential	\$510	\$520	\$531	\$541	\$552

Connection Fees

Residential ¾" (19mm) diameter \$2,000 +
 Water Meter

Commercial and/or over ¾" diameter \$5,000 +
 Water Meter &
 Backflow Prevention Device (if applicable)

Note: Connection Fees that were pre-paid prior to the Regional District's takeover of the water system in 2008 will be valued at the amount paid (proof of payment required) and that amount will be deducted from the current connection charge.

Chargeable Rates for Miscellaneous Works

- ▶ Cost of Materials plus 25%
- ▶ Serviceman \$80 per hour (minimum charge two (2) hours)
- ▶ Trades or Expertise – Rate plus 25%

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5780
 SCHEDULE A**

SARATOGA WATERWORKS					
Annual Water User Fee	2017	2018	2019	2020	2021
Single Family Residential	\$185	\$185	\$521	\$531	\$542
Self-contained Rental Unit	\$185	\$185	\$521	\$531	\$542
Condominiums (per unit)	\$185	\$185	\$521	\$531	\$542
Pub/Bar/Restaurant (up to 20 seats)	\$203	\$203	\$539	\$550	\$561
Pub/Bar/Restaurant (per seat over 20)	\$8	\$8	\$8	\$8	\$8
Pub/Motel Rooms	\$65	\$65	\$65	\$66	\$68
Restaurant Separate Banquet Room	\$203	\$203	\$539	\$550	\$561
Watering Vacant Neighbouring Property	\$90	\$90	\$250	\$255	\$260
Connection Fees					
Residential ¾" (19mm) diameter \$2,000 + Water Meter					
Commercial and/or over ¾" diameter \$5,000 + Water Meter & Backflow Prevention Device (if applicable)					
Chargeable Rates for Miscellaneous Works					
<ul style="list-style-type: none"> ▶ Cost of Materials plus 25% ▶ Serviceman \$80 per hour (minimum charge two (2) hours) ▶ Trades or Expertise – Rate plus 25% 					

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5780
 SCHEDULE A**

<u>SORRENTO WATERWORKS</u>					
Annual Water User Fee	2017	2018	2019	2020	2021
Single Family Residential	\$357	\$364	\$371	\$379	\$386
Schools (per classroom)	\$255	\$260	\$265	\$271	\$276
Institution/Care Home (per room)	\$255	\$260	\$265	\$271	\$276
Motel/Hotel/Resort (per room or unit)	\$102	\$104	\$106	\$108	\$110
Commercial	\$357	\$364	\$371	\$379	\$386
Public House/Restaurant	\$612	\$624	\$637	\$649	\$662
Heavy Commercial Water Use	\$816	\$832	\$849	\$866	\$883
Spray Park (up to 5,000 m ³)	\$0.61	\$0.62	\$0.64	\$0.65	\$0.66
Spray Park (over 5,000 m ³)	\$0.97	\$0.99	\$1.01	\$1.03	\$1.05
Connection Fees					
Residential ¾" (19mm) diameter \$2,000 + Water Meter					
Commercial and/or over ¾" diameter \$5,000 + Water Meter & Backflow Prevention Device (if applicable)					
Chargeable Rates for Miscellaneous Works					
<ul style="list-style-type: none"> ▶ Cost of Materials plus 25% ▶ Serviceman \$80 per hour (minimum charge two (2) hours) ▶ Trades or Expertise – Rate plus 25% 					

**CSRD WATERWORKS RATES AND REGULATION
 BYLAW NO. 5780
 SCHEDULE A**

<u>SUNNYBRAE WATERWORKS</u>					
Annual Water User Fee	2017	2018	2019	2020	2021
Single Family Residential	\$486	\$486	\$496	\$506	\$516
Community Hall	\$486	\$486	\$496	\$506	\$516
Connection Fees					
Residential ¾" (19mm) diameter \$2,000 + Water Meter					
Commercial and/or over ¾" diameter \$5,000 + Water Meter & Backflow Prevention Device (if applicable)					
Chargeable Rates for Miscellaneous Works					
<ul style="list-style-type: none"> ▶ Cost of Materials plus 25% ▶ Serviceman \$80 per hour (minimum charge two (2) hours) ▶ Trades or Expertise – Rate plus 25% 					

Any other land use classification will require an amendment to this bylaw.

**CSRD WATERWORKS RATES AND REGULATION
BYLAW NO. 5780
SCHEDULE B**

**COLUMBIA SHUSWAP REGIONAL DISTRICT WATER CONNECTION
APPLICATION FOR SERVICES AND AGREEMENT**

Water System _____

I, _____

Name

of _____ being the owner

Physical/Civic address

(or duly authorized agent of the owner) of the lands and premises described as follows:

Legal description

Mailing address

hereby apply to the Columbia Shuswap Regional District for a supply of water through a standard connection to the said premises and, in the event of this application being granted, covenant and agree to be bound by all the regulations, charges, terms and conditions set out and imposed by the Columbia Shuswap Regional District from time to time and further agree that the said Columbia Shuswap Regional District will in no case be liable for shortage or failure of water supply.

It is declared that this Agreement will be binding upon my heirs, executors, and administrators, and that all charges payable in respect of the above premises will constitute a charge against such premises, pursuant to the applicable provisions contained in the Local Government Act.

Dated this _____ day of _____, 2 _____

Owner Signature

Tax Assessment Folio No. _____

**CSRD WATERWORKS RATES AND REGULATION
BYLAW NO. 5780
SCHEDULE C**

APPLICATION FOR EXTENSION TO WATER SYSTEM

Name of Applicants/Owners: _____

Contact Information: _____

Legal Description of Property _____

Physical Address of Property _____

Name of Water System _____

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

- i) Property Title or Notice of Assessment for the property(s)
- ii) Map showing the location of the property(s) in relation to the existing service area boundary

I hereby make Application for Extension to the Water System pursuant to Columbia Shuswap Regional District Waterworks Rates and Regulation Bylaw and declare the information contained herein is to the best of my knowledge, factual and correct. It is understood that the information collected above will be used for the processing of this application and that this application may not be considered if the property(s) is not contiguous to the existing service area boundary.

I acknowledge that my application is subject to approval by the Regional District and that connection will not be approved until a formal assent process has been completed to allow for the inclusion of the property(s) into the service area. The formal assent process is concluded only when a bylaw amendment to the service area is adopted by the Board of the Regional District.

I acknowledge that, if my application is approved, I will be responsible for all fees payable to the Regional District associated with connection to the water system including a contribution to reserves, connection fee and annual water rates.

I acknowledge that I will engage a qualified engineer to design infrastructure required to connect my property to the CSRD water system, have the design reviewed and approved by CSRD engineers at my expense, and have the infrastructure constructed by qualified contractors under the supervision of the design engineer, all at my expense.

I agree to comply with the provisions of CSRD Waterworks Rates and Regulation Bylaw if my application is approved.

Date: _____

Signature: _____

**CSRD WATERWORKS RATES AND REGULATION
BYLAW NO. 5780
SCHEDULE D**

CONTRIBUTION TO CAPITAL RESERVE ACCOUNT

1. In addition to the required connection fee, owners of existing properties located outside the boundary of an established service area applying to connect to a Regional District water system will pay a contribution to that water system's Capital Reserve Fund for future capital infrastructure at a rate of ten (10) times the current year parcel tax of that water system for each residence and business on the property.
2. At the Regional District Board's discretion, the contribution to a capital reserve account may be calculated using other factors.

**CSRD WATERWORKS RATES AND REGULATION
BYLAW NO. 5780**

SCHEDULE E

**APPLICATION FOR USE OF ON-SITE WELL OR SURFACE WATER
FOR IRRIGATION PURPOSES**

Name of Applicants/Owners: _____
Contact Information: _____
Legal Description of Property _____
Physical Address of Property _____
Name of Water System _____

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

- i) Map showing the location of the property(s) and location of well or surface water

For the purpose of irrigation of the land described above, I hereby make Application for Use of an on-site well or surface water pursuant to Columbia Shuswap Regional District Waterworks Rates and Regulations Bylaw and declare the information contained herein is to the best of my knowledge, factual and correct.

I acknowledge that prior to my application being approved, I will require an inspection of the property and the proposed irrigation source by the Columbia Shuswap Regional District.

I agree to comply with the provisions of CSRD Waterworks Rates and Regulation Bylaw if my application is approved.

Date: _____ Signature: _____

**CSRD WATERWORKS RATES AND REGULATION
BYLAW NO. 5780
SCHEDULE F**

APPLICATION FOR USE OF BOOSTER DEVICE

Name of Applicants/Owners: _____

Contact Information: _____

Type of Device _____

Physical Address of Property _____

Name of Water System _____

For the purpose of increasing water pressure to my premise, I hereby make Application for Use of a booster device pursuant to Columbia Shuswap Regional District Waterworks Rates and Regulations Bylaw and declare the information contained herein is to the best of my knowledge, factual and correct.

I acknowledge that prior to my application being approved, I will require an on-site inspection of the booster device by the Columbia Shuswap Regional District.

I agree to comply with the provisions of CSRD Waterworks Rates and Regulation Bylaw if my application is approved.

Date: _____

Signature: _____

**CSRD WATERWORKS RATES AND REGULATION
BYLAW NO. 5780
SCHEDULE G**

SPECIAL USE PERMIT – EXEMPTION FROM SPRINKLING RESTRICTIONS

Name of Applicants/Owners: _____

Contact Information: _____

Physical Address of Property _____

Name of Water System _____

Reason/Fee for Special Use Permit:

\$20 Special Use Permit Fee New Sod Newly Seeded Lawn

The application fee for this Special Use Permit is non-refundable.

This permit must be displayed at the premises for which it was issued.

The Columbia Shuswap Regional District reserves the right to suspend this permit for conservation purposes and without notice.

New sod may be sprinkled for a period of 21 days after installation provided a permit has been issued.

Newly seeded lawn may be sprinkled for a period of 49 days or until growth is established, whichever is less, provided a permit has been issued.

The length of the permit will be determined when the permit is issued.

**This permit allows the holder to sprinkle on a daily basis
between the hours of 6 AM to 11 AM and 6 PM and 11 PM ONLY
for the period specified below (DATE OF ISSUE TO DATE OF EXPIRY):**

DATE OF ISSUE _____ DATE OF EXPIRY: _____

I agree to comply with the provisions of CSRD Waterworks Rates and Regulation Bylaw if my application is approved.

Date: _____

Signature: _____



BOARD REPORT

TO: Chair and Directors

File No: BL 5782

SUBJECT: Proposed Amendments to Ticket Information Utilization Bylaw No. 5776

DESCRIPTION: Report from Lynda Shykora, Deputy Manager, Corporate Administration Services, dated July 6, 2018.

RECOMMENDATION #1: THAT: "CSR D Ticket Information Utilization Amendment Bylaw No. 5782" be read a First, Second and Third time this 19th day of July, 2018.

RECOMMENDATION #2: THAT: "CSR D Ticket Information Utilization Amendment Bylaw No., 5782" be adopted this 19th day of July, 2018.

SHORT SUMMARY:

A ticketing regime is one of the enforcement tools available to be utilized by Bylaw Enforcement Officers. On May 17th, 2018 the Board adopted a new Ticket Information Utilization Bylaw No. 5776 (replacing a former one). With the adoption of three new regulatory bylaws, there are amendments needed to the ticketing bylaw. The attached amendment Bylaw No. 5782 designates three additional bylaws for issuance of ticketing, and the fine amounts applicable to each offence. The regulatory bylaws being proposed to add to the ticketing regime are:

Building Service Regulation Bylaw No. 660;

Noise Service Regulation Bylaw No. 5754; and

Ranchero/Deep Creek Zoning Bylaw No. 751.

The CSR D Water Rates and Regulation Bylaw No. 5744 is being proposed to be replaced by CSR D Water Rates and Regulation Bylaw No. 5780 at the July Board meeting. Given this change, staff have incorporated the new Water Rates and Regulation Bylaw No. 5780 as part of the Ticketing Amendment Bylaw.

VOTING: Unweighted Corporate LGA Part 14 (Unweighted) Weighted Corporate Stakeholder (*Weighted*)

BACKGROUND:

When regulatory bylaws are adopted there are typically corresponding amendments needed to the Ticket Information Utilization Bylaw to establish the authority to ticket for offences under the regulatory bylaw, as appropriate.

POLICY:

The Local Government Act provides the Regional District the authority, by bylaw, to establish a ticket information bylaw. The Community Charter provides a local government the authority to designate bylaw enforcement officers, and to authorize the use of tickets for violation of bylaw offences.

FINANCIAL:

Any bylaw enforcement costs are marginally offset by monies collected through the payment of ticket(s) issued for offences identified in the bylaw. Bylaw Enforcement staffing costs are allocated to the Bylaw Enforcement budget function.

KEY ISSUES/CONCEPTS:

It is important to have the authority to ticket for bylaw offences when fines for offences are considered appropriate. The amending bylaw proposed sets out a list of ticketable offences under the newly established CSRD Building Service Regulation Bylaw, the Noise Regulation Bylaw, and the Rancho/Deep Creek Zoning Bylaw. It also adds an update to reflect a potential change to CSRD Waterworks Rates and Regulations Bylaw number.

IMPLEMENTATION:

The designated Bylaw Enforcement Officers, Animal Control Officer, and the RCMP will be advised of the updated schedule of offences to utilize should a bylaw enforcement complaint result in enforcement action.

COMMUNICATIONS:

Copies of the consolidated version of the CSRD Ticket Information Utilization Bylaw will be distributed to those individuals designated as Bylaw Enforcement Officers, the Animal Control Officer, and to the RCMP detachments that serve the CSRD's electoral areas. The updated bylaw will also be published on the CSRD website.

DESIRED OUTCOMES:

That the Board endorse staff recommendations.

BOARD'S OPTIONS:

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

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. NA

Report Approval Details

Document Title:	Amendments to Ticket Information Utilization Bylaw No. 5776.docx
Attachments:	- BL5782 Ticket Information Utilization Amendment.pdf
Final Approval Date:	Jul 10, 2018

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



Charles Hamilton - Jul 10, 2018 - 4:14 PM

COLUMBIA SHUSWAP REGIONAL DISTRICT

BYLAW NO. 5782

A bylaw to amend CSRD Ticket Information Utilization Bylaw No. 5776.

WHEREAS the Board of the Columbia Shuswap Regional District has adopted Bylaw No. 5776, cited as "CSRD Ticket Information Utilization Bylaw No.5776" to authorize the use of municipal ticket information for the enforcement of certain bylaws, to authorize the use of certain words or expressions, to designate certain bylaw offences, and to set certain fine amounts;

AND WHEREAS it is deemed desirable to amend Bylaw No. 5776 to update Schedule 1 and Schedule 2;

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

1. Schedule 1 of Bylaw No. 5776 is hereby deleted and replaced with the attached Schedule 1.
2. Schedule 2 of Bylaw No. 5776 is hereby deleted and replaced with the attached Schedule 2-6.
3. This bylaw may be cited as "CSRD Ticket Information Utilization Amendment Bylaw No. 5782".

READ a first time this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

CHIEF ADMINISTRATIVE OFFICER

CHAIR

CERTIFIED a true copy of
Bylaw No. 5782 as adopted.

Deputy Manager of Corporate
Administration Services

CSRD Ticket Information Utilization

SCHEDULE 1

COLUMN 1 DESIGNATED BYLAWS	COLUMN 2 DESIGNATED BYLAW ENFORCEMENT OFFICER
Noise Bylaw No. 5754	RCMP
Lakes Zoning Bylaw No. 900	CSRD Bylaw Enforcement Officer RCMP
Fireworks/Firecracker Regulation Bylaw No. 5509	CSRD Bylaw Enforcement Officer RCMP
Columbia Shuswap Regional District Community Parks Regulation Bylaw No. 5556	CSRD Bylaw Enforcement Officer RCMP
Fireworks/Firecracker Area 'E' Regulation Bylaw No. 5601	CSRD Bylaw Enforcement Officer RCMP
Illegal Dumping Regulation Bylaw No. 5615	CSRD Bylaw Enforcement Officer RCMP
Refuse Disposal Facilities Tipping Fee and Regulation Bylaw No. 5759	CSRD Bylaw Enforcement Officer RCMP
Area 'F' Dangerous Dog Control Regulation Bylaw No. 5669	CSRD Bylaw Enforcement Officer Dog Control Officer RCMP
Electoral Area C Dog Control Bylaw No. 5747	CSRD Bylaw Enforcement Officer Dog Control Officer RCMP
Ranchero Dog Control Bylaw No. 5748	CSRD Bylaw Enforcement Officer Dog Control Officer RCMP

CSRD Ticket Information Utilization

SCHEDULE 1 (Cont.)

COLUMN 1 DESIGNATED BYLAWS	COLUMN 2 DESIGNATED BYLAW ENFORCEMENT OFFICER
Building Bylaw No. 660	CSRD Bylaw Enforcement Officer CSRD Building Official
Anglemont Zoning Bylaw No. 650	CSRD Bylaw Enforcement Officer
South Shuswap Zoning Bylaw No. 701	CSRD Bylaw Enforcement Officer
Ranchero / Deep Creek Zoning Bylaw No. 751	CSRD Bylaw Enforcement Officer
Magna Bay Zoning Bylaw No. 800	CSRD Bylaw Enforcement Officer
Scotch Creek/Lee Creek Zoning Bylaw No. 825	CSRD Bylaw Enforcement Officer
Electoral Area 'B' Zoning Bylaw No. 851	CSRD Bylaw Enforcement Officer
Rural Sicamous Land Use Bylaw No. 2000	CSRD Bylaw Enforcement Officer
Salmon Valley Land Use Bylaw No. 2500	CSRD Bylaw Enforcement Officer
Salmon Valley Floodplain Management Bylaw No. 2600	CSRD Bylaw Enforcement Officer
Kault Hill Rural Land Use Bylaw No. 3000	CSRD Bylaw Enforcement Officer
CSRD Cross Connection Control Bylaw No. 5726	CSRD Bylaw Enforcement Officer
CSRD Waterworks Rates and Regulations Bylaw No. 5780	CSRD Bylaw Enforcement Officer

CSRD Ticket Information Utilization

SCHEDULE 2

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Noise Bylaw No. 5754:		
Allow or permit noise from real property that disturbs persons on the same property or in the neighborhood or vicinity of that property	3.1(a)	\$500
Permitting noise on a highway or other public place that disturbs persons in the neighborhood or vicinity of that place.	3.1(b)	\$500
Between the hours of 10 PM and 8 AM, the use of a megaphone, microphone or other voice amplification device, or shouting, clamouring, banging or making similarly disruptive sounds, whether produced outdoors or from the occupants within a premises, vehicle or vessel, such that the sound can be heard from a neighbouring lot or from another premises in the vicinity	3.2(a)	\$500
Between the hours of 10 PM and 8 AM, sound from a radio, stereophonic equipment, television, musical instrument, computer or other instrument or other apparatus for the production or amplification of sound, whether produced outdoors or from within a premises, vehicle or vessel, such that the sound can be heard from a neighbouring lot or from another premises in the vicinity	3.2(b)	\$500
Between the hours of 10:00 PM and 7:00 AM, no person shall construct, erect, reconstruct, alter, repair or demolish any building, structure or thing or excavate or fill in land in any manner so as to generate any noise that can be heard from a neighbouring lot or from another premises in the vicinity	3.2(c)	\$500

CSRD Ticket Information Utilization

SCHEDULE 3

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Lakes Zoning Bylaw No. 900		
Obstructing an officer	2.6.1(d)	\$500
Unauthorized use or structure	3.2	\$200
Exceeding maximum number of swimming platforms	3.4.1	\$200
Unauthorized use of swimming platform	3.4.2(a), (b), & (c)	\$200
Exceeding maximum size of swimming platforms	3.4.2(d)	\$200
Violation of setbacks of swimming platforms	3.4.2(e)	\$200
Unauthorized use FR1 FR2 FM1 FM2 FM3 FG1 FG2 FC1 FC2 FC3 FC4 FI FP FW	4.4.1 4.5.1 4.6.1 4.7.1 4.8.1 4.9.1 4.10.1 4.11.1 4.12.1 4.13.1 4.14.1 4.15.1 4.16.1 4.17.1	\$500
Exceeding maximum number of docks, private mooring buoys or berths FR1 FR2 FM1 FM2 FM3 FG1 FG2 FC1 FC2 FC3 FC4 FI	4.4.2(a) 4.5.2(a) 4.6.2(a) 4.7.2(a), (b) 4.8.2(a), (b) 4.9.2(a) 4.10.2(a) 4.11.2(a) 4.12.2(a), (b) 4.13.2(a), (b) 4.14.2(a), (b) 4.15.2(a)	\$200

CSRD Ticket Information Utilization

SCHEDULE 3 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Lakes Zoning Bylaw No. 900 (cont.):		
Exceeding maximum size of docks or walkways, including length and width FR1 FR2 FM1 FM2 FM3 FG1 FG2 FC1 FC2 FC3 FC4 FI	4.4.2(b) 4.5.2(b) 4.6.2(b) 4.7.2(c) 4.8.2(c) 4.9.2(b) 4.10.2(b) 4.11.2(b) 4.12.2(c) 4.13.2(c) 4.14.2(c) 4.15.2(b)	\$200
Violation of setbacks for docks, private mooring buoys or boat lifts FR1 FR2 FM1 FM2 FM3 FG1 FG2 FC1 FC2 FC3 FC4 FI	4.4.2(c) 4.5.2(c) 4.6.2(c) 4.7.2(d) 4.8.2(d) 4.9.2(c) 4.10.2(c) 4.11.2(c) 4.12.2(d) 4.13.2(d) 4.14.2(d) 4.15.2(c)	\$200
Fireworks/Firecracker Regulation Bylaw No. 5509:		
Selling or distributing Fireworks	4	\$300
Possessing, Firing, Setting Off or Discharging Firecrackers	5	\$200
Possessing or discharging Fireworks without a Permit	6	\$200
Discharging Fireworks in contravention of a Permit	12	\$200

CSR D Ticket Information Utilization

SCHEDULE 3 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Columbia Shuswap Regional District Community Parks Regulation Bylaw No. 5556		
Causing a nuisance	2(1)	\$200
Obstructing or interfering with use of a park	2(2)	\$200
Using obscene language	2(3)	\$100
Making or causing a noise disturbance/undue noise	2(4)	\$200
Operating devices that make noise or disturb the peace between 10 pm & 7 am	2(5)	\$200
Setting or maintaining a fire in a location other than provided	3(1)	\$200
Burning vegetation	3(2)	\$200
Leaving a fire unattended	3(3)	\$200
Discarding burning material	3(4)	\$200
Storing material in an unauthorized location	4	\$100
Possessing or using alcohol	5	\$200
Bringing equine/pack animals into a park	6	\$100
Bringing domestic animals into prohibited areas	7(1)a)b)c)	\$100
Allowing animals off leash in designated leash areas	7(3)	\$100
Uncontrolled animal	7(4)	\$100
Animal causing disturbance	7(5)(a)	\$100
Animal causing injury	7(5)(b)	\$200
Animal damaging property	7(5)(c)	\$100
Animal chasing wildlife	7(5)(d)	\$100

CSR D Ticket Information Utilization

SCHEDULE 3 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Columbia Shuswap Regional District Community Parks Regulation Bylaw No. 5556 (cont.):		
Animal damaging vegetation	7(5)(e)	\$100
Animal at large	7(5)(f)	\$100
Failing to remove pet/animal excrement	7(6)	\$100
Failing to comply with order to remove pet/animal from a park	7(7)	\$200
Failing to obey day use area hours	8(1)	\$100
Carrying out commercial activities within a park	9	\$100
Parking illegally	10(1)a)	\$100
Blocking or obstructing traffic	10(1)b)i	\$100
Vehicle/watercraft causing damage	10(1)b)ii	\$100
Vehicle/watercraft interfering with park use	10(1)b)iii	\$100
Vehicle/watercraft in park after hours	10(2)	\$100
Parking in non-designated areas	10(2)b)	\$100
Operating/using a motor vehicle, ATV or snowmobile in non-designated areas	11	\$100
Using a watercraft in a swim area	12(1)	\$100
Using a watercraft within 30 meters of a swimming area	12(2)	\$100
Docking, mooring or anchoring watercraft contrary to posted sign	12(3)	\$100
Operating aircraft	13	\$100
Possessing firearms, bows or crossbows	14(1)(2)	\$400
Feeding wildlife	15	\$100
Using fireworks or firecrackers	16	\$200

CSRD Ticket Information Utilization

SCHEDULE 3 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Columbia Shuswap Regional District Community Parks Regulation Bylaw No. 5556 (cont.):		
Vandalizing, damaging or destroying park structures/equipment	17(1) a)	\$200
Damaging, destroying or removing natural resources	17(1) b) c)	\$200
Engaging in research or collection without a permit	17(1) d)	\$200
Removing water excerpt for personal consumption while in a park	17(1) e)	\$200
Littering	18(1)	\$200
Transporting refuse or soil into a park for disposal	18(2) (4)	\$200
Allowing waste to contaminate the ground or air	18(3)	\$200
Camping without registering	19(1) (2) 20(1)	\$200
Failing to comply with park regulations	19(4)c)	\$100
Being in a park after hours without registering	19(5)	\$100
Exceeding one vehicle per campsite	21	\$100
Exceeding six persons per campsite	22	\$100
Failing to pay park use fees	23	\$100
Failing to comply with park use permit	25-26	\$100
Disobeying eviction/refusing to leave the park	29	\$300
Obstructing or interfering with an enforcement officer	30(2)	\$500
Fireworks/Firecracker Area 'E' Regulation Bylaw No. 5601:		
Selling or distributing Fireworks	3	\$300
Possessing, Firing, Setting Off or Discharging Firecrackers	4	\$200
Possessing or discharging Fireworks without a Permit	5	\$200
Discharging Fireworks in contravention of a Permit	11	\$200

CSRD Ticket Information Utilization

SCHEDULE 3 (Cont.)

COLUMN 1 OFFENCE COMMITTED	COLUMN 2 SECTION	COLUMN 3 FINE
Illegal Dumping Regulation Bylaw No. 5615		
Depositing or Disposing of Refuse at a location other than an authorized facility	1	\$500
Depositing or Disposing of Refuse in a container that is scheduled for delivery to a location other than an authorized facility	1	\$500
Refuse Disposal Facilities Tipping Fee and Regulation Bylaw No. 5759:		
Disposing of waste which originated from outside the Regional District	5	\$200
Disposing of prohibited waste at a facility	6	\$200
Disposing of waste at a facility when the facility is closed	7	\$200
Entering a facility when the facility is closed	7	\$200
Disposing of waste in a location that is not designated for that purpose	8	\$200
Acting in a manner contrary to instructions	10	\$200
Unsecured load	1.1 of Schedule B	\$200

CSRD Ticket Information Utilization

SCHEDULE 4

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Area 'F' Dangerous Dog Control Regulation Bylaw No. 5669:		
Obstructing a Dog Control Officer	4	\$200
Attacking, biting, inflicting injury, assaulting or viciously pursuing a person or domestic animal	8	\$200
Dog Control Regulation Area C Bylaw 5747 Dog Control Regulation Rancho Bylaw 5748		
Obstructing a Dog Control Officer	6	\$200
Keeping more than four (4) dogs where unauthorized by zoning bylaw	10	\$100
Unlicensed Dog	11	\$100
Dog tag not affixed	17	\$50
Dog running at large	23	\$50
Barking dog	24	\$100
Dog in prohibited area	26	\$50
Nuisance dog	28	\$100
Aggressive dog	28	\$200
Attacking or viciously pursuing a person or domestic animal	28	\$200

CSRD Ticket Information Utilization

SCHEDULE 5

COLUMN 1 OFFENCE COMMITTED	COLUMN 2 SECTION	COLUMN 3 FINE
Building Bylaw No. 660:		
Commence or continue any construction, alteration, excavation, reconstruction, demolition, removal, relocation or change the use or occupancy of any building or structure, including other work related to construction	4.1	\$500
Occupy or permit the occupancy of any building without a final inspection or contrary to the terms of any permit or any notice given by the Building Official	4.2	\$500
Knowingly submit false or misleading information to a Building Official in relation to any permit application or construction undertaken under this bylaw	4.3	\$500
Erasing, altering or modify plans or supporting documents already approved by Building Official	4.4	\$500
Reverse, alter, deface, cover, remove or in any way tamper with any notice, permit or certificate posted or affixed to a building or structure pursuant to this bylaw	4.5	\$500
Unauthorized variance from accepted design or plans for which a permit has been issued	4.6	\$500
Interfere or obstruct entry of a Building Official or other authorized official of the Regional District	4.7	\$500
Contravene a notice issued by a Building Official issued under section 6.6	4.9	\$500
Changing use, occupancy or both of a building or structure or a part of a building or structure without first applying for and obtaining a building permit under this bylaw	4.10	\$500

CSRD Ticket Information Utilization

SCHEDULE 6

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Anglemont Zoning Bylaw No. 650:		
Obstructing an officer	2.5(d)	\$500
Unauthorized use of land, building(s) or structure(s) each zone RR-60 RR-4 CR RS-1 RS-5 RM-2 CG-2 P-4	5.3.1 5.4.1 5.5.1 5.6.1 5.7.1 5.8.1 5.9.1 5.10.1	\$500
Violation of setbacks regulations for buildings, structures and uses RR-60 RR-4 CR RS-1 RS-5 RM-2 CG-2 P-4	5.3.2(f) 5.4.2(f) 5.5.2(g) 5.6.2(g) 5.7.2(g) 5.8.2(f) 5.9.2(e) 5.10.2(e)	\$200
Exceeding maximum number of dwelling units RR-60 RR-4 CR RS-1 CG-2	5.3.2(d) 5.4.2(d) 5.5.2(e) 5.6.2(e) 5.9.2(g)	\$500
Exceeding maximum density of dwelling units per parcel RS-5 RM-2	5.7.2(e) 5.8.2(e)	\$500
Exceeding maximum height regulations for buildings or structures RR-60 RR-4 CR RS-1 RS-5 RM-2 CG-2 P-4	5.3.2(e) 5.4.2(e) 5.5.2(f) 5.6.2(f) 5.7.2(f) 5.8.2(d) 5.9.2(d) 5.10.2(d)	\$200

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Anglemont Zoning Bylaw No. 650 (cont.):		
Exceeding maximum parcel coverage regulations RR-60 RR-4 CR RS-1 RS-5 RM-2 CG-2 P-4	5.3.2(c) 5.4.2(c) 5.5.2(d) 5.6.2(d) 5.7.2(d) 5.8.2(c) 5.9.2(c) 5.10.2(c)	\$200
Exceeding maximum floor area of accessory building regulations RR-4 CR RS-1 RS-5 RM-2	5.4.2(i) 5.5.2(i) 5.6.2(i) 5.7.2(i) 5.8.2(i)	\$200
Exceeding minimum horizontal dimensions of largest floor of a single family dwelling regulations RR-60 RR-4 CR RS-1 RS-5	5.3.2(h) 5.4.2(h) 5.5.2(h) 5.6.2(i) 5.7.2(i)	\$200
Exceeding minimum parcel size on which limited agriculture is permitted	5.6.2 (k)	\$200
Violation(s) of parking and loading regulations	Part 4 Table 1	\$200
Violation(s) of home business regulations	3.4	\$200
Violation(s) of campsite regulations	3.14	\$500
Violation(s) of guest accommodation regulations	3.10	\$500
Violation(s) of accessory building regulations	3.7	\$200
Violation(s) of basement suite regulations	3.9	\$500
Violation(s) of floodplain regulations	3.5 and 3.6	\$200

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1 OFFENCE COMMITTED	COLUMN 2 SECTION	COLUMN 3 FINE
South Shuswap Zoning Bylaw No. 701:		
Obstructing an officer	2.5.5	\$500
Unauthorized use of land, building(s) or structure(s) AR1 AR2 RR1 RR2 RR3 RR4 R1 R2 CH1 CH2 LH MHP SH C1 C2 C3 C4 C5 C6 C7 C8 P1 GC M1 M2 CDC 1 CDC 2 CDC 3 CDC 4	5.1 6.1 7.1 8.1 9.1 10.1 11.1 12.1 13.1 14.1 15.1 16.1 17.1 18.1 19.1 20.1 21.1 22.1 23.1 29.1 25.1 24.1 27.1 28.1 30.1 31.1 & 31.3 32.1, 32.3, 32.5, 32.7, & 32.9 33.1 & 33.2 34.1, 34.3, 34.5, 34.7, & 34.9	\$500

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1 OFFENCE COMMITTED	COLUMN 2 SECTION	COLUMN 3 FINE
South Shuswap Zoning Bylaw No. 701 (cont.):		
Violation of setbacks regulations for buildings, structures and uses AR1 AR2 RR1 RR2 RR3 RR4 R1 R2 CH1 CH2 LH MHP SH C1 C2 C3 C4 C5 C6 C7 C8 P1 GC M1 M2 CDC 1 CDC 2 CDC 3 CDC 4	5.2.5 & 5.2.6 6.2.5 & 6.2.6 7.2.5 8.2.5 9.2.5 10.2.5 11.2.4 12.2.6 13.2.3 14.2.3 15.2.5, .6, & .7 16.2.6 17.2.4 18.2.5 19.2.3 20.2.3 21.2.5 22.2.5 23.2.5 29.2.4 25.2.4 24.2.4 27.2.3 28.2.4 30.2.5 31.2.4, 31.4.3 32.2.4, 32.4.4, 32.6.4, 32.8.4, & 32.10.3 33.3.5, 33.4.4, & 33.5.3 34.2.6, 34.4.5, 34.6.5, 34.8.3, &34.10.3	\$200

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1 OFFENCE COMMITTED	COLUMN 2 SECTION	COLUMN 3 FINE
South Shuswap Zoning Bylaw No. 701 (cont.):		
Violation of height regulations for buildings, structures and uses AR1 AR2 RR1 RR2 RR3 RR4 R1 R2 CH1 CH2 LH MHP SH C1 C2 C3 C4 C5 C6 C7 C8 P1 GC M1 M2 CDC 1 CDC 2 CDC 3 CDC 4	5.2.4 6.2.4 7.2.4 8.2.4 9.2.4 10.2.4 11.2.3 12.2.5 13.2.2 14.2.2 15.2.3 16.2.5 17.2.3 18.2.4 19.2.2 20.2.2 21.2.4 22.2.4 23.2.4 29.2.3 25.2.3 24.2.3 27.2.2 28.2.3 30.2.3 31.2.3, 31.4.2 32.2.3, 32.4.3, 32.6.3, 32.8.3, & 32.10.2 33.3.4, 33.4.3, & 33.5.2 34.2.5, 34.4.4, 34.6.4, 34.8.2, & 34.10.2	\$200

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1 OFFENCE COMMITTED	COLUMN 2 SECTION	COLUMN 3 FINE
South Shuswap Zoning Bylaw No. 701 (cont.):		
Exceeding maximum number or density of dwellings		\$500
AR1	5.2.2	
AR2	6.2.2	
RR1	7.2.2	
RR2	8.2.2	
RR3	9.2.2	
RR4	10.2.2	
R1	11.2.2	
R2	12.2.2 & 12.2.8	
CH2	14.2.5	
LH	15.2.1	
MHP	16.2.2 & 16.2.3	
SH	17.2.2 & 17.2.6	
C1	18.2.3 & 18.2.6	
C4	21.2.3	
C5	22.2.2	
C6	23.2.2	
C7	29.2.2	
C8	25.2.2	
P1	24.4.2	
M1	28.2.2	
M2	30.2.2	
CDC 1	31.2.2	
CDC 2	32.2.2, 32.4.2, 32.6.2, & 32.8.2	
CDC 3	33.3.2, 33.4.6, & 33.5.5	
CDC 4	34.2.4	

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
South Shuswap Zoning Bylaw No. 701 (cont.):		
Exceeding maximum number of cottages		\$500
AR1	5.2.3	
AR2	6.2.3	
RR1	7.2.3	
RR2	8.2.3	
RR3	9.2.3	
RR4	10.2.3	
CH2	14.2.6	
LH	15.2.2	
CDC 2	32.6.3, 32.8.3	
Exceeding maximum coverage regulations		\$200
RR1	7.2.6	
RR2	8.2.6	
RR3	9.2.6	
RR4	10.2.6	
R1	11.2.5	
R2	12.2.7	
CH1	13.2.4	
CH2	14.2.4	
MHP	16.2.4	
SH	17.2.8	
C1	18.2.7	
C2	19.2.4	
C3	20.2.4	
C4	21.2.7	
C5	22.2.7	
C6	23.2.6	
C7	29.2.5	
C8	25.2.5	
M1	28.2.6	
M2	30.2.6	
CDC 1	31.2.5	
CDC 2	32.2.5, 32.4.5, 32.6.5, 32.8.5	
CDC 3	33.3.6, 33.4.5, & 33.5.5	
CDC 4	34.2.7, 34.4.6, & 34.6.6	

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
South Shuswap Zoning Bylaw No. 701 (cont.):		
Exceeding maximum gross floor area R2 CDC 4	12.2.4 34.4.7 & .8, 34.6.7 & .8	\$200
Exceeding maximum number of seasonal modular buildings and/or resort residential spaces	34.4.2 & 34.6.2	\$200
Exceeding maximum number of seasonal modular buildings and/or resort residential spaces per parcel	34.4.3 & 34.6.3	
Violation(s) of parking and loading regulations	Schedule B	\$200
Violation(s) of home business regulations	3.12	\$200
Violation(s) of home industry regulations	3.13	\$200
Violation(s) of bed and breakfast regulations	3.14	\$200
Violation(s) of portable sawmill regulations	3.15, 15.2.7 & .8	\$200
Violation(s) of screening regulations LH MHP C1 C2 C3 C4 C5 C7 C8	15.3 16.3 18.3 19.3 20.3 21.3 22.3 29.3 25.3	\$200
Violation(s) of sight triangle regulations	3.7	\$200
Violation(s) of floodplain specification regulations	3.16, 3.17, & 3.18	\$200

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Ranchero/Deep Creek Zoning Bylaw No. 751:		
Obstructing an officer	1.8 (d)	\$500
Violation of visibility at intersections regulations	3.4	\$500
Violation(s) of floodplain specification regulations	3.11 & 3.13	\$200
Violation(s) of accessory building and use regulations	3.14.1 & 3.14.2 3.15	\$200
Violation(s) of second dwelling regulations	3.16	\$200
Violation(s) of home occupation regulations	3.17	\$200
Violation(s) of bed and breakfast regulations	3.20	\$200
Violation(s) of vacation rental regulations	3.21	\$200
Violation(s) of outdoor storage regulation	3.22	\$200
Violation(s) of residential campsite regulations	3.23	\$200
Violation(s) of fences regulations	3.24	\$200
Violation(s) of shipping containers regulations	3.25	\$200
Violation(s) of cannabis production facilities	3.26	\$200
Unauthorized use of land, building(s) or structure(s) RSC RH AG1 MH RR1 MHP1 RM1 VR CDD1 DA1 CDD1 DA2 CDD1 DA3 HC ID1 GC PI PK	4.4.2 & 4.4.3 4.5.2, 4.5.3, 4.5.4(j) 4.6.2 & 4.6.3 4.8.2 & 4.8.3 4.9.2 & 4.9.3 4.10.2 & 4.10.3 4.11.2 & 4.11.3 4.12.2 & 4.12.3 4.13.1 & 4.13.2 4.13.1 & 4.13.2 4.13.1 & 4.13.2 4.14.2 & 4.14.3 4.15.2 & 4.15.3 4.16.2 & 4.16.3 4.17.2 & 4.17.3 4.18.2 & 4.18.3	\$500

CSR Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Ranchero/Deep Creek Zoning Bylaw No. 751 (cont.):		
Unauthorized use FW FP FR1 FM1 FG1	4.19.2 & 4.19.3 4.20.2 & 4.20.3 4.21.2 & 4.21.3 4.22.2 & 4.22.3 4.23.2 & 4.23.3	\$500
Exceeding maximum parcel coverage regulations RSC RH AG1 MH RR1 MHP1 RM1 VR CDD1 DA1 CDD1 DA2 CDD1 DA3 HC ID1 GC PI PK	4.4.4(c) 4.5.4(c) 4.6.4(c) 4.8.4(c) 4.9.4(c) 4.10.4(c) 4.11.4(c) 4.12.4(c) 4.13.3(c) 4.13.3(c) 4.13.3(c) 4.14.4(c) 4.15.4(c) 4.16.4(c) 4.17.4(c) 4.18.4(c)	\$200
Exceeding maximum number of dwellings RH AG1 MH RR1 MHP1 (caretaker) VR CDD1 DA1 CDD1 DA2 HC ID1	4.5.4(d) 4.6.4(d) 4.8.4(d) 4.9.4(d) 4.10.4(d) 4.12.4(d) 4.13.3(d) 4.13.3(d) 4.14.4(d) 4.15.4(d)	\$500
Exceeding maximum number of secondary dwelling units RH AG1 MH RR1 VR ID1	4.5.4(e) 4.6.4(e) 4.8.4(e) 4.9.4(e) 4.12.4(f) 4.15.4(e)	\$500

CSR Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Ranchero/Deep Creek Zoning Bylaw No. 751 (cont.):		
Exceeding maximum height regulations for buildings or structures Exempted structures, radio transmission towers, or water towers Fencing RSC RH AG1 MH RR1 MHP1 RM1 VR CDD1 DA1 CDD1 DA2 CDD1 DA3 HC ID1 GC PI PK	3.6.2 3.24.1 – 3.24.3 4.4.4(d) 4.5.4(f) 4.6.4(f) 4.8.4(f) 4.9.4(f) 4.10.4(i) 4.11.4(e) 4.12.4(h) 4.13.3(f) 4.13.3(e) 4.13.3(d) 4.14.4(f) 4.15.4(f) 4.16.4(d) 4.17.4(d) 4.18.4(d)	\$200
Exceeding maximum habitable floor space of secondary dwelling unit regulations RH AG1 MH RR1 VR	4.5.4(g) 4.6.4(g) 4.8.4(g) 4.9.4(g) 4.12.4(g)	\$200
Exceeding maximum density MHP1 RM1 FR1 FM1 FG1	4.10.4(e) 4.11.4(d) 4.21.3(a) 4.22.3(a) 4.23.3(d)	\$500

CSR Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Ranchero/Deep Creek Zoning Bylaw No. 751 (cont.):		
Violation of setbacks regulations for buildings, structures and uses Ministry of Transportation and Infrastructure setback Agricultural setbacks RSC RH AG1 MH RR1 MHP1 RM1 VR CDD1 DA1 CDD1 DA2 CDD1 DA3 HC ID1 GC PI PK	3.3 3.19 4.4.4(e) 4.5.4(i) & 4.5.4(j) 4.6.4(i) 4.8.4(j) 4.9.4(j) 4.10.4(m) 4.11.4(i) 4.12.4(i) 4.13.3(g) 4.13.3(f) 4.13.3(e) 4.14.4(g) 4.15.4(g) 4.16.4(e) 4.17.4(e) 4.18.4(e)	\$200
Exceeding the maximum gross floor area of an accessory building MH RR1 MHP1 RM1 VR PI	4.8.4(h) 4.9.4(h) 4.10.4(h) 4.11.4(j) 4.12.4(e)	\$200
Violation of maximum number of accessory buildings MHP1 RM1	4.10.4(f) & 4.10.4(g) 4.11.4(f)	\$200
Violation of minimum gross floor area of manufactured home	4.10.4(j)	\$200
Exceeding the maximum gross floor area of a home occupation MHP1 RM1	4.10.4(l) 4.11.4(h)	\$200
Exceeding the maximum size of accessory buildings	4.11.4(g)	\$200

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Ranchero/Deep Creek Zoning Bylaw No. 751 (cont.):		
Violation of minimum separation distance between manufactured homes	4.10.4(n)	\$200
Exceeding the maximum number of beds for overnight accommodation	4.13.3(e)	\$200
Exceeding the combined maximum number of commercial lodging units	4.14.4(e)	\$500
Violation of vehicle repair and manufacturing regulations	4.14.4(h)	\$200
Violation of screening regulations HC ID1 GC	4.14.5 4.15.5 4.16.5	\$200
Violation of kennel regulations	4.15.4(h)	\$200
Exceeding dock, walkway, swimming platform size regulations FP FR1 FM1 FG1	4.20.3(a) 4.21.3(a) 4.22.3(b) 4.23.3(e)	\$200
Violation of location and siting regulations for docks, swimming platforms, or buoys FP FR1 FM1 FG1	4.20.3(b) 4.21.3(b) 4.22.3(c) 4.23.3(f)	\$200
Violation(s) of parking and loading regulations	5.0 - 5.7 and Tables 2 & 3	\$200
Violation(s) of signage regulations	6.0 – 6.7	\$200
Violation(s) of manufactured home park regulations	7.0 – 7.10	\$200
Violation(s) of beekeeping regulations	8.0 – 8.5	\$200

CSR D Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Magna Bay Zoning Bylaw No. 800:		
Obstructing an officer	2.5(d)	\$200
Unauthorized use of land, building(s) or structure(s) A R CR RS MSR GC IG P CD-1	5.2(1) 5.3(1) 5.4(1) 5.5(1) 5.6(1) 5.7(1) 5.8(1) 5.9(1) 5.11(1), (3), and (5)	\$500
Violation of setback regulations for buildings, structures and uses A R CR RS MSR GC IG P CD-1	5.2(2)(f) 5.3(2)(f) 5.4(2)(f) 5.5(2)(f) 5.6(2)(d) 5.7(2)(f) 5.8(2)(c) 5.9(2)(e) 5.11(2)(e), (4)(f), & (6)(e)	\$200
Exceeding maximum number or density of dwelling units A R CR RS MSR GC CD-1	5.2(2)(d) 5.3(2)(d) 5.4(2)(d) 5.5(2)(d) 5.6(2)(c) 5.7(2)(d) 5.11(2)(c), 5.11(4)(c), & 5.11(6)(c)	\$500

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1 OFFENCE COMMITTED	COLUMN 2 SECTION	COLUMN 3 FINE
Magna Bay Zoning Bylaw No. 800 (cont.):		
Exceeding maximum number or density of dwelling units A R CR RS MSR GC CD-1	5.2(2)(d) 5.3(2)(d) 5.4(2)(d) 5.5(2)(d) 5.6(2)(c) 5.7(2)(d) 5.11(2)(c), 5.11(4)(c), & 5.11(6)(c)	\$500
Exceeding maximum height regulations for buildings or structures A R CR RS MSR GC IG P CD-1	5.2(2)(e) 5.3(2)(e) 5.4(2)(e) 5.5(2)(e) 5.6(2)(f) 5.7(2)(e) 5.8(2)(d) 5.9(2)(d) 5.11(2)(d), 5.11(4)(e), & 5.11(6)(d)	\$200
Exceeding maximum parcel coverage regulations A R CR RS GC P CD-1	5.2(2)(c) 5.3(2)(c) 5.4(2)(c) 5.5(2)(c) 5.7(2)(c) 5.9(2)(c) 5.11(2)(b), 5.11(4)(d), & 5.11(6)(b)	\$200

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Magna Bay Zoning Bylaw No. 800 (cont.):		
Exceeding maximum number or density of dwelling units A R CR RS MSR GC CD-1	5.2(2)(d) 5.3(2)(d) 5.4(2)(d) 5.5(2)(d) 5.6(2)(c) 5.7(2)(d) 5.11(2)(c), 5.11(4)(c), & 5.11(6)(c)	\$500
Exceeding maximum gross floor area of an accessory building regulations CR RS MSR	5.4(2)(g) 5.5(2)(g) 5.6(2)(g)	\$200
Violation(s) of minimum building separation regulations MSR	5.6(2)(e)	\$200
Violation(s) of parking and loading regulations	Part 4 Table 1	\$200
Violation(s) of Home Business Regulations	3.14	\$200
Violation(s) of outdoor storage regulations	3.16	\$200
Violation(s) of residential campsite regulations	3.17	\$200
Violation(s) of standalone residential campsite regulations	3.18	\$200
Violation(s) of accessory building and use regulations	3.7 and 3.8	\$200
Violation(s) of basement suite regulations	3.10	\$200
Violation(s) of bed and breakfast regulation	3.11	\$200
Violation(s) of campground regulations	3.12	\$200
Violation(s) of home industry regulations	3.15	\$200
Violation(s) of guest accommodation regulations	3.13	\$200
Violation(s) of floodplain specification regulations	3.4 and 3.5	\$200

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1 OFFENCE COMMITTED	COLUMN 2 SECTION	COLUMN 3 FINE
Scotch Creek/Lee Creek Zoning Bylaw No. 825:		
Obstructing an officer	2.5(d)	\$500
Unauthorized use of land, building(s) or structure(s) A RU1 RU2 CR R1 R2 MHP MR RR MU C1 C2 C3 C4 I1 P IN CDF1 CDF2	5.3 (1) & (2) 5.4 (1) & (2) 5.5 (1) & (2) 5.6 (1) & (2) 5.7 (1) & (2) 5.8 (1) & (2) 5.9 (1) & (2) 5.10 (1) & (2) 5.11 (1) & (2) 5.12 (1) & (2) 5.13 (1) & (2) 5.14 (1) & (2) 5.15 (1) & (2) 5.16 (1) & (2) 5.17 (1) & (2) 5.18 (1) & (2) 5.19 (1) & (2) 5.21 (1), (2), (4), (5), (7), (8), (10), & (12) 5.22(1), (3), (6), (7), & (9)	\$500

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1 OFFENCE COMMITTED	COLUMN 2 SECTION	COLUMN 3 FINE
Scotch Creek/Lee Creek Zoning Bylaw No. 825 (cont.):		
Violation(s) of setbacks regulations for buildings, structures and uses A RU1 RU2 CR R1 R2 MHP MR RR MU C1 C2 C3 C4 I1 P IN CDF1 CDF2	5.3(3)(g) 5.4(3)(f) 5.5(3)(f) 5.6(3)(f) 5.7(3)(f) 5.8(3)(f) 5.9(3)(f) 5.10(3)(f) 5.11(3)(i) 5.12(3)(g) 5.13(3)(h) 5.14(3)(g) 5.15(3)(f) 5.16(3)(f) 5.17(3)(f) 5.18(3)(f) 5.19(3)(e) 5.21(3)(h), (6)(g), (9)(g), & (11)(c) 5.22(2)(g), (5)(d), & (8)(c)	\$200

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1 OFFENCE COMMITTED	COLUMN 2 SECTION	COLUMN 3 FINE
Scotch Creek/Lee Creek Zoning Bylaw No. 825 (cont.):		
Exceeding maximum number of dwelling units, manufactured home spaces, recreational space parcels, recreational vehicles, or motel sleeping units or maximum density A RU1 RU2 CR R1 R2 MHP MR RR MU C1 C2 C3 C4 I1 P CDF1 CDF2	5.3(3)(e) 5.4(3)(d) 5.5(3)(d) 5.6(3)(d) 5.7(3)(d) 5.8(3)(d) 5.9(3)(c) 5.10(3)(c) 5.11(3)(d), (e), & (f) 5.12(3)(e) 5.13(3)(d), (e), & (f) 5.14(3)(d) & (e) 5.15(3)(d) 5.16(3)(d) 5.17(3)(d) 5.18(3)(d) 5.21(3)(b) & (e), (6)(b) & (e), & (9)(d) & (e) 5.22(2)(b) & (d), & (5)(b)	\$500

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1 OFFENCE COMMITTED	COLUMN 2 SECTION	COLUMN 3 FINE
Scotch Creek/Lee Creek Zoning Bylaw No. 825 (cont.):		
Exceeding maximum height regulations for buildings or structures A RU1 RU2 CR R1 R2 MHP MR RR MU C1 C2 C3 C4 I1 P IN CDF1 CDF2	5.3(3)(f) 5.4(3)(e) 5.5(3)(e) 5.6(3)(e) 5.7(3)(e) 5.8(3)(e) 5.9(3)(e) 5.10(3)(e) 5.11(3)(h) 5.12(3)(f) 5.13(3)(g) 5.14(3)(f) 5.15(3)(e) 5.16(3)(e) 5.17(3)(e) 5.18(3)(e) 5.19(3)(d) 5.21(3)(g), (6)(f), (9)(f), & (11)(b) 5.22(2)(e), (5)(c), & (8)(b)	\$200
Exceeding maximum floor area regulations CR R1 MHP MR CDF1	5.6(3)(g) 5.7(3)(g) 5.9(3)(g) 5.10(3)(g) 5.21(6)(h), & (9)(h)	\$200
Exceeding maximum floor area regulations CR R1 MHP MR CDF1	5.6(3)(g) 5.7(3)(g) 5.9(3)(g) 5.10(3)(g) 5.21(6)(h), & (9)(h)	\$200

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Scotch Creek/Lee Creek Zoning Bylaw No. 825 (cont.):		
Exceeding maximum parcel coverage regulations A RU1 RU2 CR R1 R2 RR MU C1 C2 C3 C4 I1 P IN CDF1 CDF2	5.3(3)(c) 5.4(3)(c) 5.5(3)(c) 5.6(3)(c) 5.7(3)(c) 5.8(3)(c) 5.11(3)(c) 5.12(3)(d) 5.13(3)(c) 5.14(3)(c) 5.15(3)(c) 5.16(3)(c) 5.17(3)(c) 5.18(3)(c) 5.19(3)(c) 5.21(3)(d), (6)(d), & (9)(c) 5.22(3)(c)	\$200
Violation(s) of parking and loading regulations	Part 4 Table 1	\$200
Violation(s) of Home Business Regulations	3.13	\$200
Violation(s) of guest accommodation regulations	3.11	\$200
Violation(s) of residential campsite regulations	3.15	\$200
Violation(s) of standalone residential campsite regulations	3.16	\$200
Violation(s) of outdoor storage regulations RR MU C1 C2 C3	3.14 5.11(3)(j) 5.12(3)(h) 5.13(3)(i) 5.14(3)(h) 5.15(3)(g)	\$200
Violation(s) of accessory building and use regulations	3.7 and 3.8	\$200
Violation(s) of tourist cabins and tourist suite regulations	3.12	\$200
Violation(s) of bed and breakfast regulations	3.10	\$200
Violation(s) of floodplain specification regulations	3.4, 3.5, and 3.6	\$200

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Electoral Area 'B' Zoning Bylaw No. 851:		
Obstructing an officer	2.6 (d)	\$500
Unauthorized use of land, building(s) or structure(s) RSC RH SH RR2 RR1 RS3 HC NC RC1 RC2 VR ID1 IS PI PK FW OR1	5.3(1) & (2) 5.4(1) & (2) 5.5(1) & (2) 5.6(1) & (2) 5.7(1) & (2) 5.8(1) & (2) 5.12(1) & (2) 5.13(1) & (2) 5.14(1) & (2) 5.15(1) & (2) 5.16(1) & (2) 5.17(1) & (2) 5.18(1) & (2) 5.19(1) & (2) 5.20(1) & (2) 5.21(1) 5.22(1) & (2)	\$500\$500
Unauthorized use of land, building(s) or structure(s) CDB1 • Development Area 1 • Development Area 2	5.9 (1) & (2) 5.9 (1) & (2)	\$500
Unauthorized use of land, building(s) or structure(s) CDB2	5.10	\$500
Unauthorized use of land, building(s) or structure(s) CDB4 • Development Area 1 • Development Area 2 • Development Area 3 • Development Area 4	5.11(1) & (2) 5.11(4) & (5) 5.11(8) & (9) 5.11(11) & (12)	\$500

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Electoral Area 'B' Zoning Bylaw No. 851 (cont.):		
Violation of setback requirements for buildings, structures and uses RSC RH SH RR2 RR1 RS3 HC NC RC1 RC2 VR ID1 IS PI PK OR1	5.3(3)(g) 5.4(3)(i) 5.5(3)(i) 5.6(3)(j) 5.7(3)(j) 5.8(3)(j) 5.12(3)(l) 5.13(3)(j) 5.14(3)(l) 5.15(3)(l) 5.16(3)(g) 5.17(3)(h) 5.18(3)(g) 5.19(3)(e) 5.20(3)(e) 5.22(3)(d)	\$200
Violation of setback requirements for buildings, structures and uses CDB1 <ul style="list-style-type: none"> • Development Area 1 • Development Area 2 	5.9(3)(i) 5.9(3)(e)	\$200
Violation of setback requirements for buildings, structures and uses CDB2	5.10	\$200
Violation of setback requirements for buildings, structures and uses CDB4 <ul style="list-style-type: none"> • Development Area 1 • Development Area 2 • Development Area 3 • Development Area 4 	5.11(3)(i) 5.11(6)(l) 5.11(10)(i) 5.11(13)(j)	\$200

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Electoral Area 'B' Zoning Bylaw No. 851 (cont.):		
Exceeding maximum building or structure height regulations RSC RH SH RR2 RR1 RS3 HC NC RC1 RC2 VR ID1 IS PI PK OR1	5.3(3)(f) 5.4(3)(f) 5.5(3)(f) 5.6(3)(f) 5.7(3)(f) 5.8(3)(f) 5.12(3)(k) 5.13(3)(i) 5.14(3)(k) 5.15(3)(k) 5.16(3)(f) 5.17(3)(g) 5.18(3)(f) 5.19(3)(e) 5.20(3)(d) 5.22(3)(c)	\$200
Exceeding maximum building or structure height regulations CDB1 • Development Area 1 • Development Area 2	5.9(3)(e) 5.9(3)(c)	\$200
Violation of setback requirements for buildings, structures and uses CDB2	5.10	\$200
Violation of setback requirements for buildings, structures and uses CDB4 • Development Area 1 • Development Area 2 • Development Area 3 • Development Area 4	5.11(3)(h) 5.11(6)(k) 5.11(10)(h) 5.11(13)(i)	\$200

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1 OFFENCE COMMITTED	COLUMN 2 SECTION	COLUMN 3 FINE
Electoral Area 'B' Zoning Bylaw No. 851 (cont.):		
Exceeding maximum number of single family dwellings per parcel regulations RSC RH SH RR2 RR1 RS3 HC NC RC1 RC2 VR ID1 CDB1 Development Area 1 CDB2	5.3(3)(d) 5.4(3)(d) 5.5(3)(d) 5.6(3)(d) 5.7(3)(d) 5.8(3)(d) 5.12(3)(e) 5.13(3)(d) 5.14(3)(e) 5.15(3)(d) 5.16(3)(d) 5.17(3)(d) 5.9(3)(c) 5.10	\$500
Exceeding maximum number of secondary single family dwellings per parcel regulations RSC RH SH RR2 RR1 RS3 HC NC RC1 RC2 VR ID1 CDB1 Development Area 1 CDB2	5.3(3)(e) 5.4(3)(e) 5.5(3)(e) 5.6(3)(e) 5.7(3)(e) 5.8(3)(e) 5.12(3)(f) 5.13(3)(e) 5.14(3)(f) 5.15(3)(e) 5.16(3)(e) 5.17(3)(e) 5.9(3)(d) 5.10	\$500

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Electoral Area 'B' Zoning Bylaw No. 851 (cont.):		
Exceeding maximum parcel coverage regulations RSC RH SH RR2 RR1 RS3 HC NC RC1 RC2 VR ID1 IS PI PK OR1 CDB1 Development Area 1 CDB1 Development Area 2 CDB2	5.3(3)(c) 5.4(3)(c) 5.5(3)(c) 5.6(3)(c) 5.7(3)(c) 5.8(3)(c) 5.12(3)(c) 5.13(3)(c) 5.14(3)(c) 5.15(3)(c) 5.16(3)(c) 5.17(3)(c) 5.18(3)(d) 5.19(3)(c) 5.20(3)(c) 5.22(3)(b) 5.9(3)(b) 5.9(3)(b) 5.10	\$200
Exceeding maximum parcel coverage regulations CDB4 • Development Area 1 • Development Area 2 • Development Area 3 • Development Area 4	5.11(3)(b) 5.11(6)(b) 5.11(10)(b) 5.11(13)(b)	\$200
Exceeding maximum gross floor area of a secondary dwelling unit regulations RSC RH SH RR2 RR1 RS3 HC NC RC1 RC2 ID1 CDB1 Development Area 1 CDB2	5.3(3)(h) 5.4(3)(g) 5.5(3)(g) 5.6(3)(g) 5.7(3)(g) 5.8(3)(g) 5.12(3)(g) 5.13(3)(f) 5.14(3)(g) 5.15(3)(f) 5.17(3)(f) 5.9(3)(f) 5.10	\$200

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Electoral Area 'B' Zoning Bylaw No. 851 (cont.):		
Exceeding maximum gross floor area for a home occupation regulations RH SH RR2 RR1 RS3 HC NC RC1 CDB1 Development Area 1 CDB2	5.4(3)(h) 5.5(3)(h) 5.6(3)(i) 5.7(3)(i) 5.8(3)(i) 5.12(3)(h) 5.13(3)(g) 5.14(3)(h) 5.9(3)(h) 5.10	\$200
Violation(s) of kennel regulations RSC RH	5.3(3)(i) 5.4(3)(j)	\$200
Violation(s) of small-scale sawmill regulations RSC RH SH	5.3(3)(j) 5.4(3)(k) 5.5(3)(j)	\$200
Violation(s) of parking and loading regulations	4.0 – 4.7 (Tables 1 & 2)	\$200
Violation(s) of home occupation regulations	3.17 (1) (a – l)	\$200
Violation(s) of residential campsite regulations	3.19 (1 – 4)	\$200
Violation(s) of standalone residential campsite regulations	3.20 (1 – 5)	\$200
Violation(s) of vacation rental regulations	3.21 (1 – 10)	\$200
Violation(s) of fencing regulations	3.22 (1 – 2)	\$200
Violation(s) of medical marihuana production facility regulations	3.23 (1) (a – g) (2)(a-d) (3) (a – b)	\$200
Violation(s) of signage regulations	3.24 (1) (a – h) (2) (a – e)	\$200

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Electoral Area 'B' Zoning Bylaw No. 851 (cont.):		
Violation(s) of outdoor storage regulations	3.18	\$200
Violation(s) of tourist cabin regulations	3.16 (1) (a – d)	\$200
Violation(s) of secondary dwelling unit(s) regulations	3.15 (1)(a – j) (2)(a)	\$200
Violation(s) of bed & breakfast regulations	3.14 (1)(a – h)	\$200
Exceeding maximum number of swimming platforms	5.21 (2)(e)	\$200
Violation(s) of swimming platform regulations	5.21 (2)(e)(i-iii)	\$200
Exceeding maximum size of swimming platform	5.21 (2)(e)(iv)	\$200
Exceeding maximum number of docks, private mooring buoys or berths	5.21 (2) (a), 5.21 (2) (d)	\$200
Exceeding maximum size of docks or walkways, including length and width	5.21. (2)(b)	\$200
Violation(s) of setbacks for docks, private mooring buoys or boat lifts	5.20 (2)(c)	\$200
Violation of accessory building regulations	3.11	\$200
Violation of accessory use regulations	3.12	\$200
Violation(s) of floodplain regulations	3.10 (1 – 7)	\$200
Violation(s) of provision(s) for a second single family dwelling within the ALR	3.6 and 3.7 (1) – (6)	\$200

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Rural Sicamous Land Use Bylaw No. 2000:		
Obstructing an officer	2.2.6(d)	\$500
Unauthorized use of land, building(s) or structure(s)	2.5 to 2.43	\$200
Violation of setbacks regulations for buildings, structures and uses	2.5 to 2.43	\$200
Exceeding maximum number of dwellings	2.5 to 2.43	\$200
Exceeding maximum number of cottages	2.5 to 2.43	\$200
Exceeding maximum height regulations for buildings and structures	2.5 to 2.43	\$200
Exceeding maximum number of manufactured homes	2.13	\$200
Exceeding maximum parcel coverage regulations	2.5 to 2.43	\$200
Exceeding maximum floor area regulations	2.5 to 2.43	\$200
Exceeding maximum number of special residential units	2.5 to 2.43	\$200
Exceeding maximum number of bunkhouses	2.5 to 2.43	\$200
Violation(s) of parking and loading regulations	2.4 and Table 2	\$200
Violation(s) of home business regulations	2.3.17	\$200
Violation(s) of accessory building and use regulations	2.3.12 and 2.3.13	\$200
Violation(s) of bed and breakfast regulations	2.3.14	\$200
Violation(s) of farm and garden centre regulations	2.3.15	\$200
Violation(s) of golf course regulations	2.3.16	\$200
Violation(s) of mobile home park regulations	2.3.18	\$200
Violation(s) of screens regulations	2.3.19	\$200
Violation(s) of service station regulations	2.3.20	\$200
Violation(s) of owner operator dwelling regulations	2.3.21	\$200
Violation(s) of floodplain specification regulations	2.3.6	\$200

CSR Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Salmon Valley Land Use Bylaw No. 2500:		
Obstructing an officer	3.2.8.4	\$500
Violation of design and construction standards for organic matter composting facility	2.2.18	\$500
<ul style="list-style-type: none"> • Store materials improperly 	.1 a),b),c),d),e),f)	\$500
<ul style="list-style-type: none"> • Failure to use impermeable surface 	.2	\$500
<ul style="list-style-type: none"> • Operate compost facility below a minimum parcel area of 30 ha 	.3	\$500
<ul style="list-style-type: none"> • Exceed storage area for primary composting and curing of 500 m² per parcel 	.4	\$500
<ul style="list-style-type: none"> • Building(s) or structure(s) within setback areas 	.5 a),b),c),d)	\$500
Unauthorized use of building(s) or structure(s)		\$500
R	2.4.1	
RH	2.5.1	
RR	2.6.1	
RS	2.7.1	
RM	2.8.1	
RHD	2.17.1	
MHP	2.9.1	
C	2.10.1	
LC	2.11.1	
RC	2.12.1	
AP	2.13.1	
GI	2.14.1	
IG	2.15.1	
P	2.16.1	
GC	2.18.1	

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Salmon Valley Land Use Bylaw No. 2500 (cont.):		
Violation of setback requirements for buildings, structures and uses R RH RR RS RM RHD MHP C LC RC AP GI IG P GC	2.4.2.2 & .3 2.5.2.2 & .3 2.6.2.3 & .4 2.7.2.2 2.8.2.3 2.17.2.3 2.9.2.5 2.10.2.2 2.11.2.2 2.12.2.2 2.13.2.1 2.14.2.2 2.15.2.2 2.16.2.2 2.18.2.3	\$200
Exceeding maximum number of dwellings R RH RR RS RM C LC RC GI IG P GC	2.4.2.1 2.5.2.1 2.6.2.1 2.7.2.1 2.8.2.1 2.10.2.1 2.11.2.1 2.12.2.1 2.14.2.1 2.15.2.1 2.16.2.1 2.18.2.1	\$500
Exceeding maximum number of guest cottages	2.6.2.2	\$500
Exceeding maximum density RM MHP RHD	2.8.2.2 2.9.2.1 2.17.2.1 & .2	\$500

CSRD Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Salmon Valley Land Use Bylaw No. 2500 (cont.):		
Violation of height restrictions for buildings or structures R RH RR RS RM RHD MHP C LC RC GI IG P GC	2.4.2.6 2.5.2.6 2.6.2.7 2.7.2.6 2.8.2.7 2.17.2.7 2.9.2.4 2.10.2.6 2.11.2.5 2.12.2.8 2.14.2.5 2.15.2.6 2.16.2.5 2.16.2.5	\$200
Violation of maximum parcel coverage RM RHD C RC IG	2.8.2.5 2.17.2.4 2.10.2.4 2.12.2.6 2.15.2.5	\$200
Violation(s) of maximum floor area	2.12.2.3 & .4	\$200
Violation(s) of off street parking and loading requirements (Schedule B)	2.2.17	\$200
Violation(s) of home occupation requirements	2.2.3	\$200
Violation(s) of storage requirements	2.2.16	\$200
Violation(s) of screening requirements	2.2.14 2.18.3	\$200
Violation(s) of floodplain provisions	2.3 and Bylaw No. 2600	\$200
Salmon Valley Floodplain Management Bylaw No. 2600:		
Violation(s) of floodplain specification regulations	3, 4, and 6	\$200

CSR D Ticket Information Utilization

SCHEDULE 6 (Cont.)

COLUMN 1	COLUMN 2	COLUMN 3
OFFENCE COMMITTED	SECTION	FINE
Kault Hill Rural Land Use Bylaw No. 3000:		
Obstructing an officer	2.2.6(d)	\$500
Unauthorized use of land, building(s) or structure(s)	2.6, 2.7, 2.8, & 2.9	\$200
Violation of setbacks regulations for buildings, structures and uses	2.6, 2.7, 2.8, & 2.9	\$200
Exceeding maximum number of dwelling units	2.6, 2.7, 2.8, & 2.9	\$200
Exceeding maximum number of cottages	2.6, 2.7, & 2.8	\$200
Exceeding maximum height regulations for buildings and structures	2.6, 2.7, 2.8, & 2.9	\$200
Violation(s) of parking and loading regulations	2.4 & Table 2	\$200
Violation(s) of home business regulations	2.3.15	\$200
Violation(s) of accessory building and use regulations	2.3.12 & 2.3.13	\$200
Violation(s) of bed and breakfast regulations	2.3.14	\$200
Violation(s) of floodplain specification regulations	2.3.6	\$200
CSR D Waterworks Rates and Regulation Bylaw No. 5780:		
Unnecessary wasteful use of water	15	\$200
Violation of watering or sprinkling regulations	15,16,17,18 19	\$100
Unauthorized connection	11,12	\$250
Interference/tampering with pipes, curbstops, fixtures or fittings connected to the Waterworks	12	\$500
CSR D Cross Connection Control Bylaw No. 5726:		
Fail to install a backflow preventer	9, 10	\$500
Fail to test a backflow assembly	17, 18	\$200
Unauthorized removal of a backflow preventer	19	\$200
Fail to maintain a backflow preventer	17	\$200
Unauthorized connection to a fire hydrant or temporary water use connection without a backflow preventer device	20	\$200
Unauthorized connection to an auxiliary or not potable water supply to the CSR D waterworks system	21, 22	\$500



BOARD REPORT

TO: Chair and Directors

File No: BL 5774

SUBJECT: North Shuswap Economic Development (Tourism Promotion) Service Establishment

DESCRIPTION: Report from Lynda Shykora, Deputy Manager, Corporate Administration Services, dated July 9, 2018.
Consideration of First, Second and Third Readings.

RECOMMENDATION #1: THAT: "North Shuswap Economic Development (Tourism Promotion) Service Establishment Bylaw No. 5774" be read a First, Second and Third time this 19th day of July, 2018.

SHORT SUMMARY:

Director Morgan has requested that a service be established in Electoral Area F to provide the ability for economic development and area business support services, and tourism activities, on a contractual basis.

The Service Establishment Bylaw No. 5774 as drafted is proposed to take effect on December 31, 2018. The recommendation is for the Board to consider First, Second and Third Readings of Bylaw No. 5774 at the July Board meeting. Inspector of Municipalities approval is needed before the bylaw is adopted.

VOTING: Unweighted Corporate LGA Part 14 (Unweighted) Weighted Corporate Stakeholder (*Weighted*)

BACKGROUND:

As mentioned in the Short Summary above, the Electoral Area F Director has requested the establishment of this service for Electoral Area F.

POLICY:

Local Government Act.

Participating area approval may be given by the electoral area Director consenting in writing to the adoption of the service. The Electoral Area Director has provided written consent to the adoption of Bylaw No. 5774.

FINANCIAL:

The proposed service establishment bylaw sets a maximum of \$25,500 annually to be collected by a property value tax levied against the net taxable value of land and improvements. At \$25,500, the annual cost to the average residential taxpayer in Electoral Area F would be \$5.35. The tax will apply to all properties within Electoral Area F, starting in the 2019 taxation year.

The taxation level can be chosen through the 2019 budget process which would be for the contracted services and a small administration fee (approximately \$400) for the service.

KEY ISSUES/CONCEPTS:

Establishment of the service in order to contract for economic development/support services and tourism activity services in Electoral Area F, in accordance with the bylaw provisions, effective in 2019.

DESIRED OUTCOMES:

Bylaw No. 5774 be given Three Readings so that it can be forwarded to the Inspector of Municipalities for approval.

BOARD'S OPTIONS:

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

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. N/A

Report Approval Details

Document Title:	Bylaw 5774 North Shuswap Economic Development (Tourism Promotion) Service Establishment.docx
Attachments:	- Bylaw No. 5774 North Shuswap Economic Development (Tourism Promotion) Service Establishment.pdf
Final Approval Date:	Jul 12, 2018

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

A handwritten signature in black ink, appearing to read "C.A. Hamilton". The signature is written in a cursive, somewhat stylized font.

Charles Hamilton - Jul 12, 2018 - 10:58 AM

COLUMBIA SHUSWAP REGIONAL DISTRICT**BYLAW NO. 5774**

A bylaw to establish a North Shuswap Economic Development (Tourism Promotion)
Service for Electoral Area F

WHEREAS a regional district may, by bylaw, establish a service under the provisions of the *Local Government Act*,

AND WHEREAS the Board of the Columbia Shuswap Regional District wishes to establish the service of providing economic development in the form of tourism promotion for Electoral Area 'F.'

AND WHEREAS the Board has obtained approval for the service from the participating Electoral Area Director in the form of written consent pursuant to the Local Government Act and the service can be established without borrowing;

NOW THEREFORE in an open meeting assembled, the Board of Directors of the Columbia Shuswap Regional District enacts as follows:

SERVICE

1. Economic Development in the form of business development, business retention and tourism promotion is hereby established as a service and shall be known as the "North Shuswap Economic Development (Tourism) Service Area".

PARTICIPATING AREA

2. The participating area for Tourism-Economic Development established by this bylaw consists of the entirety of Electoral Area 'F' of the Columbia Shuswap Regional District.

SERVICE AREA

3. The boundary of the service area is the boundary of Electoral Area 'F.'

COST RECOVERY

4. The annual costs shall be recovered by one or more of the following:
 - a) requisition of money to be collected to a maximum of \$25,500 annually by a property value tax levied against the net taxable value of land and improvements in accordance with the *Local Government Act*;
 - b) revenues raised by other means authorized under the *Local Government Act* or another Act; and/or
 - c) revenues received by way of agreement, enterprise, gift, grant or otherwise.

PROVISION OF SERVICE

5. The Regional District may enter into contract(s) for the provision of this service.

FORCE and EFFECT

6. This bylaw will come into effect on December 31, 2018.

CITATION

7. This bylaw may be cited as the "North Shuswap Economic Development (Tourism Promotion) Service Establishment Bylaw No. 5774."

READ a first time this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

RECEIVED THE APPROVAL OF THE INSPECTOR OF MUNICIPALITIES this _____ day of _____ 2018.

ADOPTED this ____ day of _____, 2018.

CHIEF ADMINISTRATIVE OFFICER

CHAIR

CERTIFIED a true copy of
Bylaw No. 5774 as read a third time.

CERTIFIED a true copy of
Bylaw No. 5774 as adopted.

Manager of Corporate
Administration Services

Manager of Corporate
Administration Services



BOARD REPORT

TO: Chair and Directors **File No:** 3760 06

SUBJECT: Electoral Area C: Building Regulation Public Engagement Summary

DESCRIPTION: Report from Marty Herbert, Team Leader Building and Bylaw Services, dated June 27, 2018.
A summary of the public engagement and open houses held in Electoral Area C with regard to the implementation of building regulation in this area.

RECOMMENDATION: THAT: the Board receive the report "Electoral Area C: Building Regulation Public Engagement Summary" dated June 27, 2018 from the Team Leader, Building and Bylaw Services for information.

SHORT SUMMARY:

As previously requested by the Board, Development Services staff created information material and held open houses in Electoral Area C to inform residents about the pending introduction of building regulation (inspection services) in their area slated for the spring 2019. Of the three, the Sunnybrae open house had the highest attendance and all open houses resulted in very good discussions about the proposed service.

This report details the outreach that was conducted and summarizes the results of these meetings with the public in Electoral Area C.

VOTING:	Unweighted Corporate <input checked="" type="checkbox"/>	LGA Part 14 (Unweighted) <input type="checkbox"/>	Weighted Corporate <input type="checkbox"/>	Stakeholder (Weighted) <input type="checkbox"/>
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BACKGROUND:

Nielsen-Welch Consulting Inc. presented the *Building Inspection Service Electoral Areas B, C and E Business Case* at the Electoral Area Directors (EAD) meeting of December 2, 2016. At that meeting the EAD resolved to recommend to the Board that:

"The Board, in principle, endorse the process to move forward with a six level building inspection services for Electoral Areas B, E and F for implementation in January 2018."

The approved 2017 budget included an additional Electoral Area B and E Building Official and Building Inspection Assistant as a result of the EAD recommendation.

As part of the 2018 budget discussion, Director Demenok requested staff to undertake a public engagement project to educate constituents on the implementation of Building Inspection in Electoral Area C in 2019.

Staff were then instructed to prepare a communication engagement plan for the proposed building regulation service. To that end, staff worked with Nielsen-Welch Consulting and produced detailed information about the service that would be disseminated via social media, CSR D website and at three open houses to be held in Electoral Area C. The information created for this outreach included:

- Nielsen-Welch Consulting Inc. presented the *Building Inspection Service Electoral Areas B, C and E Business Case*
- Comprehensive overview document of the proposed building inspection service, i.e. what is the proposed

- service, how did we get to this point, costs of the service, process, building scenarios;
- Frequently Asked Questions (FAQ) sheet and glossary of terms;
 - Building Inspection 101 brochure, i.e. what is building inspection, why is it important;
 - Benefits and Costs of CSRD Building Inspection;
 - Building Permit Primer, i.e. what are building permits, information required; and,
 - Service Implementation Chart, i.e. steps being followed to implement the service.

These materials were all made available in hardcopy at the CSRD office and could be viewed and downloaded via the website. Poster boards were also created based on this material and displayed at the open houses. There was also the ability of the public to provide their comments with regard to the proposed service via an online form or at the open houses as written comment.

The open houses were advertised via CSRD social media and website as well as in two editions of most local newspapers; *Market News* and the *Scoop* servicing Electoral Area C. The advertisements included information as to where and when the upcoming open houses would be held, as well as where to find additional information and who to contact about the proposed service.

Open houses were then held in the following areas; the number of attendees and comments submitted to CSRD staff are noted below:

Electoral Area C	Attendees*	Comment Sheets	Online Submissions
South Shuswap Chamber Meeting, "Dreamcycle" Sorrento, June 4, 2018	13	N/A	N/A
Sunnybrae Community Hall June 11, 2018	32	3	1
Blind Bay Memorial Hall June 12, 2018	11	0	2
Sorrento Memorial Hall June 19, 2018	6	0	0

As could be expected the attendance and opinions varied greatly at each open house with regard to the proposed service.

At the first meeting in Sorrento with the South Shuswap Chamber of Commerce, there were 13 attendees and the overall sentiment from attendees was positive. There were comments that did express concern about the application timelines, level of service and technical training staff was expected to have.

The Sunnybrae open house was well attended with thirty two attendees. Three written comments and one comment on the sign in sheet were very supportive of the service. Concerns ranged from building permit fees to specific requirements of BC Housing mandating a warrantied builder or warranted owner/builder for single family homes which requirements were unfamiliar to out of province attendees.

The Blind Bay open house had eleven attendees. Communication from all attendees was positive. Discussion from the attendees included genuine concerns regarding lack of building inspection, incorrectly sited houses and the location and failing of septic systems.

The Sorrento open house had only six attendees. Reporter Dawn Clarke from the South Shuswap Scoop covered the event. Two local contractors were in attendance and all the discussion was favorable to the service. Conversations included concerns for existing buildings completed without inspections and options to occupy a building without occupancy permit issuance in the event you ran out of money.

POLICY:

Staff have now completed the community engagement as requested by the Board with regard to the proposed building regulation service. Previously Building Regulation Bylaw No. 660 had been created to replace the existing Building Regulation Bylaw No. 630 and have building regulation service apply to Electoral Areas B and E and the existing service area of Electoral Area F. Taxation to support the implementation of the expanded building regulation service area for Electoral Area C in spring 2019, requires both Building Regulation Bylaw No. 660 and Building Inspection Service Establishment Bylaw No. 5762 to be adopted by the end of October 2018; both Building Regulation Bylaw No.660 and Building Inspection Service Establishment Bylaw No. 5762 require an amendment to add Electoral Area C as a participating area. The Service Establishment Bylaw will also require Ministerial approval, therefore, an amendment to the Service Establishment bylaw should be given three readings in August.

FINANCIAL:

Costs associated with the public engagement for the proposed building regulation service included the expenses associated with developing the information materials, newspaper advertisements, hall rentals, travel costs, consultant and staff time. Total expenses came in less than the \$15000 budgeted for the project in the 2018 CSRD budget.

KEY ISSUES/CONCEPTS:

The open houses were an excellent opportunity for Development Services staff and Directors to speak with residents and landowners about the proposed building regulation service. Although there were several members of the public that arrived with preconceived ideas as to what the service would be and what the impacts on them individually would mean, staff and Directors were able to hear these concerns first hand while also being able to correct some misinformation about the proposed service. Even though in many conversations there was an understanding as to why the CSRD Board and staff may desire to bring in building inspection to other Electoral Areas, e.g. legal costs, health and safety, some individuals philosophically still felt that there is already too much regulation and do not believe that local government should be bringing in regulation where none currently exists. As detailed in the *Building Inspection Service Electoral Areas B, C & E Business Case* there are several reasons why building regulation is necessary, including for equitable taxation and assessment, consumer protection, building and occupant safety, and others, and these reasons were discussed with the attendees.

SUMMARY:

Staff have now completed the public engagement requested by the Board in regard to the proposed

Building Regulation Service for Electoral Area C.

IMPLEMENTATION:

Next steps will be for the Board to consider adoption of both Building Regulation Bylaw No. 660 and Building Inspection Service Establishment Bylaw No. 5762 adding Electoral Area C to these bylaws prior to the end of October 2018. The early adoption is necessary to obtain taxation authority required for the expanded building regulation service area anticipated to start in spring 2019. Concurrently, both Building Regulation Bylaw No.660 and Building Inspection Service Establishment Bylaw No. 5762 will require an amendment to add Electoral Area C as a participating area.

Early 2019 budget approval may also be necessary for an additional Building Official position. The new Building Official is anticipated to start prior to February 2019 in order to begin to liaise with builders, contractors and landowners/homeowners and officially implement the new service as scheduled for spring 2019.

COMMUNICATIONS:

Although the formal public engagement is now complete with regard to the proposed building regulation service, all of the material used for this engagement will remain available on the CSRD's website and in hardcopy at the front counter at the CSRD office.

While the Building Regulation Bylaw No. 660 amendment will be considered by the Board in the fall of 2018, additional communications will also be undertaken with other government agencies, e.g. Interior Health and BC Housing as well as reaching out to those involved in the construction industry, with updated informational brochures and face to face contact with building staff.

DESIRED OUTCOMES:

That the Board receive this report for information.

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:	2018-07-19_Board_DS_EAC_Building_Regulation_Public_Meetings.docx
Attachments:	<ul style="list-style-type: none"> - Neilson-Welch_Consulting_Inc_2017-10-16_Business_Case.pdf - Neilson-Welch_Consulting_Inc_2018-07-03_Memo.pdf - Comment_Forms_Area_C_Open_House_2018-06.pdf - Frequently_Asked_Questions_2018-06.pdf - Overview_Report_2018-06_3760-06.pdf - BuildingInspectionServiceArea_2018_OverviewWithC.PDF
Final Approval Date:	Jul 11, 2018

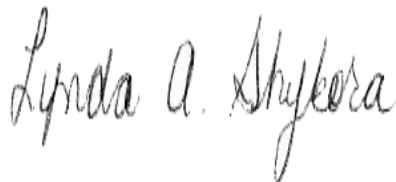
This report and all of its attachments were approved and signed as outlined below:



Gerald Christie - Jul 11, 2018 - 10:32 AM



Jodi Pierce - Jul 11, 2018 - 11:12 AM



Lynda Shykora - Jul 11, 2018 - 11:19 AM



Charles Hamilton - Jul 11, 2018 - 4:01 PM



Columbia Shuswap Regional District

**BUILDING INSPECTION SERVICE
ELECTORAL AREAS B, C & E
BUSINESS CASE**

This *Business Case* has been prepared by Neilson-Welch Consulting Inc. for the Columbia Shuswap Regional District. The document is presented for discussion with, and for the sole use of, the Regional District. No representations of any kind are made by the consultants to any party with whom the consultants do not have a contract.

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October, 2016



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**BUILDING
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SERVICE**

BUSINESS CASE

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INTRODUCTION

This *Business Case* explains the need for, and presents a complete outline of, a proposed building inspection service for Electoral Areas B, C and E of the Columbia Shuswap Regional District (CSR).

The document consists of three main chapters. Chapter 1 provides an overview of building inspection — what it is, why it is important, and where it is provided. The chapter also identifies and assesses alternatives to building inspection. The history of building inspection efforts in the CSR is reviewed, and the subject electoral areas are profiled. The need for a new building inspection service in the three areas is presented to close the chapter.

Chapter 2 outlines in detail the proposed new building inspection service. All key elements of the service are profiled, including:

- a description of the service
- the specific service area
- the types of development that would be subject to the service's requirements
- exemptions under the service
- building permit conditions
- the authority of the building inspector under the service
- building permit fees that would be charged
- the service's financial model

Chapter 3 deals with service establishment. Legislative requirements and options for bylaw approval are reviewed, and a suggested service start date is provided. The need for extensive community consultation is highlighted, and a consultation program is presented.

This *Business Case* was reviewed in draft form with CSR staff in July, 2016. Comments and direction from staff have been incorporated into this *Business Case* document for presentation to the CSR Board of Directors.

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CHAPTER 1

BUILDING INSPECTION

DEVELOPMENT

Development is an important activity across British Columbia. When managed properly, it can contribute to the economic prosperity of the host community, the surrounding region and the province as a whole. It can enrich communities in other ways as well, including through the construction of public infrastructure systems, the addition of community parkland, and the creation of other local amenities. The influx of new residents through development can enhance community diversity.

The development process relies on the efforts and contributions of both the private and public sectors. Developers, home builders and construction companies in the private sector bring ideas and capital required to develop the parcels, homes, and commercial buildings that, taken together, create the built environment.

Governments exist to establish the regulatory framework that sets out how and where development and construction can occur.

➤ Provincial Government

In British Columbia, governments at both the provincial and local levels have important roles to play in creating and enforcing the rules that govern the development process. The provincial government establishes laws, such as the *Local Government Act*, to authorize and/or require the establishment of land use plans and planning tools at the local level, as well as the establishment of local building inspection services and building regulations. The provincial government is responsible, as well, for establishing the *BC Building Code*, a technical document that sets out the requirements, standards and provisions to govern the construction, alteration, repair and demolition of all types of structures in British Columbia.¹ Public safety is the principal focus of the *Code*; also included in the document, however, are requirements for energy and water efficiency.

➤ Local Governments

Local governments regulate development in certain key ways. On the land use side, local governments formulate land use policies, bylaws and permit processes that together articulate the community's long-term goals, and guide development in ways to support the goals. The documents, which include official community plans, zoning bylaws, development permit areas, development cost charge bylaws and other tools, set out:

- the areas in which different types of development may and may not occur

¹ In BC, the *Code* does not apply to structures on certain lands owned by the federal government, or to structures on lands within the City of Vancouver. Vancouver has its own building code (which is very similar to the *BC Building Code*).



- various requirements related to densities, heights, setbacks, lot coverage and other features
- the processes, including public consultation, that developers must complete to obtain development approval
- the fees that must be paid to protect existing taxpayers from paying the full infrastructure and administrative costs associated with development

On the construction side, local governments exercise regulatory oversight through the establishment of local building inspection services, and, pursuant to these services, the adoption of building regulation bylaws. Building regulation bylaws are the vehicles through which local governments apply the rules, standards and provisions of the *BC Building Code*. Developers and others who wish to construct buildings in a jurisdiction covered by a building regulation bylaw must first apply for and obtain specific permits, the most important of which is a building permit. Local governments review application packages against land use and building requirements, issue permits to allow construction to begin, and undertake a series of on-site inspections of the permitted project during key stages of construction.

BUILDING INSPECTION IN BC

The *BC Building Code* applies throughout the province to promote and require safe construction in every community. The efficacy of the *Code*, however, is dependent on local government enforcement through the establishment of a building inspection service and building regulation bylaw. Local governments in British Columbia are not required to establish building inspection in order to enforce compliance to the *BC Building Code* and local government planning regulations — for regional districts and municipalities the authority to take action is permissive, not prescriptive. The vast majority of local governments across British Columbia, however, have elected to make use of the authority available. In the southern parts of the province where populations, growth rates and development activity are highest, local building inspection services are almost ubiquitous. Indeed, every regional district and that surrounds the CSRD has put in place a building inspection service to implement the *BC Building Code*, including:

- Thompson Nicola Regional District
- North Okanagan Regional District
- Kootenay Boundary Regional District
- Central Kootenay Regional District
- East Kootenay Regional District
- Fraser-Fort George Regional District
- Cariboo Regional District
- Central Okanagan Regional District
- Squamish Lillooet Regional District
- Okanagan Similkameen Regional District
- Fraser Valley Regional District

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Within the CSRD itself building inspection is a feature in every member municipality, as well as in a portion of Electoral Area F. Building inspection is not at present provided, however, in any of the remaining electoral areas of the Regional District. This situation sets the CSRD apart from all surrounding regions, with the sole exception of the Regional District of Okanagan-Similkameen, where building inspection applies only in six of eight electoral areas. The situation, it is worth noting, sets CSRD apart as well from regional districts on Vancouver Island.²

BENEFITS OF BUILDING INSPECTION

The protection of public health and safety is the primary focus of building inspection services. Local governments undertake building inspection to ensure that the residential, commercial and public buildings that make up the built community meet the minimum construction standards set out in the *BC Building Code*. Buildings that comply with these standards are safe for their current and future occupants, and for the community around them.

Apart from health and safety, local governments use building inspection as a tool in the implementation of a community's land use policy. At the permit application stage where plan checking occurs, and during on-site inspections, local governments have opportunities to enforce regulations and requirements contained in zoning bylaws, OCPs (development permits) and other planning documents. Local governments without building inspection services lack these opportunities for enforcement early in the construction process. These local governments are forced to pursue enforcement actions after construction has been completed. Such "after-the-fact" enforcement is not considered effective.

The protection of health and safety, and compliance to land use policy, are strong reasons for having a building inspection service in place. Other benefits, however, may also be realized. Consider the following points:

- *Trigger for Other Permits* — A building inspection service allows local government plan checkers and inspectors to ensure that builders have obtained the necessary permits and approvals from other public agencies, such as BC Safety Authority (electrical and gas permits), Interior Health (septic systems), Ministry of Transportation (highway access permit) and BC's Homeowner Protection Office (home warranty and registered builder assurance). Builders are alerted to the need for these other approvals when applying for a building permit, and must show that all requirements have been met prior to buildings being occupied.
- *Measure to Promote Equitable Taxation* — Local property value taxes are the primary means by which local governments in British Columbia pay the costs of services provided to their communities. Property taxes are based on the

² Across Canada building inspection is identified in every province as a service that local governments may provide. In Ontario, building inspection must be provided.



assessed market value of individual parcels, as determined each year by BC Assessment. Assessed values change over time based on a number of factors, a key one of which is the degree to which properties are improved through the construction or re-development of structures.

BC Assessment relies on local government building and permit data to accurately build its annual assessment rolls. Assessment rolls that are based on accurate, up-to-date building data help to ensure that tax burdens are distributed equitably across service areas. Local governments with building inspection services are able to provide the data required by BC Assessment; local governments without building inspection are not.

- *Mechanism to Collect Other Charges* — In addition to property tax revenues, local governments rely on fees and charges to fund infrastructure and pay for specific services. Building inspection services provide a trigger and collection method for certain fees and charges that are tied to building permits (development cost charges are a prime example).
- *Opportunity to Provide Advice* — In many communities, prospective homebuilders and others will seek advice from local governments on construction standards, possible equivalencies, development requirements and other development-related matters. Local governments with a building inspection service in place are well positioned to provide such advice.
- *Provision of Information* — Local governments play an important role in collecting current and historical data and information that is used by a variety of public agencies and individuals. Development data are used by Statistics Canada, CMHC and other agencies to inform policy development and, in some cases, determine senior government payments to local authorities.

Individual property owners who construct buildings within a building inspection service framework would realize some additional benefits. A key one would relate to property insurance premiums. Buildings that have received building permits and that have been subjected to inspections at various stages of construction would qualify for lower insurance premiums that would otherwise be charged. Over the lifespan of the buildings, the savings from these reduced premiums would more than offset any building permit fees.

ALTERNATIVES TO BUILDING INSPECTION

Local governments that recognize the value of building inspection, but that are reluctant to introduce a full building inspection service, may seek out service alternatives. Three specific alternatives tend to be examined, including:

- regulation of construction through the Homeowner Protection Office
- home inspection services, retained at time of purchase

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- development of a siting permit process (also referred to as "building inspection lite")

➤ Homeowner Protection Office

The Homeowner Protection Office (HPO) was created in 1998 following the Barrett Commission's investigation into the quality of condominium construction in BC. Under the *Homeowner Protection Act*, the HPO today is a branch of BC Housing that exists to provide basic consumer protection for buyers of new homes (single- and multi-family), and to improve the quality of all residential construction in the province.

Under the legislation, all builders of homes in the province must be licensed with the HPO. All new homes must also be protected by a home warranty program that is offered through a licensed insurance company (i.e., a home warranty provider). Compliance officers at the HPO are responsible for enforcing the agency's rules and regulations. These officers may enter construction sites at any time to ensure that all builders are licensed, and to inspect the work of the builders. The officers have the power to issue "compliance orders", which can be enforced by the courts. Home warranty providers may also undertake an on-site evaluation of specific (limited) construction aspects in order to minimize insurance risks. Home warranty providers undertake site visits, post construction, to investigate possible defects that are the subject of claims.

Some local governments have pointed to the HPO's consumer protection framework as a possible alternative to a local building inspection service. The HPO option, however, falls short in three important respects:

- The inspections undertaken by the compliance officers are not performed to ensure compliance to the *BC Building Code* or to local land use regulations. The inspections are performed, instead, to ensure that all builders on site are licensed with the HPO.
- The inspections undertaken by home warranty providers also do not test for compliance against the *Code* or local bylaws. The purpose of these inspections is to manage insurance risks and insurance losses.
- The HPO regulations cover residential buildings only. The regulations have no application to commercial, industrial, institutional or other types of construction.

It is worth noting that the HPO consumer protection framework was never conceived, and is not intended to serve, as an alternative to building inspection. The framework was instead designed to complement local government building inspection services. Section 30 of the *Homeowner Protection Act* refers to local government building permits. It instructs local governments to issue permits

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only to licensed builders, and only for projects that are covered by home warranty insurance.

➤ **Home Inspection**

Home inspectors, who may be registered with the Home Inspectors Association of British Columbia, provide on-site inspections of new and existing homes for prospective buyers. Inspectors are concerned primarily with identifying significant maintenance and building issues that may require substantial investment, post-sale, to remedy. These inspectors perform inspections on finished products only, and thus are not able to confirm that the structures are in full compliance with the *BC Building Code*.³ Home inspectors are also not concerned with compliance to land use bylaws.

Many prospective home buyers feel that home inspectors play an important role in minimizing risk associated with home purchase. Home inspectors, however, are not intended to replace the work of local government building inspectors.

➤ **Siting Permits**

A local government building inspection service consists of two fundamental parts: plan checking and inspection. Plan checking is the process through which local government plan checkers review building permit applications to ensure compliance, on paper, with local government land use regulations, including siting, lot coverage, setbacks, height and any applicable development permit area requirements. Plan checking also allows staff to assess compliance, on paper, with the construction standards in the *BC Building Code*. Applications that have taken into account all land use and *Building Code* requirements are approved; building permits are issued for these applications.

Inspections are undertaken on permitted projects at various stages of the construction cycle. Inspections allow building inspectors to assess *actual* compliance, on the ground, with local bylaws and the *Building Code*.

A siting permit service focuses on the plan checking component of building inspection, and either eliminates or significantly reduces the inspection component. All new construction is required to apply for and obtain a siting permit to ensure compliance, on paper, with local land use bylaws and *Building Code* requirements. Actual inspections to confirm compliance at various stages of construction, however, are either not required at all or are curtailed.

Siting permits do offer the promise of greater compliance with local planning requirements and with construction standards. The approach is not, however, effective at ensuring a high degree of *actual* compliance, particularly in cases where on-site inspections are eliminated altogether. The ability of the approach

³ Not all home inspectors would be qualified, in any event, to assess compliance to the *Building Code*.



to protect public health and safety, and to support the local community's land use goals, is questionable.

Another concern relates to the authority of local governments to establish siting permit programs. In BC, explicit authority for a planning-focused version of the approach is provided under the *Islands Trust Act*, but only for the Islands Trust. Regional districts do have the same explicit authority at present.

The CSRD examined the possibility of a siting permit service in 2011. A framework based on the 2011 idea was developed in 2014 to regulate construction in all electoral areas outside of the Business Improvement Association portion of Electoral Area F. Under the proposed framework, single- and two-family buildings were to apply for "building declaration and siting permits" through a process that relied heavily on plan checking, and that minimized — and in some cases eliminated — on-site inspections. The new approach was never implemented by the CSRD. Concerns over liability and duty of care responsibilities forced the Regional District to abandon the initiative.

BUILDING INSPECTION IN THE CSRD

In the CSRD, building inspection exists — and has for some time existed — as an important local government service in every member municipality. In the Regional District's electoral areas, the situation is somewhat different. Building inspection for the electoral areas has been a topic of discussion and some debate in the CSRD since the establishment of the Regional District in 1965. In 1966, the CSRD Board of Directors put in place a building inspection service throughout all electoral areas. This service, implemented through *CSRD Building Bylaw No. 6, 1966*, was short-lived — eighteen months after its adoption it was repealed. From 1968 through 1975, a reduced building service without scheduled on-site inspections was created for portions of Electoral Area B only. In 1975, this service was expanded through *CSRD Building Regulatory Bylaw No. 85* to include portions of Electoral Area E.

Bylaw 85 was amended by *Columbia-Shuswap Building Regulatory (Amendment) Bylaw, No 129* in 1977 to provide for seven inspections and the requirement for an occupancy permit. A further amendment was made in 1978 (*Bylaw 266*) to impose a time limit on building permits, and to include provisions for the revocation of permits. *Bylaw 487* in 1984 introduced new building permit fees, including fee minimums. The service area, limited to portion of Electoral Areas B and E, remained unchanged over these years.

Bylaw 85 was the regulatory bylaw through which the Regional District carried out its authority to regulate construction. In early 1990, *Bylaw 85* was replaced by two separate bylaws, namely *Building Inspection Extended Service Area Establishment Bylaw No. 570*, and *CSRD Building and Plumbing Bylaw No. 580*. *Bylaw 570* was introduced as the establishing bylaw for the building inspection service. The bylaw defined the service, set out the service area (unchanged), and outlined cost recovery for the service. *Bylaw 580* became the building regulatory bylaw through which

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building inspection was applied. Eight on-site inspections were prescribed in *Bylaw 580* for all types of structures (i.e., residential, commercial and other).

In late 1991, *Bylaw 580* was replaced by *CSR (Area B) Building and Plumbing Bylaw No. 595*, and *CSR (Area E) Building and Plumbing Bylaw No. 600*. As the titles suggest, *Bylaw 595* took the provisions of *Bylaw 580* and applied them within the serviced areas of Electoral Area B only. *Bylaw 600* did the same for the serviced areas of Electoral Area E.

Changes to the service establishing bylaw (*Bylaw 570*) and the building regulatory bylaws (*Bylaw 595* and *Bylaw 600*) occurred over the following ten years. The service area expanded to include portions of Electoral Area F, then contracted to eliminate the original portions of Areas B and E. By 2001, building inspection in the non-municipal areas of the CSR applied only in the portions within Area F, as outlined under *CSR Building Regulatory Bylaw, No. 630*, which remains in effect today.

ELECTORAL AREAS B, C AND E

► Electoral area B

Electoral Area B (Revelstoke Rural) is a vast area geographically, but is also the smallest of the CSR's six electoral areas in terms of population with fewer than 600 residents. Figure 1.1 gives a sense of Area B's size and location within the CSR. There are seven distinct communities within Area B, including:

- South Revelstoke
- Begbie Bench
- West Trans-Canada Highway
- Lake Revelstoke (Mica Creek and Downie Loop)
- Arrow Lakes (Galena Bay, Beaton, Shelter Bay and Arrowhead)
- Trout Lake
- East Revelstoke (Canyon Hot Springs and Greeley)

In the 1970s and 1980s, the Area underwent a series of sharp population fluctuations associated with the construction of the Revelstoke and Mica Dams. Since that time, however, both the Electoral Area and the City of Revelstoke have experienced net population losses. In the coming years this trend is expected to be reversed in the City and in the surrounding community of South Revelstoke thanks to the ongoing development Revelstoke Mountain Resort.

This potential for development is one of the driving factors behind the current interest in a building inspection service. Another is the desire to explore development opportunities on Lake Revelstoke and at Trout Lake. The need to ensure that all development respects sensitive ecosystems is a third factor. The Electoral Area B *Official Community Plan*, created with the community in 2014, identifies the re-introduction of building inspection as a strategic action to be pursued in the short term for the Electoral Area as a whole.

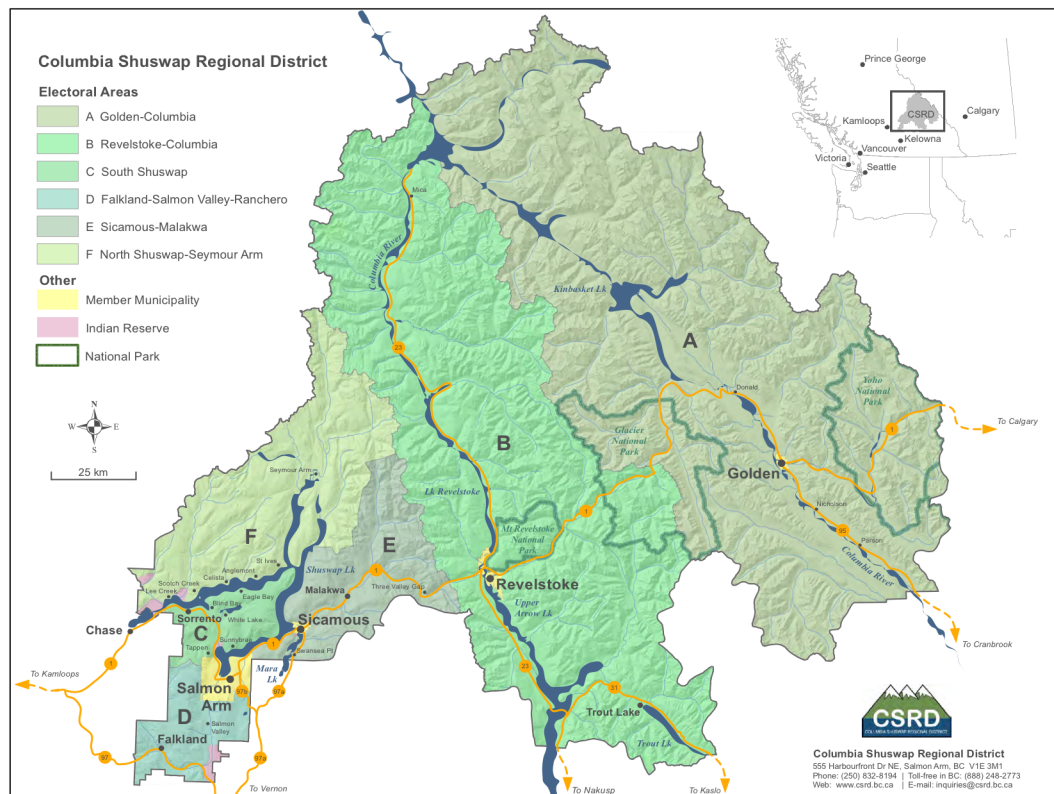
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Figure 1.1
CSR Electoral Areas and Member Municipalities



► Electoral Area C

Measured in square kilometres, Electoral Area C (South Shuswap) is the smallest of the Regional Districts unincorporated areas. In terms of population, however, it is the largest with close to 8,000 full-time residents. Area C is located just to north of the City of Salmon Arm on Shuswap Lake (see Figure 1.1). The main community in Area C is Sorrento, which is also the designated Village Centre in the *Area C Official Community Plan*. Other local communities include:

- Blind Bay
- Eagle Bay
- White Lake
- Sunnybrae
- Tappen

Electoral Area C has invested heavily in the development of a local planning framework. The Area's 2015 OCP sets out a clear vision for the Area's communities, based on principles of sustainability and protection of Shuswap Lake. Development permit areas, shoreline setback regulations, zoning

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restrictions and other planning tools are put in place to ensure that new development enhances the natural environment.

Future growth, while less intensive than in the nearby Okanagan Valley, is anticipated to occur at a moderate level over the next twenty years. A diversity of housing types and commercial units is encouraged. Development is to be concentrated primarily in Sorrento (Village Centre) and only then in the other local communities (Secondary Centres). New development throughout the area is to be serviced by proper water and sewer systems.

With the exception of the eighteen-month period from late 1966 to early 1968, there has never been a building regulation bylaw or building inspection service in Electoral Area C. Throughout the years, however, debate over the merits of a local building inspection service has occurred with some frequency. Debate has been strong in the past decade in response to a number of factors, including:

- increased development pressure along the lakeshore and within Sorrento and Blind Bay
- growing concerns about the impact of unregulated development on Shuswap Lake's water quality, shoreline ecosystems and recreational value
- an increase in regulatory violations, unintentional and intentional, in the development of lots that are subject to setback, height, lot coverage, density and other planning restrictions

➤ **Electoral Area E**

Electoral Area E is situated between the Cities of Salmon Arm and Revelstoke along Highway 1. The District of Sicamous is located at the western edge of the Area. The year-round population of 1,300 is concentrated in the Eagle Valley, which includes the unincorporated community of Malakwa. Swansea, a community in the southwest of the Area on Mara Lake, is a largely-seasonal residential centre.

Electoral Area E has not experienced, and does not anticipate, development pressures similar to those in Area C. Similar to Area C, however, Electoral Area E is intent on ensuring that all future growth occur in ways that respect and, where possible, enhance the natural environment. The Electoral Area E *Official Community Plan (Proposed)* identifies a number of development permit areas to protect sensitive ecosystems. Other planning tools are identified to ensure that development supports community characteristics and planning goals. Building inspection is anticipated as a key tool to help the community realize its goals, and to promote building safety.

➤ **Building Inspection**

Each of the three electoral areas has its own specific reasons for considering building inspection. Common to all of the jurisdictions, however, is the desire to



ensure that new development respects and supports each community's local planning goals. These goals, which include strong protection for local ecosystems and community character, have been developed through local planning processes in which residents have invested considerable resources, including time, energy and money.

A building inspection service that combines an on-site inspection schedule with pre-construction plan checking offers an effective way for the CSRD to ensure that new development conforms to local planning goals. Plan checking is important for ensuring that building plans take into account all planning rules and regulations. It is also important for ensuring that builders have obtained the range of permits and approvals from other government agencies, such as Interior Health. Plan checking on its own, however, is not enough to prevent violations from occurring. On-site inspections are needed to ensure that actual on-the-ground development respects local and other requirements that exist to protect the natural environment and the community character, as well as other key planning principles. On-site inspections also ensure conformity to the health, safety and environmental requirements of the *BC Building Code*.

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CHAPTER 2

PROPOSED SERVICE

This chapter provides an outline of the proposed building inspection service for Electoral Areas B, C and E. All key elements of the service are identified and explained in detail, including:

- service definition
- service area
- types of development
- permit exemptions
- service stages
- permit conditions
- authority of building inspector
- permit fees
- service financial model

SERVICE DEFINITION

The service would be identified as *Sub-Regional Building Inspection (Electoral Areas B, C and E)*. It would be established to regulate all construction that occurs within the service area. The term "construction" includes:

- construction of a new structure
- demolition of an existing structure
- excavation of a building site
- significant alteration to an existing structure
- significant repair to an existing structure
- changes to the use or occupancy of an existing building
- relocation of an existing building
- installation of plumbing fixtures
- alterations that affect a venting or sewerage system
- installation of a solid fuel appliance or chimney
- installation of a factory-built or manufactured building

Under the terms of the proposed service, each person who wishes to undertake construction within the service area must apply for and receive a building and, in most cases, plumbing permit before commencing the construction.⁴

SERVICE AREA

The service would apply throughout all of Electoral Areas B, C and E. Unlike the existing building inspection service in Area F, the proposed service would not be limited in application to specific portions of each electoral area.

⁴ Some projects are exempt from the requirement for a permit. See "Exemptions".



TYPES OF DEVELOPMENT

Construction for all types of development would be regulated under the proposed service, including:

- single family residential (including seasonal)
- multi-family residential (all types, including duplexes)
- commercial
- industrial
- institutional

PERMIT EXEMPTIONS

Construction that meets specific conditions set out in the *Building Regulation Bylaw* would not require permits under the service. In general, exemptions include construction projects that are relatively modest in nature and value, that are related to farming, and that do not pose risk to human health and safety. In specific terms, exemptions are set out as follows:

- any single-storey accessory building with gross floor area of under 10.0 m² that is situated in a way that, in the opinion of the building inspector, does not create a hazard
- farm buildings designed for "low human occupancy" as defined by the *National Farm Building Code of Canada*, on a parcel of land that is assessed by BC Assessment as an agricultural operation
- non-structural repairs or alternations that do not exceed \$10,000 in value, and that do not create bedrooms or some other sleeping accommodation
- unenclosed, non-roofed sun decks, patio decks or balconies that are less than 0.609 m at any point from the adjacent finished ground elevation
- repairs to, minor alterations to, or servicing of the plumbing system or fixtures that do not affect the venting or sewerage system
- retaining walls with a retention height of fewer than 1.5 m that do not support a vertical or horizontal load imposed by a building or adjacent parking area
- construction that is identified in section 1.1.1.1(2) of the *BC Building Code* (e.g., temporary structures, utility poles and towers, and public infrastructure systems)

SERVICE STAGES

The proposed building inspection service would consist of three stages: permit application stage; plan checking stage; and building inspection stage.

➤ Permit Application

To begin the construction approval process, the applicant would submit a complete application permit for a building permit and, if necessary, a plumbing permit. For all types of development, the package would include:

- a description of the intended use or uses of the structure

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- a statement of the true value of the proposed work
- two sets of architectural drawings for the proposed structure (sealed by a Registered Professional if required by the Building Inspector)
- two copies of the site plan to identify proposed siting of structure relative to setbacks, watercourses, septic systems, flood plain requirements, highway access and other features
- a survey certificate prepared by a registered BC Land Surveyor to confirm proposed building site
- for single- and multi-family residential structures, a builder's license or home owner's statutory declaration as provided by the Home Protection Office
- a completed Contaminated Site Profile, if required under the *Waste Management Act*
- a Qualified Environmental Professional Report, if required under the *Riparian Areas Regulation*
- evidence of a water source (if required by the Building Inspector),
- Interior Health acceptance filing to address sewage
- specifications of proposed heating and ventilation systems
- roof and floor truss layouts, certificates and pre-engineered beam certificates, as applicable (Building Code Schedule B1 and B2 for engineered trusses)
- Building Code schedules B1 and B2 for structural engineering (sealed and signed drawings to be included for non-residential structures and, if required by the Building Inspector, for residential structures)
- current parcel title and copies of registered covenants, easements or rights-of-way

Additional items could be required by the Building Inspector in any specific case.

➤ **Plan Checking**

Upon receipt, each complete permit application would be reviewed for compliance to local zoning bylaws, development permit area requirements and other planning regulations. Building setbacks, heights, lot coverage and other features would be confirmed at this stage. The application would also be reviewed against the requirements of the *BC Building Code* to ensure that all health and safety needs are addressed. Plan checking is the process, as well, during which it is confirmed that the required approvals from other public agencies (e.g., Interior Health) have been obtained.

Once all concerns identified through the plan checking stage have been addressed by the applicant, a building permit (and, if necessary, a plumbing permit) is issued.

➤ **Building Inspection**

Building inspections would be conducted on-site at pre-determined points in the construction process. The number of inspections is important to establish. In

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general, the greater the number of inspections the greater the ability of the local government to ensure full compliance to all planning and building requirements, and to take immediate corrective action where compliance is not achieved. Local governments that require a high number of inspections, however, incur additional service costs and risk losing the support of property owners who may need to use the service.

Under the existing Electoral Area F Building Inspection service, the CSRD requires three (3) inspections in all cases, plus an additional inspection in cases involving the installation of a fireplace, woodstove or chimney. In the Regional District of Nanaimo, by contrast, up to twelve (12) inspections are required in some cases. In the City of Salmon Arm, seven (7) inspections are required, plus an additional inspection for a fireplace, and an occupancy permit.

For the purposes of this *Draft Business Case*, two options are considered:

- *Option 1* — Three inspections, plus a fourth in cases involving the installation of a fireplace, woodstove or chimney (this option is in place for the Area F service). The three standard inspections would occur at:
 - footing construction stage (before concrete)
 - framing construction stage (before drywall)
 - completion stage

- *Option 2* — Six inspections, plus a seventh in cases involving the installation of a fireplace, woodstove or chimney. The six standard inspections would occur at:
 - footing construction stage (before concrete)
 - installation of perimeter drainage pipe and drain rock (prior to backfilling)
 - installation of building drain, sanitary or storm sewer and plumbing system (prior to backfilling)
 - framing construction stage (before drywall)
 - insulation, vapour barrier and air barrier stage
 - completion stage

BUILDING PERMIT CONDITIONS

The key condition attached to a building permit concerns the expiration of the permit. In all cases once a permit has been issued, construction must begin within six (6) months from the date of issuance, and cannot be discontinued or suspended for a period of more than six (6) months. These conditions are standard across local governments.

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Also standard is the requirement for construction to be completed within a set time period. In the case of the existing Area F service, the time period is three (3) years; the same period is proposed for the Area B, C and E service.

Permits are considered expired in cases where applicants fail to meet any of these conditions. Refunds are not provided; new permits are required to re-start construction.

AUTHORITY OF BUILDING INSPECTOR

To allow for the effective enforcement of building and planning requirements, the Building Inspector must be given specific authorities, including the authority to:

- withhold permits in cases where an application does not comply, or appear to comply, with the *BC Building Code* or the relevant CSRD planning regulations, or in cases where professional certification (if required) has not been provided
- revoke a permit in cases where an application was based on incorrect information
- enter onto properties for the purpose of enforcing regulations
- issue an order to correct construction
- issue a Stop Work Notice
- order work to be uncovered to determine compliance
- order work to be tested to ensure compliance with standards
- require the owner to register a Section 219 covenant (*Land Titles Act*) for geotechnical purposes

BUILDING PERMIT FEES

The fees proposed for the building and plumbing permits are consistent with those currently in place for the Area F Building Inspection service, as outlined in *CSRD Building Regulation Bylaw No. 630*.⁵ Three types of fees are payable on each application:

- application fee
- permit fee, which is based on the value of construction
- special permit fees for specific items such as demolitions, moving a building, a change of occupancy and other cases

The application and special permit fees would be the same as those in place for Area F. The building permit fees, however, would differ based on the number of inspections required (see Option 1 and Option 2 under "Building Inspection" earlier).

⁵ Fees in this *Business Case* are based on the fees being charged by the CSRD in Area F. As an alternative to this approach, fees could be structured to provide adequate cost recovery for all service costs, or for certain costs incurred under the service (e.g., variable costs, similar to the approach taken by the Regional District of Nanaimo).



In the existing Area F service, base building permit fees for all structure types (e.g., single family, multi-family, commercial, etc.) are set at:

- \$72 for first \$1,000 of construction value⁶
- \$7.20 for each additional \$1,000 of value, up to \$100,000
- \$6.00 for each additional \$1,000 of value over \$100,000

For a structure with a construction value of \$200,000, the total building permit fee is \$1,385. This fee allows for three inspections; the additional inspection for a fireplace (if required) costs an additional \$72.

Option 1, identified earlier under "Building Inspections", would require three standard inspections under the proposed Area B, C and E service, and would thus match the existing Area F service. For this option, the building permit fees would be the same as those in place in Area F. For Option 2, which would require six standard inspections, the proposed fees would be set at:

- Option 1 fees (equal to the existing Area F fees), plus
- \$648 flat fee for the additional inspections required under Option 2

The \$648 add-on is based on the existing "special inspection" fee of \$216 per inspection, as identified in the current *Building Regulation Bylaw No. 630*. For a structure with a construction value of \$200,000, the building permit fee under Option 2 would total \$2,033.

FINANCIAL MODEL

The financial model for the service takes into account the costs anticipated to operate the service, and the revenues expected to be generated. All inputs have been determined using information from the current Building Inspection service in Area F, and from the DRAFT *Building Permit Service Framework Report* conducted for the CSRD in 2014. Inputs have also been informed by the CSRD's 2015 and 2016 *Five Year Financial Plans*, which include actual cost and revenue numbers from key years.

Figure 2.1 outlines the anticipated costs and revenues of the service in 2018 (the service would take effect on January 1, 2018). For both costs and revenues, two service options are profiled: Option 1, which includes three (3) inspections, and Option 2, which features six (6) inspections.

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⁶ Construction values are determined based on average values outlined in Schedule C of *Building Regulation Bylaw No. 630*.



Figure 2.1
Service Costs and Revenues (2018)

Service Costs	Option 1	Option 2
CSR Administration	28,300	41,300
Salaries and Benefits (Inspectors)	216,000	324,000
Service Administration (Portion Area F)	21,600	21,600
Training	5,000	7,500
Travel	10,000	15,000
Other	9,500	14,250
Total	290,400	423,650
Service Revenues	Option 1	Option 2
Permits	162,600	294,800
Tax Requisition	127,800	128,850
Surplus	-	-
Other	-	-
Total	290,400	423,650

► Service Costs

As indicated in Figure 2.1, the major cost item would be staffing. The numbers assume a staffing complement of two (2) or three (3) inspectors, depending on the number of inspections required under the service. If Option 1 were chosen, two building inspectors would be required. This option, as noted earlier, would require three inspections per building permit, which is the same number as that required under the existing service in Area F. If Option 2 were chosen, three inspectors would be needed. This option would require six inspections per permit.

The inspectors associated with each option, it is important to note, would be hired in addition to the existing Building Inspector who is dedicated to the Area F service. The need for additional inspectors under the two options is based on the following points and assumptions:

- The Area F Building Inspector is presently the sole building inspector employed by the CSR. The Inspector's time in 2014 was allocated among tasks as follows:
 - 40% on inspections
 - 20% on plan checking
 - 40% on service administration duties

Time spent by the Inspector answering general questions and providing information on building requirements is incorporated into these figures.



- Development activity in the proposed service area (Electoral Areas B, C and E) is anticipated to be greater than that in Area F, possibly three times greater under both options. Most activity, it is expected, would occur in Area C, followed by Area B surrounding Revelstoke.
- Under Option 1 with three inspections per permit, two inspectors would be expected to be sufficient provided they could allocate their time as follows:
 - 60% on inspections
 - 30% on plan checking
 - 10% on administration
- Under Option 2 with six inspections per permit, a third additional inspector would be needed to assist in carrying out the workload. The general time allocation for all three inspectors would break down as:
 - 70% on inspections
 - 20% on plan checking
 - 10% on administration

The three additional inspections would double the number of total inspections required per permit. The time required to conduct the extra inspections, however, would not double the overall workload for the building inspection team dedicated to the service. Under this option, the estimated number of permits would not change, and nor, therefore, would the amount of time required for plan checking. Only the time required for inspections would change.

The other cost entries in Figure 2.1 are determined as follows:

- *CSRD Administration* — The "administration" charge accounts for the CSRD overhead and administration fee allocated across all CSRD services. The same percentage (10.8%) charged to Area F is charged to the proposed new service (total expenses before administration) under each option.
- *Service Administration* — The proposed Inspectors associated with the new service area under both options would be required to spend some time on general administration and related duties; however, most service administration could be handled along with and supervision duties by the existing Inspector. Fifty percent of the existing Inspector's administrative time (20% of the Inspector's overall time) would need to be accounted for in the new service's budget under both options.

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- *Training, Travel, Other* — Training, travel and other expenses are based on the existing Area F service estimates for 2018, but have been adjusted to account for two inspectors under Option 1, and three inspectors under Option 2.

In earlier discussions on the option of building inspection, decision makers at the CSR had noted that, in the absence of a building inspection service, bylaw enforcement officers were being forced to spend a consider amount of time acting on planning bylaw infractions related to building setbacks, development permit area restrictions, density issues and other matters. It was expected that a building inspection service that required building permits, and that combined plan checking and on-site inspections, would lower the demands on bylaw enforcement staff, possibly to the point of being able to realize savings in staffing costs.

In Board workshop discussions around the development of the CSR's *2016 Financial Plan*, the possibility that a new building inspection service could generate savings in bylaw enforcement was raised again. It was determined, however, that the existing staffing complement in bylaw enforcement was already stretched beyond capacity and unable to attend to all service needs. Any new capacity generated for the bylaw enforcement officers by the introduction of a new building inspection service would be helpful in allowing the offers to meet existing demands. No savings, therefore, would be anticipated.

► Revenues

The revenues identified in Figure 2.1 are based on the following assumptions:

- Service costs would be funded using a combination of building permit fee revenues and property value tax revenues. This approach mirrors that taken by the CSR for the existing Electoral Area F. It also reflects the view that the health, safety, economic, environmental and other benefits of a building inspection service extend beyond the individual user of the service (i.e., the building permit applicant) to include other property owners in the service area, and the broader community. Individual users of the service pay through permit fees; the broader community contributes through the property value tax.
- Building permit fees would be charged using the same fee schedule that is in place under CSR *Building Regulation Bylaw No. 630* for the existing Area F building inspection service (the rates contained in the bylaw were outlined earlier).
- Total permit revenue for Option 1 takes the average of the past two years' (2014-2015) of permit fee revenues (\$54,200) and multiplies by three, for a total of \$162,600, to reflect higher anticipated development

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volumes. This approach assumes that average permit fee values for individual permits in the different areas would be comparable.

- Total fee revenue for Option 2 uses the base from Option 1 and adds revenues associated with three additional inspections per permit. The total number of additional inspections is estimated as follows:
 - average annual number of building permit applications — 68 — in Area F in past two years (June, 2014 to June, 2016) multiplied by three for a total of 204 permits
 - three additional inspections for each building permit, for a total of 612 additional inspections

Each additional inspection would be charged \$216, as identified under *Bylaw 630*. Total additional revenues under Option 2 would be approximately \$132,200.⁷

- Tax revenues would need to be raised to make up the remaining funds required to balance the service budget. As indicated in Figure 2.1, total taxes of \$127,800 would need to be raised in 2018 for Option 1, \$128,850 for Option 2. These revenues would be raised by through a service tax on all properties across the three participating electoral areas, using the total converted assessment base for the three areas, as indicated in Figure 2.2:

Figure 2.2
Service Area Assessment Base

Electoral Area	Converted Assessment (2016)
B	45,012,718
C	220,377,725
E	47,334,289
Total	312,724,732

For a residential property, the tax rate applied under Option 1 would be 0.0409; under Option 2 the rate would be 0.0412. Figure 2.3 shows what these rates would mean in terms of annual payments for the a range of sample residential properties:

⁷ This number, it is important to note, assumes that all building permits in Area F and in the new service area would be full residential or commercial construction projects, and would require all inspections.



Figure 2.3
Residential Tax Impacts — Both Options

Property Assessment*	Option 1		Option 2	
	Tax Rate	Tax Payment	Tax Rate	Tax Payment
\$200,000	0.0409	\$8.18	0.0412	\$8.24
\$250,000	0.0409	\$10.23	0.0412	\$10.30
\$300,000	0.0409	\$12.27	0.0412	\$12.36

* land and improvements included

➤ **Variations on Financial Model**

The financial model presented in this *Business Case* is based on specific service delivery, service cost and cost recovery assumptions. Changes to the assumptions would result in different cost and revenue figures, as well as different tax impacts. A delivery model that made use of contracted municipal staff from Revelstoke and/or Salmon Arm, for example, would produce different total costs and different revenue needs. A policy decision to require the service to be funded entirely by permit fee revenues would change (eliminate) the property tax impact identified in Figure 2.3.

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CHAPTER 3

SERVICE ESTABLISHMENT

This chapter outlines the steps to be taken, and key issues to be considered, in establishing the proposed building inspection service.

SERVICE ESTABLISHING BYLAW

Most local government services — building inspection is an example — that are developed and provided by a regional district must be formally created using a regional district establishing bylaw.⁸ The CSRD would need to create a service establishing bylaw for the new building inspection service in Electoral Areas B, C and E. The new bylaw would need, at a minimum, to:⁹

- describe the service (i.e., building inspection regulatory service)
- define the boundaries of the service area
- identify Electoral Areas B, C and E as the three participating electoral areas
- identify the method of cost recovery for the service (i.e., permit fees and property value taxes levied against total assessed values)

Since building inspection is considered a regulatory service, the CSRD would not be required to indicate in the establishing bylaw the maximum tax requisition for the service. *Appendix I* presents a draft *Sub-Regional Building Inspection (Electoral Areas B, C and E) Service Establishing Bylaw*.

► Approval of Establishing Bylaw

Adoption of a new building inspection establishing bylaw would need to be approved by each participating electoral area. Approval could be obtained directly by electors in each of the areas through referendum. Alternatively, approval could be obtained by having each of the Electoral Area Directors for Areas B, C and E give written consent to the bylaw on behalf of his or her area.¹⁰ This consent method is available to the CSRD because building inspection is a regulatory service.

Community involvement in decision-making is a hallmark of local governance in British Columbia and in electoral areas in particular. The requirement in the *Local Government Act* for elector assent over certain decisions speaks to the importance of citizens in the governing process. The legislation recognizes that persons who are directly affected by such decisions, and who would in many cases be required to pay for the services established by such decisions, should have a direct role in approving the decisions. Referendums, in many cases, may be the appropriate mechanism to use.

⁸ Section 339(1) of *Local Government Act*.

⁹ Section 339 of *Local Government Act*.

¹⁰ Section 347 of *Local Government Act*.



The *Local Government Act* also recognizes, however, that referendums are not well-suited to every local government decision. Decisions to regulate the actions of individuals through the establishment of regulatory services such as building inspection are good examples. Regulatory services such as building inspection have important health, safety, economic, environmental and other benefits that are important to the broader community. The broader public interest in these cases outweighs the interests and rights individual property owners who may not wish to obtain building permits, pay permit fees, or schedule inspections.

The importance of regulatory services such as building inspection to the broader community is recognized in the *Local Government Act* under the sections that deal with methods of approval. The *Act* allows local governments to establish these types of services without elector assent because the services are in the interest of the community as a whole.

It is important to note that the *Act* does not eliminate the need for approval altogether. The Electoral Area Directors of each participating area must give explicit consent to the decision on behalf of their areas. These officials are elected by, and are directly accountable to, their local electors. The *Act* also requires the Province's Inspector of Municipalities to approve the local government's decision to establish a regulatory service. This requirement provides an additional safeguard.

In all, it would be anticipated that some electors in Areas B, C and E would expect the CSR to seek elector assent through referendum for any new building inspection service. It is suggested, however, that the Board exercise its authority to obtain approval from the Electoral Area Directors on behalf of the participating areas.

BUILDING REGULATION BYLAW

Once a service establishing bylaw had been approved and adopted, the CSR Board would need to amend *Building Regulation Bylaw No. 630* to include Electoral Areas B, C and E in Schedule A of the bylaw (Schedule A identifies the portions of the Regional District in which *Bylaw 630* applies). At present, Schedule A includes only the Business Improvement Area portion of Electoral Area F.

Schedule G of *Bylaw 630* sets out the inspections that are required at specific points in the construction process. This schedule would have to be amended in the event that the Board chose to proceed with Option 2 of the proposed new service (Option 2 requires six standard inspections).

Section 9 of *Bylaw 630* speaks to the fees required for building permits; the specific fees are presented in Schedule C. Fees associated with the service would need to be reviewed and possibly revised on a regular basis (e.g., every two years). In an effort

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to simplify regular fee changes, the Board should consider placing all fee requirements in a separate (new) *CSRD Building Regulation Fees and Charges Bylaw*. If this suggestion were supported, *Bylaw 630* would be amended to remove Section 9 and Schedule C altogether. *Appendix II* presents the necessary amendments to *Bylaw 630*. *Appendix III* presents a *Draft CSRD Building Regulation Fees and Charges Bylaw*.

Amendments to *Bylaw 630*, and the introduction of a new fees and charges bylaw, could be approved by the Board alone. No additional approvals would need to be obtained from the electors, the Electoral Area Directors on behalf of their areas, or the Inspector of Municipalities.

PROPOSED START DATE

If this *Business Case* is endorsed and a new building inspection service for Electoral Areas B, C and E is supported, the Board will need to determine when to bring the new service into effect. In determining a start date, it will be important for the Board to provide ample time for:

- extensive community consultation
- the CSRD Administration to put in place the administrative infrastructure, including staffing, to operate the service
- the full approval process for the service establishing bylaw, including the review and sign-off by the Inspector of Municipalities
- the amendment of *CSRD Bylaw 630*
- the development and approval of a new *Fees and Regulation Bylaw* for building regulation

Figure 3.1 proposes a service development timeline that accommodates all of these needs. It prepares the Electoral Areas, Board and Administration for a start date of January, 2018. Implementation in January, 2018 — an entirely achievable date — would put the service in place well before the November, 2018 local government elections. If the Board anticipates that complications could arise to force a delay in implementation beyond January, 2018, the Board should consider postponing action

Figure 31
Proposed Timeline

Steps Leading to Start Date	2016	2017				2018
	Fall	Winter	Spring	Summer	Fall	Winter
1. Board Endorsement	█					
2. Consultation Program		█				
3. Community Consultation		█	█	█		
4. Administrative Preparation				█	█	
5. Board Approval of Bylaws					█	
6. Start Date						✓

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until later in 2019.¹¹ No such complications, however, are anticipated at this time.

COMMUNITY CONSULTATION PROGRAM

The introduction of any new local service by a regional district should be preceded by a robust consultation program that provides meaningful opportunities for stakeholders to understand the purpose and structure of the proposed service, and to give input to decision-makers on the service. The need for such a program would be particularly strong in the case of the proposed building inspection service for Electoral Areas B, C and E. Building inspection has been a topic of discussion and debate in the CSRD for many years. Any service initiative that proposed to regulate development activity in the areas and impose a new tax on property owners would generate the demand for additional discussion and input.

A detailed consultation program would be developed for the service if the CSRD Board determined, based on the final *Business Case*, to proceed with the service initiative. The program would include the following provisions:

- *Stakeholders Identification* — The CSRD would identify all distinct stakeholder groups, including the development community, environmental associations, planning advisory bodies, ratepayer groups, and the broader community as a whole. Issues anticipated to be important to the various groups would be identified; responses to the address the issues would be crafted.
- *Written Materials* — A variety of written materials would be produced to provide an overview of the proposed service, to outline service and tax impacts, and to address a set of frequently asked questions. Materials would be customized, where possible, for individual stakeholder groups. All materials would be distributed in hard copy throughout the proposed service area, and would be available for download on-line.
- *On-line Presence* — The CSRD would establish a dedicated website (or section of the existing CSRD site) to distribute information on the proposal, and to allow for on-line input.
- *Information Open Houses* — A set of information open houses would be held throughout the affected communities. Each event would feature a set of poster boards that attendees could review at their own pace. CSRD staff and elected officials would be present to engage community members, address questions, and record feedback. Each event would also feature a formal presentation on the proposed service. Attendees would be given the opportunity to ask questions following the presentation. Summaries of all questions and the responses to them would be provided on line for all to review.

¹¹ The inability to hire building inspectors would be an example of a complication.



- *Small-group Meetings* — CSRD staff and elected officials would make themselves available to meet with individual stakeholder groups to address specific questions and concerns. Summaries of all such meetings and their outcomes would be shared on line.
- *Reports to Electoral Area Directors Committee and Board* — Staff would provide regular updates on the service initiative to the EAD Committee and the Board.

The consultation program would be extended over a three-to-five month period, as suggested in Figure 3.1.

NEXT STEPS

This *Business Case* will be presented to the CSRD Board of Directors at its regular meeting on October 20, 2016. At that meeting or the following, the Board will need to determine whether to endorse the proposal for a new Sub-Regional Building Inspection Service (Electoral Areas B, C and E), and direct staff accordingly.

➤ **Choice Between Options 1 and 2**

If the Board elects to establish a new service, the Board will need to decide between Option 1 with its three standard inspections per permit, and Option 2 with its requirement for six inspections. As noted earlier in the text, it is generally the case in building inspection that the greater the number of inspections required, the greater the ability of the local government to ensure full compliance to all planning and building requirements, and to take immediate corrective action where compliance is not achieved. This statement would favour the endorsement of Option 2. The outline of the service financial model, which revealed essentially no difference between the options in terms of impact on local taxpayers, would also point to Option 2 as the preferred model.

It was also noted earlier, however, that local governments which require a high number of inspections risk losing the support of property owners who may need to use the service. This caution is particularly germane in Electoral Areas B, C and E where the concept of local government building inspection has been controversial in past discussions. It is worth remembering, as well, that the existing Area F building inspection service requires only three inspections. Finally, it is important to highlight that while the cost impact on taxpayers would be no higher under Option 2, the direct cost to property owners who use the service would be.

The Board may wish to defer any choice between the options until after it has consulted the affected communities. Alternatively, the Board may wish to propose a phased-in approach to implementation that would proceed as follows:

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INSPECTION
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BUSINESS CASE

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- Introduction on January 1, 2018, of a new Sub-Regional Building Inspection Service (Electoral Areas B, C and E) that includes the requirement for three standard inspections per permit (i.e., Option 1)
- Operation under the three-inspection service for a period of two years
- Amendment of the new service in year three (2020) to include requirement for six standard inspections

This proposed phased approach could be presented to the affected communities as part of the consultation effort identified in Figure 3.1. The approach could also be considered for application to the existing Area F service in order to provide for parity between the services.

➤ **Consultation Program**

Once the Board has selected its preferred approach, staff will need to begin work on developing the appropriate consultation strategy using as guidance the points identified earlier in this chapter. Accompanying materials will also need to be prepared, including advertising.

**BUILDING
INSPECTION
SERVICE**

BUSINESS CASE

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CONSULTANTS TO GOVERNMENT



APPENDIX I

SUB-REGIONAL BUILDING INSPECTION SERVICE (ELECTORAL AREAS B, C & E) ESTABLISHING BYLAW

Figure AI.1 presents a draft service establishing bylaw for the proposed new Sub-Regional Building Inspection Service (Electoral Areas B, C and E).

Figure AI.1
Columbia Shuswap Regional District
Bylaw No. ____

A bylaw to establish a Building Inspection service in Electoral Areas B, C and E.

WHEREAS a regional district may, by bylaw, establish a service under Part 10 of the *Local Government Act* that the Board considers is necessary or desirable for all or part of its community;

AND WHEREAS the Board wishes to establish the service of building inspection in a portion of the regional district that consists of Electoral Areas B, C and E;

AND WHEREAS the Board has obtained approval for the service from the participating Electoral Areas in the form of written consent provided by each of the Electoral Area's Electoral Area Director, pursuant to section 347(2) of the *Local Government Act*;

NOW THEREFORE the Board of the Columbia Shuswap Regional District in open meeting assembled enacts as follows:

1. The Service being established and to be operated is Building Inspection.
2. The Service Area consists of the whole of Electoral Areas B, C and E, as described in Schedule A of this bylaw.
3. Electoral Areas B, C and E are the participating areas for this Service.
4. The annual operating costs for the Service shall be recovered by:
 - 4.1. The imposition of fees and other charges set by separate bylaw; and
 - 4.2. The requisition of money to be collected as a property value tax levied against the assessed value of land and improvements, in accordance with section 388(1)(a) of the *Local Government Act*.
5. This bylaw may be cited as "Sub-Regional Building Inspection Service (Electoral Areas B, C and E) Establishing Bylaw, No. ____."

READ a first time this ____ day of _____, 2017.

READ a second time this ____ day of _____, 2017.

READ a third time this ____ day of _____, 2017.

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CONSULTANTS TO GOVERNMENT



APPROVED by the Inspector of Municipalities this ____ day of _____, 2017.
RECONSIDERED AND ADOPTED this ____ day of _____, 2017.

CONSENT

I, the undersigned director of Electoral Area B of the Columbia Shuswap Regional District, hereby consent to "Sub-Regional Building Inspection Service (Electoral Areas B, C and E) Establishing Bylaw, No. ____."

Electoral Area B Director

Date

I, the undersigned director of Electoral Area C of the Columbia Shuswap Regional District, hereby consent to "Sub-Regional Building Inspection Service (Electoral Areas B, C and E) Establishing Bylaw, No. ____."

Electoral Area C Director

Date

I, the undersigned director of Electoral Area E of the Columbia Shuswap Regional District, hereby consent to "Sub-Regional Building Inspection Service (Electoral Areas B, C and E) Establishing Bylaw, No. ____."

Electoral Area E Director

Date

SCHEDULE A PARTICIPATING AREAS

(Included in this Schedule are maps that show the whole of Areas B, C and E.)

**BUILDING
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APPENDIX I

NEILSON-WELCH
CONSULTANTS TO GOVERNMENT



APPENDIX II AMENDMENTS TO BUILDING REGULATION BYLAW

The *Columbia Shuswap Regional District Building Regulation Bylaw No. 630, 2008* is the tool in place today at the CSRD to enforce the provisions of the *BC Building Code*, and to set out requirements that builders of all new construction projects must meet in order to receive all permits necessary. At present, *Bylaw 630* applies only to the CSRD's building inspection service in the Business Improvement Area of Electoral Area F. As well, *Bylaw 630* sets out a requirement for three standard inspections only (explained in detail in Schedule G). Finally, *Bylaw 630* includes as Schedule C all permit fees and construction valuation information.

If the CSRD Board of Directors chooses to establish a new Sub-Regional Building Inspection Service (Electoral Areas B, C and E), as set out in this *Business Case*, *Bylaw 630* will need to be amended to apply the provisions of the bylaw across the whole of Areas B, C and E. An additional change would be needed to *Bylaw 630* in the event that the Board endorsed Option 2 with six standard inspections. Finally, it is recommended to remove the fee schedule from *Bylaw 630* and place it in a separate bylaw (see *Appendix III*).

Figure All.1 sets out the proposed amendment bylaw. The changes in the Figure assume a new service with three standard inspections, as set out in Option 1 in *Business Case*. Amendments to the inspection requirements in Schedule G of *Bylaw 630* are not included in Figure All.1.

**Figure All.1
Columbia Shuswap Regional District
Bylaw No. _____**

WHEREAS the "Columbia Shuswap Regional District Sub-Regional Building Inspection Service (Electoral Areas B, C and E) Bylaw, 2017" provides that the Regional District may provide building inspection service to Electoral Areas B, C and E;

AND WHEREAS the Regional District wishes to amend the "Columbia Shuswap Regional District Regulation Bylaw, No. 630, 2008";

NOW THEREFORE the Board of the Columbia Shuswap Regional District in open meeting assembled enacts as follows:

1. "Columbia Shuswap Regional District Regulation Bylaw, No. 630, 2008" is amended as follows:

- 1.1. Subsection 1.1 is repealed and replaced with the following:

"1.1 This Bylaw is enacted under the authority of Part 9 of the *Local Government Act*."

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NEILSON-WELCH
CONSULTANTS TO GOVERNMENT



1.2 Schedule A is repealed and replaced with Schedule A attached to this bylaw.

1.3 Subsection 6.4.3 is repealed and replaced with the following:

"6.4.3 The applicant for a Permit has paid to the Regional District the fee or fees prescribed in Schedule A of the 'Columbia Regional District Building Regulation Fees and Charges Bylaw, No. ____, 2017' and amendments thereto."

1.4 Schedule C is repealed.

1.5 Subsection 6.7.1(g) is repealed and replaced with the following:

"6.7.1(g) where an inspection, additional to those required by this Bylaw, is required due to incorrect work, contravention, incomplete work or inaccessibility at the time of inspection, the Owner shall pay an additional re-inspection fee prescribed in Schedule A of the 'Columbia Regional District Building Regulation Fees and Charges Bylaw, No. ____, 2017' and amendments thereto."

1.6 Subsection 8.5 is repealed and replaced with the following:

"8.5 Where a re-inspection of an inspection stage is required due to a contravention of the Building Code, this Bylaw or any other bylaw or enactment, or the construction was incomplete at the time of the scheduled inspection, a recall inspection fee as set out in Schedule A of the 'Columbia Regional District Building Regulation Fees and Charges Bylaw, No. ____, 2017' and amendments thereto, shall be paid prior to the re-inspection."

1.7 Subsections 9.1, 9.2, 9.5 and 9.8 are repealed and replaced with the following:

"9.1 The fees for issuance of a Permit under this Bylaw shall be in accordance with Schedule A of the 'Columbia Regional District Building Regulation Fees and Charges Bylaw, No. ____, 2017' and amendments thereto."

"9.2 Each Permit application shall include a non-refundable application fee as prescribed in Schedule A of the 'Columbia Regional District Building Regulation Fees and Charges Bylaw, No. ____, 2017'. The non-refundable application fee shall be credited toward the final Permit fees due at issuance of the Permit provided no changes to the application documentation are made prior to issuance."

"9.5 The Permit fees shall be calculated based on the building valuation rates prescribed in Schedule A of the 'Columbia Regional District Building Regulation Fees and Charges Bylaw, No. ____, 2017' and amendments thereto."

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"9.8 Where the Building Code or Building Inspector requires that a Registered Professional undertake the design and complete a field review of the construction work and provides the applicable Building Code Schedules, the Permit fee as calculated under Schedule A of the 'Columbia Regional District Building Regulation Fees and Charges Bylaw, No. ____, 2017' shall be reduced by twenty (20%) percent."

1.8 Subsection 11.5 is repealed and replaced with the following:

"11.5 The fee for a Temporary Building Permit or renewal shall be as required in Schedule A of the 'Columbia Regional District Building Regulation Fees and Charges Bylaw, No. ____, 2017' and amendments thereto."

1.9 Subsection 18.4 is repealed and replaced with the following:

"18.4 Without limiting the foregoing in any manner, if any construction for which a Permit is required under this Bylaw has been commenced prior to the issuance of the Permit, the applicant shall pay to the Regional District the applicable Permit fee(s) as prescribed in Schedule A of the 'Columbia Regional District Building Regulation Fees and Charges Bylaw, No. ____, 2017' and amendments thereto, and in addition to the applicable fee, a penalty equivalent to the fee upon issuance of the Permit.

2. This bylaw may be cited for all purposes as the "Columbia Shuswap Regional District Building Regulation Bylaw Amendment Bylaw, No. ____, 2017".

READ a first time this ____ day of _____, 2017.

READ a second time this ____ day of _____, 2017.

READ a third time this ____ day of _____, 2017.

RECONSIDERED AND ADOPTED this ____ day of _____, 2017.

SCHEDULE A BUILDING REGULATION AREA MAPS

(Included in this Schedule is the existing map for the Business Improvement Area of Electoral Area F, plus maps that show the whole of Areas B, C and E.)

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APPENDIX II

NEILSON-WELCH
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APPENDIX III BUILDING REGULATION FEES AND CHARGES BYLAW

In the Business Case it is proposed to separate the building regulation fees and charges from the *Building Regulation Bylaw, No. 630* in order to simply future amendments to fees and charges collected by the Regional District. Figure AIII.1 presents in draft form a bylaw that could to achieve this separation.

Figure AIII.1
Columbia Shuswap Regional District
Bylaw No. ____

WHEREAS the Columbia Shuswap Regional District wishes to impose fees and charges in connection with the administration of "Building Regulation Bylaw No. ____, 2017;

NOW THEREFORE the Board of the Columbia Shuswap Regional District in open meeting assembled enacts as follows:

Interpretation

1. Words and phrases defined in this bylaw shall have the same meaning as in the "Columbia Shuswap Regional District Building Regulations Bylaw, No. ____, 2017".

Permit and Other Fees

2. An applicant for a Permit must pay to the Regional District the fee or fees prescribed in Schedule A of this bylaw.
3. A person must pay to the Regional District any other fee or fees prescribed in Schedule A of this bylaw in connection with any other activity referred to in the Schedule.

Citation

4. This bylaw may be cited for all purposes as the "Columbia Shuswap Regional District Building Regulation Fees and Charges Bylaw, No. ____, 2017".

READ a first time this ____ day of _____, 2017.

READ a second time this ____ day of _____, 2017.

READ a third time this ____ day of _____, 2017.

RECONSIDERED AND ADOPTED this ____ day of _____, 2017.

**BUILDING
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APPENDIX III

SCHEDULE A PERMIT FEES AND VALUATION SCHEDULE

(This Schedule is comprised of Schedule C, in its entirety and without change, from the existing Building Regulation Bylaw, No. 630.)

NEILSON-WELCH
CONSULTANTS TO GOVERNMENT

MEMORANDUM

TO: Gerald Christie, Manager Development Services
Columbia Shuswap Regional District

FROM: Allan Neilson
Neilson-Welch Consulting Inc.

DATE: July 3, 2018

SUBJECT: ELECTORAL AREA C BUILDING INSPECTION — PUBLIC OPEN HOUSES

INTRODUCTION

The Columbia Shuswap Regional District (CSRD) will be expanding the CSRD Building Inspection Service to include the whole of Electoral Area C. The exact date on which the service will take effect in the Area has yet to be determined; however, the CSRD is committed to implementing the service in the Spring of 2019.

In an effort to provide property owners, residents, builders and other stakeholders with opportunities to learn and ask questions about the new service, the CSRD undertook a six-week public information program from mid-May, 2018, to the end of June, 2018. Neilson-Welch Consulting Inc. was engaged by the CSRD to assist in the design and delivery of the program. This memorandum outlines the program structure and reports on the input received.

INFORMATION PROGRAM

The information program consisted of the following components:

- *Written Materials* — A set of written materials was produced to outline, in detail and in summary form, the key elements of the service initiative. Materials included:
 - a ten-page *Overview* of the initiative
 - a *Frequently Asked Questions* sheet that anticipated and answered a series of questions that property owners and others may have of the initiative
 - nine, one-page handouts on various aspects of the initiative

Copies of the written materials were made available online, at the open houses (see below), and at the CSRD office. The availability of materials was advertised in the *Market News* and the *Scoop*, beginning May 18, 2018. Social media platforms were also used to highlight the availability of the materials.

- *Website* — The CSRD used a portion of its main website to profile the service initiative. All

written materials were available for download from this part of the site; all key events and dates in the information program were listed. Viewers could use the site, as well, to provide comments on, and ask questions about, the initiative. People were directed to the website through community and social media advertising.

- *Public Open Houses* — The CSRD hosted three open houses in June, 2018, for property owners, residents, builders and others in the South Shuswap. The open houses occurred as follows:
 - Sunnybrae Community Hall
Monday, June 11, 2018
 - Blind Bay Memorial Hall
Tuesday, June 12, 2018
 - Sorrento Memorial Hall
Tuesday, June 19, 2018

The open house details were advertised in the community publications, online and using social media. Each open house featured a self-directed portion during which attendees were able to review large poster boards on elements of the service, and ask questions of the Electoral Area C Director, CSRD staff and the consultant. Each open house also featured a presentation on the service by the consultant, and a Q & A portion. Attendees at the events were invited to leave written comments using forms available, and take handouts of the various poster boards, the *Overview* and the *Frequently Asked Questions*.

Attendance at the open houses was lower than expected. The Tappen (Sunnybrae) event experienced the largest turnout, with approximately 30-35 people attending. At Blind Bay, a total of 10-12 turned out, whereas only six people attended the event at Sorrento.

INPUT RECEIVED

Property owners, residents, builders and others were given opportunities to provide input online through the CSRD website, and at the open houses directly to the CSRD representatives present, and using written comment sheets.

Written Comments

There were no comment sheets received by the CSRD through the website over the entire six-week information period. A total of five written comments were received at the Tappen (Sunnybrae) open house (no comments were submitted at the other open houses). Each of these comments was supportive of the initiative. The exact wording is as follows:¹

¹ Four of the five comments were signed; one was unsigned. The names associated with the four comments are not included here.

- *Comment #1* — "What a great idea; I can hardly wait for it to take effect. P.S. CSRD staff were very professional." (Tappen)
- *Comment #2* — "Love the move to implement building restrictions into our area. It addresses current grievances and issues that shouldn't be, protecting future home owners. I so appreciate what the CSRD has done for the community already, and probably only aware of half!" (Tappen)
- *Comment #3* — "As a new homeowner in the area, I am very much in favour of bringing in new building inspection legislation. This legislation will preserve the region and increase the value of the property here. As a new resident, I am grateful for what the CSRD has provided in the new water plant and new firehall. This is a great place to live and I am in favour of protecting its ongoing safe and measured development through this legislation." (Tappen)
- *Comment #4* — "The presentation was excellent. I am grateful for CSRD involvement in Area C. Thank you for better roads, water, fire dept., parks and all the other ongoing operations. I am grateful for the OCP and that building inspections will soon be required. My own experience in dealing with the CSRD has been positive while applying for a development permit." (Tappen)
- *Comment #5* — "I am thankful for the recent upgrades in Sunnybrae. I am directly affected by the new water treatment facility and also the new firehall as a firefighter. I believe those two things as well as this initiative will positively affect my property value. Thank you." (Tappen)

Verbal Input

Several questions were asked and comments provided during the Q & A portion of the open houses. Key questions and comments related to the following points:

- the types of structures that will be exempt from the building permit requirement, including farm structures
- the ability of a homeowner to undertake construction work him- or herself, instead of hiring a registered builder
- concerns over the (perceived) increasing level of regulation on development, and the resulting inability in cases of a property owner to do what he or she wants to do on his or her land
- the legality of existing structures that were built prior to the new service
- the applicability of the new service to construction that has already begun at the time the service is introduced
- building permit requirements imposed on renovations — do they apply only to the new renovations, or to the entire building
- the ability of consumers to become aware of properties that were built before the new service, and therefore never received a building permit; and the expectation on realtors to

- disclose the information
- questions over service levels and the ability of inspections to occur quickly during boom times
 - questions over the sufficiency of the budget, and the number of inspectors
 - the capacity of building inspectors to account for alternative energies and other alternative building features
 - question over the degree of consultation regarding the wishes of people to participate in the service
 - questions on the linkages between building inspection and land use regulations
 - question on the rationale for the sliding, value-based building permit fee schedule
 - questions about the choice for six building inspections
 - questions about why building inspection was not introduced earlier in Area C

CONSULTANT OBSERVATIONS

Attendees at the open houses asked some excellent questions about the purpose of and need for building inspection, as well as about the implementation of the service. Staff from CSRD Development Services provided clear, thorough answers that succeeded in almost every case to satisfy attendees. With the exception of two persons at Sunnybrae who appeared philosophically opposed to further government involvement in development, attendees seemed to be supportive of — indeed, enthusiastic about — the building inspection initiative. The written comments reflect the overall "tone" at the open houses.

As noted earlier, the turnout at the open houses was lower than expected. Total numbers may have been impacted by weather, competing events, a lack of awareness, or other factors. In the consultant's view, based on discussions with people who did attend, the turnout reflects at least in part a sense of support for building inspection in Area C, as well as a sense of trust in the CSRD. In recent years, residents in the South Shuswap have worked with the CSRD to articulate a vision for the community, and to put in place important land use regulations to both promote the vision and protect against poor development. Building inspection, it would appear, is recognized by the community as an important and necessary tool to help South Shuswap grow as desired.



**COLUMBIA SHUSWAP
REGIONAL DISTRICT**

535 Harbourfront Dr. NE Salmon Arm, BC
PO Box 978 V1E 4P1 | 250-832-8194

NEW BUILDING INSPECTION SERVICE

ELECTORAL AREA C

COMMENT FORM

Your Comments:

I am thankful for the recent upgrades in Sunngbrae. I am directly affected by the new water treatment facility and also the new fire hall as a firefighter. I believe those two things as well as this initiative will positively affect my property value.
-Thank you.



COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Dr. NE Salmon Arm, BC
PO Box 978 V1E 4P1 | 250-832-8194

NEW BUILDING INSPECTION SERVICE

ELECTORAL AREA C

COMMENT FORM

Your Comments:

Love the move to implement building restrictions into our area. It addresses current grievances and issues that shouldn't be, protecting future home owners. I so appreciate what the CSR D has done for the community already, and probably only aware of half!



COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Dr. NE Salmon Arm, BC
PO Box 978 V1E 4P1 | 250-832-8194

NEW BUILDING INSPECTION SERVICE ELECTORAL AREA C COMMENT FORM

Your Comments:

As a new homeowner in the area, I am very much in favor of bringing in new building inspection legislation. This legislation will preserve the region and increase the value of the property here.

As a new resident, I am grateful for what the CSRD has provided in the new water plant and new Firehall.

This is a great place to live and I am in favor of protecting its ongoing safe and measured development through this legislation.

Comments to be submitted by July 13 2018

For more information visit our website at www.csr-d.bc.ca/news-notice/s/events-calendar



COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Dr. NE Salmon Arm, BC
PO Box 978 V1E 4P1 | 250-832-8194

NEW BUILDING INSPECTION SERVICE ELECTORAL AREA C COMMENT FORM

Your Comments:

THE PRESENTATION WAS EXCELLENT. I AM GRATEFUL

FOR CSRD INVOLVEMENT IN AREA C. THANK YOU

FOR BETTER ROADS, WATER, FIRE DEPT, PARKS

AND ALL THE OTHER ONGOING OPERATIONS.

I AM GRATEFUL FOR THE OCD AND THAT BUILDING

INSPECTIONS WILL SOON BE REQUIRED.

MY OWN EXPERIENCE IN DEALING WITH THE

CSRD HAS BEEN POSITIVE WHILE APPLYING FOR

A DEVELOPMENT PERMIT.

YOUR COMMENTS

Please use this form to give your comments on the expansion of CSRD's Building Inspection Service to Electoral Area C. All feedback will be reviewed by CSRD staff and the Area C Director, and will be reflected in the consultant's report to the CSRD Board on the public information process.

If you would like to receive an update on the process, including the reporting to the Board, please be sure to give us your name and email contact.

WHAT A GREAT IDEA, I CAN HARDLY WAIT FOR IT TO TAKE EFFECT

P.S.

CSRD STAFF WERE VERY PROFESSIONAL

Name: _____

Email: _____



COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Dr. NE Salmon Arm, BC
PO Box 978 V1E 4P1 | 250-832-8194

NEW BUILDING INSPECTION SERVICE

ELECTORAL AREA C

COMMENT FORM

Your Comments:

*Good info & meeting
PERSONNEL.*

Name:

ALFRED & LORRAINE HANSEN

Road / Street:

[REDACTED] SUNNYBROOK CANYON POINT

Contact Information if you have a question (s):

Please submit comment sheet here at the open house, email at buildingpermit@csrd.bc.ca, or mail to 555 Harbourfront Drive NE, PO Box 978, Salmon Arm BC V1E 4P1

Comments to be submitted by July 13 2018



**CSR D Building Inspection Service
Expansion to Electoral Area C
June, 2018**

FREQUENTLY ASKED QUESTIONS

How do Building Inspections protect public health and safety?

Buildings are complex, particularly when they include plumbing, electrical wiring, and connections to drinking water and septic systems. The *BC Building Code* establishes minimum requirements that are designed to keep occupants safe and healthy. When followed, the requirements help to ensure that buildings:

- are structurally sound, with proper building frames and foundations
- provide adequate fire protection
- address issues concerning radon gas
- provide adequate exits in the event of emergencies
- are equipped with proper plumbing for safe drinking water and liquid waste disposal
- minimize hazards to prevent accidents

All buildings are required to be constructed to the standards of the *BC Building Code*. Only buildings in areas with building inspection, however, are subject to the consistent and high level of oversight required, at key points of the construction process, to ensure that the *Code* is met and safety standards are upheld.

What is Building Inspection?

Building inspection is a service through which local governments regulate the construction of buildings. A property owner who wishes to construct a building in an area with building

inspection is required to obtain, prior to construction beginning, the local government's approval to build. Approval is given in the form of a building permit, for which the property owner must apply. Permits are issued when the local government has confirmed, through its review of the submitted building plans, that the proposed structure complies with the technical standards in the *BC Building Code*, and the planning regulations in the applicable OCP and zoning bylaw.

At various points of the construction process, inspections must be arranged by the property owner with a Building Inspector from the local government. At each inspection, the Inspector confirms that the standards of the *BC Building Code*, and the relevant land use regulations, are indeed being met.

When will the expanded service take effect in Electoral Area C?

CSR D building inspection will apply in Area C in the spring of 2019 (exact date to be announced). The service will be administered in compliance with *CSR D Building Regulation Bylaw No. 660*, which can be viewed at www.csr.d.bc.ca/services/building-regulationinspection.

Why is there no referendum?

Sometimes when regional district services are established, referendums are used to obtain approval from those who are directly affected by, and required to pay for, the service. The *Local*



Government Act recognizes, however, that referendums are not well-suited to every local government decision. Decisions to regulate the actions of individuals through the establishment of regulatory services such as building inspection are good examples. Regulatory services such as building inspection have important health, safety, economic, environmental and other benefits that are important to the broader community. These services do not require approval through a referendum. Instead, the *Act* enables the Electoral Area Director of the affected areas to consent to establishing the service on behalf of his or her electors.

The Electoral Area Director for Area C will be asked to provide consent to the CSRD building inspection service bylaw on behalf of South Shuswap. The bylaw will then be sent to the Province's Inspector of Municipalities for review and approval.

What is the building permit process?

There are five steps in the full process:

- > *Step 1: Application* — The property owner submits a complete application (including plans and required supporting documents) that details the type of construction, alteration or repair, along with the value of the proposed work. At this time the Building Permit application fee of \$72 is paid.
- > *Step 2: Permit Review* — The application and plans are reviewed by CSRD staff for compliance with the *BC Building Code*, zoning bylaw regulations, and development permit guidelines in the OCP. If a development permit is necessary, the property owner is contacted. Compliance with other agency approval processes (e.g., septic system processes through Interior Health) is also reviewed.
- > *Step 3: Permit Issuance* — Once the review is complete, the property owner is contacted to pick up the permit and pay the total permit fee and security deposit (pursuant to *Building Regulation Bylaw, No. 660*). The permit is required to be posted conspicuously on site,

legible from the road, during the entire construction process. All plans, specifications and supporting documents on which the permit was based, all inspection certificates, and all professional field reviews are to be available on-site during normal working hours.

- > *Step 4: Inspections* — The CSRD performs six (6) on-site building inspection at key points of construction process. Wherever possible, inspections are conducted within 48 hours of being requested by the property owners.
- > *Step 5: Final Occupancy* — Once the final inspection is completed successfully, and all outstanding documentation is submitted, the CSRD issues a Final Occupancy Certificate.

Further information on the building permit process may be obtained from the CSRD Building Department (1.888.248.2773 or 250.832.8194; buildingpermit@csrd.bc.ca).

When is a building permit required?

Any property owner who wishes to undertake construction in Electoral Area C will need to obtain a building permit (and, in most cases, a plumbing permit), prior to commencing construction, once the expanded service takes effect. Building permits are required for most construction, demolition and excavation, including:

- construction of a house, townhouse, commercial and industrial building
- construction of accessory buildings, including most garages and sheds
- demolition of a building
- significant alteration to or repair of an existing building (e.g. structural changes, electrical updates, construction of a second floor deck, moving of plumbing)
- changes to the use or occupancy of an existing building (e.g. from a garage to a dwelling, or from a residence to a commercial use)
- relocation of a building
- alterations that affect a venting or sewer- age system

- installation of a factory-built or manufactured building
- installation of a temporary building

Is a building permit required for a structure that is under construction when the service takes effect?

No building permit is required for new single-family buildings and accessory buildings that are under construction when the service is introduced, provided that concrete footings, built in compliance with the *Building Code*, are poured prior before the amended service bylaw takes effect. A property owner in this situation needs to submit proof to the CSRD to confirm that the concrete footings were poured prior to the date of service commencement. Proof may include, at a minimum, information such as an email stating the date on which the pour occurred, combined with a time-stamped picture of the pouring, and a copy of the concrete delivery receipt.

To be clear, future additions to buildings that exist prior to the introduction of building inspection will require building permits.

When is building permit NOT required?

If a construction project involves no structural changes, and no relocation or installation of plumbing fixtures, no building permit is required. In addition, certain other types of structures are exempt from the permit requirement, including:

- one storey accessory buildings that are under 10m² in size, are not used for habitation, and do not create a hazard
- farm buildings with "low human occupancy" (defined by the National Farm Building Code of Canada on properties assessed as a farm by BC Assessment)
- non-structural repairs such as window replacements (same size windows), roof updates, kitchen renovations with no movement of plumbing fixtures, finishing of basement with flooring and non-structural (not including creation of secondary suite)
- patios, decks or balconies that are less than 2 feet (0.61m) off the ground
- repairs or minor alterations to the plumbing system or fixtures that do not affect the venting or sewerage system
- landscaping retaining walls below 1.22 m in height that do not support loads created by buildings or parking areas
- construction of , utility poles and towers and public infrastructure systems (as identified in Section 1.1.1.1(2) of the *BC Building Code*)
- un-modified CSA Z240 RV or un-modified CSA Z241 Park Model

How does an owner apply for a building permit?

Building permit applications are available online at the CSRD (www.csr.bc.ca) or in person at the CSRD office in Salmon Arm (555 Harbourfront Drive NE). Applicants are encouraged, but not required, to submit their permit applications in person so that they may be reviewed by staff for completeness. Property owners may contact the Building Department in advance (1.888.248.2773 or 250.832.8194; or buildingpermit@csr.bc.ca) to ask questions, or to book appointments with a Building Inspector.

What other permits may be required?

The CSRD may require other permits, such as a development permit, depending on the type and location of the construction project. Development permit areas are identified in *Electoral Area C (South Shuswap) OCP*. They are established to regulate lands with environmental significance (such as lakefront, foreshore or riparian areas) or hazardous conditions (e.g., steep slopes or flood areas). Other development permit areas are created to ensure that the character of commercial and multi-family developments are developed in accordance with the community vision as expressed in the OCP. Construction within development permit areas must follow guidelines to ensure development is safe for the use intended, that environmental areas are identified and protected, and that the character is consistent with the community vision. As part of the building permit review, Building Department staff determine whether development permits are required. Development permits, where required, must be issued prior to building permits.

Why are six inspections required?

When reviewing its building inspection service, the CSRD examined best practices in other communities. Six inspections is considered the minimum number necessary to adequately ensure adherence to the *BC Building Code*.

The required inspections occur at the following points in the construction process:

1. Footing construction (before concrete)
2. Pre-backfill
3. Under slab plumbing rough-in
4. Framing construction
5. Insulation, vapour barrier, and air barrier
6. Final Inspection

It may be of interest to note, by comparison, that both Revelstoke and Salmon Arm require seven inspections (not including for fireplaces); Sicamous requires eight.

What are the building permit fees?

Building permit fees are used to recover a portion of the cost to provide the service. Service costs are also recovered, in part, using property taxes from each Electoral Area in which the service is provided.

Building permit fees consist of an application fee and the building permit fee. The application fee is a flat amount that is paid at the time of submission. The permit fee is based on the value of the construction, and is paid prior to the issuance of the building permit.

All fees related to building permits are outlined in Schedule A of the *CSRD Building Regulation Bylaw, No. 660*, and are the same across all Electoral Areas with building inspection. At present (June, 2018), the fees are as follows:

- The *application fee* is \$72 for a single-family dwelling, and \$288 for multi-family, commercial, institutional or industrial buildings.
- The *permit fee* is calculated as follows:

- \$72 for first \$1,000 of construction value
- \$7.20 for each additional \$1,000 of value, up to \$100,000
- \$6.00 for each additional \$1,000 of value over \$100,000

For a single-family dwelling with a construction value of \$300,000, the total fees would be \$2,057 (\$72 of which may be credited back to the homeowner).

What days will inspections be available?

Building inspections will be available in Electoral Area C two days per week. Building Official availability will be adjusted for inspection demand and workload.

How do I arrange for a building inspection?

A building inspection must be requested at least 48 hours in advance of the preferred inspection time by contacting the Building Department (1.888.248.2773 or 250.832.8194; or buildingpermit@csrd.bc.ca).

Can a building permit Application be submitted before the spring, 2019, start date for the new service in Electoral Area C?

It is expected that complete building permit applications will be accepted for properties in Electoral Area C in early 2019, once the service establishment bylaw and the *CSRD Building Regulation Bylaw* have been amended to include Electoral Area C. Applications will not be reviewed, and permits will not be issued, however, until after the *Building Regulation Bylaw* and the applicable service establishing bylaw have been fully adopted.

How will inspections be carried out in remote locations in Electoral Area C?

A CSRD building inspector may request that inspections in remote locations, such as water access only or backcountry construction sites, be completed by a registered professional hired by the property owner. If requested, the building inspectors will rely solely on the provided letters of assurance, field reviews and site photos that the registered professional submits. All letters of

assurance and other documents must substantially conform to the project's design, plans and specifications that were submitted at the time of building permit application. All construction must comply with the *BC Building Code*, *CSRD Building Regulation Bylaw* and any other relevant safety codes and regulations.

What is the time period between building permit issuance and expiry?

Once a building permit is issued construction will need to begin within six (6) months from the date of issuance. Construction cannot be suspended for a period of more than six (6) months, and must be completed within a period of three (3) years. If these conditions are not met, the permit will expire.

For a project on which construction has been ongoing, the property owner may renew a permit, prior to expiry, for an extended period of up to 12 months. Only one renewal is permitted. The completion of additional forms and fees may be required.

What is the expected timeline from building permit application to issuance?

Today at the CSRD, there is a 3-5 week permit issuance turnaround time for single-family dwellings, and a shorter turnaround time for smaller building projects. These timelines are expected to remain in effect once the service has been expanded to include Area C.

This turnaround time may increase if a Development Permit application is required (development permit applications need to be reviewed, and development permits issued, prior to the issuance of a building permit).

It is recommended that an estimated timeline be requested at the time of building permit application.

What happens if construction begins without obtaining a building permit?

A Building Inspector will visit a property where construction is occurring without a building permit. Depending on the nature of the construction underway, the Building Inspector may issue a Stop Work Order. If construction continues in violation of this order, the CSRD may consider placing a Notice on Title.

The CSRD reserves its right to enforce the regulations in *Building Regulation Bylaw No. 660*, and to pursue further enforcement, including seeking a court injunction if required to ensure bylaw compliance.

What can Area C residents do if they are concerned about property owners who may be constructing without building permits?

Residents may contact the Building Department (1.888.248.2773 or 250.832.8194; or buildingpermit@csrd.bc.ca) to ask if a building permit is required for the construction that is observed to be occurring. Residents may also formally report construction work being undertaken without a required permit through the CSRD online complaint form, or by contacting a CSRD Bylaw Enforcement Officer (1.888.248.2773 or 250.832.8194; or enforcement@csrd.bc.ca).

Complainant information is considered confidential by the CSRD will not be revealed (it is protected under the *Freedom of Information and Protection of Privacy Act*).

Should the matter proceed to court, however, and if required in the legal proceedings, the CSRD may be obligated to disclose the information provided.



ELECTORAL AREA C BUILDING INSPECTION SERVICE

OVERVIEW

The CSRD building inspection service is being expanded to include all of Electoral Area C. This *Overview* explains what the building inspection is, why it is being introduced in Area C, how it will be implemented, and what it will cost.

What is a Building Inspection Service?

Building inspection services are established by local governments to ensure that new construction complies with the requirements of the *BC Building Code*, and regulations set out in community planning documents, such as zoning bylaws and official community plans (OCPs).

Building inspection is most easily understood in the context of the broader land development

process. In British Columbia, governments at both the provincial and local levels have important roles to play in creating and enforcing the rules that govern this process. The provincial government is responsible for creating the *BC Building Code*, a technical document that contains various requirements and standards related to the construction, alteration, repair and demolition of all types of buildings.

Local governments — including regional districts — regulate development using both land use and building bylaws. On the land use side, municipalities and regional districts create zoning bylaws and OCPs that set out their communities' long-term goals, and that guide development in ways that support the goals. On the construction side, local governments adopt building regulation bylaws that apply and enforce the standards of

the *BC Building Code*, and that detail the building inspection approval process. Property owners who wish to construct buildings in a jurisdiction covered by a building regulation bylaw must apply for and obtain a building permit before construction can start. A building inspection service is the service through which applications for building permits are reviewed for compliance with the *BC Building Code*, zoning bylaws and OCPs.

Why is a Building Inspection Service needed?

The primary purpose of building inspection service is to protect public health and safety. As noted earlier, local governments provide building inspection to ensure that residential, commercial, industrial and public buildings meet the minimum construction standards set out in the *BC Building Code*.

Building inspection also serves as a tool to implement and promote a community's local planning goals. In Electoral Area C, residents have invested considerable time, energy and money in the preparation of the *Electoral Area C (South*

Shuswap) Official Community Plan and the *South Shuswap Zoning Bylaw* to promote local planning goals, including goals related to the protection of watercourse riparian areas, and the type and form of community development. Building inspection helps to ensure that new development respects and supports these goals.

Through the building inspection service, projects are reviewed for compliance with local land use regulations at a crucial stage in the development process — namely, before construction occurs. In the absence of building inspection, construction may proceed in ways that are not consistent with policies and regulations, and that do not properly take into account concerns related local hazards (e.g., slope issues, or the potential for flooding). Efforts to enforce compliance after construction has been completed are costly and acrimonious for the property owners, the local government, and local taxpayers.

Other reasons to support the expansion of building inspection include the following points:

- *Ensures Other Requirements are Completed* — A building inspection service allows local governments to ensure that property owners

HOW DO BUILDING INSPECTIONS PROTECT PUBLIC HEALTH AND SAFETY?

Buildings are complex, particularly when they include plumbing, electrical wiring, and connections to drinking water and septic systems. The *BC Building Code* establishes minimum requirements that are designed to keep occupants safe and healthy. When followed, the requirements help to ensure that buildings:

- > are structurally sound, with proper building frames and foundations
- > provide adequate fire protection
- > address issues surrounding radon gas
- > provide adequate exits in the event of emergencies
- > are equipped with proper plumbing for safe drinking water and liquid waste disposal
- > minimize hazards to prevent accidents

All buildings are required to be constructed to the *BC Building Code*. Only buildings in areas with building inspection, however, are subject to the consistent and high level of oversight required, at key points of the construction process, to ensure that the *Code* is met and safety standards are upheld.

have obtained all necessary permits and development approvals, including those required by other agencies such as Interior Health, the Ministry of Transportation, and BC Housing.

- *Promotes Equitable Taxation* — BC Assessment uses building permit records to ensure that the assessed value of each property represents that property's true market value. This information provides for an equitable distribution of the property tax burden across all property owners. Without the information, owners who have improved their properties may not be paying their fair share of local taxes.
- *Provides Important Planning Information* — Local governments collect current and historical building data to assist in making development forecasts, formulating planning policies, and preparing infrastructure plans. The information is also accessed and used by a variety of public agencies and individuals.

- *Protects Consumers* — Building permit records provide a level of assurance to homebuyers that construction work has been undertaken in accordance with the standards of the *BC Building Code*. Homeowners who are undertaking renovations can also take comfort in knowing that contractor plans have been reviewed and work inspected for compliance to important health and safety standards contained in the *Codes*.
- *Reduces Insurance and Financing Challenges* — Owners of homes that have received Final Occupancy Certificates (FOCs) typically face fewer challenges in obtaining home insurance. Without such certificates, owners may not be able to obtain home insurance at all; those that are successful in getting it often must pay higher premiums. Owners of homes without FOCs may also be unable to secure new mortgages, or re-finance existing ones. Not all financial institutions, it appears, will provide mortgage financing for buildings in areas without building inspection. Staff at the CSRD Building Department received 5-8 calls per week from existing and prospective homeowners who have experienced issues when dealing with banks.

Electoral Area C (South Shuswap)



Area: 601 km²
Population: 7,921

As with any service, there are costs associated with implementing building inspection, as well as new requirements for property owners who undertake building, renovation and construction projects (see later). The benefits of the service, however, are widely recognized by local governments and the communities they govern. Every regional district that surrounds the CSRD — indeed, every regional district in southern British Columbia — has a building inspection service. Within the CSRD itself, building inspection is required in every member municipality. A CSRD building inspection service has existed in the key settlement areas of Electoral Area F since 2001. In March, 2018, the CSRD building inspection was expanded to include Electoral Areas B and E. The service will be expanded again, in the spring of 2019, to include all of Electoral Area C.

BUILDING INSPECTION AND THE CSRD

In the CSRD, building inspection exists — and has existed for some time — as an important local government service in every member municipality. In the Regional District's electoral areas, however, the situation is somewhat different.

Building inspection for the EAs has been a topic of discussion and some debate in the CSRD since the establishment of the Regional District in 1965. For a brief 18-month period, beginning in 1966, a full building inspection service existed across all Electoral Areas. In 1968, however, the service was repealed and replaced with a more limited version in portions of Electoral Area B and, subsequently, parts of Area E.

Amendments occurred after 1975 to change the number of inspections and cost recovery mechanisms. Other amendments after 1991 expanded the service area to include parts of Area F, then subsequently contracted the area to eliminate the original portions of Areas B and E. By 2001, building inspection in the non-municipal areas of the CSRD applied only to the key settlement areas in Area F that continue to be served today.

Earlier this year, in March 2018, the CSRD expanded its building inspection function to include Electoral Areas B and E. The service will be expanded again in the spring of 2019 to include all of Electoral Area C. The expansion initiative is a response, in part, to concerns about the consistency of construction quality, and adherence to *BC Building Code* regulations. The initiative also reflects a strong desire on the part of residents and the CSRD to promote local planning goals. Residents in Electoral Areas have invested heavily in the preparation of official community plans, zoning bylaws and other tools to set out and promote important goals, including those related to the natural environment and community character. Building inspection will help to ensure that new development respects and supports these goals.

The expansion of CSRD building inspection is limited to Area C at this time. It is anticipated, however, that other remaining electoral areas — perhaps all areas — may opt into the service in the future.

How will the Service work?

The expanded building inspection service will be provided throughout all of Electoral Area C. Property owners in the South Shuswap will be required to obtain a building permit before beginning construction of any type of building — single family, multi-family, institutional, industrial, commercial. Certain buildings will be exempt from this requirement, including:

- accessory buildings that under 10m²
- farm buildings
- a variety of other small projects

Building permits will be needed, however, in most cases, including those which involve the:

- construction of a house, townhouse, commercial and industrial building
- construction of accessory buildings, including any structure (e.g., garage) that is larger than 10 m², unless otherwise exempted
- demolition of a building
- significant alteration to or repair of an existing building (e.g., structural changes, moving of plumbing systems)
- changes to the use/occupancy of an existing building (e.g., from a garage to a dwelling, or

- relocation of a building
- alterations that affect venting or sewerage
- installation of a factory-built or manufactured building

The Building Permit Process

The process to obtain a building permit will consist of three stages:

- *Application* — To start the process, the property owner will submit an application that details the type of building, alteration or repair, and the value of the proposed work. As part of the application, the owner will need to provide drawings and a site plan, and will be expected to pay the required building permit fee. Other documents may also be required, depending on the type and location of the proposed construction. Such documents may include easements or covenants registered on title, a contaminated site profile, and environmental and/or geotechnical reports.
- *Plan Checking* — The submitted application and plans will be reviewed by CSRD staff for compliance with the *BC Building Code*, the *CSRD Building Regulation Bylaw*, regulations in the *South Shuswap Zoning Bylaw* and *Lakes Zoning Bylaw*, and development permit guidelines in the *Electoral Area C (South Shuswap) OCP*. Compliance with other agency approval processes, such as the Interior Health process for on-site sewage disposal, will also be reviewed. Once all checks have been done, and all concerns have been addressed, a building permit (and, if necessary, a plumbing permit) will be issued.
- *Building Inspections* – CSRD building inspectors will conduct a total of six (6) on-site building inspections at key points of the construction process, including at the:
 - > footing construction stage (pre-concrete)

- > installation of perimeter drainage pipe and drain rock (prior to backfilling)
- > installation of building drain, sanitary or storm sewer and plumbing system (prior to backfilling)
- > framing construction stage (pre-drywall)
- > insulation, vapour and air barrier stage
- > final inspection

Industry best practices suggest that six (6) inspections is the minimum number needed to ensure adherence to the *BC Building Code*. In most places, including in the municipalities in the CSRD, more than six (6) inspections are required.

At any time in the permit process, building inspectors will be authorized to:

- enter onto properties to ensure compliance with regulations
- require owners to uncover or correct an item
- request further testing to ensure compliance
- issue stop work notices
- revoke permits

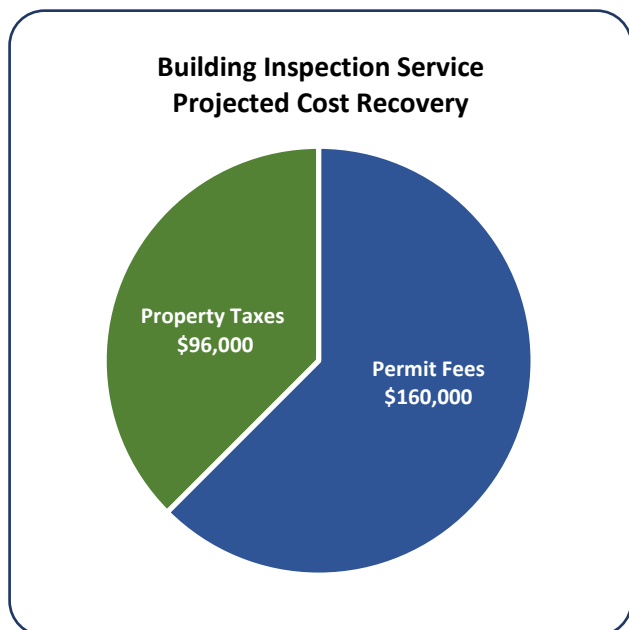
Once a building permit is issued construction will need to begin within six (6) months from the date of issuance. Construction cannot be suspended for a period of more than six (6) months, and must be completed within a period of three (3) years. If these conditions are not met, the permit will expire.

For a project on which construction has been ongoing, the property owner may renew a permit, prior to expiry, for an extended period of up to 12 months. Only one renewal is permitted. The completion of additional forms and fees may be required.

What will it cost and who will pay?

The portion of the total building inspection cost attributable to Area C is projected at about \$260,000 for the service's first full year of

operation. A good portion of this amount — \$160,000 — is expected to be raised from Area C building permit fees. The remainder of the funds required will be recovered through property taxes levied on all properties.



Cost estimates for Area C are related almost entirely to staffing. The funds will allow for the hiring of a new full-time building inspector, plus the use of existing inspectors and other service staff.

What will the building permit fees be?

The permit fees to be charged under the expanded service are set out in the *CSRD Building Regulation Bylaw* are the same as those that are in place today in Areas B, E and F. Three types of fees will be payable for each application:

- application fee
- permit fee (based on construction value)
- special permit fees for specific items such as demolitions, moving a building, a change of occupancy and other cases

The *application fee* will be \$72 for a single-family dwelling, and \$288 for multi-family, commercial,

institutional or industrial buildings. The *permit fee* will be calculated as follows:

- \$72 for first \$1,000 of construction value
- \$7.20 for each additional \$1,000 of value, up to \$100,000
- \$6.00 for each additional \$1,000 of value over \$100,000

How will the new Service affect taxes?

What would the permit fees be for a single family home?

Based on an example of a single family home with a construction value of \$300,000:

- > Application fee - \$72
- > building permit fee - \$1,985

TOTAL: \$2,057

This fee allows for the six required inspections; the additional inspection for a fireplace (if required) would be an extra \$72.

Note that the CSRD has the ability to credit the application fee to the total building permit fee. In such cases, the total fee for the \$300,000 single family house would be \$1,985.

As noted, over half of the total cost of the expanded service is expected to be recovered through building permit revenues; the remainder will be raised through local property taxes. All property owners across Electoral Area C and the broader service area will pay towards the cost of the function through their property taxes. The anticipated tax charges related to the expanded service for different property types and values (land and improvements) are shown in the

accompanying table, based on the projected number of building permits, project service level, and the 2018 assessment totals.

- and express opinions
- detail the process for developing and implementing the service

Property Type	Assessed Value	Tax Rate	Tax Payment
Residential	\$200,000	0.046	\$9.24
	\$300,000	0.046	\$13.87
	\$400,000	0.046	\$18.49
Commercial	\$500,000	0.113	\$56.60
	\$1,000,000	0.113	\$113.20
Industrial	\$1,000,000	0.162	\$162.00

The engagement process will feature three Open Houses, each of which will include a presentation, a review of poster boards, and various written materials on the service. All materials are also online at www.csr.bc.ca/services/building-regulationinspection. The engagement process will culminate in a brief report to the CSR Board of Directors.

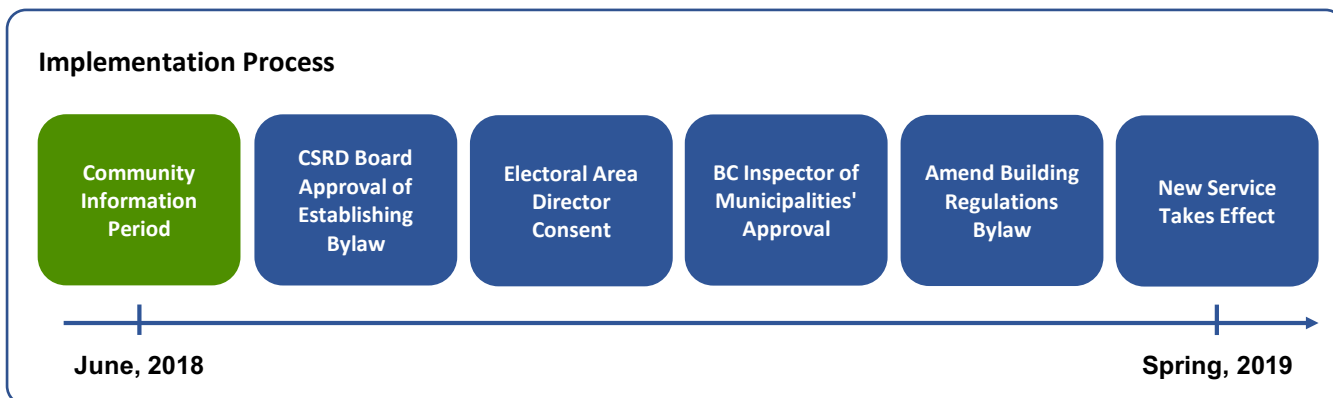
How and when will the Service be implemented?

The expanded the building inspection service will take effect in Electoral Area C in the spring of 2019. To help property owners prepare for this change, the CSR is undertaking a community information process in June, 2018, to:

- explain the service
- outline the cost of the service for permit applicants and for taxpayers as a whole
- provide opportunities for stakeholders and the community to ask questions, get answers

Following the report to the Board, staff will prepare an amendment to the service establishing bylaw to include Electoral Area C in the service. The Electoral Area Director for Area C will be asked to give consent to the bylaw on behalf of Area C electors; Directors for the other Electoral Areas in the service will be asked to give consent on behalf of their electors to the expansion of the service area to cover Area C. A referendum on the expansion is not required because building inspection is a regulatory service with broad health, safety, environmental and economic benefits that promote the public interest.

Following Director assent, the Province's Inspector of Municipalities will be asked to give formal approval. The CSR Board will then amend the existing *Building Regulation Bylaw No. 660* to include Area C.



TO LEARN MORE

This *Overview* is an information resource to help residents learn about the CSRD Building Inspection Service that will take effect throughout Electoral Area C in the spring of 2019.

For additional information, go online to www.csr.bc.ca/services/building-regulationinspection and review frequently-asked-questions (FAQ) on the service, as well as two *Building Scenarios* sheets that explain how the service's requirements will apply to different types of construction projects. A *Building Inspection Glossary* is available, as are copies of the poster-board materials for the Open Houses. A *Survey* that residents can complete to provide comments is posted, along with a downloadable copy of *CSRD Building Regulation Bylaw, No. 660*.

The CSRD will be hosting three Open Houses in the South Shuswap to provide information and receive comments about the service.


The Open House details are as follows:


- Sunnybrae Community Hall
3595 Sunnybrae Canoe Point Road
Monday, June 11, 2018
6:00 pm to 8:00 pm
(presentation at 7:00 pm)
- Blind Bay Memorial Hall
2510 Blind Bay Road
Tuesday, June 12, 2018
6:00 pm to 8:00 pm
(presentation at 7:00 pm)
- Sorrento Memorial Hall
1150 Passchendaele Road
Tuesday, June 19, 2018
6:00 pm to 8:00 pm
(presentation at 7:00 pm)

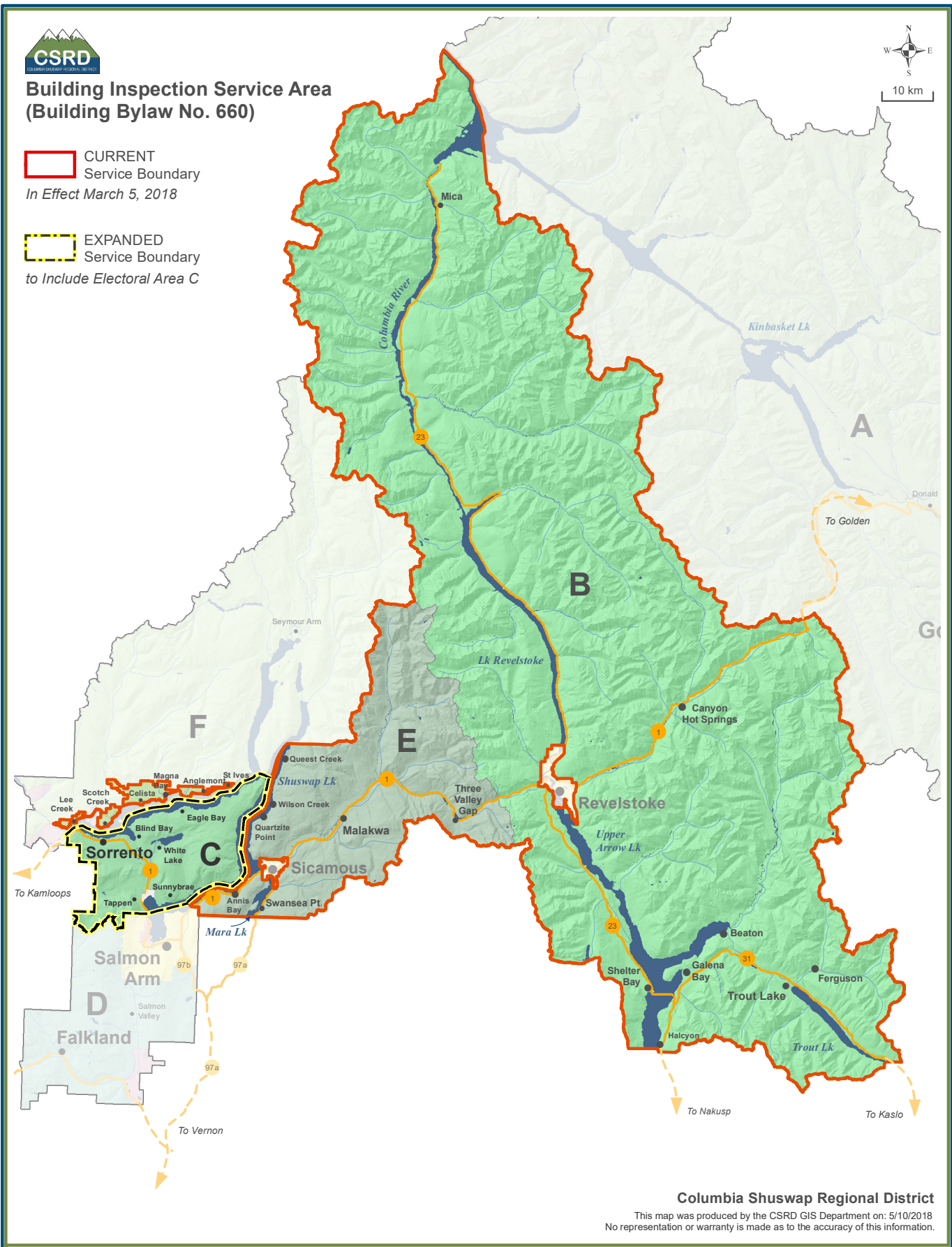




Building Inspection Service Area (Building Bylaw No. 660)

 CURRENT Service Boundary
In Effect March 5, 2018

 EXPANDED Service Boundary
to Include Electoral Area C





Columbia Shuswap Regional District

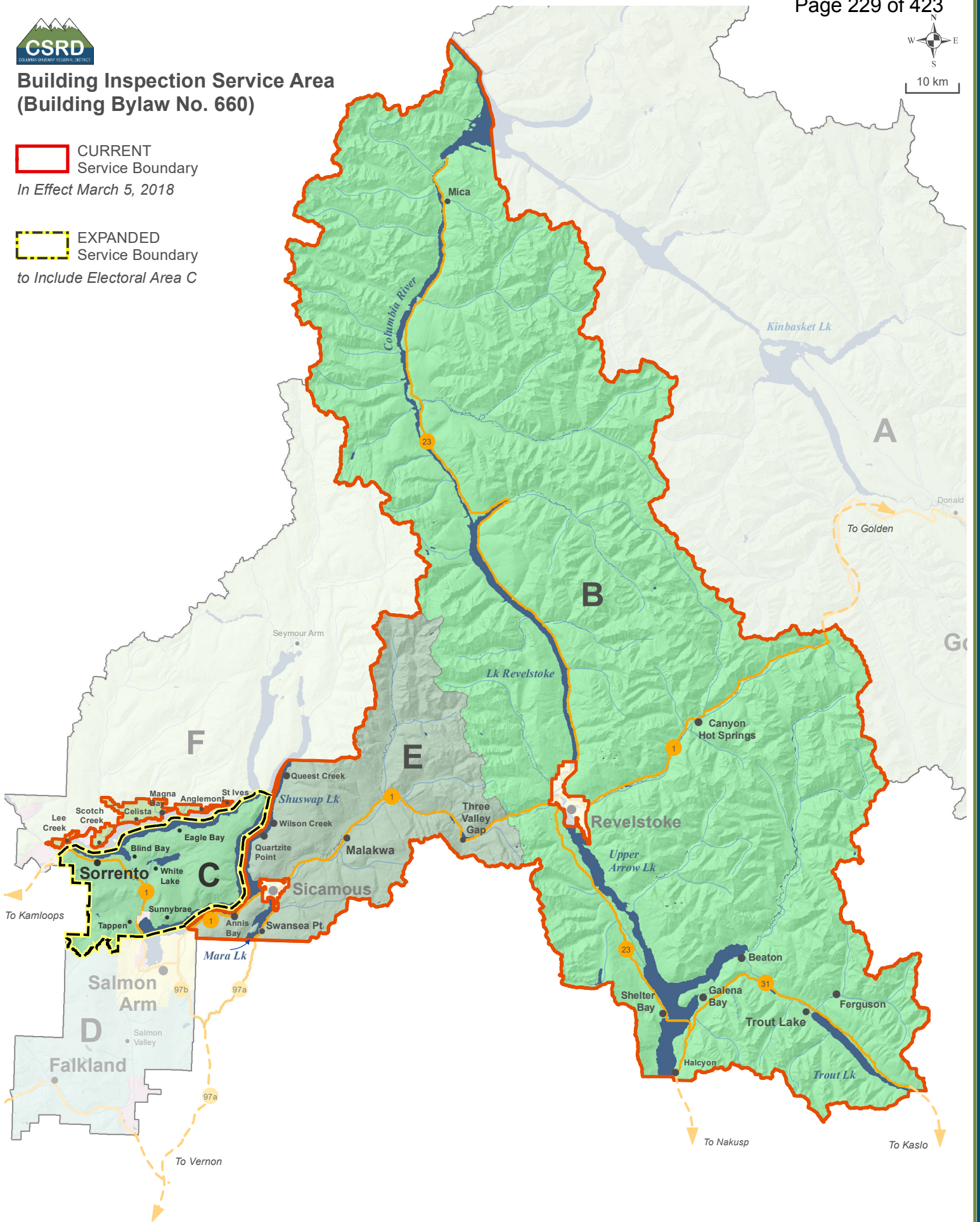
This map was produced by the CSR D GIS Department on: 5/10/2018
No representation or warranty is made as to the accuracy of this information.



Building Inspection Service Area (Building Bylaw No. 660)

 CURRENT Service Boundary
In Effect March 5, 2018

 EXPANDED Service Boundary
to Include Electoral Area C





BOARD REPORT

TO: Chair and Directors **File No:** BL 4000-4 & 0430 20 53

SUBJECT: Proposed Amendments to Columbia Shuswap Regional District Development Services Application Fees Bylaw No. 4000

DESCRIPTION: Report from Jan Thingsted, Planner, dated July 6, 2018.

RECOMMENDATION #1: THAT: Bylaw 4000-4, cited as "Columbia Shuswap Regional District Development Services Application Fees Amendment (CSR D) Bylaw No. 4000-4", be read a First, Second, and Third time this 19th day of July, 2018.

RECOMMENDATION #2: THAT: Bylaw 4000-4, cited as "Columbia Shuswap Regional District Development Services Application Fees Amendment (CSR D) Bylaw No. 4000-4", be adopted this 19th day of July, 2018.

SHORT SUMMARY:

This report recommends proposed amendments to Bylaw No. 4000 to include fees for cannabis related business applications. Another minor housekeeping amendment is also recommended in the section pertaining to subdivision applications.

VOTING: Unweighted Corporate LGA Part 14 (Unweighted) Weighted Corporate Stakeholder (*Weighted*)

BACKGROUND:

On June 21, 2018 the Board adopted Cannabis Related Business Policy A-71 and directed staff to prepare amendments to Columbia Shuswap Regional District Development Services Application Fees Bylaw No. 4000 to include fees for cannabis related business applications.

Policy A-71 establishes procedures and criteria for the CSR D to follow when responding to licence application referrals for any cannabis related business proposed in the CSR D.

As recommended in the June 21, 2018 Board report, the intent behind amending Fees Bylaw No. 4000 is to recover costs incurred by the CSR D when processing cannabis retail licence applications. The fees proposed to be charged for processing these applications will align with the existing fee structure in Bylaw No. 4000.

Fees will only apply to applications referred from the BC Liquor Control and Licensing Branch (LCLB) for cannabis retail licence applications when the CSR D is required by the province to gather the views of the public when providing comments or recommendations on such licence applications.

Fees will not be charged when reviewing federal cannabis production applications since Health Canada does not require local governments to consult with the public when providing comments or recommendations. However, the CSR D would be able to charge applicable application fees as currently

outlined in Fees Bylaw No. 400 in situations where a cannabis production facility requires a rezoning, Official Community Plan Amendment, Development Permit, or any other necessary land use permit.

See attached Policy A-71: "2018-06-21_A-71_Cannabis_Policy_ A-71.pdf"

See attached June 21, 2018 Board report: "2018-06-21_Board_DS_Cannabis_Policy_A-71_0430_20_53.pdf"

The proposed change to the subdivision application section in Bylaw No. 4000 provides clarity regarding the fee charged for each revision in the subdivision application made by the applicant requiring additional CSRD comments.

POLICY:

Section 35 of the proposed Provincial *Cannabis Control and Licensing Act* allows a local government to impose fees on an applicant in order to recover the costs incurred in assessing an application. The changes proposed in this bylaw amendment meet the intent of this section. The proposed cannabis application fees are also consistent with the fees charged for other similarly processed CSRD applications, e.g. Temporary Use Permit; public hearing fee.

FINANCIAL:

The proposed amendment to Bylaw No. 4000 is intended to recover costs incurred by the CSRD when the CSRD receives referrals from the LCLB and comments and recommendations are provided by the CSRD on cannabis retail licence applications.

KEY ISSUES/CONCEPTS:

The proposed amendments to Bylaw No. 4000 are as follows:

1. Under Section 3 (Subdivision) remove:

"b. For each revision in the subdivision application made by the applicant to the BC Ministry of Transportation and Infrastructure (MoT) which generates a new MoT referral (file) to the CSRD."

 and replace with:

"b. For each revision in the subdivision application made by the applicant requiring additional CSRD comments"
2. Under Section 4 (Other Fees) add:

<i>"(h.) Cannabis Retail Application review</i>	
<i>i) Where basic public consultation is required</i>	<i>\$1000</i>
<i>ii) Where a public meeting is required</i>	<i>\$2000'</i>

See attached: "BL4000-4_Adoption.pdf"

IMPLEMENTATION:

If the Board adopts Bylaw No. 4000-4, the changes in Schedule 'A' will come into effect immediately.

COMMUNICATIONS:

If approved, the CSRD's website will be updated to include an updated version of Bylaw No. 4000. Staff will also inform potential applicants of any changes that may affect them.

DESIRED OUTCOMES:

That the Board endorse the staff recommendations.

BOARD'S OPTIONS:

1. *Endorse the Recommendations. Bylaw No. 4000-4 will be given first, second, and third readings and will be adopted.*
2. *Deny first reading. Bylaw No. 4000-4 will be defeated.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2018-07-19_Board_DS_BL4000-4_Cannabis_Fees.docx
Attachments:	- 2018-06-21_A-71_Cannabis_Policy_A-71.pdf - 2018-06-21_Board_DS_Cannabis_Policy_A-71_0430_20_53.pdf - BL4000-4_Adoption.pdf
Final Approval Date:	Jul 11, 2018

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

Corey Paiement - Jul 11, 2018 - 9:55 AM

Gerald Christie - Jul 11, 2018 - 10:34 AM

Jodi Pierce - Jul 11, 2018 - 11:14 AM

Lynda Shykora - Jul 11, 2018 - 11:21 AM

A handwritten signature in black ink, appearing to read "C. Hamilton". The signature is fluid and cursive, with a large initial "C" and a stylized "H".

Charles Hamilton - Jul 11, 2018 - 3:54 PM

POLICY**A-71****CANNABIS RELATED BUSINESSES POLICY****PREAMBLE**

With the legalization of recreational cannabis in Canada, the Columbia Shuswap Regional District (CSRD) will be requested to respond to licence application referrals for cannabis related businesses. This policy establishes a clear procedure and set of criteria for the CSRD to follow when responding to licence application referrals for any cannabis related business proposed in the CSRD.

PURPOSE

The intent of Policy A-71 is to ensure that:

- cannabis related business are located in such a manner that they are sensitive to potential impacts on the surrounding community and are located in appropriate locations;
- the CSRD is provided sufficient information in the cannabis licence application referral package; and
- adequate public consultation is conducted when the Board provides a recommendation on a cannabis related business application.

DEFINITIONS

CANNABIS means all parts of the genus cannabis whether growing or not, the seed or clone of such plants, including derivatives and products containing cannabis.

CANNABIS PRODUCTION FACILITY means the use of land, buildings or structures for: research and development; testing; cultivation; production; processing; storage; packaging; labeling; or distribution of cannabis and related substances, as lawfully permitted and authorized under the Cannabis Act.

RETAIL CANNABIS SALES means a business that sells cannabis as lawfully permitted and authorized under the Cannabis Control and Licensing Act.

POLICY

This Policy will remain in effect until it is repealed or replaced.

This Policy is in effect for the following geographic areas: all of the lands within the CSRD that lie outside of municipal boundaries, Indian Reserves and National Parks.

For the purpose of this policy, cannabis production facilities and retail cannabis sales are collectively referred to as “cannabis related business.”

Part One: Licence Application Procedure

1. Preliminary Consultation

Proponents are encouraged to contact the CSRD in writing before making any final site selection decisions in order to discuss their plans with staff.

Development Services staff will review all cannabis related business application referrals for compliance with relevant land use regulations, and provide information to the applicable provincial or federal agency in respect of such regulations.

2. Description of Proposed Cannabis Related Business

Referral packages provided to the CSRD for cannabis related businesses will be expected to provide the following information:

- A complete description of the proposed business (copy of the application received by Health Canada or the Liquor Control and Licensing Branch).
- The proposed layout with a site map and to-scale-drawings showing the location of the proposed facilities, and accessory buildings.
- Proposed site area and setbacks from parcel boundaries.
- Distance from schools, parks and other public spaces that are located within 1 km of the proposed business, calculated as a straight line from the edge of each parcel.

3. Public Consultation

- Where the CSRD provides recommendations on a cannabis related business application, the method of gathering public feedback will be in accordance with the applicable federal or provincial legislation.
- The CSRD will take the views of residents into account when making a recommendation on a licence application.

Part Two: Criteria for Reviewing Licence Applications

Notwithstanding the following, the CSRD Board may modify these criteria on a site by site basis, in consideration of local factors.

1. Location of Cannabis Related Businesses

- a. Where land use zoning exists, cannabis retail sales may only be permitted in commercial zones; cannabis production facilities may only be permitted in industrial zones.

CANNABIS RELATED BUSINESS POLICY A-71

- b. Cannabis related businesses are not supported on:
- Residential properties
 - Land within the Agricultural Land Reserve (ALR)
 - Areas located within 300 m of schools, parks, and any other public space
- c. A minimum separation distance of 300 m is recommended between a cannabis related business and the following locations (the minimum distance is calculated as a straight line from the edge of each parcel):
- Day Cares
 - Health Care Facilities
 - Libraries
 - Parks
 - Playgrounds
 - Schools
 - Other cannabis related businesses
- d. Minimum cannabis production facility (includes all buildings and structures) setbacks from property lines:
- 60 m setback to exterior lot line
 - 90 m setback to front lot line
 - 30 m to other lot lines
- e. Minimum cannabis production facility (includes all buildings and structures) setbacks from watercourses:
- 30 m

June 2018



BOARD REPORT

TO: Chair and Directors **File No:** A-71 & 0430 20 53

SUBJECT: Proposed Cannabis Related Business Policy (A-71)

DESCRIPTION: Report from Jan Thingsted, Planner, dated June 18, 2018.

RECOMMENDATION #1: THAT: the Board adopt Cannabis Related Business Policy (A-71).

RECOMMENDATION #2: THAT: the Board direct staff to prepare amendments to Development Services Application Fees Bylaw No. 4000 to include fees for cannabis related business applications.

SHORT SUMMARY:

Bill C-45, the Cannabis Act is expected to come into force as early as August 2018. This federal legislation will legalize the cultivation, processing, and retail sale of recreational cannabis across the country, subject to provincial legislation and local government regulations.

On April 19th, 2018 the CSR D Board directed staff to develop a policy which will address cannabis production and retail sale in all six CSR D electoral areas.

- see attached Board Report:
 "2018-04-19_Board_Report_DS_0430_20_53_cannabis_legalization.pdf"

As a follow-up at the June 7th, 2018 Electoral Area Director's (EAD) Committee meeting, staff presented a draft policy along with public input gathered through an on-line comment form.

- see attached EAD Report: "2018-06-07_EAD_Report_DS_Cannabis_Policy.pdf"
 - see attached "2018-06-21_Board_Cannabis_Comment_Results.pdf."

The EAD Committee voted in favour to direct staff to bring forward a report and final version of the Policy to be considered for adoption at the June 21st, 2018 regular Board meeting

- see attached Cannabis Related Business Policy (A-71): "2018-06-21_A-71_Cannabis_Policy_A-71"

VOTING:

Unweighted Corporate LGA Part 14 (Unweighted) Weighted Corporate Stakeholder (Weighted)

BACKGROUND:

While the Federal and Provincial governments are responsible for many aspects of the legalization framework, local government will still play a key role in the area of land use planning for cannabis retail stores and production facilities.

The Province of British Columbia will regulate the retail and wholesale framework and has determined that cannabis retail stores will be licensed through the Liquor Control and Licensing Branch (LCLB). Local governments have been given the option to provide comments and recommendations on all licence applications but must first gather the views of residents before responding to the LCLB with a formal recommendation of support or non-support.

The Government of Canada licenses all cannabis production facilities (cultivation and processing) and is currently reviewing their licensing process to determine how local governments and other agencies will be engaged.

At the April 19th, 2018 Board meeting, staff presented both regulatory and non-regulatory options to address cannabis legalization in the CSRD Electoral areas. The Board chose the non-regulatory approach and directed staff to develop a standalone cannabis policy.

A draft policy was presented to the EAD Committee on June 7th, 2018 at which time the Committee recommended that a final version of the Policy to be considered for adoption at the June 21st, 2018 regular Board meeting. A legal counsel review of the Policy was conducted to ensure consistency with any applicable legislation.

It should be noted that at the time of writing this report, both the Provincial and Federal government have yet to reveal all the details regarding how local governments will be engaged during the licence application process. Future amendments may be required to the policy once more details are revealed.

POLICY:

A summary of CSRD land use regulation and how they pertain to cannabis legalization was provided in the April 19th, 2018 Board Report. While some Electoral Areas have cannabis specific land use regulations in place, other areas have no land use regulation or no regulations at all. The intent of this policy is to "fill the gaps" and provide clear location guidelines for areas with or without land use regulations.

FINANCIAL:

Staff are recommending that Development Services Application Fees Bylaw No. 4000 be amended to include fees for cannabis related business referrals. The intent of this amendment is to ensure that any costs incurred by the CSRD when processing cannabis related business referrals will be recovered. The fees charged for processing cannabis related referrals will align with the existing fee structure in Bylaw No. 4000. More details on this proposed amendment will be covered in a subsequent Board report.

KEY ISSUES/CONCEPTS:

The proposed Cannabis Related Business Policy includes:

- Policy statements to deter cannabis related businesses from operating in residential areas and on ALR land.
- Locational guidelines for cannabis production facilities, and cannabis retail sales. The guidelines establish:

- 300 metre minimum distances between cannabis related business, and sensitive locations such as schools, parks, playgrounds, day cares, and health care facilities, etc.
- minimum setbacks to separate cannabis production facility buildings and structures from parcel boundaries (90 m setback to front lot line, 60 m setback to exterior lot line, 30 m setback to other lot lines).
- The process and procedures for receiving and reviewing referrals and applications for cannabis production facilities, and cannabis retail sales. For example, the policy specifies:
 - information that needs to be included in a referral package submitted to the CSRD.
 - the method for gathering public feedback (e.g., conducting a survey or public meeting).

What the policy does not address:

- cannabis production for personal medical purposes (Federally regulated)
- age limits (Provincially regulated)
- distribution and wholesale (Provincially regulated)
- retail/wholesale framework (Provincially regulated)
- additional rules regarding personal cultivation of cannabis (the Federal Government is proposing four plants maximum per residence)
- additional rules regarding public consumption of cannabis (the Province will prohibit cannabis smoking and vaping in regional parks, public places, and any outdoor area established by a local government for purposes of community recreation)
- capping the number of cannabis related business in a particular neighbourhood, community or Electoral Area (will be controlled by market demand)

- see attached Cannabis Related Business Policy (A-71): "2018-06-21_A-71_Cannabis_Policy_A-71"

IMPLEMENTATION:

Should Cannabis Related Business Policy (A-71) be adopted, the Policy will be made available on the CSRD website. When staff are made aware of any proposal or inquiry for a cannabis related business in the CSRD, a copy of the Policy will be provided to the proponent. Development Services staff will review all cannabis related business application referrals for consistency with the Policy guidelines and compliance with relevant land use regulations. CSRD comments will be provided to the proponent and applicable government agency in respect of such guidelines and regulations.

COMMUNICATIONS:

Public input regarding a proposed cannabis policy was gathered from May 3, 2018 to June 5th, 2018 via an on-line comment form available on the CSRD's website. Paper copies were also available at the front counter and by mail upon request. Public notification of the comment form was advertised in local newspapers and through social media.

In summary, 15 comment forms were submitted from the following Electoral Areas:

- Electoral Area B – 1 response
- Electoral Area C – 5 responses
- Electoral Area D – 4 responses
- Electoral Area F – 5 responses

There was no opposition to a cannabis policy mentioned in any of the comments. Several individuals stated that cannabis should be treated no differently than alcohol while others raised the issue of odour and needing to locate cannabis operations away from daycares, places where children congregate, and other public spaces. Several respondents felt that cannabis legalization would create new tourism opportunities.

- see comments: "2018-06-21_Board_Cannabis_Comment_Results.pdf."

DESIRED OUTCOMES:

That the Board endorse the staff recommendations.

BOARD'S OPTIONS:

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

Report Approval Details

Document Title:	2018-06-21_Board_DS_Cannabis_Policy_A-71_0430_20_53.docx
Attachments:	<ul style="list-style-type: none"> - 2018-04-19_Board_Report_DS_0430_20_53_cannabis_legalization.pdf - 2018-06-07_EAD_Report_DS_Cannabis_Policy.pdf - 2018-06-21_Board_Cannabis_Comment_Results.pdf - 2018-06-21_A-71_Cannabis_Policy_A-71.pdf
Final Approval Date:	Jun 19, 2018

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

Corey Paiement - Jun 19, 2018 - 12:39 PM

Gerald Christie - Jun 19, 2018 - 12:48 PM

Lynda Shykora - Jun 19, 2018 - 2:36 PM

Charles Hamilton - Jun 19, 2018 - 3:42 PM

COLUMBIA SHUSWAP REGIONAL DISTRICT

DEVELOPMENT SERVICES APPLICATION FEES AMENDMENT (CSR)
BYLAW NO. 4000-4

A bylaw to amend the Columbia Shuswap Regional District Development Services Application Fees Bylaw No. 4000

WHEREAS the Board of Directors of the Columbia Shuswap Regional District has adopted Bylaw No. 4000;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 4000;

NOW THEREFORE the Board of Directors of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

- 1. "Columbia Shuswap Regional District Development Services Application Fees Amendment Bylaw No. 4000", as amended, is hereby further amended as follows:
i) By deleting Schedule 'A' Fees in its entirety, and replacing it with the attached Schedule 'A' Fees.
2. This bylaw may be cited as "Columbia Shuswap Regional District Development Services Application Fees Amendment (CSR) Bylaw No. 4000-4".

READ a first time this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

Corporate Officer

Chair

Certified true copy of Bylaw No. 4000-4 as adopted.

Corporate Officer

Schedule 'A' – Fees

<u>APPLICATION TYPE</u>	<u>FEE</u>
1. Bylaw Amendments	
a. Standard Application	
i. Official Community Plan (OCP) Amendment	\$1,500.00
ii. Zoning Bylaw Amendment	\$1,500.00
iii. Combined OCP and Zoning Bylaw Amendment	\$2,500.00
iv. Dual Zoning Bylaw Amendment	\$2,500.00
v. Combined OCP and Dual Zoning Bylaw Amendment	\$3,500.00
vi. Comprehensive General Bylaw (Land Use Bylaw)	\$1,500.00
vii. Combined Land Use Bylaw and Zoning Bylaw Amendment	\$2,500.00
b. Comprehensive Development Application	
i. Official Community Plan Amendment	\$2,000.00
ii. Zoning Bylaw Amendment	\$2,000.00
iii. Combined OCP and Zoning Bylaw Amendment	\$4,000.00
c. Each change in the application requiring a new public hearing	\$1,000.00
2. Permits	
a. Development Permit	
i. Delegated Approval	\$200.00*
1. 'After the fact' application once construction or Bylaw Enforcement has begun	\$400.00*
ii. Board Approval	\$650.00*
1. 'After the fact' application once construction or Bylaw Enforcement has begun	\$1,300.00*
<i>*Note: Additional \$150 registration fee is applicable once the Permit is issued, see Section 4 of this bylaw, Other Fees, subsection e.</i>	
iii. Minor Amendment** - not requiring Board approval (i.e. minor mapping, text change)	\$100.00
1. 'After the fact' application once construction or Bylaw Enforcement has begun	\$200.00
<i>**Note: Major amendment(s) requires new application with applicable fee (i.e. new reports, new drawings)</i>	
b. Development Variance Permit	
i. Prior to construction or Bylaw Enforcement	\$650.00*
ii. 'After the fact' application once construction or Bylaw Enforcement has begun	\$1,300.00*
<i>*Note: Additional \$150 registration fee is applicable once the Permit is issued, see Section 4 of this bylaw, Other Fees, subsection e.</i>	

Bylaw 4000-4

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c. Temporary Use Permit

\$1,000.00*

**Note: Additional \$150 registration fee is applicable once the Permit is issued, see Section 4 of this bylaw, Other Fees, subsection e.*

d. Extension of permits set out above

i. Delegated Approval

\$100.00

ii. Board Approval

\$650.00

3. Subdivisions

a. Base Charge

\$300.00

i. Plus additional charge per parcel created***

\$50.00

*** *Note: a parcel remainder is a parcel*

e.g. Parent parcel to 4 lot subdivision, \$300 + (4 X \$50/parcel) = \$500 total

b. For each revision in the subdivision application made by the applicant requiring additional CSRD comments

\$150.00

4. Other Fees

a. Board of Variance

\$650.00

b. Land Use Contract amendment or discharge

\$1,500.00

c. Flood Plain Exemption

\$300.00

d. Covenant / Notice on Title Approval, Amendment or Discharge

i) Delegated Approval

\$100.00

ii) Board Approval

\$650.00

e. Land Title Office Legal Notation / Permit Registration

\$150.00

f. Comfort Letter

\$100.00

g. Legal or peer report review

\$200.00/hour

h. Cannabis Retail Application review

i) Where basic public consultation is required

\$1000

ii) Where a public meeting is required

\$2000

5. Refund

a. Where a bylaw amendment application is withdrawn by the applicant:

i. Prior to it being considered by the Board

50%

ii. Prior to notice of public hearing

25%

b. Where a permit application is withdrawn by the applicant prior to it being considered by the Board or delegated staff person

50%

c. Where a subdivision application is withdrawn by the applicant prior to staff providing comments to MoTI

50%

Bylaw 4000-4

Page 4

- d. Where a Floodplain Exemption application is withdrawn by the applicant prior to it being considered by the delegated staff person.

50%



BOARD REPORT

TO: Chair and Directors

File No: LC2553C PL20180061

SUBJECT: Electoral Area C: Agricultural Land Commission (ALC) Application Section 20(3) - Non-Farm Use in the Agricultural Land Reserve (ALR) LC2553C (Roy Johnston)

DESCRIPTION: Report from Dan Passmore, Senior Planner, dated May 29, 2018. 2790 Notch Hill Road, Balmoral.

RECOMMENDATION: THAT: Application No. LC2553C, Section 20(3) Non-farm use in the ALR, for NW 1/4, Section 5, Township 22, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Except (1) Part Covered by the Waters of Turtle Lake at the time of Survey of said Lake, (2) The W 1/2 of the W 1/2 of said NW 1/4, (3) Parcel 10 on Plan 36812, and (4) Plans 5006 and 7753 be forwarded to the Provincial Agricultural Land Commission recommending refusal, on this 19th day of July, 2018.

SHORT SUMMARY:

The owner is proposing to use a 1.7 ha. portion of the subject property comprising a localized depression on the site as a receiving area, storage and evaporation lagoon for household septic and holding tank disposal of effluent, as operated by Reliable Septic Ltd.

VOTING:	Unweighted Corporate	<input checked="" type="checkbox"/>	LGA Part 14 (Unweighted)	<input type="checkbox"/>	Weighted Corporate	<input type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
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BACKGROUND:

REGISTERED OWNER(S):
Roy D. Johnston

AGENT:
Franklin Engineering Ltd. – Mike Casol

ELECTORAL AREA:
C

LEGAL DESCRIPTION:

NW 1/4, Section 5, Township 22, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Except (1) Part Covered by the Waters of Turtle Lake at the time of Survey of said Lake, (2) The W 1/2 of the W 1/2 of said NW 1/4, (3) Parcel 10 on Plan 36812, and (4) Plans 5006 and 7753

PID:

004-596-145

SURROUNDING LAND USE PATTERN:

North = Commercial/Notch Hill Road

South = Agriculture

East = Agriculture

West = Treed/Effluent Receiving Pond/Agriculture

PARCEL SIZE:

41.23 ha. (101.89 ac)

DESIGNATION:

AG – Agriculture

ZONING:

AR1 – Agriculture Zone (20 ha)

SOIL CAPABILITY:

See "Maps_Plans_Photos_LC2553C.pdf" attached.

Canada Land Inventory mapping indicates that the subject property is divided into two different soil capability ratings. Soils through 70% of the property are Class 2 with, soil density (undesirable soil structure) as the limiting factor, and 30% Class 2, with topography as a limiting factor. The soils are not improvable with respect to the class, but the 30% soils can be improved to cumulative and minor adverse conditions.

SITE COMMENTS:

The subject property is currently accessible from Notch Hill Road on its north side, and is also adjacent to Peterson Road to the east. The proposed septic receiving lagoon is located in the middle of the property. CSRD staff have included pictures of the area proposed for effluent and it is currently a wetland with surface water present.

The owner currently farms about a 1/4 of the subject property, in the northern and eastern portions. Primarily these areas are used for forage crop production for neighbouring dairy farms. The rest is either forested or swamp. BC Assessment Authority data indicates that there is currently a single family dwelling (manufactured home) as well as some accessory buildings on the property. The area where the receiving lagoon would be located is not currently farmed.

LAND INTERESTS IN THE COMMUNITY:

The owner owns W 1/2 of the W 1/2, of the NW 1/4 (PID: 014-268-370) adjacent to the west, which is where Reliable Septic currently disposes of septic effluent.

HISTORY:

See "Maps_Plans_Photos_LC2553C.pdf" attached.

- #1014 (1975) allowed a portion of land to be excluded with conditions – inclusion. (1996) reconsideration - allowed to fully exclude.
- #1060 (1975) refused exclusion but allowed subdivision of the 110 ac on the east side of Balmoral Road into 5 parcels of 20 ac each.

- #1146 (1975) allowed subdivision into 2 parcels provided the northern parcel was consolidated with a property adjacent to the north.
- #1244 (1976) refused a 2 lot subdivision. Class 2 soils and the ALC wants to maintain large lots. Leasehold by explanatory plan suggested.
- #1378 (1977) allowed subdivision of 14 ac including the home and homesite from the subject property.
- #1436 (1978) allowed subdivision into 1 ac and a 32 ac parcels.
- #1468 (1978) allowed subdivision.
- #1549 (1986) allowed exclusion of 34 ha. ALC is opposed to the creation of residential lots west of the north-south extension of the proposed connector road. Also required fencing.
- #1590 (1979) allowed exclusion.
- #1591 (1979) allowed exclusion.
- #1592 (1979) allowed exclusion.
- #1625 (1979) allowed exclusion of area east of Hendrickson Road subject to the area west of Hendrickson Road being included into ALR.
- #1642 (1984) allowed a second hand and antique outlet within a concrete building.
- #1652 (1980) refused a non-farm use for a shopping mall because of Class 2 soils.
- #1706 (1981) refused a nonfarm use for a 30 ac area for a shopping centre because of agricultural potential and possible intrusion into the ALR.1251 (1976) refused 2 lot subdivision because there is some capability for agricultural use.
- #1727 (1981) allowed a subdivision of 2 ac parcel from the subject properties with conditions.
- #1908 (1984) allowed subdivision of 16 ha lot from the subject property containing hog operation, subject to consolidation.
- #1955 (1984) allowed subdivision to create a 11 ha parcel south of the TCH and the 47 ha subject property north of the TCH.
- #2069 (1990) allowed exclusion of a 50 ha property. (1990) reconsideration to allow an amendment to permit the use of a portion of the land to be used for a private aircraft landing strip.
- #2074 (1990) application to subdivide withdrawn.
- #2079 (1990) allowed non-farm use of 4 ac of the property for a log home building for 2 years with conditions. (1996) rescinded condition about topsoil stockpiling and extended approval of operation for a 5 year period subject to conditions.
- #2125 (1992) refused subdivision into 1.6 ha and 3.23 ha parcels, as the smaller parcels would reduce the overall agricultural potential of the land.
- #2186 (1995) allowed exclusion.
- #2221 (1998) allowed exclusion subject to fencing and the registration of a covenant on the south boundary.
- #2231 (1998) allowed subdivision of a 2.3 ha lot.
- #2247 (2002) refused exclusion of a 47 ha property because the ALC believes allowing urban development would result in continued pressure on remaining ALR lands in the area to the detriment of agriculture. (2003) reconsideration – confirmed refusal.
- #2287 (2003) refused a non-farm use to use 4.5 ha of an 8.9 ha property as a storage facility because the land has agricultural capability.
- #2302 (2004) refused the subdivision of 4 lots (3 lots of 7ha and one 9.6 ha lot) because of the good quality of soils. Allowed a 2 lot subdivision, as divided by Highway #1. (2004) reconsideration – allowed a 4 lot subdivision of 32 ha property.
- #2387 (2008) allowed to construct a second single family dwelling on the 10.6 ha property subject to the removal/demolition of the existing house upon its vacancy.

- #2424 (2010) refused exclusion, consolidation, and subdivision application because the land has agricultural capability and is suitable for agricultural use. The ALC said the proposal would have a negative impact on agriculture. (2010) reconsideration – confirmed refusal.
- #2460 (2012) refused exclusion of 8-10 ac to facilitate a place of worship and accessory uses because the land has good agricultural capability. 1691 (1980) approved 2 lot subdivision.
- #2494 (2015) refused subdivision into 4 ha and 6 ha parcels.
- #2545 yet to be adjudicated.

POLICY:

Electoral Area 'C' Official Community Plan Bylaw No. 725

See attached "LC2553C_Policies.pdf"

South Shuswap Zoning Bylaw No. 701

3.2 Agricultural Land Reserve

In addition to the regulations established in this Bylaw, all lands within the Agricultural Land Reserve are also subject to the provisions of the Agricultural Land Commission Act, regulations and orders of the Agricultural Land Commission (thereby not permitting the subdivision of land nor the development of non-farm uses unless approved by the Agricultural Land Commission).

Section 5 – AR1 – Agriculture Zone (20 ha)

5.1 The following uses and no others are permitted in the AR1 Zone:

- .1 agriculture;
- .2 intensive agricultural use, permitted only on parcels greater than 2 ha;
- .3 single family dwelling;
- .4 bed and breakfast;
- .5 cottage, permitted only if there is less than two (2) single family dwellings on the property and permitted only on parcels greater than 4,000 m²*;
- .6 home business;
- .7 home industry, permitted only on parcels greater than 2 ha;
- .8 public utility;
- .9 accessory use..

Public Utility is defined as follows:

PUBLIC UTILITY means a large scale system, work, building, plant, equipment or resource owned by a municipality, public or private utility company or other government agency for the provision of water, sewer, drainage, gas, electricity, transportation, communication services, such as an electrical substation, community sewer system or public works yard but does not include dewatering pit.

South Shuswap Liquid Waste Management Plan (LWMP)

The CSRD Operations Department has provided the following comments related to this proposal. The LWMP provides limited direction about this type of proposal, but it does speak to this somewhat vaguely in section 4.1 (3). This section is about the possibility of the CSRD considering a bylaw to require the mandatory pump out of septic tanks. The section mentions the current Balmoral site (located on the

adjacent property to the west of the subject property), as well as this statement "In the event that education programs are not producing satisfactory results and a mandatory septic pump out program is being considered, the CSRD Economic Development team could play a role in generating interest in the private sector to invest in the construction of a septage receiving facility to handle the significant increase in work load and volumes".

FINANCIAL:

There are no financial implications to the CSRD with this application.

KEY ISSUES/CONCEPTS:

As indicated above, approximately, ¼ of the property is currently used to produce forage crops for the neighbouring dairy farms. The rest of the property contains a residence, several accessory buildings, is heavily treed, and of course includes the wetland. The applicant has not indicated how the septic disposal trucks will access the disposal area.

The owner of the property currently leases an area on the adjacent property to the west to Reliable Septic Disposal for a small receiving pond. This is the only such facility in the area locally, and other operators apparently truck septic effluent out of the area. This adjacent property is also currently in the ALR.

OCP policies clearly discourage wetland re-purposing. Zoning regulations appear to allow use of ALR land for public utility purpose, provided the current operation can be classified as a private utility. Staff have investigated this and are confident that the operations of Reliable Septic Ltd. qualify as a Public Utility as defined in the Zoning Bylaw.

The Agricultural Land Commission Act (ALCA) under Section 2 indicates that the ALCA is not subject to any other enactment except the Environmental Management Act (EMA). The EMA, under Section 4, does not recognize the ALCA as an area of conflict, and therefore the EMA would seem to prevail. In actuality, the ALCA also applies, and therefore, the proposal must be in accordance with ALC applicable regulations.

In practice a permit being considered for issuance under the EMA for a wastewater receiving facility typically does not get referred to the ALC or to Local Government for input. This has resulted in a great many registrations being issued which impact on farm land. Strictly speaking, however, a Wastewater receiving facility is not a farm use, or a permitted non-farm use according to the Agricultural Land Commission Use, Subdivision and Procedure Regulation (BC Reg 171/2002). Approval of the Ministry of Environment (MoE) will be required to re-purpose the existing wetland into a receiving facility, this would only occur after the ALC has rendered a favourable decision on this non-farm use application. Development Services staff are unaware of what conditions the MoE may place on this proposal regarding environmental oversight.

In support of the application, the applicant has indicated that the effluent could be used in the spring and summer months for spray irrigation of neighbouring forage crop production fields. This would be a benefit to agricultural use of surrounding properties. However, since the CSRD is currently pursuing plans to provide community sewer service the treatment and disposal of which is proposed to include a spray irrigation component, this proposal could impact the number of farms subscribing to the CSRD supply proposal.

It is also important to note that the pond on the property will be receiving septic tank pumpout material, or septage from primarily type 1 septic system installations, in addition to some raw effluent pumped out from holding tanks and porta-potties. As such the hauled material consists mostly of the sludge

from what would be the equivalent of primary treatment, and has typically not received secondary or even tertiary treatment, which would be the case for CSRD liquid spray effluent.

SUMMARY:

Development Services staff is recommending that the Board send a recommendation of refusal for the non-farm uses on the subject parcel to the ALC because the use of an existing wetland as a receiving facility for septic effluent is contrary to several OCP policies, as referenced in the attached LC2553C OCP policies document.

IMPLEMENTATION:

If the ALC approves this application, the owner would apply to MoE for a permit for the receiving facility.

COMMUNICATIONS:

The recommendation of the Board will be forwarded to the ALC for consideration during its review of this application.

The Electoral Area C Advisory Planning Commission reviewed this application and gave the proposal unanimous support.

DESIRED OUTCOMES:

Endorse staff recommendation.

BOARD'S OPTIONS:

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

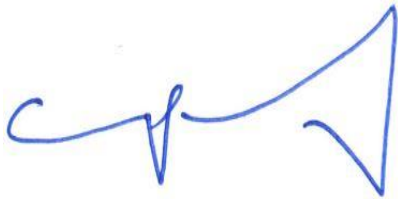
LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Electoral Area C Official Community Plan Bylaw No. 725.
2. South Shuswap Zoning Bylaw No. 701.
3. Agricultural Land Commission Application Package.

Report Approval Details

Document Title:	2018-07-19_Board_DS_LC2553C_Johnston.docx
Attachments:	- LC2553C_Policies.pdf - Maps_Plans_Photos_LC2553C.pdf
Final Approval Date:	Jul 9, 2018

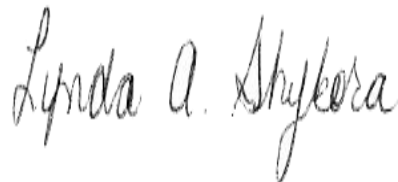
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Jul 5, 2018 - 10:37 AM



Gerald Christie - Jul 5, 2018 - 11:37 AM



Lynda Shykora - Jul 9, 2018 - 2:27 PM



Charles Hamilton - Jul 9, 2018 - 4:07 PM

**Agricultural Land Commission (ALC) Application Section 20(3) - Non-Farm Use in the
Agricultural Land Reserve (ALR) LC2553C (Roy Johnston)
Electoral Area C Official Community Plan Bylaw No. 725**

Applicable Policies

Section 2 Protecting our Lake Community

2.1.1 Objectives

- .1 To protect the water quality of Shuswap Lake and its watershed.
- .2 To maintain healthy aquatic and groundwater environments and protect people from contaminated water.

2.1.2 Policies

- .1 Regardless of the level or type of treatment, the discharge of liquid waste (human, agricultural, industrial) into Shuswap Lake, White Lake and other natural waterbodies is unacceptable. In the event that a sewer system is available, properties within the service area will be required to connect to the system.
- .2 Any new commercial, industrial, and institutional development must connect to a community sewage system. Existing residential development must connect to a community sewage system, when capacity is available.

The Regional District will:

- .3 Implement its Liquid Waste Management Plan (LWMP);
- .4 Assume control over private community sewage systems if the proper circumstances exist, and if there is support to do so from residents and the Provincial government, the users will fund the cost of operating and maintaining the system;
- .5 Investigate opportunities for one or more marine pump-out(s) to a land-based discharge system located away from the residential areas of Shuswap Lake;
- .6 Request the Interior Health Authority to prohibit any further use of dry wells for liquid waste management, and recommend that the Interior Health Authority continue to work with property owners towards replacement of these existing dry wells and failing septic systems as appropriate;

- .7 Work to enhance environmental awareness and promote activities that protect the water quality and natural aquatic habitat;
- .8 Use the full range of planning tools and regulatory measures to protect the watershed and water quality of Shuswap and White Lakes. These include zoning bylaws, development permits, building regulation, and, potentially, statutory covenants; and
- .9 Work with federal and provincial ministries and agencies, including the Shuswap Lake Integrated Planning Process (SLIPP), to implement strategies that protect and enhance the quality of the lakes and streams of the South Shuswap.

2.2 Watershed

Shuswap Lake is a large lake system that is fed from a variety of sources, including Shuswap River, Salmon River, Eagle River, Adams River, Seymour River and Anstey River. Several small creeks and streams also flow into the Lake, including Scotch Creek, White Creek, Celista Creek and Adams Creek. There is only one outlet from the Lake — Little River at the west end of the Lake.

Activities within the watershed can significantly impact the water quality of the area lakes. Stormwater runoff in developed areas can contain contaminants that flow into rivers, streams or ditches, and eventually into the lakes. Agricultural operations can also impact the watershed, through the spreading of manure or livestock grazing too close to a watercourse. Poor forest practices can also have negative impacts on the watershed by increasing suspended solids in streams and lakes.

2.2.1 Objectives

- .1 To protect Shuswap and White Lake watersheds from land uses and practices that jeopardize their water quality.
- .2 To facilitate information exchange between local residents and environmental stewardship organizations and resources.

2.2.2 Policies

The Regional District will:

- .1 Continue to work with SLIPP, and other government agencies and non-governmental agencies to facilitate collaboration and joint decision-making on issues that impact the watershed.
- .2 Advise and expect agricultural operators to adhere to the Agricultural Control Regulation under the BC Environmental Management Act and the BC Health Act.

- .3 Advise and expect agricultural operators to collaborate with the BC Agricultural Council in the implementation of the Canada-BC Environmental Farm Program.
- .4 Advise and expect forestry companies to use responsible forestry practices when logging near a watercourse, and to follow the Federal Department of Fisheries and Oceans Habitat Management Operating Principles for Crown and Private Forest Harvesting.
- .5 Disseminate educational information to the public about the importance of responsible stewardship of the watershed and expect property owners and developers to consider the use of permeable surfaces when landscaping their properties.
- .6 Implement the Riparian Areas Regulation of the Fish Protection Act by establishing a Riparian Areas Regulation Development Permit Area along the Lakes, rivers, streams, and other watercourses, requiring proposed activities and development to be subject to a science based assessment conducted by a Qualified Environmental Professional (QEP).

Section 3.10 Agriculture (AG)

3.10.1 Policies

- .1 The lands designated as Agriculture (AG) are shown on Schedules B and C. In general these are lands with half or more of their area lying within the Provincially designated Agricultural Land Reserve at the time of writing of this Plan. Land lying within the Agricultural Land Reserve is identified on Schedule E – ALR Map. Agriculture is the primary and dominant land use, with a full range of crop and livestock production activities permissible, as well as homes, buildings and structures associated with agricultural operations.
- .2 The minimum parcel size of land for subdivision within the Agricultural land use designation is 60 hectares (148 acres).
- .3 New subdivision is discouraged within the Agriculture designation, other than subdivision along ALR boundaries or subdivision or parcel consolidations demonstrated not to have an intrusive or conflicting impact on the surrounding agricultural community.
- .4 The Agriculture land use designation encompasses agricultural uses, and uses accessory to agriculture. Subject to the guidelines of the Agricultural Land Commission and the zoning bylaw the following uses are appropriate in lands designated Agriculture: agri-tourism operations and agri-accommodation, and uses which will not affect the long-term agricultural capability of the land.

Section 6 Respecting our Sensitive Environments

Sustainable Principle

All measures to protect and restore the natural environment will be used, and emphasis placed on Shuswap Lake, White Lake and their interlinked watersheds and foreshores. The CSRD will collaborate with all other jurisdictions that have impact on these Lakes.

The South Shuswap's natural environment consists of pristine shores, natural forests and hillsides, and rocky bluffs and marshes. There is a strong desire to protect and restore the natural environment of the South Shuswap.

Although much of the South Shuswap will remain in its natural state, in areas where development does take place there is a need to protect sensitive ecosystems, including shoreline and aquatic environments, wetlands and wildlife habitat.

Increasingly, attention will also need to be given to the potential impacts of climate change. The average temperature for the Southern Interior continues to increase. This warming trend corresponds with an increase in forest fires — the Canadian Forest Service scientists predict that by mid-century fire incidents in western Canada will increase dramatically.

Best management practices for site-level environmental protection are centred on planning and designing to minimize environmental impacts, ensuring environmental protection during construction, and, where possible, enhancing and restoring natural features. The actual impacts of development vary by the type of ecosystem, site circumstances and proposed development.

In addition to provisions in the Local Government Act to protect the environment, there are provincial and federal laws that govern urban and rural development at the site level:

- The BC Wildlife Act provides protection for all wildlife;
- The BC Fish Protection Act and Riparian Area Regulations regulate setbacks from streams and other watercourses;
- The federal Species At Risk Act provides for the protection of federally listed species at risk and their critical habitats; and
- The federal Fisheries Act provides penalties for destruction or degradation of fish habitat, including sediment and riparian clearing.

6.1 General Environment

Decisions that are made at the local government level can have a cumulative, critical impact on wildlife and ecosystems. A significant amount of environmental protection and restoration work has been undertaken in the Shuswap by the Regional District, the BC

Ministry of Environment, the Fraser Basin Council, and local stewardship groups. The policies of this Plan build on that previous work.

6.1.1 Objectives

- .1 To enhance environmental awareness and promote activities that protect and restore the natural environment.
- .2 To use the provisions of the Local Government Act to enhance and protect the natural environment and human health.

6.1.2 Policies

The Regional District will:

1. Use its authority through the Local Government Act and its Letters Patent to protect the South Shuswap's natural landscapes and ecosystems. This will be accomplished through: development permitting; the development approval information bylaw; an Amenity Policy; the Liquid Waste Management Plan; land acquisition; conservation covenants with willing landowners; and consideration of other powers and tools, as appropriate.
2. Provide environmental information to residents, businesses, and prospective developers and support the involvement of non-government environmental organizations in this activity.
3. Consider incentives for developments that demonstrate unique environmental protection or stewardship measures.
4. Support stewardship by residents, businesses and landowners in order that the natural environment can be enjoyed by future generations.
5. Collaborate with local stewardship groups to address the causes and impacts of climate change. This includes: encouraging greater energy efficiency in new and renovated buildings, fostering a reduction in private vehicle use in favour of less polluting forms of transportation, and promoting "fire smart" measures.

6.2 Environmentally Sensitive Areas

The BC Ministry of Environment identifies and maps "Environmentally Sensitive Areas" (ESAs). These ESAs include:

- Lakes, watercourses, or wetlands, (seasonal or year-round) and their associated aquatic habitats;
- Riparian areas (land and vegetation within 30 metres of a lake, watercourse or wetland);

- Essential habitat areas containing rare, threatened, endangered or otherwise significant plant or animal species;
- Areas of exceptional aesthetic value to the community.

The Local Government Act provides Regional Districts with the authority to establish a development permitting process and identify/map ESAs. Where such a process is in place, the Regional District will review proposed developments in relation to their potential impact on environmentally sensitive areas.

6.2.1 Objectives

- .1 To identify and protect sensitive plant, wildlife and fish habitats, as well as lands that include distinctive geologic features, as environmentally sensitive areas (ESAs).
- .2 New developments must consider ESAs, including significant plant, wildlife, and fish habitats.
- .3 To avoid the disturbance of ESAs; and where disturbance is necessary, that mitigation measures be implemented.

6.2.2 Policies

The Regional District will:

- .1 Collaborate with other levels of government, non-governmental organizations, and neighbouring local governments in inventorying, mapping, and conserving sensitive ecosystems. On completion of this inventory and mapping, a Schedule that identifies the location of sensitive ecosystems will be added to this Plan. In the interim time period, applicants for development will be required to obtain and present all available information about the site from the Conservation Data Centre, natural area atlases, and other relevant inventories.
- .2 Use its best efforts to have all options explored to protect and preserve an ESA, including the requirement for an impact assessment study, where a significant conflict has been identified in connection with the proposal.
- .3 Work with the Department of Fisheries and Oceans and the Ministry of Environment for appropriate siting of communal boat launch facilities in order to avoid launching in ESAs.
- .4 Encourage voluntary placement of conservation covenants, dedication of land, or voluntary changes in zoning in order to protect sensitive ecosystems. Where a conservation covenant is used to preserve the natural values of sensitive ecosystems, the covenants may be held by any combination of the Regional District, the Province, or a non-government organization eligible to hold conservation covenants.

6.5 Forested Areas and Wildlife Habitat

Forested hillsides and valleys make up a large portion of the South Shuswap. These areas provide habitat for wildlife, stabilize steep slopes preventing erosion, and provide areas for recreational activity. Where development occurs, wildlife habitat is reduced.

6.5.1 Objectives

- .1 To maintain and restore the ecological diversity of wildlife species and their habitats.
- .2 To preserve wildlife habitat, including wildlife corridors, and mitigate conflict between wildlife and human activity.

6.5.2 Policies

The Regional District will:

- .1 Seek provincial or federal funding to undertake a wildlife corridor study, in order to identify wildlife corridors and mitigate impacts on wildlife.
- .2 Expect land owners and developers to maintain natural habitat on private property and to incorporate native vegetation into newly landscaped areas.
- .3 Advocate against clear cutting of forests within view of Shuswap and White Lakes, and encourage Forestry operations to use selective cutting methods, in order to preserve as much natural wildlife habitat as possible.

6.7 Groundwater and Soil Quality

The greatest potential for groundwater and soil pollution comes from in-ground private septic systems and agricultural wastes. In most of the lakeshore and proximate upland areas of the South Shuswap, the subsurface soil and groundwater conditions are marginal for the absorption and treatment of septic effluent. The capacity of the soils to remove nutrients, bacteria and viruses from the sewage is limited. Potentially, unless appropriate measures are implemented, the ground could be overwhelmed by the cumulative effect of individual septic systems and small private sewage treatment systems.

6.7.1 Objective

- .1 To protect groundwater and soil from contamination of all types, including from residential, agricultural, industrial and commercial uses.

6.7.2 Policies

The Regional District will:

- .1 In consultation with the appropriate Provincial government agencies, identify and aim to protect aquifer recharge areas from potential sources of contamination and depletion;
- .2 Require developers to minimize paving, use permeable surfaces wherever possible and examine innovative recharge technologies. Details related to minimizing impervious area coverage by buildings and parking lots will be provided in the zoning bylaw;
- .3 In co-ordination with the Interior Health Authority, work to have private septic systems located appropriately and designed in a manner that protects groundwater and soil from contamination; and
- .4 Encourage agricultural operators to conduct responsible farming practices in accordance with the Best Management Practices materials that are issued by the Resource Management Branch of the BC Ministry of Agriculture and Lands.

6.8 Archaeology Sites

Archaeological sites contain unique information about the past. These sites are protected by the Heritage Conservation Act, and a provincial heritage permit is required before development within a site may take place. Throughout BC, protected archaeological sites are being accidentally damaged with increasing frequency as a consequence of development. The South Shuswap contains a number of recorded archaeological sites and has the potential to contain more.

6.8.1 Objective

- .1 To avoid or reduce damage to archaeological sites.

6.8.2 Policy

The Regional District will:

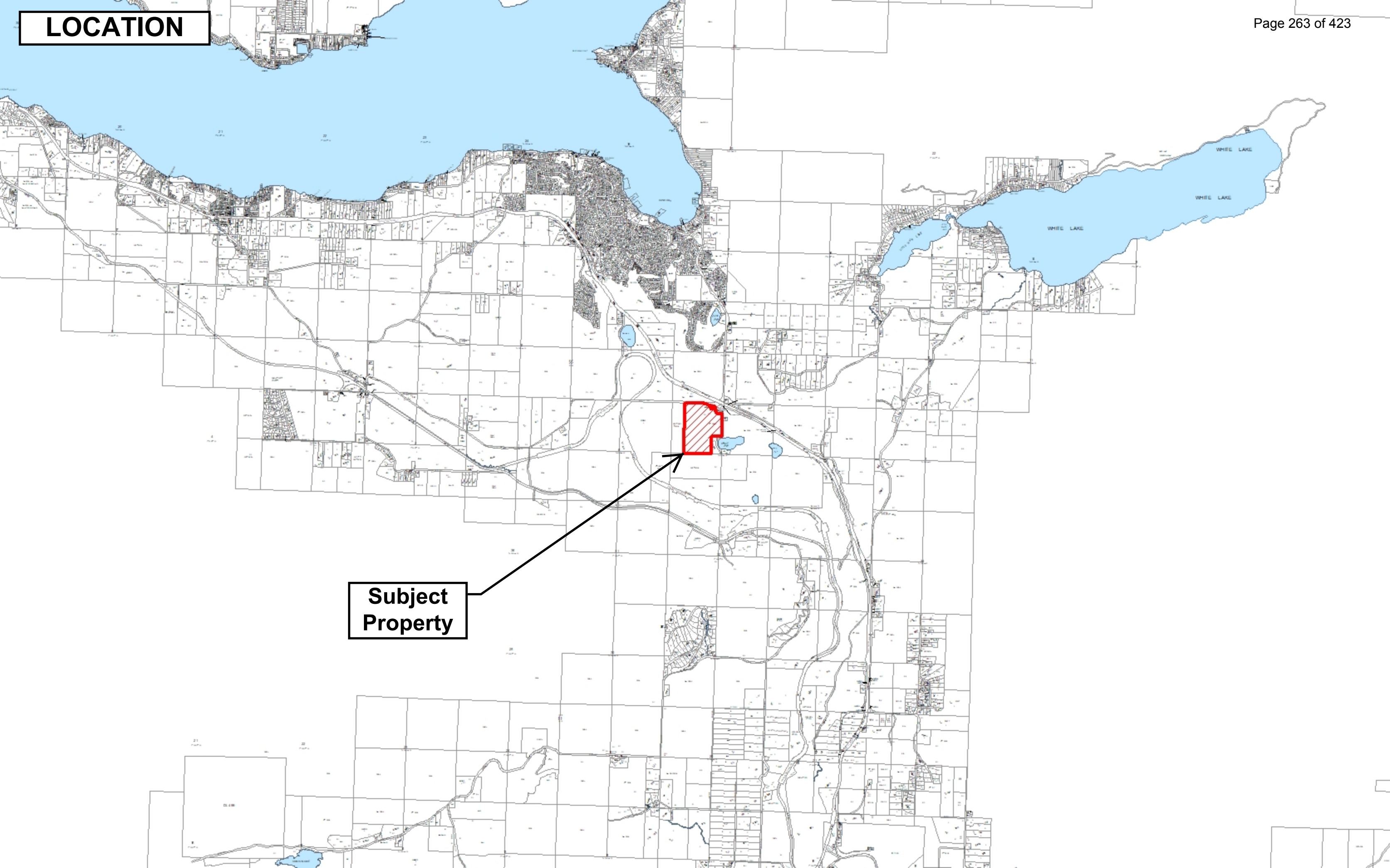
- .1 Direct the applicant, if the property overlaps with a recorded archaeological site, to engage a professional consulting archaeologist to determine whether an archaeological impact assessment is required. Altering a protected archaeological site will require a Provincial Heritage Alteration Permit before any land altering activities.

Electoral Area C Liquid Waste Management Plan (LWMP)

Applicable Policies

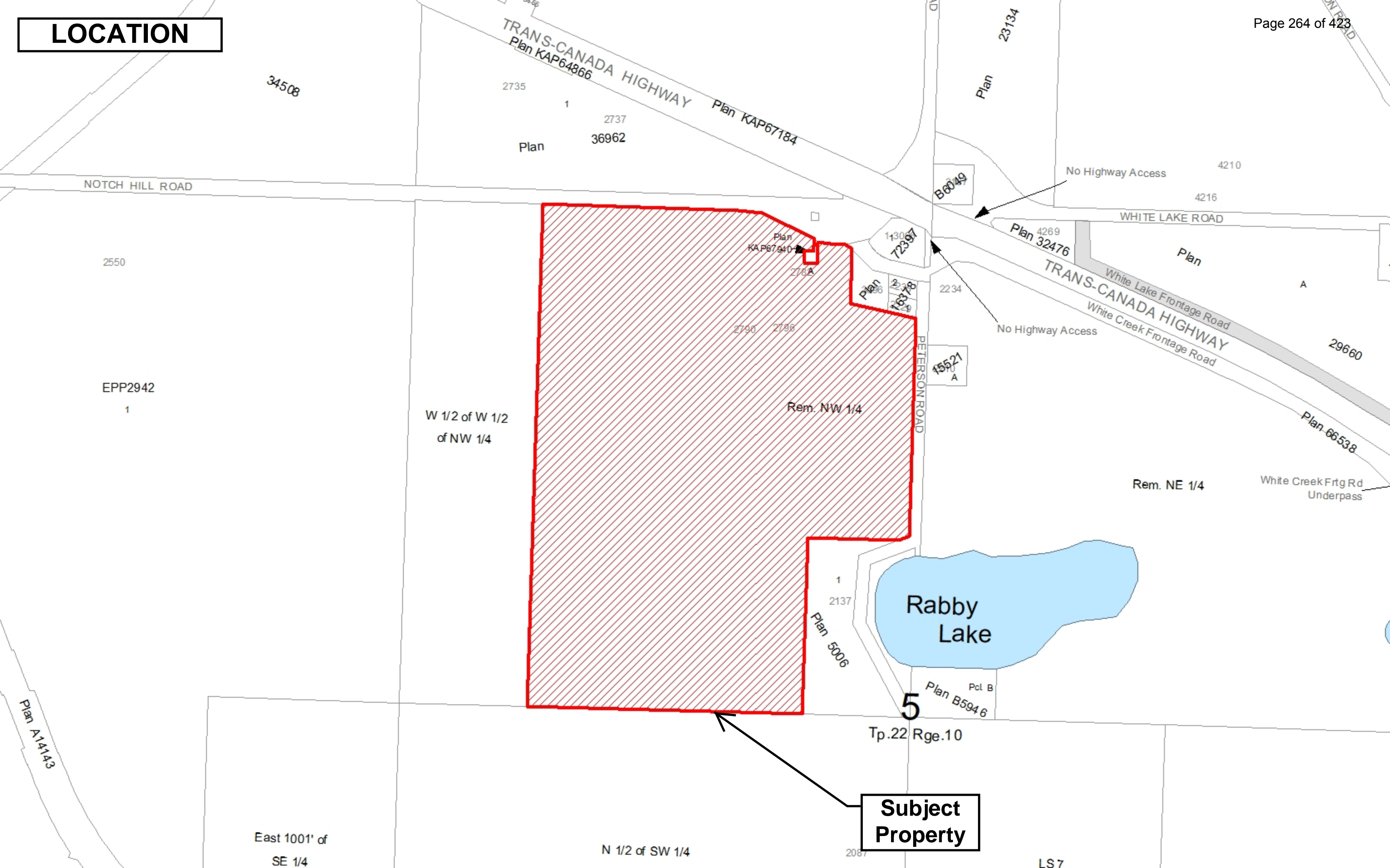
The LWMP for Area C speaks to this somewhat vaguely in section 4.1 (3) where the current Balmoral site is mentioned as well as this statement “In the event that education programs are not producing satisfactory results and a mandatory septic pump out program is being considered, the CSRD Economic Development team could play a role in generating interest in the private sector to invest in the construction of a septage receiving facility to handle the significant increase in work load and volumes”.

LOCATION



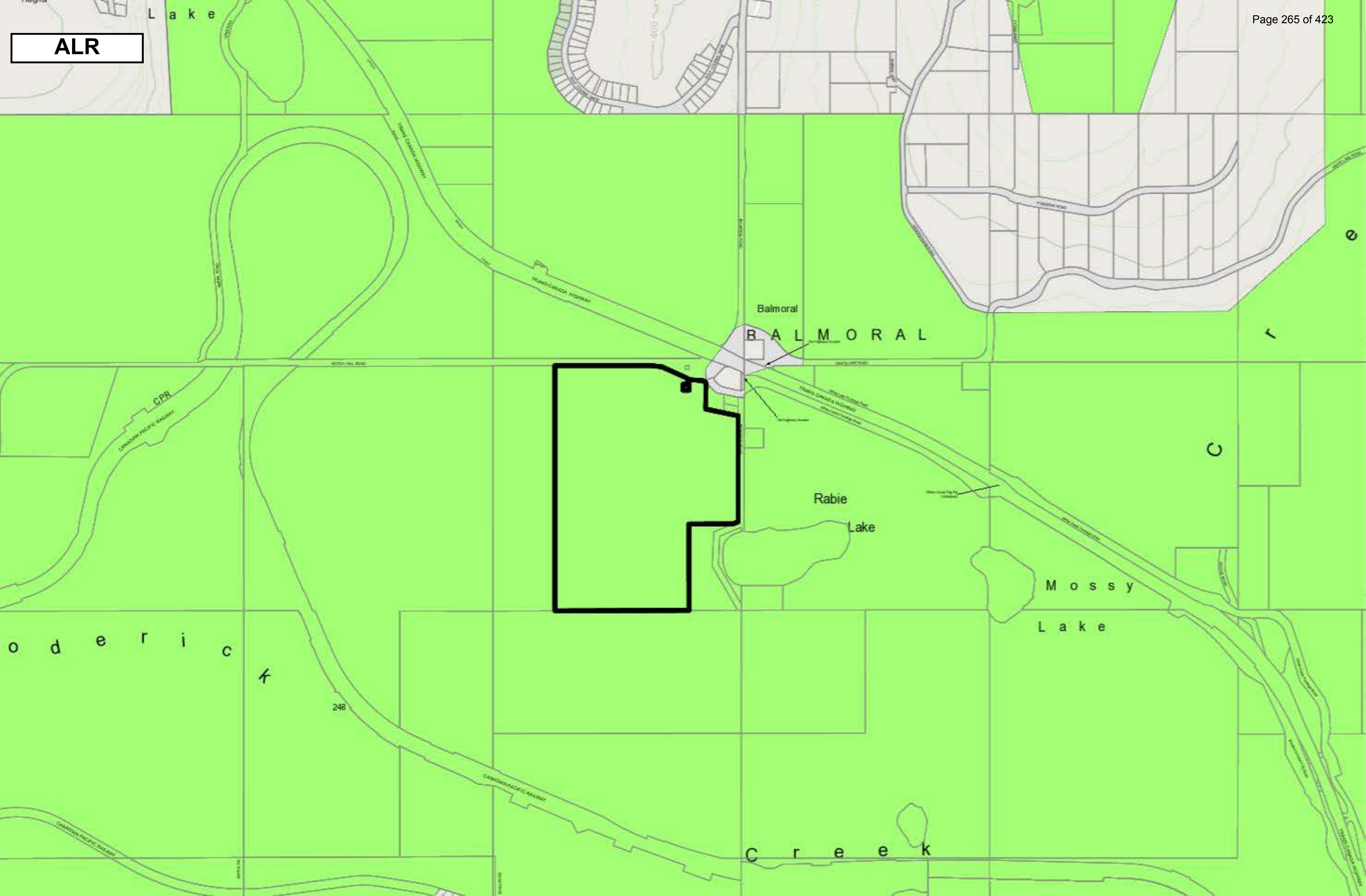
**Subject
Property**

LOCATION



Subject Property

ALR



Balmoral
B A L M O R A L

Rabie
Lake

Mossy
Lake

C r e e k s i d e
Lake

L a k e

CPR
CANADIAN PACIFIC RAILWAY

TRANS-CANADA HIGHWAY

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WILSON

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METCHILL ROAD

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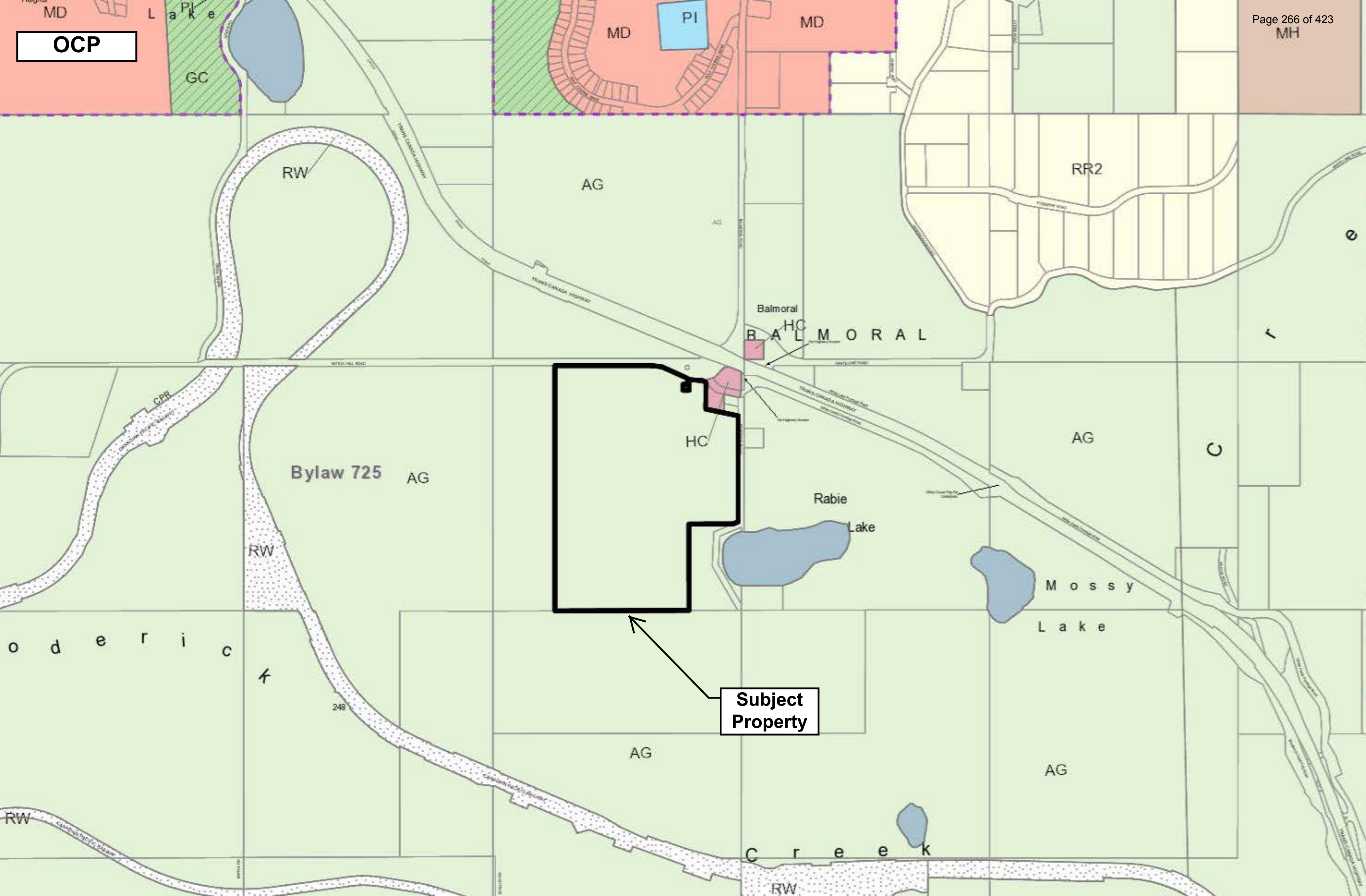
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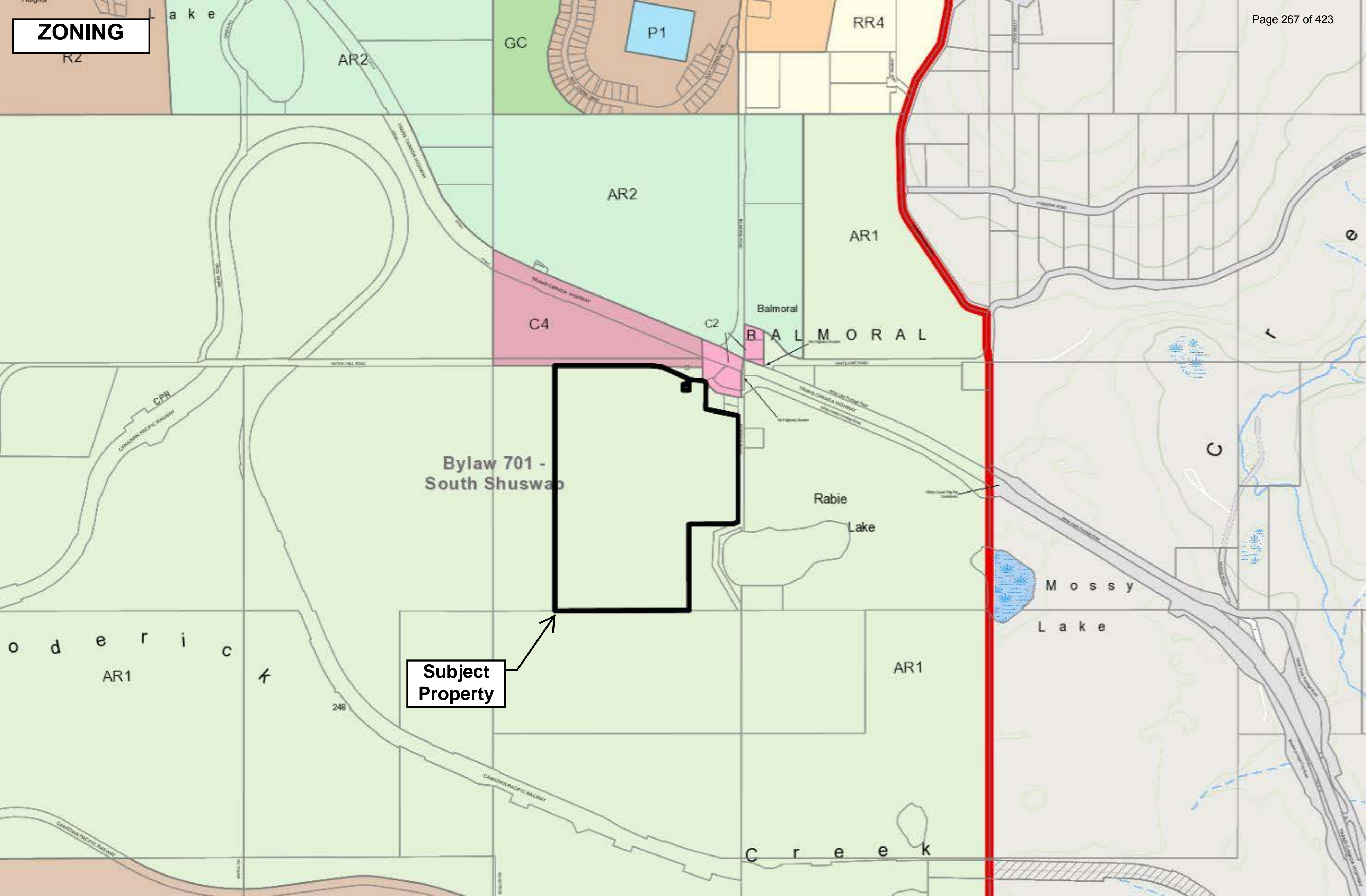
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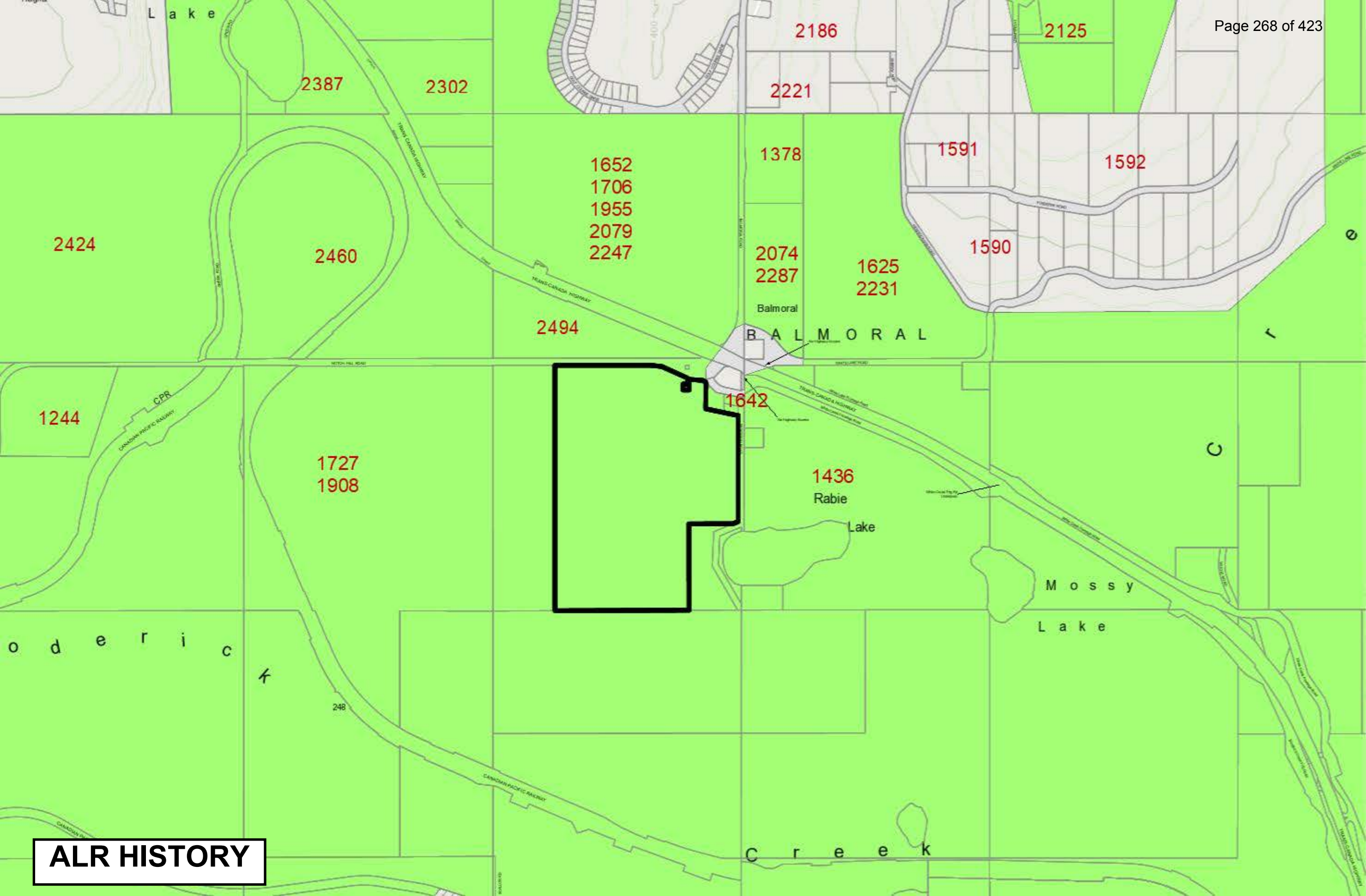
4000

ALR

OCP







ALR HISTORY

ORTHOPHOTO





CSRD Mapping

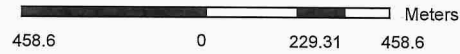


Jan 30, 2018

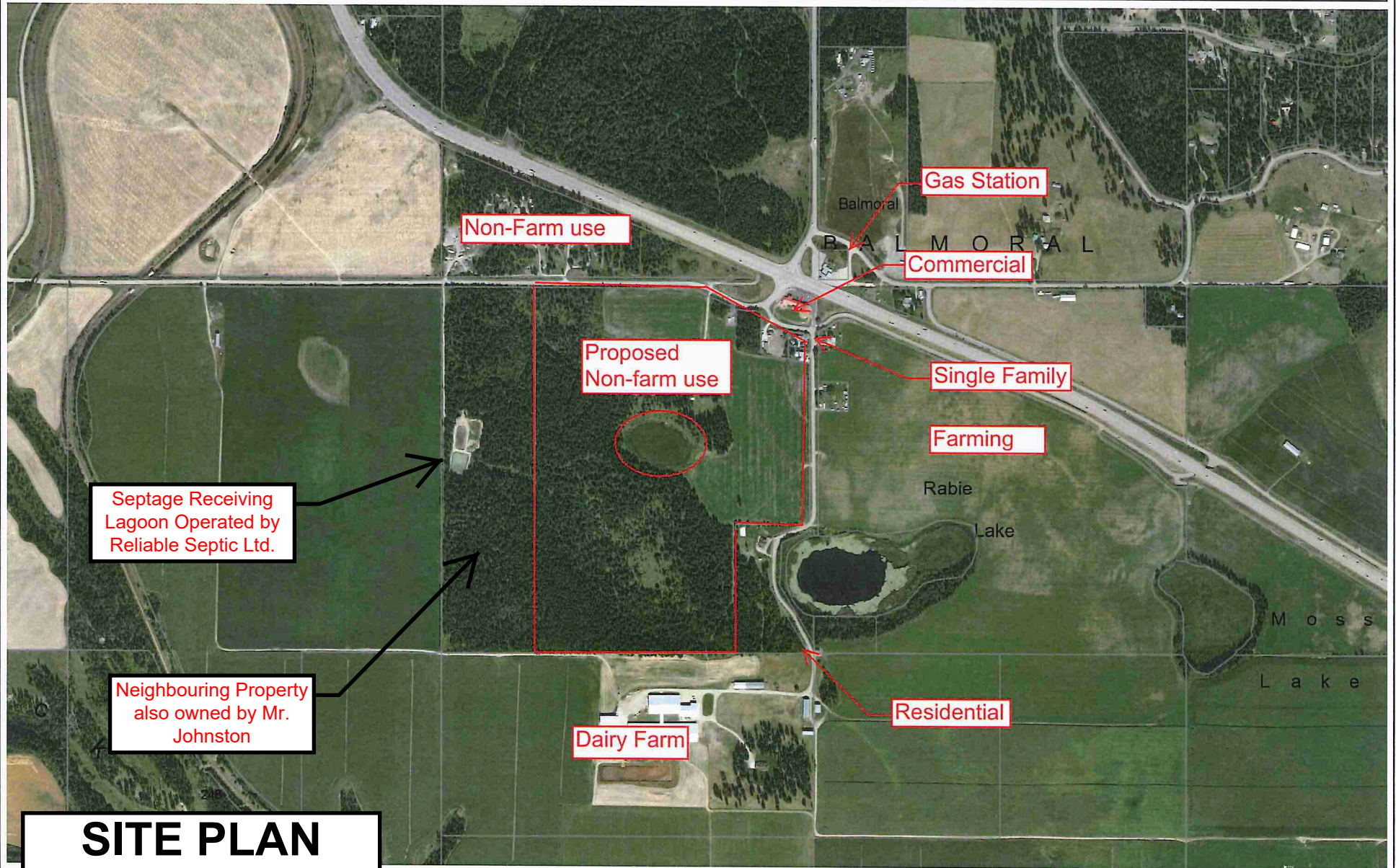
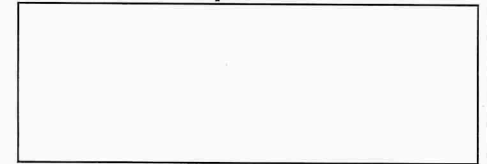
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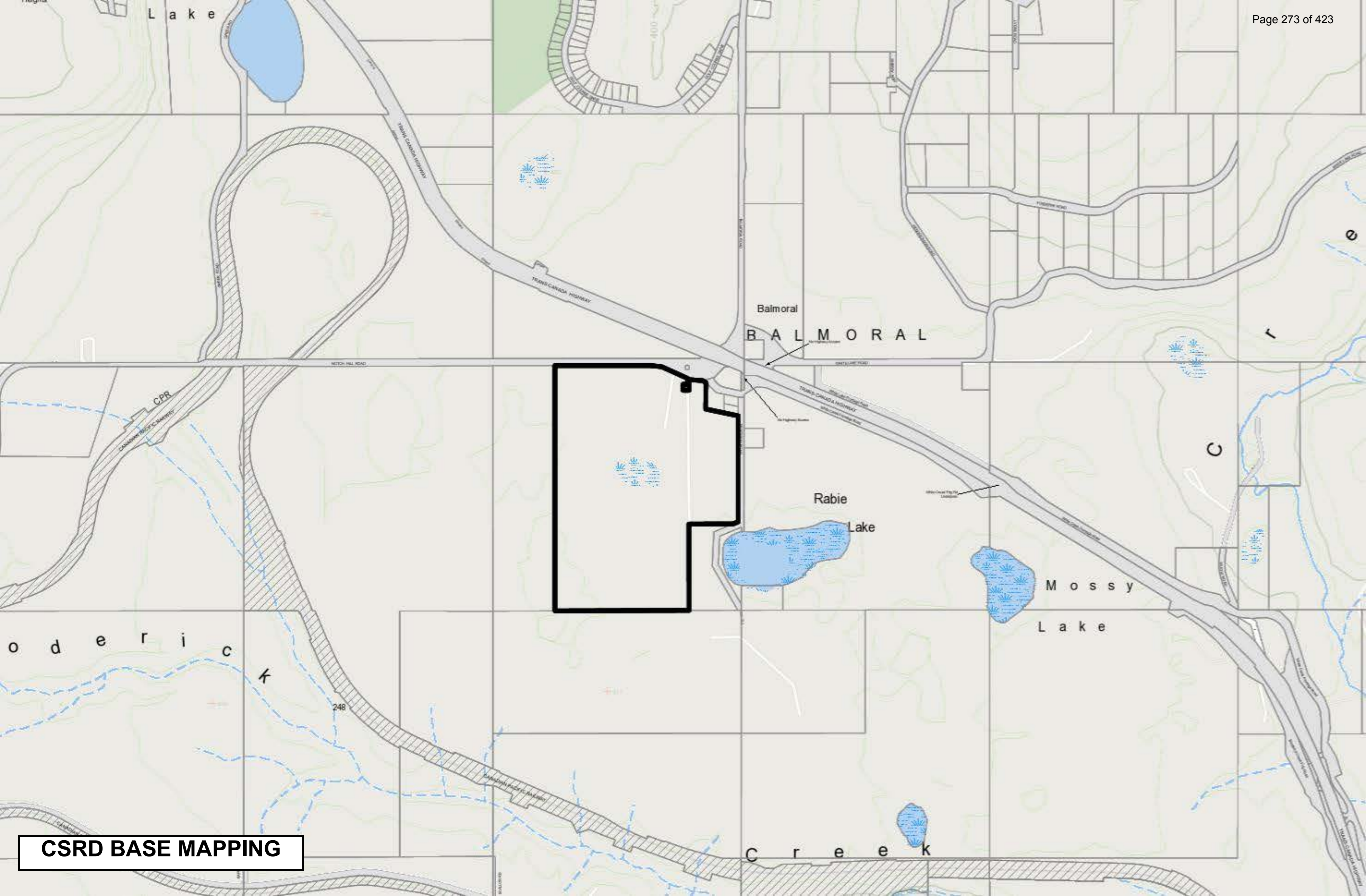
Scale 1: 18,056



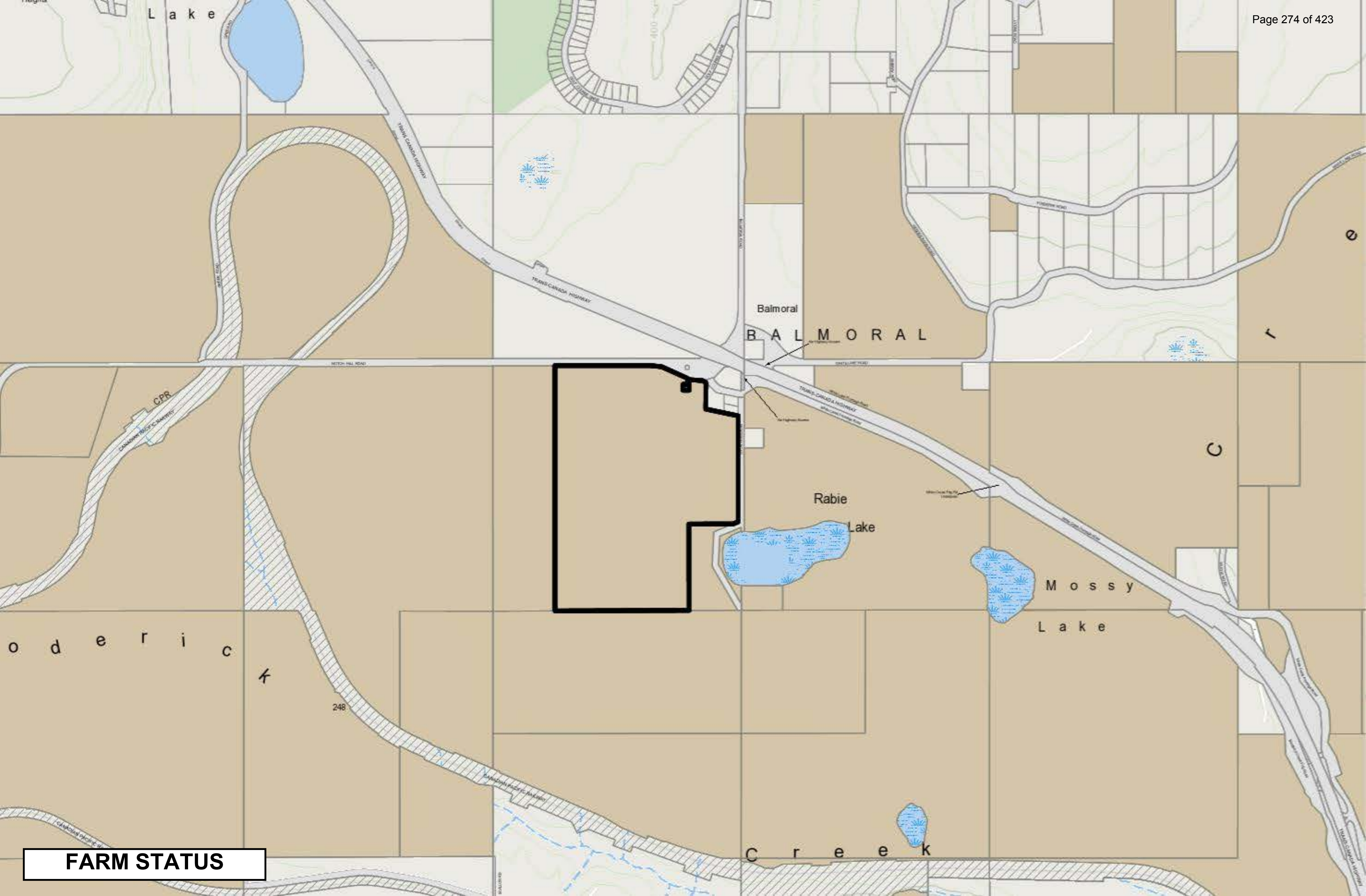
Map Notes



SITE PLAN



CSRD BASE MAPPING



FARM STATUS



05.11.2018

SITE PHOTO



05.11.2018

SITE PHOTO



05.11.2018

SITE PHOTO



05.11.2018

SITE PHOTO



05.11.2018

SITE PHOTO



BOARD REPORT

TO: Chair and Directors

File No: LC2556C PL20180091

SUBJECT: Electoral Area C: Agricultural Land Commission (ALC) Application Section 20(3) – Non-Farm Use in the Agricultural Land Reserve (ALR) LC2556 (Schaafsma)

DESCRIPTION: Report from Dan Passmore, Senior Planner, dated June 20, 2018. 1738 White Lake Road, Carlin.

RECOMMENDATION: THAT: Application No. LC2556C, Section 20(3) Non-Farm use in the ALR, for Part of the SW 1/4, Section 34, Township 21, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Except, Plans B3299, 5599, 9944, 13675, 14816, KAP53820, H716 and KAP74063 be forwarded to the Provincial Agricultural Land Commission recommending approval, on this 19th day of July, 2018.

SHORT SUMMARY:

The owner is proposing to use a 1.2 ha. portion in roughly the northeast corner of the subject property to re-instate a previously approved and operating log home construction business, that was discontinued in 2013.

VOTING:	Unweighted Corporate <input checked="" type="checkbox"/>	LGA Part 14 (Unweighted) <input type="checkbox"/>	Weighted Corporate <input type="checkbox"/>	Stakeholder (<i>Weighted</i>) <input type="checkbox"/>
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BACKGROUND:

REGISTERED OWNER(S):
Trevor Schaafsma

APPLICANT:
Regency Consultants Ltd. (Mr. Bob Holtby)

ELECTORAL AREA:
C

LEGAL DESCRIPTION:
Part of the SW 1/4, Section 34, Township 21, Range 10, West of the 6th Meridian, Kamloops Division, Yale District, Except, Plans B3299, 5599, 9944, 13675, 14816, KAP53820, H716 and KAP74063

PID:
014-072-947

SURROUNDING LAND USE PATTERN:
North = Agricultural/Treed

South = Rural residential/agriculture
East = Densely treed, vacant
West = Trans-Canada Highway/Agricultural

PARCEL SIZE:
56.6 ha (139.85 ac)

CURRENT USE:
Agriculture

PROPOSED USE:
Agriculture w/ 1.2 ha Industrial (log home building) use

DESIGNATION:
Electoral Area 'C' Official Community Plan
AG – Agriculture

ZONING:
N/A (No Zoning)

AGRICULTURAL LAND RESERVE:
100%
See "Maps_Plans_Photos_LC2577C.pdf" attached.

SOIL CAPABILITY:
See "Maps_Plans_Photos_LC2577C.pdf" attached.
Canada Land Inventory mapping indicates that the subject property is divided into five different soil capability ratings. The soils in the area where the non-farm use is proposed are Class 5 with, stoniness as the major limiting factor, and topography as a minor limiting factor. The soils are not improveable with respect to the class, or limiting factors.

HISTORY:

There have been a number of applications in the area:

- #1033 (1975) refused a subdivision application.
- #1159 (1975) refused a subdivision application.
- #1388 (1977) allowed non-farm use for a lumber sales yard.
- #1477 (1978) allowed a subdivision of a 4.5 ha lot provided this lot was consolidated with the neighbouring parcel.
- #1503 (1978) allowed a 2 lot subdivision.
- #1561 (1979) allowed non-farm use to store and sell peat moss, but did not permit extraction from the site.
- #2051 (1989) allowed non-farm use for a secondary dwelling unit.
- #2134 (1992) refused a 1 lot + rem subdivision.
- #2136 (1992) refused exclusion, but allowed subdivision into 2 parcels.
- #2149 (1993) refused subdivision of 1 lot + remainder.
- #2233 (2008) allowed a 5 year extension to a non-farm use to build log homes on 1.7 ha of the property.
- #2318 (2005) applicant withdrew an application for subdivision.

- #2372 (2008) allowed a non-farm use to build a 40' x 60' building to store building materials.

SITE COMMENTS:

The subject parcel is currently used to produce forage crops, presumably for neighbouring dairy farms. A small area in the northeast corner of the property was approved for a non-farm use by ALC Resolution #689/2008 for a log home building business for 1.7 ha for a 5 year period which lapsed in 2013. The current owner advises that the previous owner of the property discontinued this use when the period lapsed because of ill health.

The area where the log homes will be manufactured will stay the same as it was previously. The machinery and facilities have laid dormant where they were abandoned in 2013. It is noted that although the applicant has only indicated an area of 1.2 ha, the orthophotos indicate that log-storage areas for the business have expanded well beyond that area.

The proposed log home building area is accessed from White Lake Road by a long driveway along the north boundary of the subject property, on the agricultural area.

POLICY:**Electoral Area 'C' Official Community Plan Bylaw No. 725***Section 3.10 Agriculture (AG)**3.10.1 Policies*

.1 The lands designated as Agriculture (AG) are shown on Schedules B and C. In general these are lands with half or more of their area lying within the Provincially designated Agricultural Land Reserve at the time of writing of this Plan. Land lying within the Agricultural Land Reserve is identified on Schedule E – ALR Map. Agriculture is the primary and dominant land use, with a full range of crop and livestock production activities permissible, as well as homes, buildings and structures associated with agricultural operations.

.2 The minimum parcel size of land for subdivision within the Agricultural land use designation is 60 hectares (148 acres).

.3 New subdivision is discouraged within the Agriculture designation, other than subdivision along ALR boundaries or subdivision or parcel consolidations demonstrated not to have an intrusive or conflicting impact on the surrounding agricultural community.

.4 The Agriculture land use designation encompasses agricultural uses, and uses accessory to agriculture. Subject to the guidelines of the Agricultural Land Commission and the zoning bylaw the following uses are appropriate in lands designated Agriculture: agri-tourism operations and agri-accommodation, and uses which will not affect the long-term agricultural capability of the land.

FINANCIAL:

There are no financial implications to the CSRD with this application.

KEY ISSUES/CONCEPTS:

The applicant has provided an Agrologist report to support the non-farm use application. See attached report "Agrologist_report_2018-05-31_LC2556C.pdf", entitled "An Opinion on a Re-application for a

Non-Farm Use Permit on ALR Land", and dated May 31, 2018, was prepared by Mr. Bob Holtby, MSc., P.Ag., of Regency Consultants Ltd. The report indicates that the log home manufacturing business will be operated by Surelog Homes Ltd., and the principal operator was a Mr. Terry Hall. Mr. Holtby, provided an opinion to this operator in 2008, when the ALC previously approved the non-farm use.

The report indicates that the site for the manufacturing business is a former depleted gravel pit site. The applicant has also supplied a letter of Opinion attached as "Agrologist_Letter_2018-03-4_LC2556C.pdf". Finally, the applicant has provided the original opinion to the ALC attached as "Agrologist_report_2007-01-5_LC2556C.pdf".

The AG – Agriculture designation policies in Electoral Area C Official Community Plan (OCP) Bylaw No. 725 do not support what amounts to an industrial use of land which is within the ALR. However, the property has been used for this purpose before the OCP Bylaw was adopted in 2014. This use was also terminated prior to the adoption of the OCP Bylaw.

The applicant has provided no information regarding the log-building operation and what on-site services are necessary for the operation.

Development Services staff have reviewed the area previously used for the manufacturing business and it appears to take up some 8.5 ha in the northeast corner of the property, although this may simply be the extent of the former gravel extraction operation.

SUMMARY:

Development Services staff is recommending that the Board send a recommendation of approval for the proposed non-farm use on the subject parcel to the ALC for the following reasons:

- The non-farm use was previously approved by the ALC;
- The proposed use as located and described by the applicant do not appear to negatively impact the existing agricultural operation on the parcel or the adjacent parcel to the north that is also in the ALR;
- The agricultural capability of the area of the property proposed for the non-farm use is in an area that has been a gravel pit, and therefore soils have been compromised;
- The majority of the land is currently used for agricultural purposes; and,
- The existing buildings are being utilized within the ALR portion of the property and no new buildings are proposed in the ALR for non-farm use activities.

Staff also recommends that the Board may consider including a recommendation to the ALC to require further information and documentation for water (quantity and quality) and septic servicing to ensure the existing and proposed activities on the subject property meet health standards for the log home manufacturing business being conducted on the subject parcel.

IMPLEMENTATION:

If the ALC approves this application, the operator will re-establish the manufacturing operation.

COMMUNICATIONS:

The application was referred to the Electoral Area C Advisory Planning Commission (APC). The APC resolved to support the application.

The recommendation of the Board will be forwarded to the ALC for consideration during its review of this application.

DESIRED OUTCOMES:

Endorse staff recommendation.

BOARD'S OPTIONS:

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

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Electoral Area C Official Community Plan Bylaw No. 725.
2. File #LC2233 (previous approval of manufacturing business)

Report Approval Details

Document Title:	2018-07-19_Board_DS_LC2556C_Schaafsma.docx
Attachments:	- Agrologist_Letter_2018-03-4_LC2556C.pdf - Agrologist_report_2007-01-5_LC2556C.pdf - Agrologist_report_2018-05-31_LC2556C.pdf - Maps_Plans_Photos_LC2556C.pdf
Final Approval Date:	Jul 9, 2018

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

Corey Paiement - Jul 5, 2018 - 9:19 AM

Gerald Christie - Jul 6, 2018 - 8:07 AM

Lynda Shykora - Jul 9, 2018 - 2:36 PM

Charles Hamilton - Jul 9, 2018 - 4:00 PM

March 4, 2018

To: Whom It May Concern

Re: ALC File #H-32091

I have been asked by Mr. Terry Hall to provide an update to his use of the land described as:

That part of the SW $\frac{1}{4}$ Section 34, Twp 21, Range 10, W6M, KDYD,
Except Plans B3299, 5599, 9944, 13675, 14816, KAP 53820, PID 014-
072-947.

This parcel has been used for some time as a site for log home construction located in an old gravel pit. It has been operating under the approval of the Agricultural Land Commission as a non-farm use and was last renewed for a five year term in February, 15, 2008. While that approval expired in 2013, the Irrevocable Line of Credit for \$10,000 has remained in place according to Mr. Hall.

Mr. Hall suspended production of log homes some time ago and failed to renew the approval apparently because of health issues and adverse financial circumstances. In short, he was unsure whether he wished to continue the business. While his equipment and structures have remained on site, they have been unused. I observed this condition during my site visit on February 22, 2018. Photograph 1 illustrates this situation.



Photograph 1: Unused Log Yard

Further, his plans to relocate to another site have been abandoned and that property sold.

2533 Copper Ridge Drive, West Kelowna, BC, V4T 2X6,

Phone: 250-707-4664, Cell: 250-804-1798, email: bholtby@shaw.ca

Nevertheless, Mr. Hall has recovered from his health issues and now wishes to renew his non farm use permit to allow the continuance of the business.

Accordingly, as mentioned, I visited the property on February 22, 2018. My inspection revealed no substantial change from my visit on December 19, 2006 except, of course, that the log building business is idle.

The previous permit required a site layout which is provided in Figure 1:

Figure 1: Site Plan of Works



Using the CSRD Mapping Program, I estimate the area of the business as one hectare. It is my understanding that the area of the log works is less than previously mapped. I understand that the landowner wishes to construct a machinery shop on this portion of the property.

It is my opinion, as expressed previously, that I see no conflict between the farming operations and the log building business.

I remain available to certify the rehabilitation of the site should the business be moved elsewhere.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'R.G. Holtby'.

R.G. (Bob) Holtby, P.Ag.

REGENCY CONSULTANTS LTD.

R.G. (Bob) Holtby, MSc, PAg.
Principal

January 5, 2007

To Whom It May Concern:

1.0 Introduction

Mr. Terry Hall of Surelog Homes Ltd. has asked me to prepare a report on the status of his log building enterprise on land within the Agricultural Land Reserve. This report should meet the requirement of the Commission as outlined in its Decision Letter of October 5, 1998.

Mr. Hall's use of the land remains temporary as he is continuing to seek a site that will meet the following criteria:

- Location west of Tappen to allow for access by his workers, many of whom live on the north shore of Shuswap Lake.
- Direct entry to the Trans Canada Highway so that road restrictions will not impair spring shipments of containerized log homes for export to Japan.
- Access to utilities, avoidance of land use conflicts.

He believes he has found such a site and is currently in discussions with the Ministry of Transportation regarding an off highway access road. Part of the property is within the Agricultural Land Reserve. Mitigative measures are being developed that will form part of a later application to the Commission. I have been retained to provide my opinion on his plans since April, 2006.

Given these issues, he has been unable to leave his current site but remains optimistic that he will be able to do so.

2.0 Current Conditions

The operations of Surelog Homes Ltd. are located in a gravel pit on part of the SW ¼ Section 34, Township 21, Range 10 W6M, KDYD, EXCEPT Plans B3299, 5599, 9944, 13675, 14816, KAP53820. The site is on a side hill with a corn field lying below and gravel extraction proposed above the site.

I could find no evidence of conflict between the log home building enterprise and the farming activities below it. The owner of the land, Trevor Schaafsma, during our discussions, verified that lack of conflict to me.

Photograph 1 illustrates the location of the enterprise.

According to Mr. Hall, no preservatives have been used in the log home construction save for some occasional use of bleach.



Photograph 1: Site of Sure Log Homes Operation

3.0 Reclamation Proposal

The site is gravelly and contains little organic matter as illustrated in Photograph 2. Nevertheless, the topsoil has been stockpiled and is available for replacement once the log home operation has left. I recommend that the terracing that currently exists in the gravel pit be continued and the topsoil be replaced over the levelled terraces.

The sawdust and wood chip piles will be removed.

A seed mixture containing not less than 50% alfalfa (by weight), plus a mixture of wheat grasses and bromegrasses should be sown. I recommend application of 100 pounds of actual nitrogen, 60 pounds of actual phosphorous, and 60 pounds of actual potassium be applied at the time of seeding. The additional nitrogen should restore the carbon:nitrogen ratio that will be tilted from the inevitable deposit of wood chips and sawdust on the site.

I have been retained to supervise the reclamation of the site after the operations can be relocated.



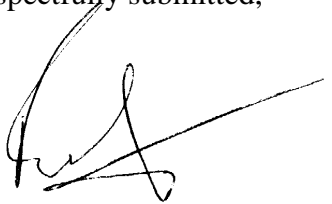
Photograph 2: Soil Profile of Site

4.0 Conclusion

Following my inspection of the property, I can find no evidence of conflict between the current non farm use and the adjacent farming operations. There is nothing in the operations that, in my opinion, will preclude successful reclamation of the site following relocation.

In summary, I see no effect on agriculture from continuation of this non farm use of the property.

Respectfully submitted,



R.G. (Bob) Holtby, P.Ag.

An Opinion on a Re-application for a Non-Farm Use Permit on ALR Land

Client: Shurlog Homes Ltd.

Date: May 31, 2018

1.0 Introduction

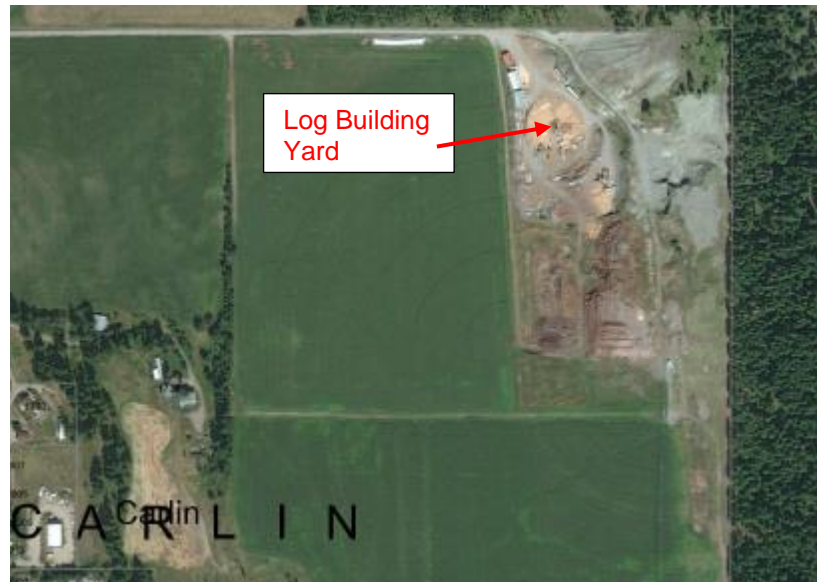
Surelog Homes Ltd. has operated a log home building business on ALR lands described as:

That part of the SW ¼ Section 34, Twp 21, Range 10, W6M, KDYD,
Except Plans B3299, 5599, 9944, 13675, 14816, KAP 53820, PID 014-
072-947.

The property is owned by Trevor Schaafsma who actively farms the surrounding land.

An aerial view of the site is shown in Figure 1:

Figure 1: Aerial View of the Subject Parcel



This parcel has been used for some time as a site for log home construction located in an old gravel pit. It has been operating under the approval of the Agricultural Land Commission as a non-farm use under the following conditions following the September 21, 1998 decision:

1. clean up of the site to a condition not less than that which preceded the operation;
2. that prior to operation start-up an irrevocable letter of credit in the amount of \$10,000 is made available to the Agricultural Land Commission to cover the costs of associated site clean-up should it become necessary, and to correct any impact that the log home operation might have on the farm operation - this might include drainage, soil erosion, and other such issues;
3. that the approval be for a five year period at which time you are required to submit detailed report outlining the specifics of the operation (i.e. footprint, hours of operation, comment from the land owner regarding any impact that the operation might have on the farm, etc.) for Commission review prior to any consideration for further extension;
4. that all potential soil polluting substances (such as chemical or petroleum products) be disposed of off-site in a responsible manner;

5. that no gravel or fill material of any kind shall be brought on to the property without Commission approval;
6. that no permanent structures be located within the subject area.

and was last renewed for a five-year term in February 15, 2008. While that approval expired in 2013, the Irrevocable Line of Credit for \$10,000 has remained in place according to Mr. Hall.

Mr. Hall suspended production of log homes some time ago and failed to renew the approval apparently because of health issues and adverse financial circumstances. In short, he was unsure whether he wished to continue the business. While his equipment and structures have remained on site, they have been unused. I observed this condition during my site visit on February 22, 2018. I also observed that all conditions of the original permit have been observed.

It is now his intent to restart the business on the current site. I provided a Letter of Opinion on March 4, 2018 to accompany Mr. Hall's request for a continuance of his Non-Farm Use Permit. That request was denied and a new application for a Non-Farm Use Permit was requested. This report provides an opinion on that new application.

2.0 Qualifications

I am a licensed Agrologist and have been a full member of the B.C. Institute of Agrologists since 1971 (except 2001-2002). I am a graduate from the University of British Columbia with a Bachelor of Science degree in 1967, specializing in Agriculture Economics, and a Master of Science degree in 1972, specializing in Farm Management. My thesis for my Master's degree was entitled *Resource Allocation for the Median Peace River Farm in British Columbia*

I have been involved in the work of the Agricultural Land Commission since 1974 when the reserve boundaries were proclaimed. At that time, I was District Agriculturist for the British Columbia Ministry of Agriculture in Prince George. In October 1978 I entered private practice and have provided professional opinions for clients who have sought amendments to the Agricultural Land Reserve boundaries, subdivision within the ALR, or who have needed assistance in compliance with requests from the Commission.

I have also written and spoken of the need to address the unintended consequences of the provincial land use policy.

All agricultural assessments, whether they are for feasibility or management purposes, start with the soils. Past that point one needs an understanding of plant science, animal science and farm management to properly assess the farming potential of any site. I have demonstrated that understanding throughout my career.

During my years in both public and private practice, Courts and Review Boards have accepted me as an expert regarding farming practices in British Columbia. Consequently, I feel qualified to provide an assessment of a proposal under the *Agricultural Land Commission Act*. My qualifications and experience allow me to comment on the value of agricultural land and the practices of farming on that land. While not formally trained in soil science, I have been exposed to the principles of that discipline through short courses, field trips, and by accompanying pedologists during soils assessments.

Consequently, I believe I am qualified to comment on the two main purposes of the Agricultural Land Commission. That is: to preserve agricultural land, and to encourage farming on agricultural land in collaboration with other communities of interest.

I am currently a member of the Environmental Appeal Board and the Forest Appeals Commission. Following these appointments, I have received training in Administrative Law and the Rules of Natural Justice.

Since the inception of the Application Portal, I have been identified in the application as the “Agent.” The reader should note that I do not act as an agent in the normal use of the term. That is, I have no fiduciary responsibility to the applicant.

Section 3 of the Code of Ethics of the BC Institute of Agrologists includes the paragraph:

- ensure that they provide an objective expert opinion and not an opinion that advocates for their client or employer or a particular partisan position.

Given the complexity of the Portal, it is more expeditious for me to enter the data and forward correspondence than to expect the applicants to learn the procedure for what may be a one time process.

I have requested that the Commission use the term “Consultant” rather than “Agent” as it more accurately describes the work performed. Given the refusal to amend the title, I am content in the understanding that I am acting in concert with the requirements of my profession whatever term is used.

3.0 Agricultural Capability of the Subject Parcel

The site lies on a gravel bench above farm land which is typical of the landforms in the area. Photograph 1 illustrates the soils.



Photograph 1: Profile of Soils in the Subject Parcel

The minutes from the original Permit describe the area as “... the area proposed for the log home operation is located in an area of the property that has exposed bedrock or gravel deposits - has been used for gravel extraction in the past.”

I concur with that assessment.

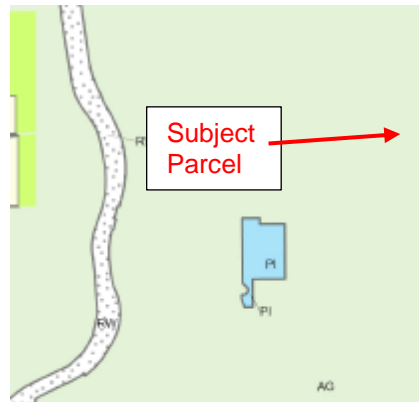
Further to the arability assessment, Mr. Schaafsma has been actively farming the adjoining land (see Figure 1) and sees no conflict between his farming activities and the

log home construction business. In fact, he plans to use part of the area as a machinery shed.

4.0 Local Government Concerns

Apparently, there is no zoning in the Carlin or White Lake area. There is an Official Community Plan that covers the subject parcel as shown in Figure 2.

Figure 2: OCP Designation of Subject Area



As shown, the area is designated “AG” for Agriculture.

5.0 Summary and Conclusion

The current application wishes to restore the Non-Farm Use permit that has been in place for many years. There is no indication from my inspections that the permit holder has done anything to interfere with the farming activities on the adjoining land.

The landforms in this area have the gravelly areas above the arable land due to the ancient glacial activity. Consequently, the location of commercial or industrial activity above farms is common.

As I commented in my original assessment of this property:

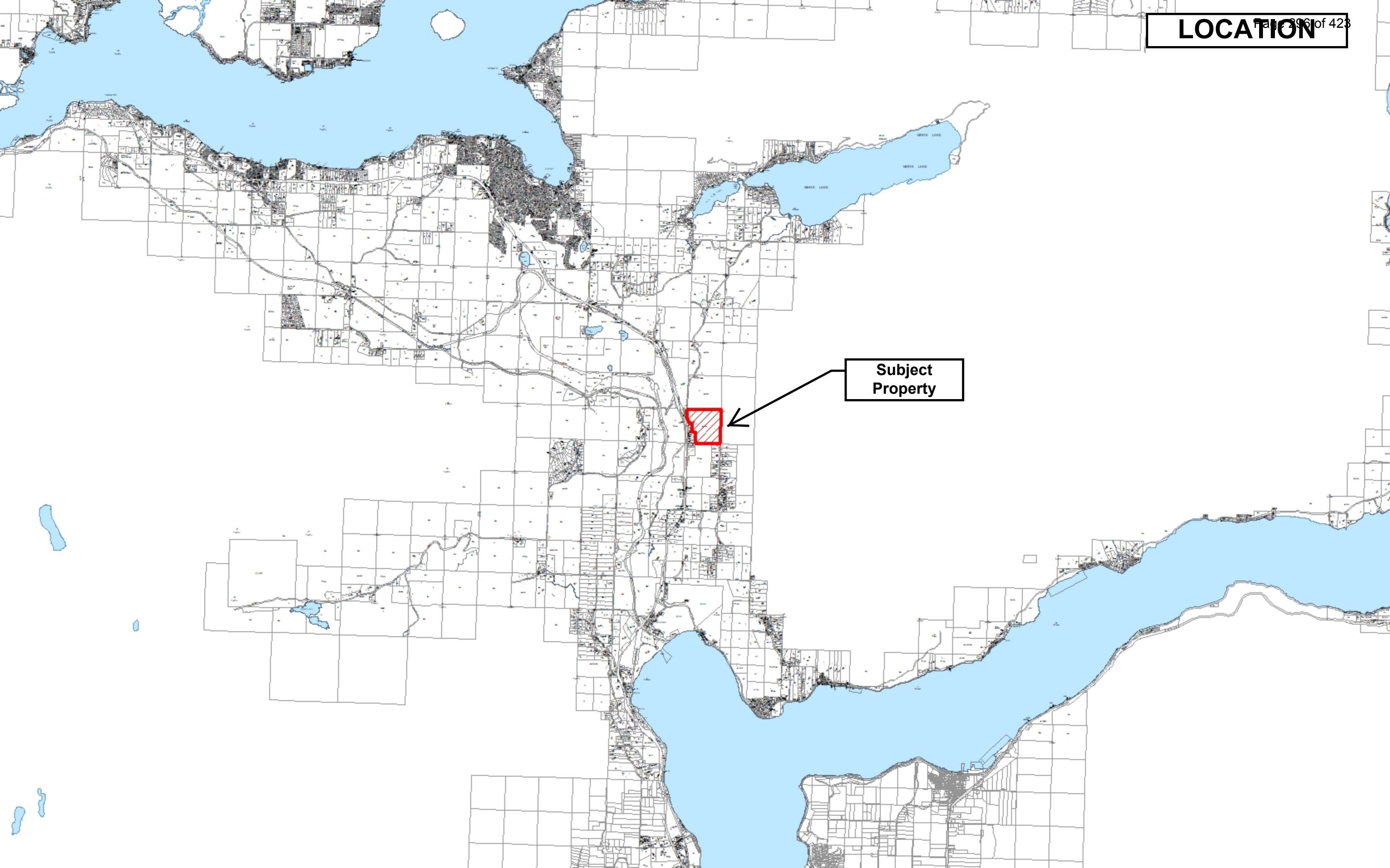
I can find no evidence of conflict between the current non farm use and the adjacent farming operations. There is nothing in the operations that, in my opinion, will preclude successful reclamation of the site following relocation.

In summary, I see no effect on agriculture from continuation of this non-farm use of the property.

I continue to hold this opinion.

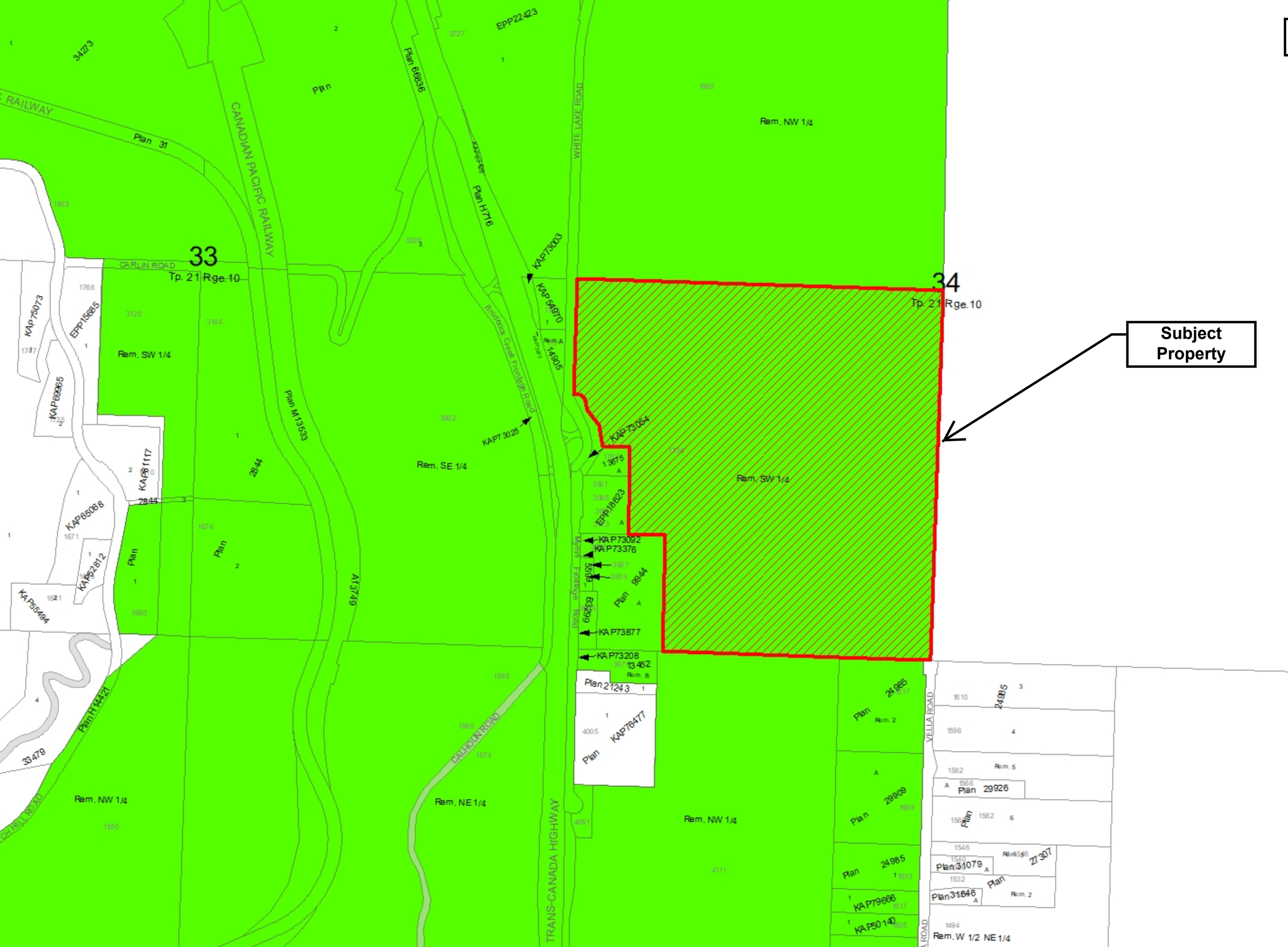
Again, I remain available to discuss my findings and opinions in this report.

Respectfully submitted,



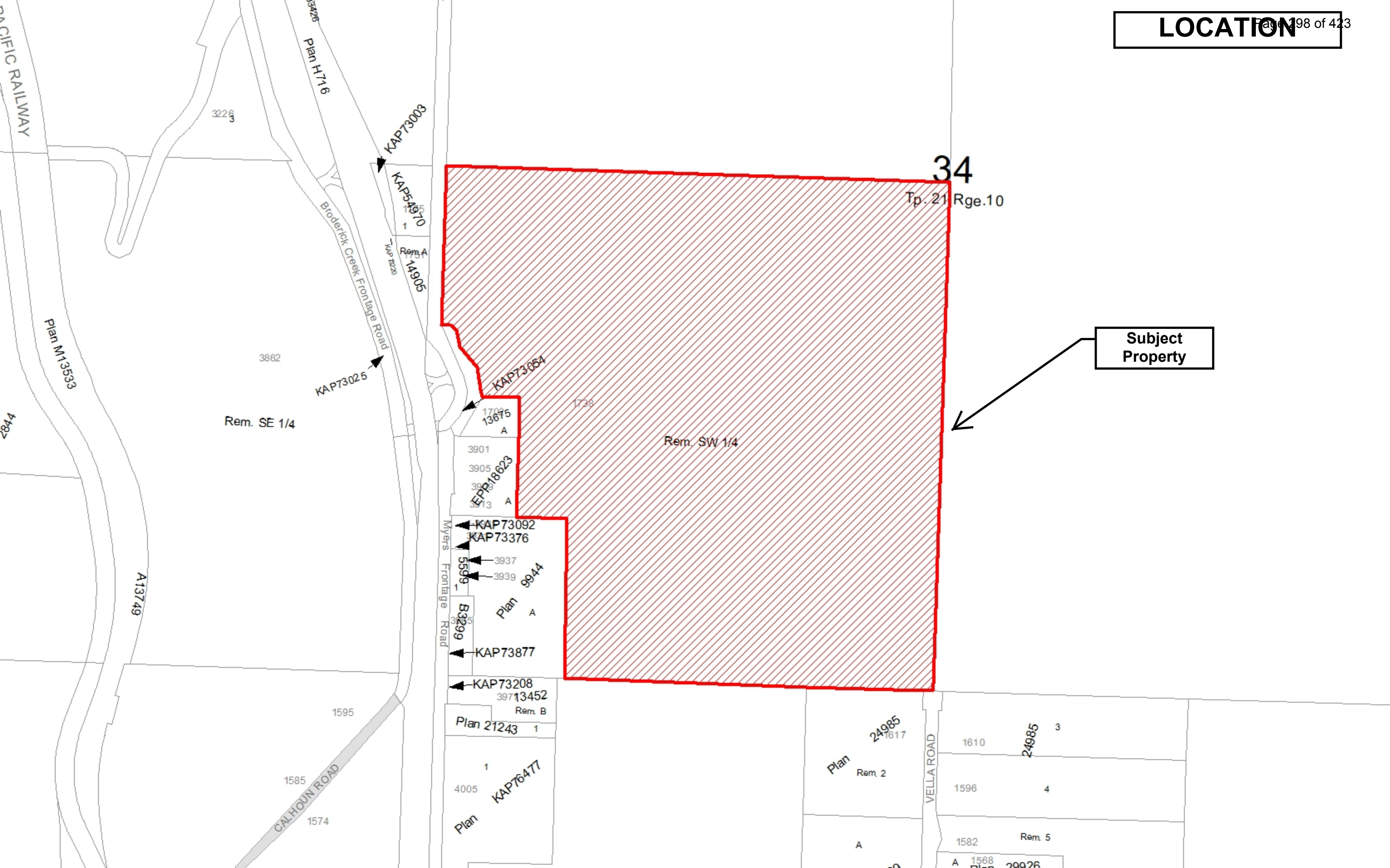
Subject Property





Subject Property

LOCATION



Subject Property

34

Tp. 21 Rge. 10

Rem. SE 1/4

Rem. SW 1/4

KAP73092
KAP73376

3937
3939

Plan A
9944

KAP73877

KAP73208
39713452
Rem. B

Plan 21243 1

4005
Plan KAP76477

Plan 24985
1617
Rem. 2

VELLA ROAD

1610
24985 3

1596 4

1582 Rem. 5

A 1568 20026

KAP73003

KAP54970
1
Rem. A
14905

KAP73025

KAP73054

1709
13675
A

3901
3905
3903
3913
A

EPP18623

A13749

1595

1585

1574

Plan M13533

Plan H1716

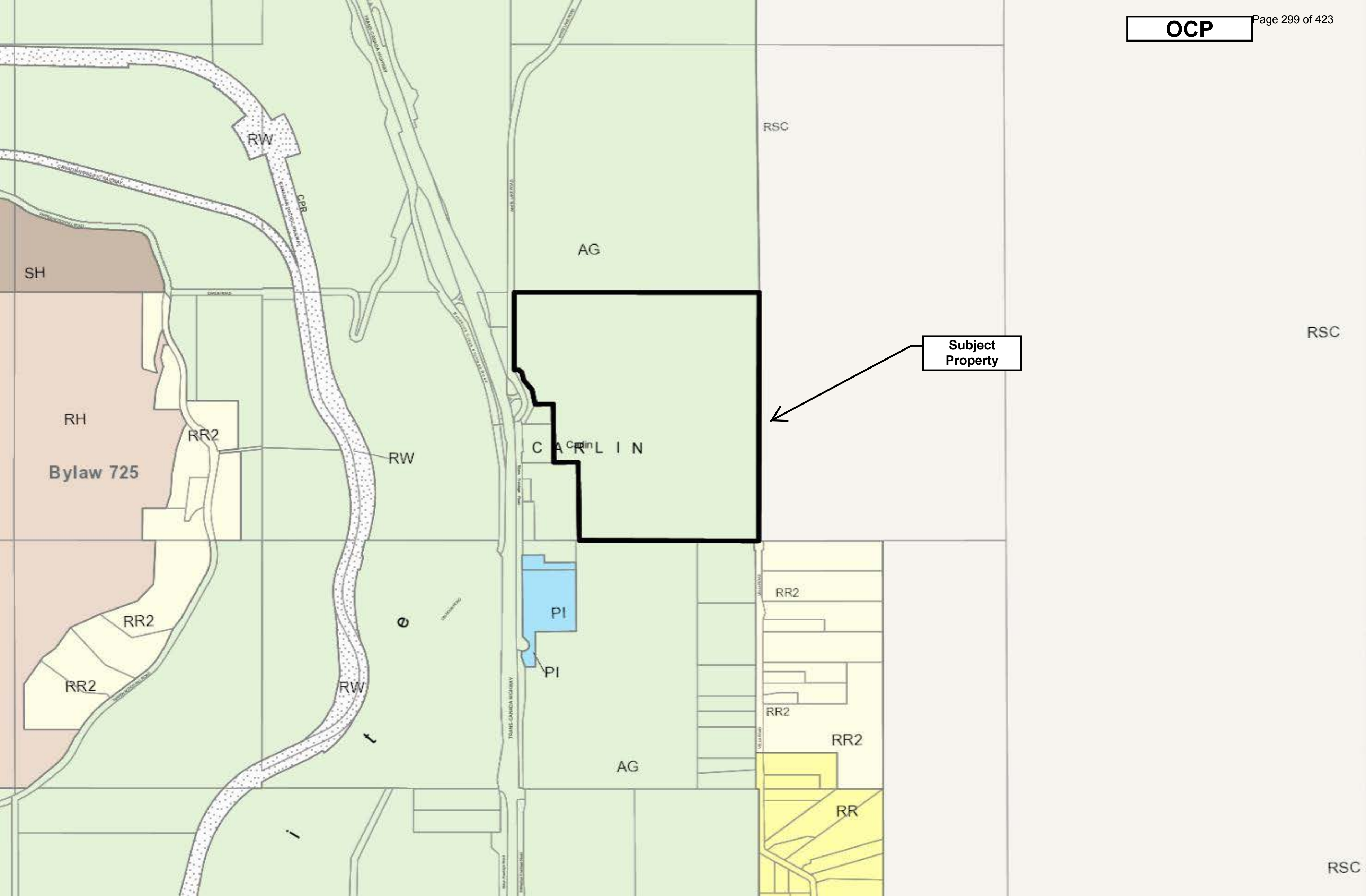
PACIFIC RAILWAY

Broderick Creek Frontage Road

3862

3226

2844



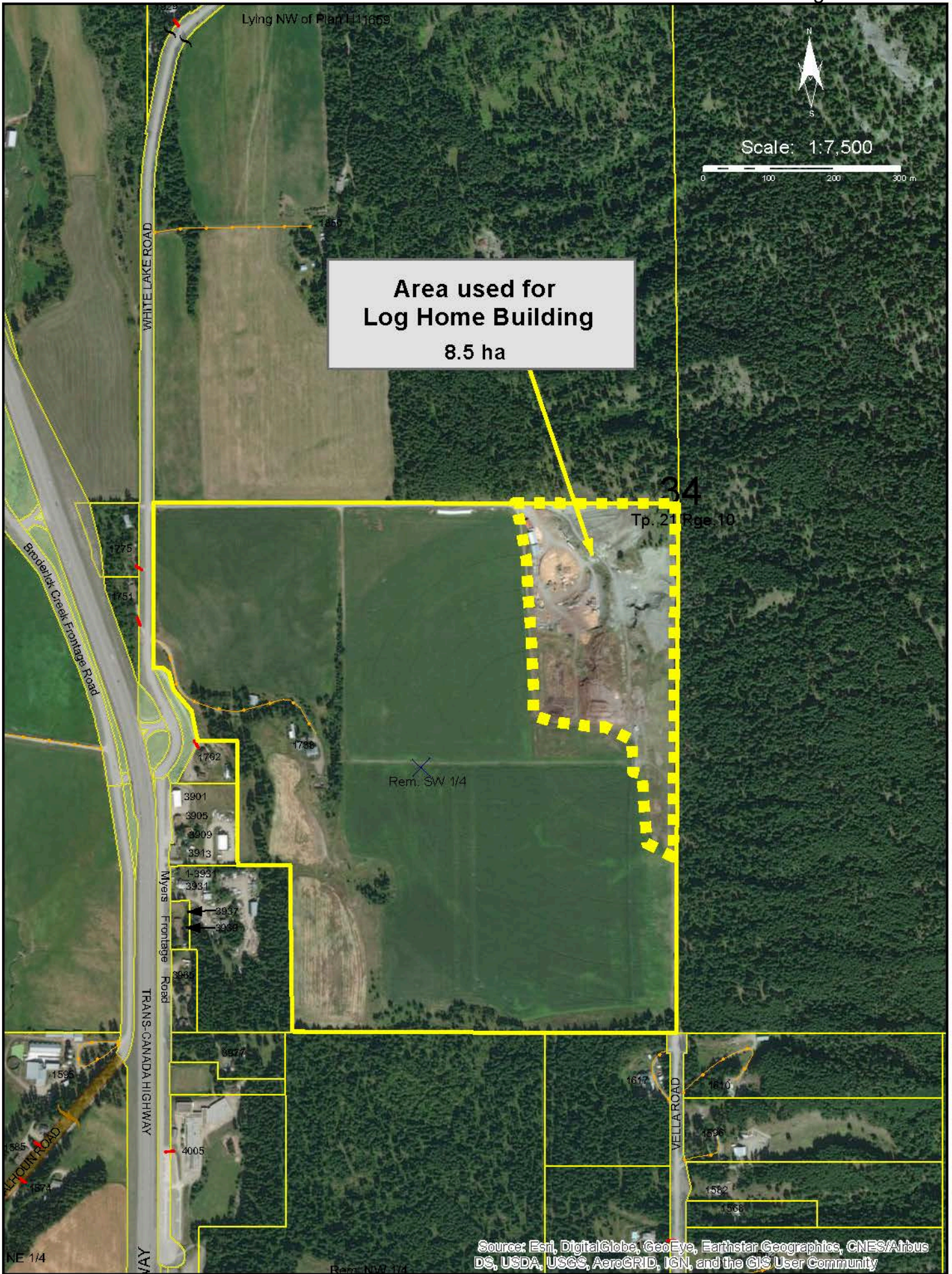


Office

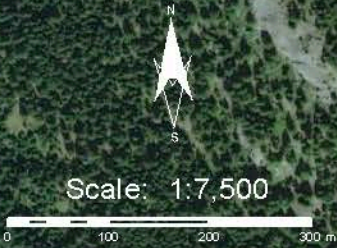
Shop

Log Works

SITE PLAN

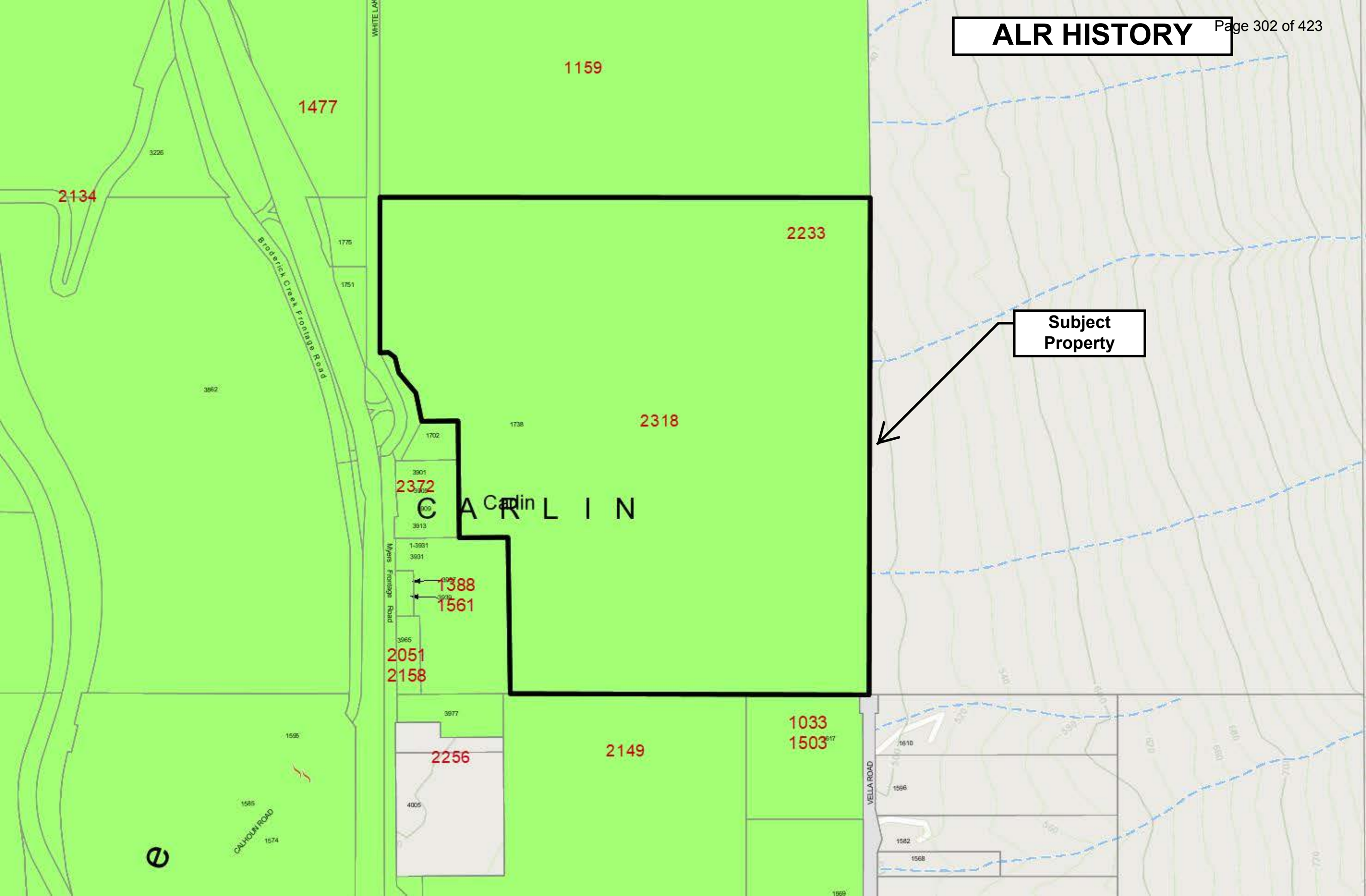


**Area used for
Log Home Building
8.5 ha**



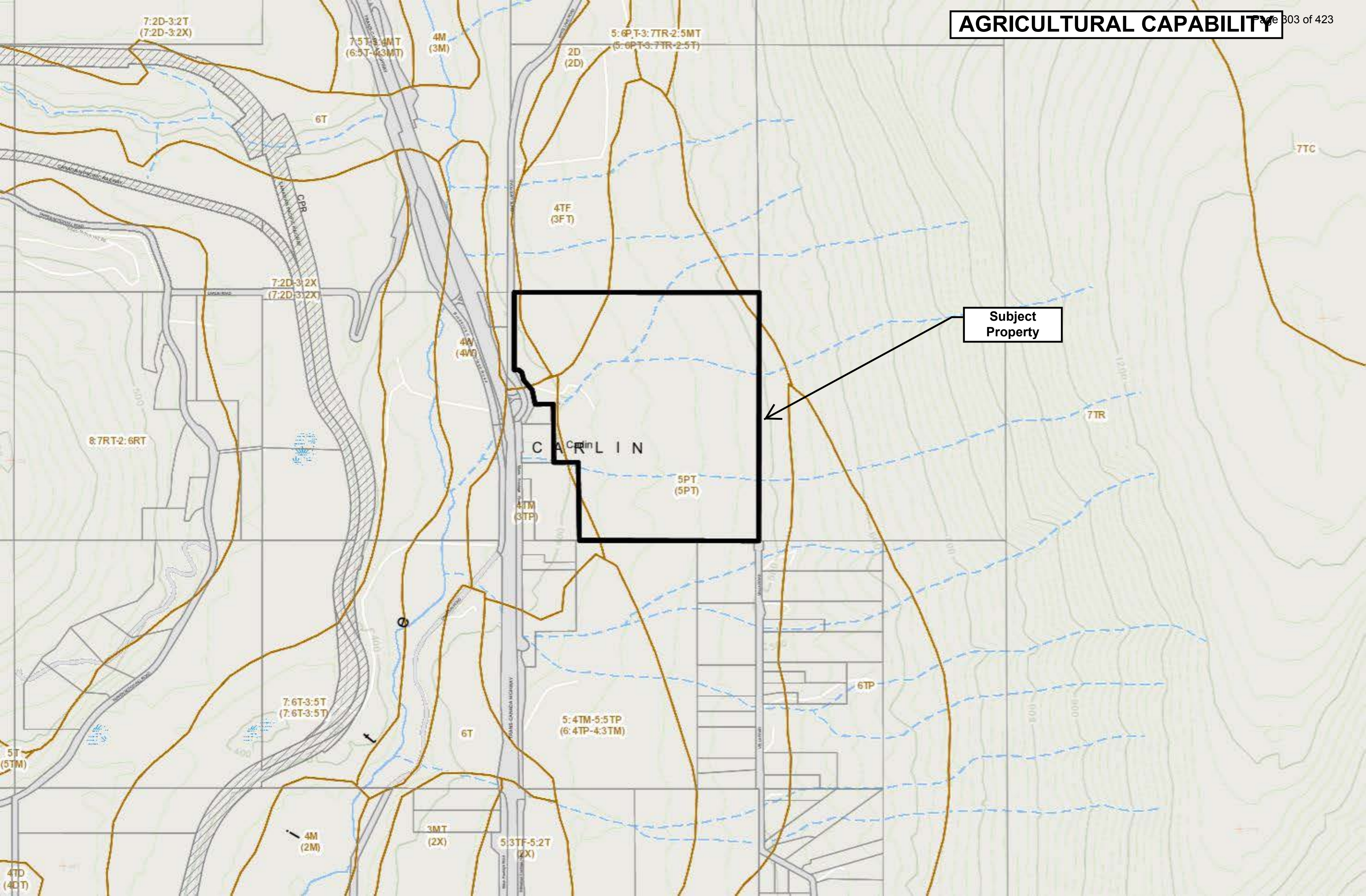
34
Tp. 21 Rge. 10

Rem. SW 1/4



Subject Property

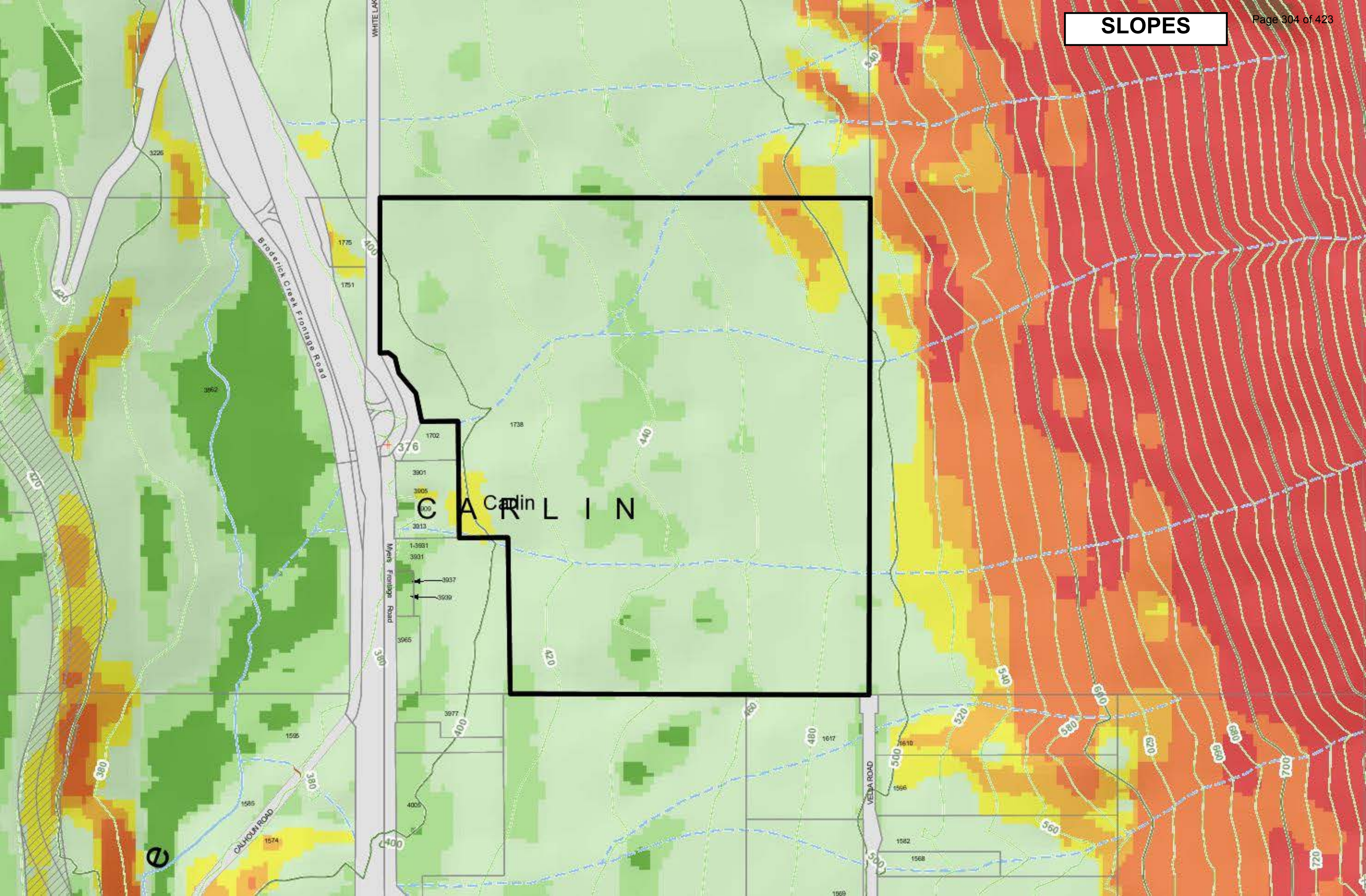


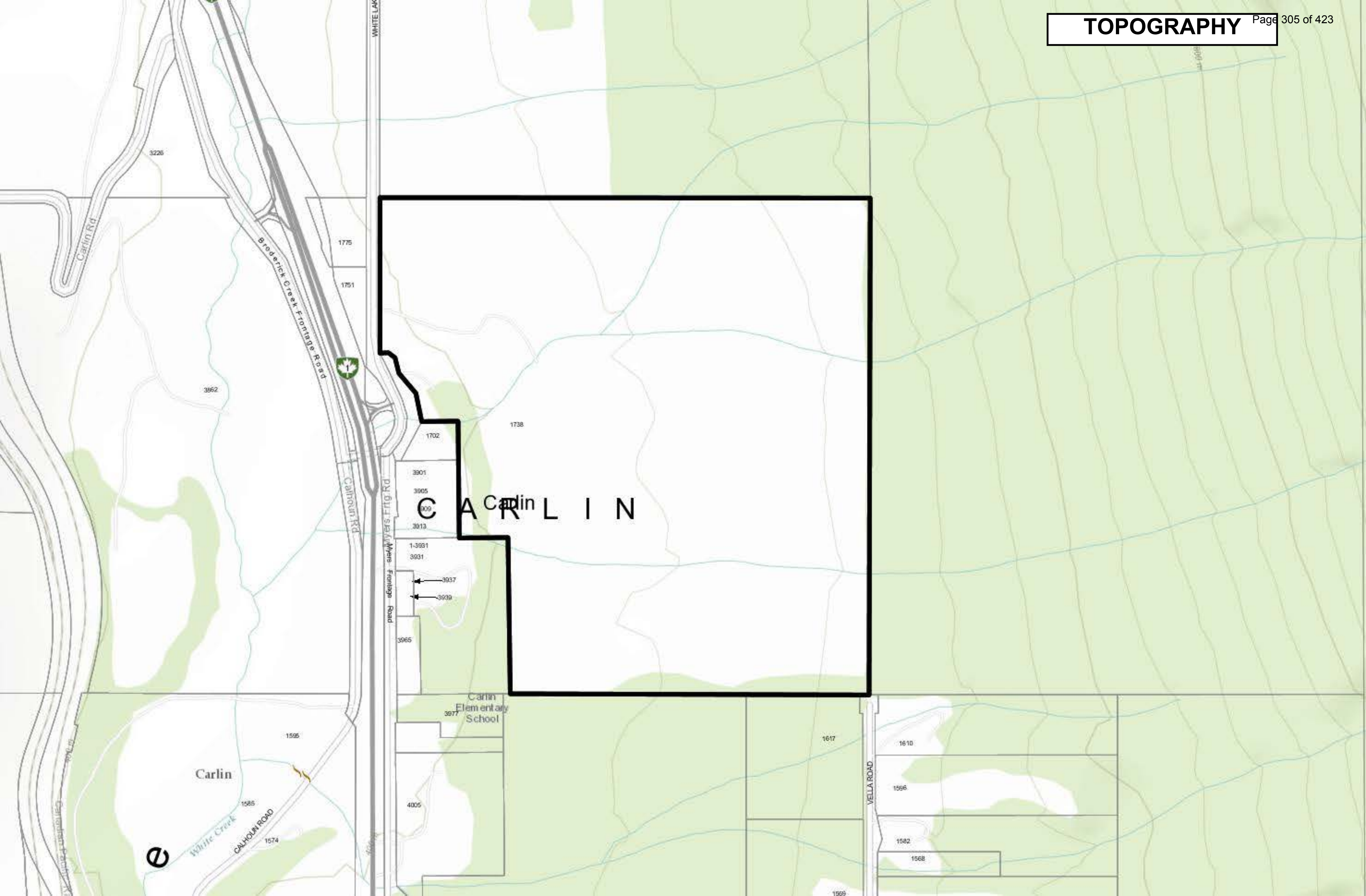


Subject Property



SLOPES





WHITE LAK

3226

Carlin Rd

Broderick Creek Frontage Road

1775

1751

3862

Calhoun Rd

1702

1738

3901

3905

3909

3913

1-3931

3931

3937

3939

3965

Carlin Elementary School

3977

4005

1617

1610

1596

1582

1568

Carlin

ⓔ

White Creek

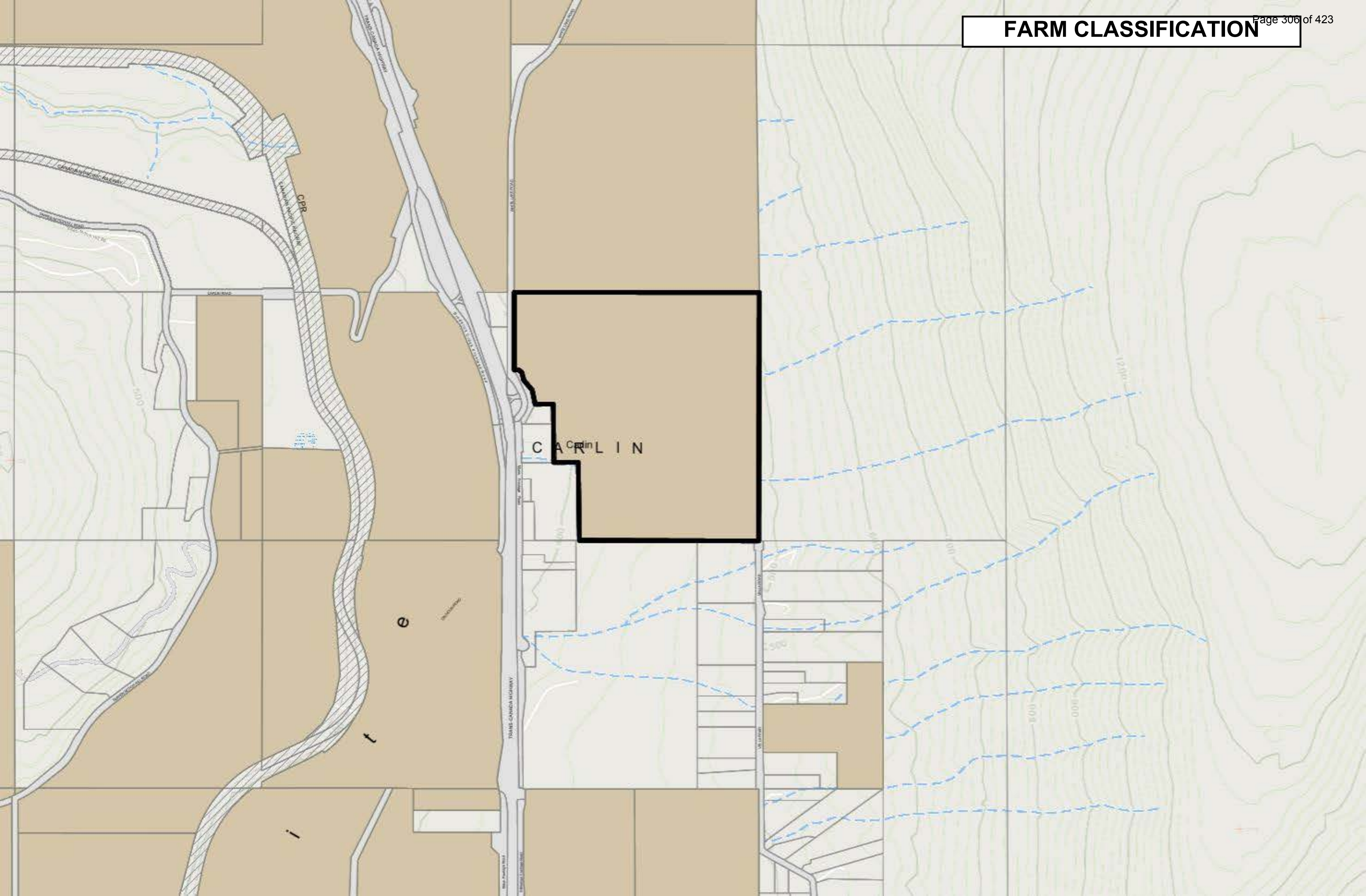
1585

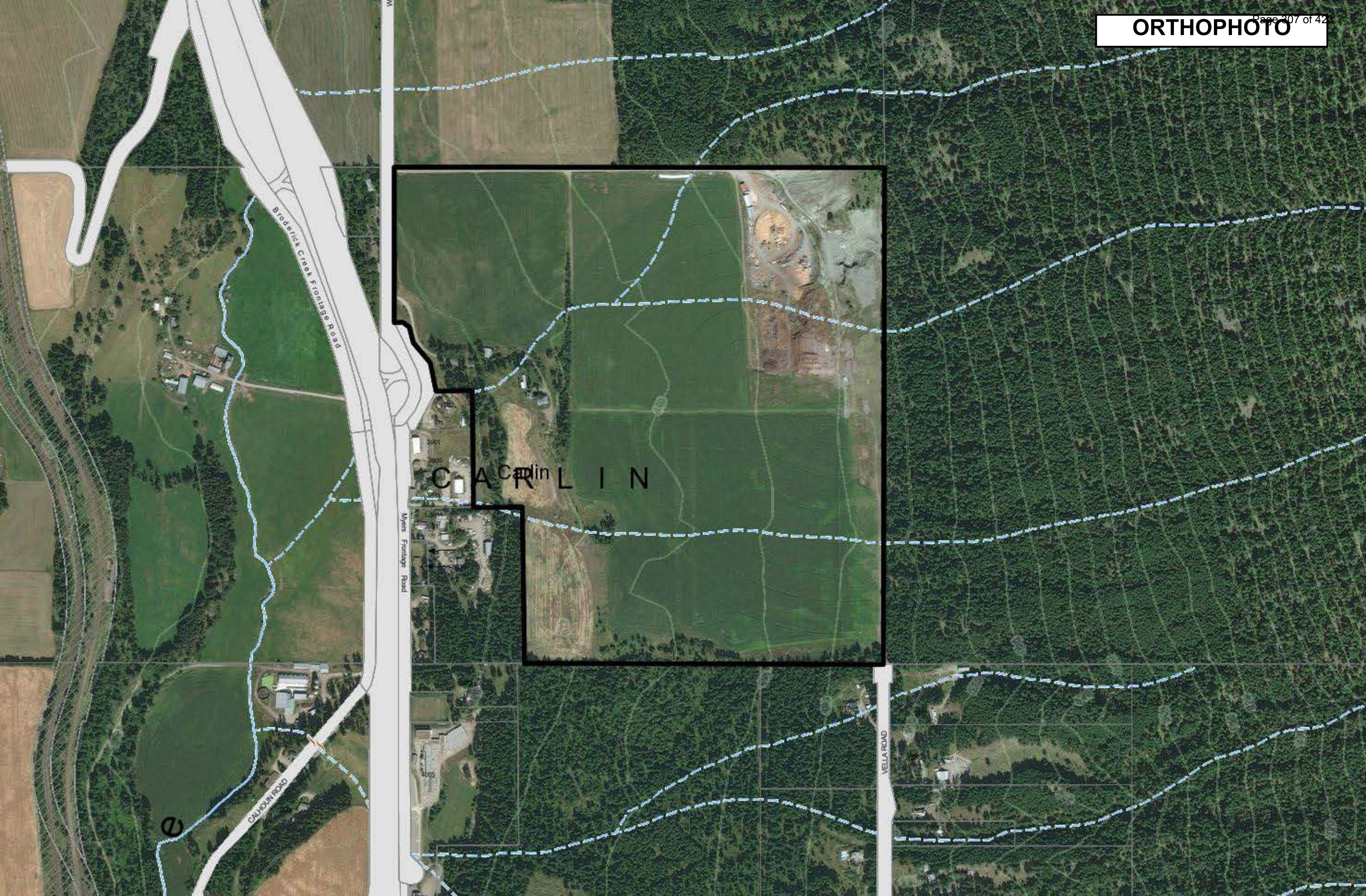
CALHOUN ROAD

1574

VELLA ROAD

1599





CARLIN

Carlin





1775

1761

1702

1738

3901

3905

3909

3913

1-3934

3931

3937

Carlin

ge Road

Myers Front



BOARD REPORT

TO: Chair and Directors

File No: DVP 2000-74 PL2018085
--

SUBJECT: Electoral Area E: Development Variance Permit No. 2000-74 (Riddoch)

DESCRIPTION: Report from Candice Benner, Development Services Assistant, dated June 29, 2018.
643 Swansea Point Road, Swansea Point

RECOMMENDATION: THAT: in accordance with Section 498 of the Local Government Act, Development Variance Permit No. 2000-74 for Lot 10, Section 11, Township 21, Range 8, W6M, Plan 13300, varying Rural Sicamous Land Use Bylaw No. 2000, as follows:

Section 2.12(2)(d) Minimum setback from:

- Interior side parcel boundary from 2 m to 0.5 m for the shed on skids;
- Exterior side parcel boundary from 4.5 m to 2.73 m for the deck attached to the accessory building and to 3.47 m for the single family dwelling;
- Rear parcel boundary from 4.5 m to 0.71 m for the shed on skids, to 0.76 for the shed on cinder blocks, and to 4.42 m for the accessory building,

be approved for issuance this 19th day of July, 2018.

SHORT SUMMARY:

The Board last reviewed this property at its December 2, 2016 Board meeting as a bylaw amendment application (BL2067). The original proposal was for a site specific amendment that would recognize the existing uses on the property including a single family dwelling, RV trailer, and bunkhouse as well as permit variances to various setbacks of some of the buildings.

The Board gave second reading of BL2067 at the December 2nd Board meeting and delegated a public hearing, however, staff recommended to the Board that prior to scheduling a public hearing, the owners would need to submit to staff an assessment from a qualified professional for connection of the RV trailer to the existing septic system on the property. Over the last year and a half the owners strove to meet this requirement but were unable to do so and therefore, decided to remove the RV trailer from the property and decommissioned the bunkhouse.

With these changes, the property is no longer in contravention regarding uses and maximum number of dwellings permitted; the owners withdrew their bylaw amendment application. Some of the buildings on the property still have setback issues and so a Development Variance Permit (DVP) file was opened to address the setbacks.

VOTING:

Unweighted
Corporate

LGA Part 14
(Unweighted)

Weighted
Corporate

Stakeholder
(Weighted)

BACKGROUND:**OWNERS:**

Donald and Beverly Riddoch

ELECTORAL AREA:

E (Swansea Point)

CIVIC ADDRESS:

643 Swansea Point Road

LEGAL DESCRIPTION:

Lot 10, Section 11, Township 21, Range 8, West of the 6th Meridian, Plan 13300

PID: 003-173-038

SIZE OF PROPERTY:

0.161 ha

SURROUNDING LAND**USE PATTERN:**

NORTH: residential

SOUTH: Swansea Point Road, residential

EAST: Swanson Road, residential

WEST: residential

DESIGNATION:

Rural Sicamous Land Use Bylaw No. 2000

LD – Low Density Residential

ZONE:

Rural Sicamous Land Use Bylaw No. 2000

RS –Single and Two Family Residential

CURRENT USE:

Single family dwelling and accessory buildings

PROPOSED USE:

Single family dwelling and accessory buildings

SITE COMMENTS:

The subject property currently has a single family dwelling, garage, and a few accessory buildings located on the property. The property is a corner lot with access from Swansea Point Road and Swanson Road.

POLICY:

Rural Sicamous Land Use Bylaw No. 2000

Bylaw No. 2000 currently designates the subject property Single and Two Family Residential, and contains the following information with respect to this designation:

1.4.1(f) The Single and Two Family Residential, and Mobile Home Park OCP designations provide for higher density residential development if community water and community sewer services are provided.

Swansea Point Area

1.4.3(d) Concerns with changes in OCP designation in this area include (i) maintaining sustainability of onsite water supply and sewage disposal systems and protection from the need for a community water system or a community sewer system, (ii) maintaining compatibility between the residential and commercial land uses, (iii) maintaining public access to and along the foreshore, (iv) protection from natural hazards and (v) community character considerations.

2.12 RS - Single and Two Family Residential Zone

The subject property is zoned RS - Single and Two Family Residential in Bylaw No. 2000.

(1) The permitted uses in the RS zone are bed and breakfast, permitted on a parcel 4,000 m² (0.99 ac.) or larger in area, cottage, permitted on a parcel 6000 m² (1.48 ac.) or larger in area, home business, place of religious worship, single family dwelling, permitted where there is no two family dwelling on the parcel, two family dwelling, permitted on a parcel 6,000 m² (1.48 ac.) or larger in area and where there is no single family dwelling or cottage on the parcel, accessory use.

(2) Regulations

- | | |
|--|-------------------|
| (a) Maximum number of single family dwellings per parcel | 1 |
| (b) Maximum number of two family dwellings per parcel | 1 |
| (c) Maximum number of cottages per parcel | 1 |
| (d) Minimum setback from: | |
| • front parcel boundary | 4.5 m (14.76 ft.) |
| • interior side parcel boundary | 2 m (6.56 ft.) |
| • exterior side parcel boundary | 4.5 m (14.76 ft.) |
| • rear parcel boundary | 4.5 m (14.76 ft.) |

DEVELOPMENT VARIANCE PERMIT:

Section 2.12(2)(d) Minimum setback from:

- Interior side parcel boundary from 2 m to 0.05 m for the shed on skids;
- Exterior side parcel boundary from 4.5 m to 2.73 m for the deck attached to the accessory building and to 3.47 m for the single family dwelling;
- Rear parcel boundary from 4.5 m to 0.71 m for the shed on skids, to 0.76 for the shed on cinder blocks, and to 4.42 m for the accessory building.

See "DVP2000-74.pdf"

FINANCIAL:

This application is the result of bylaw enforcement action. If the Board does not approve this DVP, the Board may then wish to direct staff to seek a legal opinion regarding possible court action. Costs for the legal opinion and possible court action, although partially recoverable through Court, could nonetheless be substantial. Staff involvement in legal action is not recoverable.

KEY ISSUES/CONCEPTS:

The owners originally applied for a bylaw amendment to recognize a permanent RV trailer and bunkhouse located on the property in addition to the existing single family dwelling. The owners have since removed the RV and decommissioned the bunkhouse, and therefore, no longer require a bylaw amendment.

There are still setback issues for some of the buildings on the property which are the subject of this DVP application.

Ministry of Transportation has issued a "Permit to reduce building setback less than 4.5 m from the property line fronting a provincial public highway" for the setback encroachments of the deck attached to the accessory building and single family dwelling abutting Swanson Road.

The shed on skids was placed on the property in 2014 by the current property owner. There is a thick hedge of mature trees located along the interior side parcel boundary between the subject property and the neighbouring property to the west that provides a buffer and minimizes any potential visual impact of the shed on skids to the neighbouring property. The single family dwelling on the neighbouring property is located near the front (south) of the parcel and away from the location of the shed on skids.

The shed on cinder blocks was placed on the property pre 2007 (prior to the current owners purchasing the property); both the shed on skids and shed on cinder blocks are less than 1 m from the rear parcel boundary, including overhang. Both sheds are used for storage and do not have any human habitation. The neighbouring property to the north does not have any buildings located along this parcel line near the sheds and if any buildings were placed in future, they would have to meet the 4.5 m rear parcel line setback requirement for the parcel to the north and the 2 m interior side parcel line setback requirement for the parcel to the west.

Since the shed on skids and the shed on cinder blocks are on temporary foundations it may be possible for them to be moved to comply with the setbacks requirements of the RS zone; 4.5 m from the rear parcel boundary (north lot line) and 2.0 m from the interior parcel boundary (west lot line).

SUMMARY:

Development Services staff are recommending DVP 2000-74 be issued for the following reasons:

- The setback variance for the single family dwelling is considered minor;
- Ministry of Transportation has issued a setback permit for the deck and single family building setbacks encroaching on the exterior side parcel boundary and are adjacent to a road;
- There are no buildings with human habitation located near the two sheds located on the subject property and so human safety should not be a concern; and
- There is a mature tree hedge located along the interior side parcel boundary (west lot line of the subject property) that provides a visual buffer to the parcel to the west.

IMPLEMENTATION:

If the Board issues DVP 2000-74, the existing buildings will be in compliance with Bylaw No. 2000 zoning regulations. The documentation will be forwarded to Land Title Office for registration on the title of the subject property.

COMMUNICATIONS:

Property owners and tenants in occupation within 100 m of the subject property were given notification a minimum of 10 days prior to the CSRD Board of Directors considering this application. All interested parties have had an opportunity to provide comments regarding this application prior to the Board meeting.

DESIRED OUTCOMES:

Endorse staff recommendation and approve issuance of DVP 2000-74.

BOARD'S OPTIONS:

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

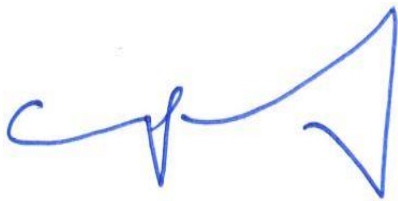
LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Rural Sicamous Land Use Bylaw No. 2000
2. Ministry of Transportation and Infrastructure Setback Permit

Report Approval Details

Document Title:	2018-07-19_Board_DS_DVP2000-74_Riddoch.docx
Attachments:	- DVP2000-74.pdf - Maps_Plans_Photos_DVP2000-74.pdf
Final Approval Date:	Jul 9, 2018

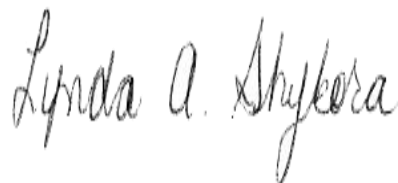
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Jul 5, 2018 - 4:32 PM



Gerald Christie - Jul 6, 2018 - 8:48 AM



Lynda Shykora - Jul 9, 2018 - 2:11 PM



Charles Hamilton - Jul 9, 2018 - 4:10 PM



COLUMBIA SHUSWAP REGIONAL DISTRICT

DEVELOPMENT VARIANCE PERMIT NO. 2000-74

1. OWNERS: Beverly Riddoch
Donald Riddoch



As joint tenants

2. This permit applies only to the land described below:

Lot 10 Section 11 Township 21 Range 8 West of the 6th Meridian Kamloops Division Yale District Plan 13300 (PID: 003-173-038),

which property is more particularly shown on the map attached hereto as shown outlined in bold and hatched on Schedule A.

3. The Rural Sicamous Land Use Bylaw No. 2000, is hereby varied as follows:

- a. Section 2.12(2)(d) Minimum interior side parcel boundary line setback from 2 m to 0.05 m for the shed on skids;
- b. Section 2.12(2)(d) Exterior side parcel boundary from 4.5 m to 2.73 m for the deck attached to the accessory building and to 3.47 m for the single family dwelling; and,
- c. Section 2.12(2)(d) Rear parcel boundary from 4.5 m to 0.71 m for the shed on skids, to 0.76 for the shed on cinder blocks, and to 4.42 m for the accessory building.

as more particularly shown on the site plan attached hereto as Schedule B.

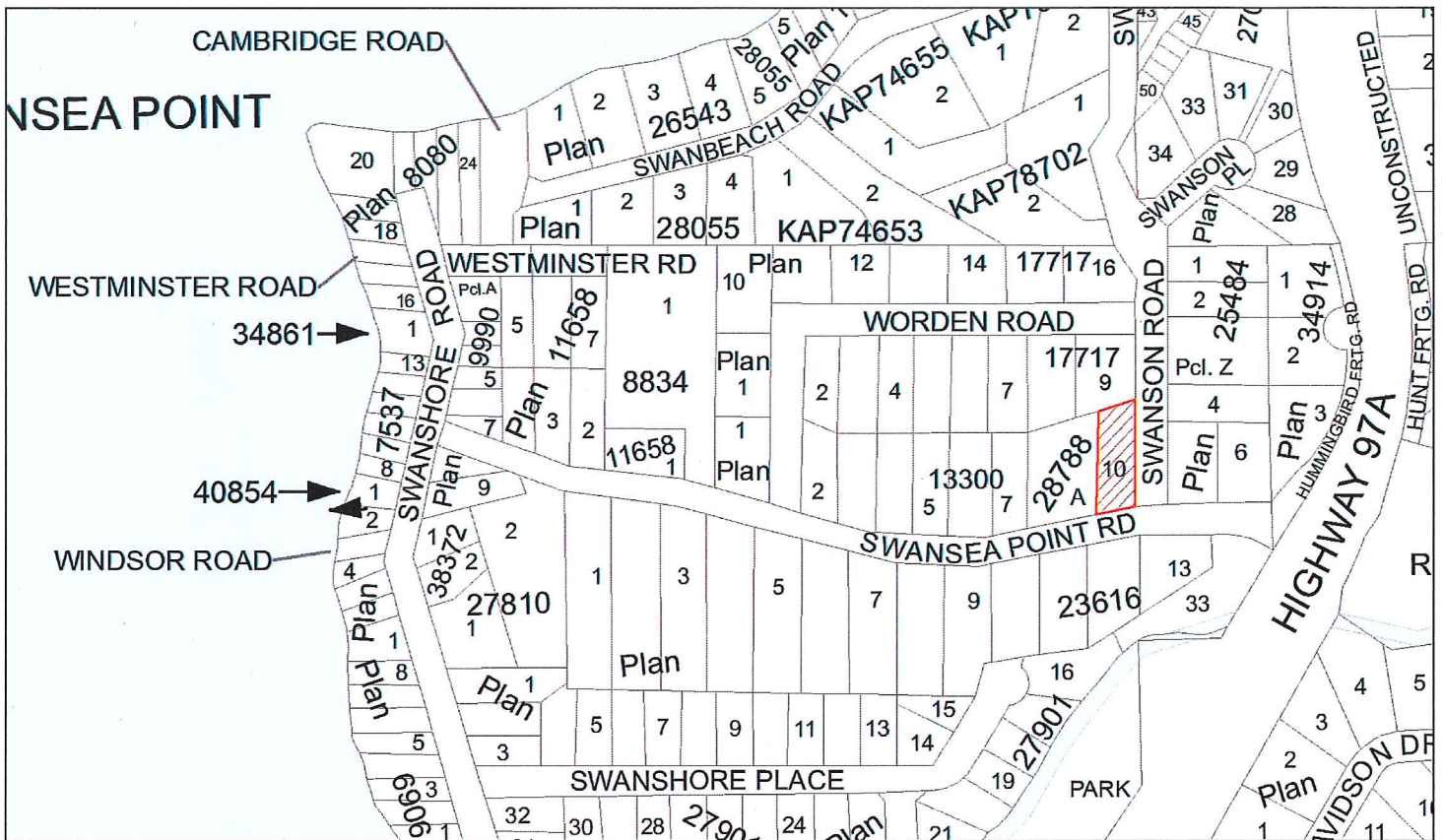
4. This permit is NOT a building permit.

AUTHORIZED FOR ISSUANCE BY RESOLUTION of the Columbia Shuswap Regional District Board on the 19 day of July, 2018.

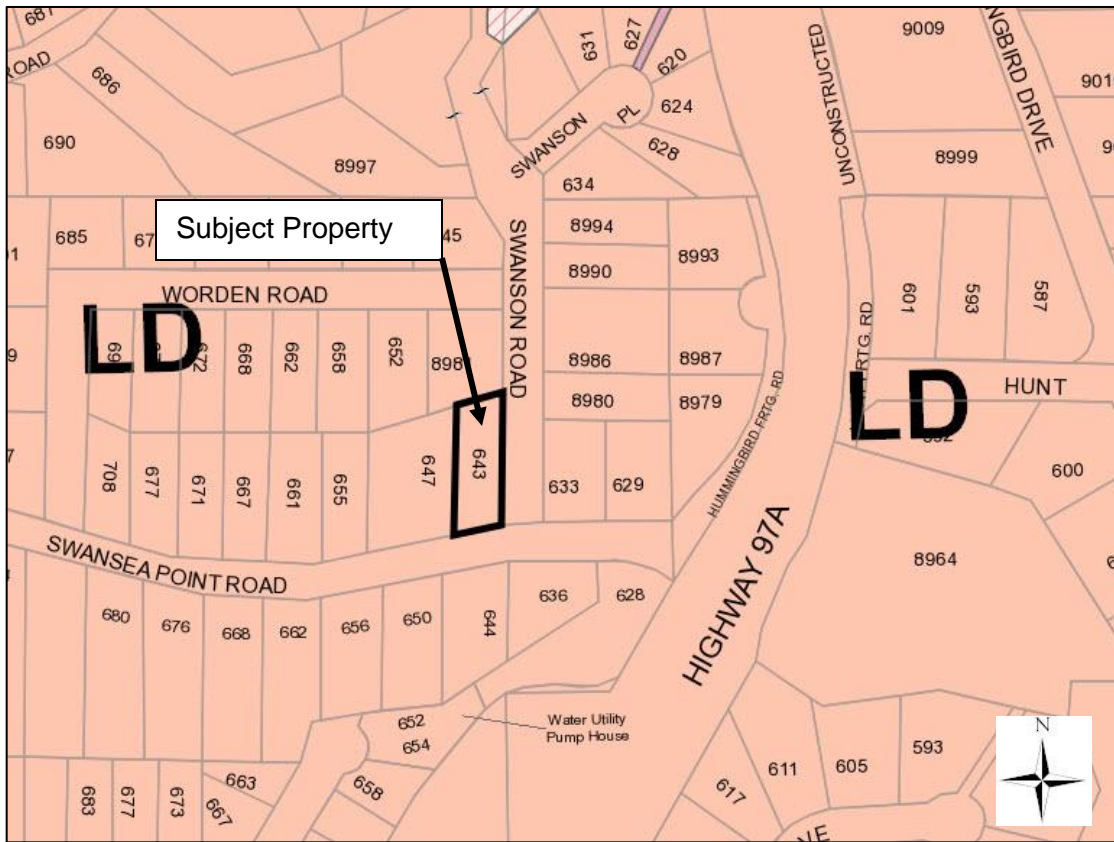
CORPORATE OFFICER

NOTE: Subject to Section 504 of the Local Government Act, if the development of the subject property is not substantially commenced within two years after the issuance of this permit, the permit automatically lapses.

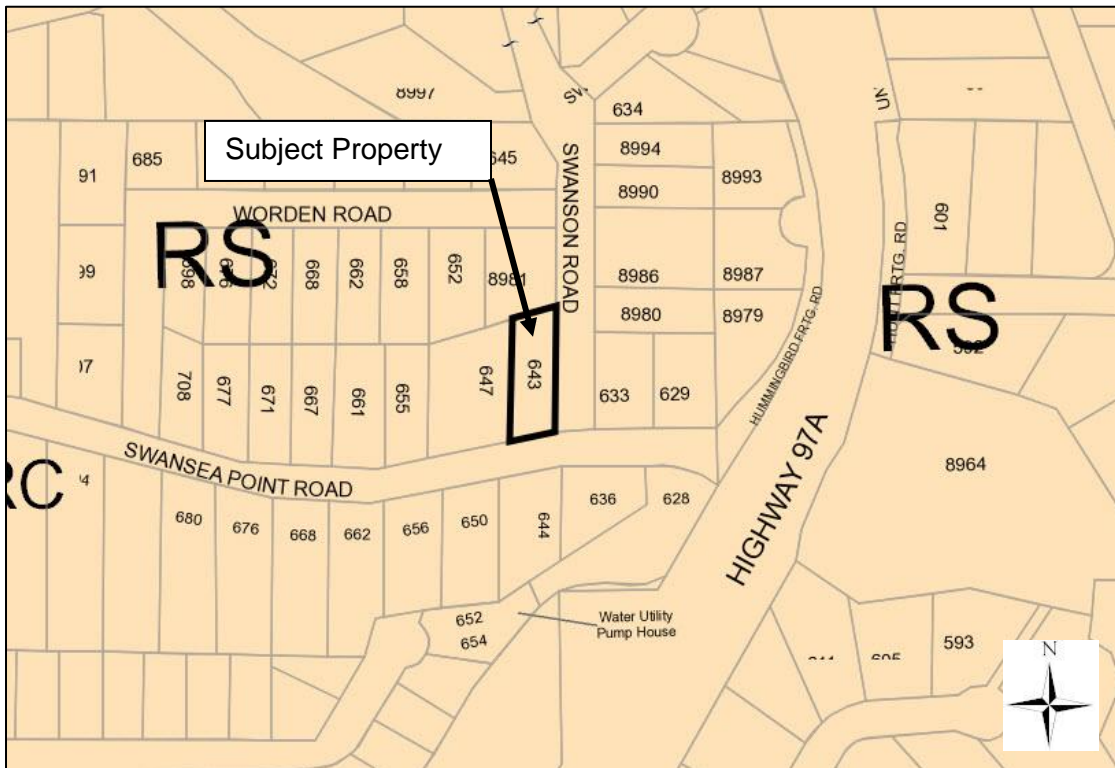
Schedule A



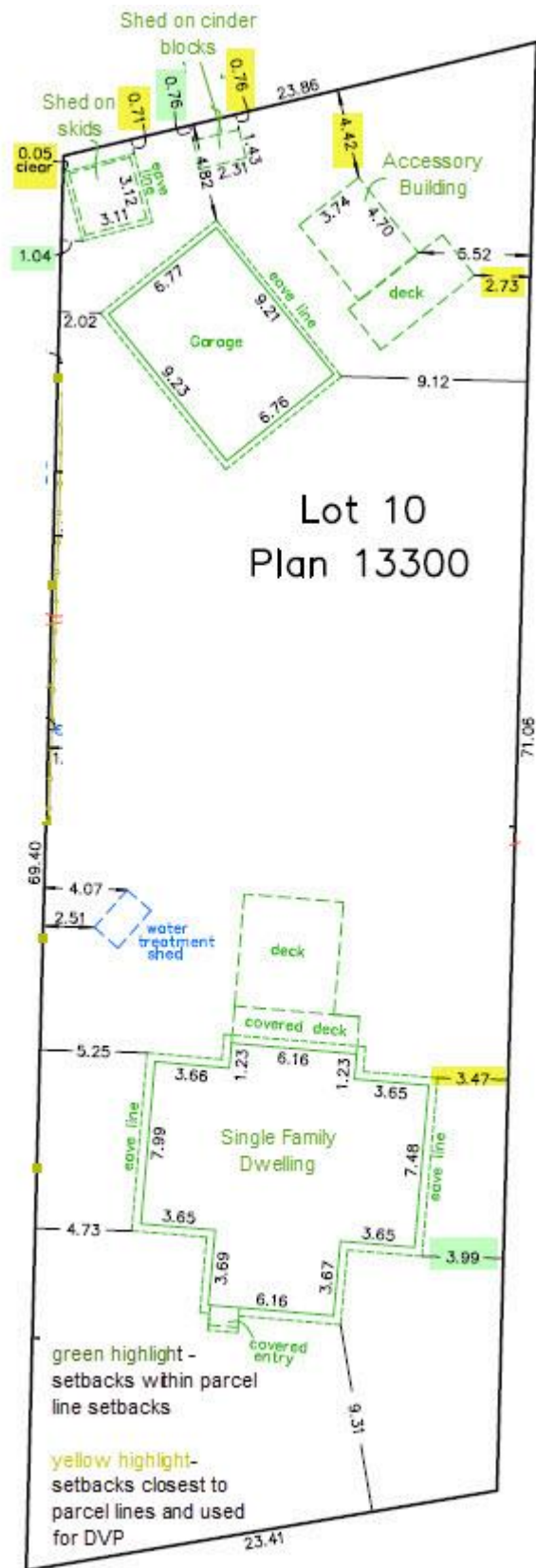
OCP



Zoning



Site Plan



Orthophotograph



Photos



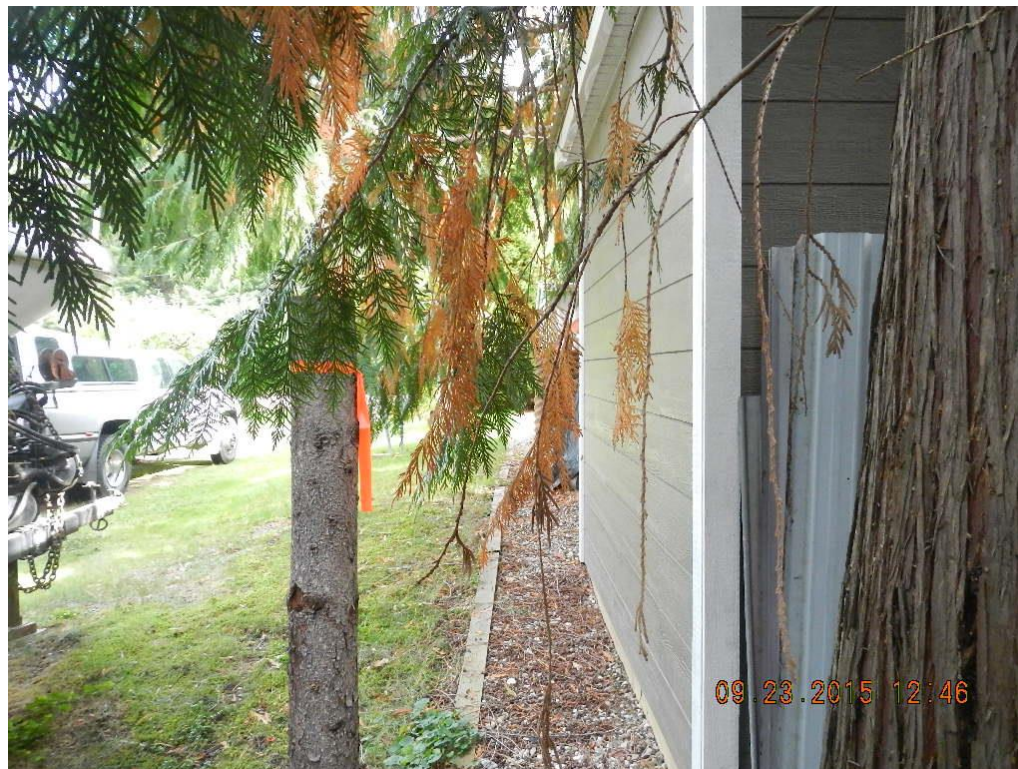
Single family dwelling from Swansea Point Road



Accessory building/decommissioned bunkhouse



Front of garage



Rear parcel line with shed on skids to the right



Left: shed on skids, Far center: shed on cinder blocks, Right: garage



Interior side parcel line with shed on skids to the left



Interior side parcel line with garage to the right, shed on skids to the rear



BOARD REPORT

TO: Chair and Directors

File No: BL851-12 PL20170213
--

SUBJECT: Electoral Area B: Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12

DESCRIPTION: Report from Christine LeFloch, Development Services Assistant, dated June 21, 2018.
3451 Trans-Canada Highway, Revelstoke

RECOMMENDATION #1: THAT: "Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12 be read a third time this 19th day of July, 2018.

RECOMMENDATION #2: THAT: adoption of "Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12 be withheld until documentation has been received about the Eagle Pass day lodge water system.

SHORT SUMMARY:

This application proposes to add a special regulation which would apply to a portion of the subject property and is intended to clarify existing uses on the subject property related to two heli-tourism operations including heli-tourism day lodge, guest lounge and staff accommodation. The proposed bylaw amendment would also add new definitions related to these uses. A public hearing was held on June 20th, 2018 to hear representations from the public regarding the proposed bylaw amendment.

VOTING:	Unweighted Corporate <input type="checkbox"/>	LGA Part 14 (Unweighted) <input checked="" type="checkbox"/>	Weighted Corporate <input type="checkbox"/>	Stakeholder (Weighted) <input type="checkbox"/>
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BACKGROUND:

The Board gave second reading to Bylaw 851-12 at its meeting held April 19th, 2018 and delegated a public hearing to be chaired by Director Parker. The public hearing was held on June 20, 2018 at 6:30 PM at the Revelstoke Community Centre to hear representations from the public regarding the proposed bylaw amendment. Shawn West and Scott Newsome, both of Eagle Pass Heliskiing, attended the meeting. There were no other members of the public in attendance. A record of the public hearing is attached to this report. At this time it is appropriate for the Board to consider the proposed bylaw for third reading.

As the property is located within 800 m of a controlled access highway, statutory approval from the Ministry of Transportation and Infrastructure is required prior to adoption of the amending bylaw.

POLICY:

See staff report "2017-12-01_Board_DS_BL851-12_EaglePass_1st.pdf" attached.

FINANCIAL:

There are no financial implications to the CSR D as a result of this application.

KEY ISSUES/CONCEPTS:

A public hearing was held on June 20th, 2018 regarding the proposed amending bylaw. The meeting was attended by staff, the area Director, and two representatives of Eagle Pass Heliskiing. There were no members of the public in attendance. One piece of correspondence was received from an adjacent property owner, however they did not raise any objections to the proposed bylaw amendment. Please see the Communications section below for further details.

See "Public_hearing_notes_2018-06-20_BL851-12.pdf" attached.

See "Public_Submissions_BL851-12.pdf" attached.

At the public hearing the applicant noted that the owner may wish to establish an additional helicopter operation on the subject property on the opposite side of the highway in the future. Staff advised that the current bylaw amendment is intended to allow only the two existing operations, and that if a third business is contemplated in the future, they would need to make application to further amend the bylaw to allow the proposed new use at that time.

The subject property is located within 800 metres of a controlled access highway. As such, statutory approval of the Ministry of Transportation and Infrastructure is required.

During the referrals process Interior Health noted that as it is a commercial use, a Drinking Water System Operating Permit may be required for the Eagle Pass day lodge water system. Documentation of this has not yet been submitted. Staff is recommending that adoption of the bylaw amendment be withheld until this information has been provided by the applicant, or until the applicant provides confirmation from Interior Health that it is not required.

SUMMARY:

The staff recommendations suggests that it is now appropriate for the Board to consider Bylaw No. 851-12 for third reading. Upon third reading, the bylaw will be submitted to the Ministry of Transportation and Infrastructure requesting statutory approval. Following Ministry approval and submission of documentation for the Eagle Pass heli-tourism day lodge water system the bylaw will be brought back to the Board for adoption.

IMPLEMENTATION:**Consultation Process**

Since the proposed bylaw amendment is specific to the subject property and adjacent property only and there are no designation or zoning map changes being proposed, staff recommended the simple consultation process. Neighbouring property owners first became aware of the application for the zoning amendment when a notice of development sign was posted on the subject property.

COMMUNICATIONS:

A public hearing was held on Wednesday, June 20th, 2018 to hear representations from the public regarding the proposed bylaw amendment. Staff sent notification of the public hearing to property owners within 100 metres of the subject property and published notices in the Revelstoke Times Review on June 6th, and June 13th, 2018. The public hearing was attended by Development Services staff,

Director Loni Parker, the applicant and another staff member from Eagle Pass Heliskiing. No members of the public were in attendance.

One piece of correspondence was received from Stella Jones who own an adjacent property. They wished to advise that they do not have any objections to the proposed bylaw amendment, but did have concerns with the potential for the current owner or a future property owner to be unhappy with the Stella Jones operation due to the ongoing industrial noise and dust. They noted that by sharing this information in advance it is expected that the applicant accepts the reality that they are located next to an industrial site and does not expect Stella Jones to modify their operations in the future. They also noted that they would like assurance from the CSRD that the proposed bylaw amendment would not in any way affect their operations. This letter is attached for information as (Public_Submissions_BL851-12). The letter was forwarded to the applicant, who contacted Stella Jones to discuss their concerns. The applicant advised staff that they are well aware of the industrial uses in the area and intentionally located their business on the subject property as they felt it was an appropriate location that would not have adverse impacts on the surrounding neighbourhood.

DESIRED OUTCOMES:

That the Board endorse the staff recommendations.

BOARD'S OPTIONS:

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

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Electoral Area B Official Community Plan Bylaw No. 850
2. Electoral Area B Zoning Bylaw No. 851

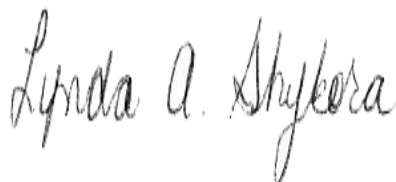
Report Approval Details

Document Title:	2018-07-19_Board_DS_BL851-12_EaglePassHeliskiing.docx
Attachments:	<ul style="list-style-type: none"> - BL851-12_Third.pdf - 2018-04-19_Board_DS_BL851-12_EaglePass_2nd.pdf - BL851-12_Second_as_amended.pdf - 2017-12-01_Board_DS_BL851-12_EaglePass_1st.pdf - BL851-12_First.pdf - Public_Submissions_BL851-12.pdf - Public_hearing_notes_2018-06-20_BL851-12.pdf - Agency_referral_responses_BL851-12.pdf - Maps_Plans_Photos_BL851-12.pdf
Final Approval Date:	Jul 11, 2018

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



Gerald Christie - Jul 10, 2018 - 8:46 AM



Lynda Shykora - Jul 10, 2018 - 8:53 AM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Jul 11, 2018 - 11:27 AM

COLUMBIA SHUSWAP REGIONAL DISTRICT
ELECTORAL AREA 'B' ZONING AMENDMENT
(EAGLE PASS HELI-SKIING) BYLAW NO. 851-12

A bylaw to amend the "Electoral Area 'B' Zoning Bylaw No. 851"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 851;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 851;

NOW THEREFORE the Board of the Columbia Shuswap Regional District in open meeting assembled, HEREBY ENACTS as follows:

1. "Electoral Area 'B' Zoning Bylaw No. 851", as amended, is hereby further amended as follows:

A. TEXT AMENDMENTS

i) Part 1.0 - Definitions is hereby amended by:

inserting the following definition after "GUEST ACCOMMODATION":

GUEST LOUNGE is an area within a *heli-tourism day lodge* where passengers can wait prior to embarking or after deplaning;

inserting the following definition after "HEIGHT":

HELI-TOURISM DAY LODGE is a building used for heli-tourism business administration, including the embarking and deplaning of passengers for skiing, sightseeing, and other helicopter related tours, *guest lounge*, and washroom facilities;

inserting the following definition after "SMALL-SCALE SAWMILL":

STAFF ACCOMMODATION means a dwelling unit specifically intended as an accessory use to a principal commercial or industrial business to house staff employed by the principal commercial or industrial business.

ii) Schedule A, Zoning Bylaw Text, Section 5.4 RURAL HOLDINGS RH zone is hereby amended by inserting the following Special Regulation subsection (5) including the attached map as follows:

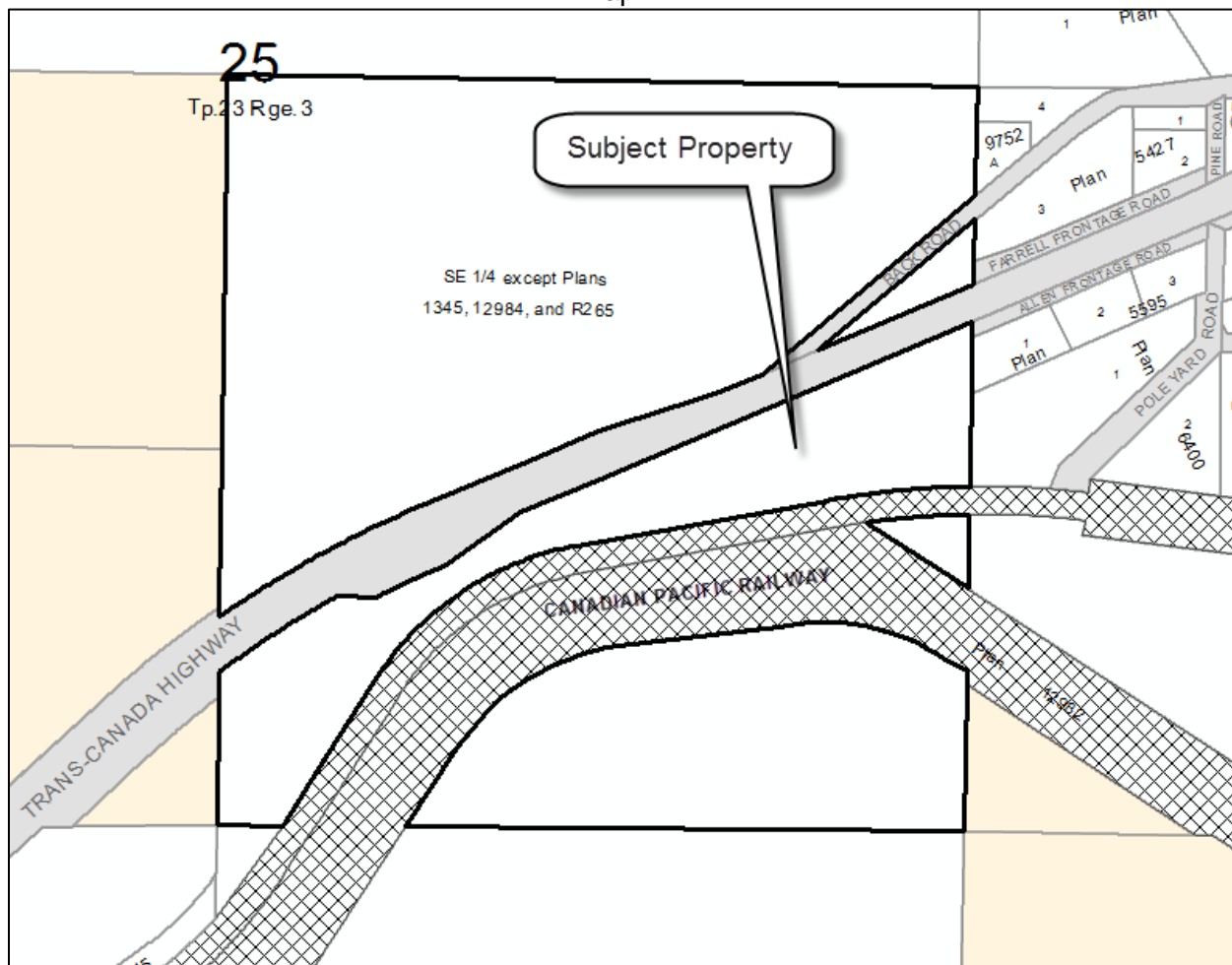
“Special Regulations

(5) In this subsection, lands are described by legal description and by map. In the event of any discrepancy between the legal description of the lands and the map, the map governs.

(a) Notwithstanding subsection 5.4(2)(a), the following uses are permitted on the portion of the property legally described as SE ¼, Section 25, Township 23, Range 3, West of the 6th Meridian, Kootenay District, Except Parts included in RW Plans 633A and 12984, and Plan R265, lying between the Trans-Canada Highway and the Canadian Pacific Railway as shown on Map 1 below:

- i) *heli-tourism day lodge* (maximum of 2);
- ii) *staff accommodation* for up to 7 persons (maximum of 2); and
- iii) *guest lounge* limited to the area of the main floor of the *heli-tourism day lodges* only.

Map 1



2. This bylaw may be cited as " Electoral Area 'B' Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12"

READ a first time this _____ 1st _____ day of _____ December _____, 2017.

READ a second time as amended this _____ 19th _____ day of _____ April _____, 2018.

PUBLIC HEARING held this _____ 20th _____ day of _____ June _____, 2018.

READ a third time this _____ day of _____, 2018.

RECEIVED THE APPROVAL of the Ministry of Transportation and Infrastructure this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

CORPORATE OFFICER

CHAIR

CERTIFIED true copy of Bylaw No. 851-12
as read a third time.

CERTIFIED true copy of Bylaw No. 851-12
as adopted.

Corporate Officer

Corporate Officer



BOARD REPORT

TO: Chair and Directors

File No: BL851-12 PL20170171
--

SUBJECT: Electoral Area B: Electoral Area B Zoning Amendment (Eagle Pass Heli-Skiing) Bylaw No. 851-12

DESCRIPTION: Report from Christine LeFloch, Development Services Assistant, dated March 27, 2018.
3451 Trans-Canada Highway, West Revelstoke

RECOMMENDATION #1: THAT: "Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12" be given second reading as amended.

RECOMMENDATION #2: THAT: a public hearing to hear representations on "Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12" be held;

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 Loni Parker, as Director for Electoral Area B being that in which the land concerned is located, or Alternate Director Doug Stuart, if Director Parker is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

SHORT SUMMARY:

This application originally proposed the service of beer and wine to day use patrons of a heli-skiing business as an après-ski service at their base which is located on the subject property. The applicant has advised that they are no longer interested in pursuing a liquor license therefore they do not require zoning for this use. However, they would like to move forward with the bylaw amendment in order to clarify the existing uses on the property through a site specific zoning amendment. The Board gave first reading to BL851-12 at their meeting on December 1, 2017. Since that time, staff have amended the bylaw to remove the liquor service use, and clarify permitted uses on the property such as guest lounge, heli-tourism day lodge and staff accommodation, and add new definitions related to these uses.

VOTING:	Unweighted <input type="checkbox"/>	LGA Part 14 <input checked="" type="checkbox"/>	Weighted <input type="checkbox"/>	Stakeholder <input type="checkbox"/>
	Corporate	(Unweighted)	Corporate	(Weighted)

BACKGROUND:

REGISTERED OWNER:

0969883 BC Ltd. (Paul and Kelly Tigchelaar)

AGENT:

Shawn West c/o Eagle Pass Heliskiing

ELECTORAL AREA:

B

LEGAL DESCRIPTION:

The SE ¼ of Section 25, Township 23, Range 3, West of the 6th Meridian, Kootenay District, Except parts included in RW Plans 663A, 12984 and R265

PID:

016-655-958

CIVIC ADDRESS:

3451 Trans-Canada Hwy, Revelstoke

SURROUNDING LAND USE PATTERN:

North: Trans-Canada Hwy, Rural and Resource

South: CP Rail line, Tonkawalla Creek

East: Highway Commercial, Small Holdings, Industrial

West: Rural Resource, Industrial

CURRENT USE:

Airfield, Eagle Pass Heliskiing day lodge and staff accommodation, Glacier Helicopters day lodge, and staff accommodation

PROPOSED USE:

Airfield, Eagle Pass Heliskiing day lodge and staff accommodation, Glacier Helicopters day lodge and staff accommodation

PARCEL SIZE:

51.85 ha

DESIGNATION:

Electoral Area B Official Community Plan Bylaw No. 850

RSC – Rural and Resource

ZONE:

Electoral Area B Zoning Bylaw No. 851
RH – Rural Holdings

PROPOSED ZONE:

Special Regulation to be added to RH – Rural Holdings zone adding permitted uses which would be site specific to the subject property only including guest lounge, heli-tourism day lodge and staff accommodation.

SITE COMMENTS: The property is divided by the Trans-Canada Highway and the CPR right of way. The portion of the property north of the highway has a small rock quarry located on it. The portion of the property that is the focus of this application is the area located between the Trans-Canada Highway and the railway line. There are currently two helicopter bases located on the property, including Glacier Helicopters and Eagle Pass Heliskiing. Each of these businesses have their own operations building, including day lodge, staff accommodation, and associated parking. There is also a double walled helicopter fuel tank for refuelling of helicopters on the site. The property is located just outside of the Revelstoke Fires Services Area.

POLICY:

See Staff Report (2017_12_01_Board_DS_BL851-12_EaglePass) attached.

FINANCIAL:

There are no financial implications to the CSRD as a result of this application.

KEY ISSUES/CONCEPTS:

According to the agent, the Eagle Pass Heliskiing base has been operating from this location for four (4) years. The existing building includes the operations base and day lodge on the main floor of the building and seasonal staff housing which is located on the second floor. Glacier Helicopters has been operating from this location for five (5) years. The existing building also includes an operations base and day lodge on the main floor with the potential for future staff housing on the second floor. A large portion of the building also contains a hangar. The proposal from Eagle Pass originally included the addition of beer and wine service to passengers returning from a day of skiing, however the applicant has advised that they are no longer pursuing a liquor license for this use and have asked that the application be amended to remove this use. They would like to continue with the zoning amendment however, in order to provide clarity within the bylaw regarding the existing uses on the property.

Staff previously noted that the airfield use is considered the principal use on the property and the heliskiing day lodge buildings are permitted as accessory uses. An "airfield" is defined in Bylaw No. 851 as "an area of land set aside for the take-off, landing and maintenance of aircraft". It does not include any services related to passengers, nor does it include buildings related to

administration of businesses which use the airfield, or staff accommodation related to this type of business. As these uses exist on the subject property staff recommend that they be specifically defined and included as permitted uses within the site specific regulation.

The following definitions are proposed to be added to the interpretation section of Electoral Area B Zoning Bylaw No. 851:

GUEST LOUNGE is an area within a *heli-tourism day lodge* where passengers can wait prior to embarking or after deplaning;

HELI-TOURISM DAY LODGE is a building used for heli-tourism business administration, including the embarking and deplaning of passengers for skiing, sightseeing, and other helicopter related tours, *guest lounge*, and washroom facilities;

STAFF ACCOMMODATION means a dwelling unit specifically intended as an accessory use to a principal commercial or industrial business to house staff employed by the principal commercial or industrial business.

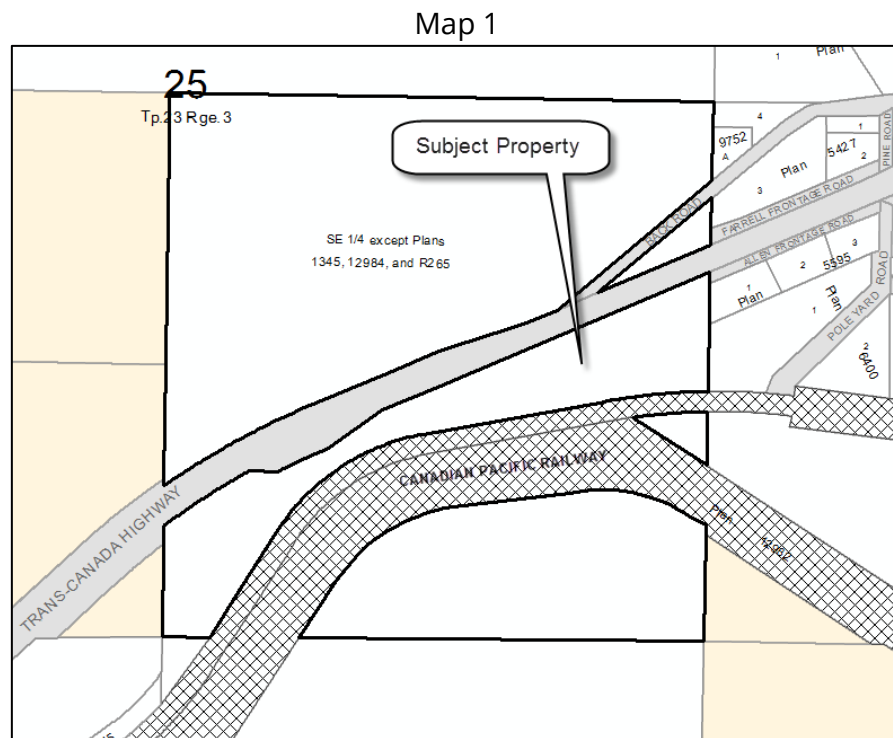
It is also proposed that the special regulation for the subject property proposed to be included in the Rural Holdings Zone be amended to read as follows:

“Special Regulations

(5) In this subsection, lands are described by legal description and by map. In the event of any discrepancy between the legal description of the lands and the map, the map governs.

(a) Notwithstanding subsection 5.4(2)(a), the following uses are permitted on the portion of the property legally described as SE ¼, Section 25, Township 23, Range 3, West of the 6th Meridian, Kootenay District, Except Parts included in RW Plans 633A and 12984, and Plan R265, lying between the Trans-Canada Highway and the Canadian Pacific Railway shown on Map 1 below:

- i) *heli-tourism day lodge (maximum of 2)*;
- ii) *staff accommodation* for up to 7 persons (maximum of 2); and
- iii) *guest lounge* limited to the area of the main floor of the *heli-tourism day lodges* only.



SUMMARY:

The applicant originally applied to amend the Electoral Area 'B' Zoning Bylaw No. 851 to include site specific regulations to permit the service of beer and wine as an après-ski service in the Eagle Pass Heliskiing building on the subject property. The applicant recently advised that they are no longer pursuing the liquor license and do not require this permitted use to be included in the zoning amendment. The bylaw has been amended at second reading to include definitions to clarify the heli-tourism day lodge guest lounge, and staff accommodation uses on the property. It also specifies that only 2 day lodges and their associated uses are permitted on the property. The proposed bylaw has been sent to applicable First Nations for comment. It has also been referred to the Advisory Planning Commission for comment on the amended bylaw. Comments received are summarized below. Staff recommends that a public hearing be scheduled to hear representations from the public regarding the proposed bylaw amendment.

IMPLEMENTATION:

Consultation Process

Since the proposed bylaw amendments are specific to the subject property only and there are no zoning map changes being proposed, staff recommend the simple consultation process.

COMMUNICATIONS:

Neighbouring property owners first became aware of this application when a sign was posted on the subject property, in accordance with Section 7.2 of the Development Services Procedures Bylaw No. 4001 as amended. The sign was originally posted for the Temporary Use Permit (TUP)

application. The applicant has indicated that the sign has since been amended to state that it is for a rezoning.

As outlined in the previous staff report (2017-12-01_Board_DS_BL851-12_EaglePass), referrals were sent out to applicable agencies at the time of the original TUP application and were also advised that the application has changed to a permanent rezoning. The amended bylaw was referred to the following first nations and the Area B Advisory Planning Commission for comment which are summarized below:

Adams Lake Indian Band	No response.
Akisknuk First Nation	No response.
Ktunaxa Nation Council	No response.
Little Shuswap Indian Band	No response.
Lower Kootenay Band	No response.
Lower Similkameen Band	No response.
Neskonlith Indian Band	No response.
Okanagan Indian Band	No response.
Okanagan Nation Alliance	No response.
Penticton Indian Band	No response.
Shuswap Indian Band	No response.
Simpcw First Nation	Outside of Simpcw's territory.
Splat'sin First Nations	No response.
St. Mary's Indian Band	No response.
Tobacco Plains Indian Band	No response.

Area B Advisory Planning Commission

The Area B APC recommended that the Board not approve Bylaw No. 851-12 until a number of their concerns are addressed. These included ensuring that the Notice of Development sign is erected and visible; ensuring that Interior Health concerns regarding the design flow of the sewage disposal system are addressed and obtained the required drinking water system operating permit for the proposed use. They also recommended zoning the entire property commercial or subdividing in advance of rezoning and then zoning the area accordingly.

Staff were not asked to attend the APC meeting, but did respond to the concerns expressed by the APC via email. Staff advised the APC that the applicant was contacted and asked that they ensure that the sign is visible from the highway. With regard to the concerns regarding sewage disposal and drinking water, staff advised that the applicant is aware that these items will need to be addressed prior to adoption of the bylaw amendment. Staff further advised that a special regulation has been proposed in this case because commercial zones typically contain a long list of permitted uses, and changing to such a zone would not only permit the current businesses but would also permit a variety of other commercial operations which may not be desirable for this location. Also, as the special regulation only affects a small area of the property, it can be written so that it applies to the affected area only.

DESIRED OUTCOMES:

That the Board give second reading as amended to Bylaw No. 851-12 and delegate a public hearing.

BOARD'S OPTIONS:

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

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Electoral Area B Official Community Plan Bylaw No. 850
2. Electoral Area B Zoning Bylaw No. 851
3. Electoral Area B Advisory Planning Commission Minutes dated February 21, 2018

Report Approval Details

Document Title:	2018-04-19_Board_DS_BL851-12_EaglePass.docx
Attachments:	- BL851-12_Second_as_amended.pdf - Maps_Plans_Photos_BL851-12.pdf - 2017-12-01_Board_DS_BL851-12_EaglePass_1st.pdf
Final Approval Date:	Apr 9, 2018

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

Corey Paiement - Apr 5, 2018 - 12:55 PM

Gerald Christie - Apr 5, 2018 - 8:31 PM

Lynda Shykora - Apr 6, 2018 - 2:49 PM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - Apr 9, 2018 - 11:15 AM

COLUMBIA SHUSWAP REGIONAL DISTRICT
ELECTORAL AREA 'B' ZONING AMENDMENT
(EAGLE PASS HELI-SKIING) BYLAW NO. 851-12

A bylaw to amend the "Electoral Area 'B' Zoning Bylaw No. 851"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 851;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 851;

NOW THEREFORE the Board of the Columbia Shuswap Regional District in open meeting assembled, HEREBY ENACTS as follows:

1. "Electoral Area 'B' Zoning Bylaw No. 851", as amended, is hereby further amended as follows:

A. TEXT AMENDMENTS

i) Part 1.0 - Definitions is hereby amended by:

inserting the following definition after "GUEST ACCOMMODATION":

GUEST LOUNGE is an area within a *heli-tourism day lodge* where passengers can wait prior to embarking or after deplaning;

inserting the following definition after "HEIGHT":

HELI-TOURISM DAY LODGE is a building used for heli-tourism business administration, including the embarking and deplaning of passengers for skiing, sightseeing, and other helicopter related tours, *guest lounge*, and washroom facilities;

inserting the following definition after "SMALL-SCALE SAWMILL":

STAFF ACCOMMODATION means a dwelling unit specifically intended as an accessory use to a principal commercial or industrial business to house staff employed by the principal commercial or industrial business.

ii) Schedule A, Zoning Bylaw Text, Section 5.4 RURAL HOLDINGS RH zone is hereby amended by inserting the following Special Regulation subsection (5) including the attached map as follows:

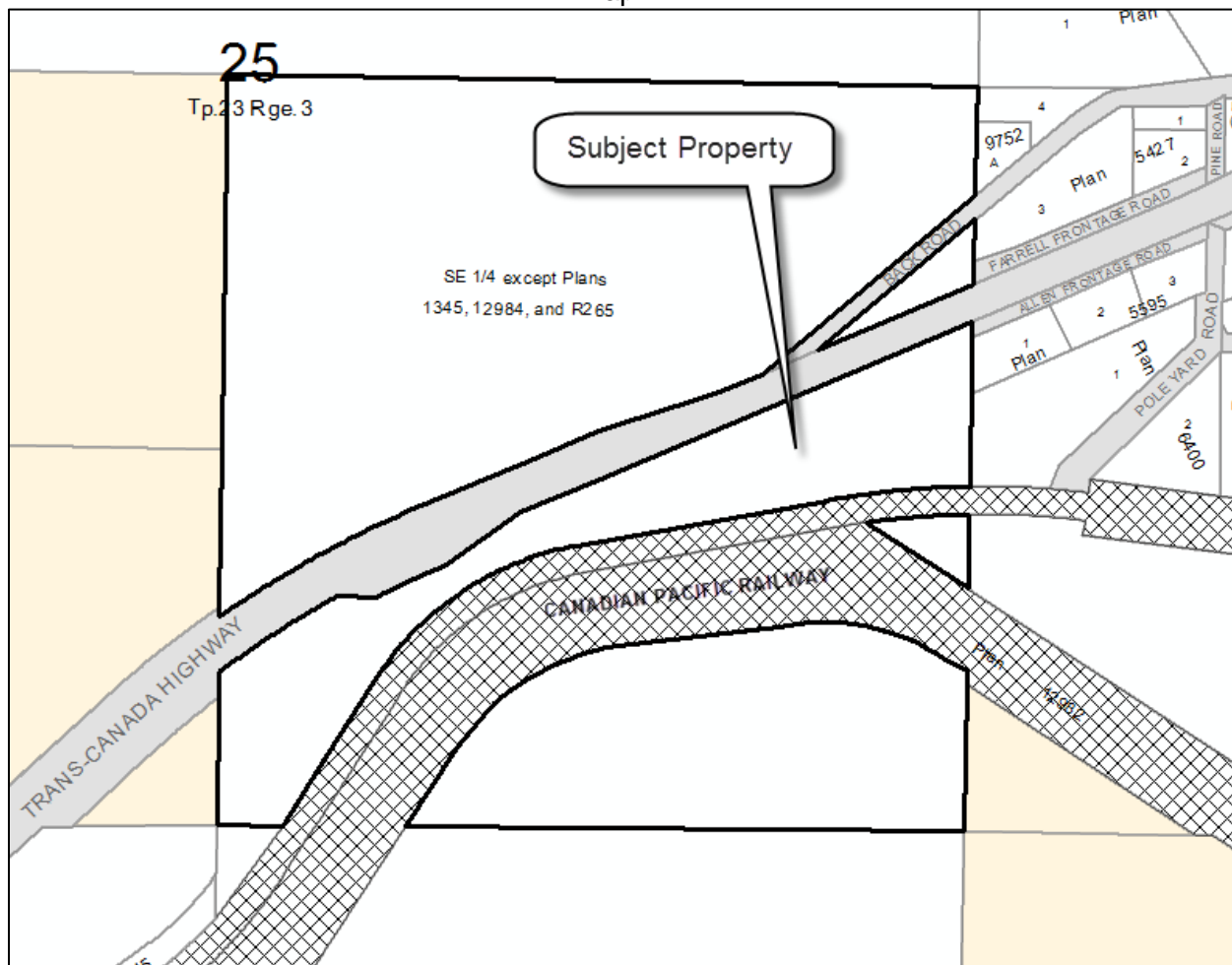
“Special Regulations

(5) In this subsection, lands are described by legal description and by map. In the event of any discrepancy between the legal description of the lands and the map, the map governs.

(a) Notwithstanding subsection 5.4(2)(a), the following uses are permitted on the portion of the property legally described as SE ¼, Section 25, Township 23, Range 3, West of the 6th Meridian, Kootenay District, Except Parts included in RW Plans 633A and 12984, and Plan R265, lying between the Trans-Canada Highway and the Canadian Pacific Railway as shown on Map 1 below:

- i) *heli-tourism day lodge* (maximum of 2);
- ii) *staff accommodation* for up to 7 persons (maximum of 2); and
- iii) *guest lounge* limited to the area of the main floor of the *heli-tourism day lodges* only.

Map 1



2. This bylaw may be cited as " Electoral Area 'B' Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12"

READ a first time this _____ 1st _____ day of _____ December _____, 2017.

READ a second time as amended this _____ day of _____, 2018.

PUBLIC HEARING held this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

RECEIVED THE APPROVAL of the Ministry of Transportation and Infrastructure this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

CORPORATE OFFICER

CHAIR

CERTIFIED true copy of Bylaw No. 851-12
as read a third time.

CERTIFIED true copy of Bylaw No. 851-12
as adopted.

Corporate Officer

Corporate Officer



BOARD REPORT

TO: Chair and Directors

File No: BL851-12 PL20170171
--

SUBJECT: Electoral Area B: Electoral Area B Zoning Amendment (Eagle Pass Heli-skiing) Bylaw No. 851-12

DESCRIPTION: Report from Christine LeFloch, Development Services Assistant, dated November 15, 2017.
3451 Trans-Canada Highway, Revelstoke

RECOMMENDATION #1: THAT: "Electoral Area B Zoning Amendment (Eagle Pass Heli-Skiing) Bylaw No. 851-12" be given first reading.

RECOMMENDATION #2: THAT: "Electoral Area B Zoning Amendment (Eagle Pass Heli-Skiing) Bylaw No. 851-12" be referred to all relevant First Nations Boards and Councils for comment.

SHORT SUMMARY:

The applicant would like to offer beer and wine to day use patrons of their heli-skiing business as an après-ski service at their base which is located on the subject property. Service of alcoholic beverages is not a permitted use in the Rural Holdings Zone. The applicant is requesting a site specific use be added to the zone for this property only.

VOTING:	Unweighted <input type="checkbox"/>	LGA Part 14 <input checked="" type="checkbox"/>	Weighted <input type="checkbox"/>	Stakeholder <input type="checkbox"/>
	Corporate	(Unweighted)	Corporate	(Weighted)

BACKGROUND:

PROPERTY OWNERS:
0969883 BC Ltd. (Paul and Kelly Tigchelaar)

AGENT:
Shawn West c/o Eagle Pass Heli-Skiing

ELECTORAL AREA:
B

CIVIC ADDRESS:
3451 Trans-Canada Hwy, Revelstoke

LEGAL DESCRIPTION:

The SE ¼ of Section 25, Township 23, Range 3, West of the 6th Meridian, Kootenay District, Except parts included in RW Plans 663A, 12984 and R265

PID: 016-655-958

SIZE OF PROPERTY:

51.85 ha

DESIGNATION:

RSC – Rural and Resource

ZONE:

RH – Rural Holdings

CURRENT USE:

Eagle Pass Heli Ski base, Glacier Helicopters base

PROPOSED USE:

Service of beer and wine and as an après-ski service from the Eagle Pass Heli-Ski base only

SURROUNDING LAND USE PATTERN:

North: Trans-Canada Hwy, Rural and Resource

South: CP Rail line, Tonkawalla Creek

East: Highway Commercial, Small Holdings, Industrial

West: Rural Resource, Industrial

SITE COMMENTS: The property is divided by the Trans-Canada Highway and the CPR right of way. The portion of the property that is the focus of this application is the area located between the Trans-Canada Highway and the railway line. There are currently two helicopter bases located on the property, including Glacier Helicopters and Eagle Pass Heli-Skiing. Each of these businesses have their own operations building and associated parking. There is also a double walled helicopter fuel tank for refuelling of helicopters on the site. The property is located just outside of the Revelstoke Fires Services Area.

POLICY:**Electoral Area 'B' Official Community Plan Bylaw No. 850**2.1 Growth Patterns

West Revelstoke – West Trans-Canada Hwy

The West Trans-Canada Highway area contains a mixture of commercial, industrial and residential uses. There is support for the long term viability of this area but significant new development is not encouraged because of the lack of servicing and distance from the City of Revelstoke core commercial area.

4.4 Community Specific Policies

West Revelstoke – Trans-Canada Highway

4.4.24 Recognizing the small geographic area suitable for development and the lack of community services, this area will continue to support existing highway commercial designations but otherwise will maintain a rural character with a minimum parcel size of 4 ha.

Electoral Area 'B' Zoning Bylaw No. 851

3.11 Accessory Building

An accessory building must be located on the same parcel as the principal use with which it relates and must only be used for an accessory use, home occupation or secondary dwelling unit provided home occupation and secondary dwelling unit are a permitted use in the zone where the accessory building is located. Accessory buildings shall not be closer than 2 m to a principal residential use building or 4 m if the accessory building contains a dwelling unit.

3.12 Accessory Use

An accessory use must be located on the same parcel as the principal use with which it relates.

5.4 Rural Holdings (RH)

Principal uses:

- airfield
- agriculture
- backcountry recreation
- driving range
- forestry
- golf course
- horticulture
- small-scale sawmill
- resource extraction
- single family dwelling
- standalone residential campsite
- timber harvesting

Secondary Uses:

- accessory use
- bed and breakfast
- guest ranch
- home occupation
- kennel
- residential campsite
- secondary dwelling unit

The minimum parcel size created by subdivision is 60 ha.

Maximum parcel coverage: 25%

Maximum height for:

Principal buildings and structures = 11.5 m

Accessory buildings = 10 m

Definitions:

AIRFIELD is an area of land set aside for the take-off, landing and maintenance of aircraft;

ACCESSORY BUILDING is a detached building ancillary and exclusively devoted to a principal use or single family dwelling and is used for accessory use or, where permitted, a home occupation or secondary dwelling unit or both;

ACCESSORY USE is the use of land, buildings, and structures that is customarily ancillary to an exclusively devoted to a principal use or single family dwelling;

BACKCOUNTRY RECREATION is the use of land, not immediately accessible by vehicle, for backcountry recreational activities including, but not limited to: hiking, mountain biking, skiing, paddling, or snowmobiling;

FINANCIAL:

There are no financial implications to the CSRD as a result of this application.

KEY ISSUES/CONCEPTS:

Background

The Board may recall a previous rezoning application for Eagle Pass Heli-Skiing which was approved for their guest lodge located on Highway 23 in the Begbie Bench area. At that location, patrons stay at the lodge and also embark on their heli-skiing trips directly from that site.

The current application is for the Eagle Pass operations base, which is where patrons who are staying at different accommodations are shuttled or arrive in their own vehicle prior to embarking on a heli-skiing day trip.

The principal permitted use on the property is the airfield use and the heli-skiing base building is permitted as an accessory use. According to the agent, the Eagle Pass heli-skiing base has been operating from this location for three (3) years. The existing building includes the operations base on the main floor of the building and seasonal staff housing which is located on the second floor. According to the FireSmart Assessment completed by the agent, the Wildfire Hazard level for this property is 2 or Low.

The applicant originally applied for a Temporary Use Permit for the proposed use, however the Liquor Control and Licensing Branch informed staff and the applicant that they are unable to issue a liquor license without permanent zoning in place for the proposed use. As such, the applicant is now applying for a bylaw amendment to allow the proposed use permanently. The TUP application was referred to applicable agencies for comment. These agencies have also been sent a follow up

email notifying them that the application has been changed to a bylaw amendment and requesting updated comments based on the change to a permanent zoning amendment. Referral comments received to date are summarized below.

Proposal

To allow service of beer and wine, as an après-ski service only for clients of Eagle Pass Heli-Skiing. Alcoholic beverage service is to take place in the Eagle Pass Heli-Ski base building only.

Beverage Service Area

The applicant has indicated that the area proposed to be used for the service of beer and wine is approximately 40x50. He notes that this area also includes washrooms, the front desk and a mechanical room. He has noted that the building occupancy is 80 people but they do not expect to be serving more than 30 people at any time.

Liquor License

The applicant has made application to the Liquor Control and Licensing Branch (LCLB) for the proposed beer and wine service. Issuance of a liquor license is pending approval of this application.

Sewage Disposal

The applicant has indicated that the ski base building is connected to an onsite septic system and has provided documentation of the system which is sized for a 7 bedroom staff accommodation.

Water Supply

Water for the development is provided by an onsite groundwater well.

Access and Parking

Access to the Eagle Pass Heli-ski and Glacier Helicopters bases is from a common access off of the Trans Canada Highway (TCH). From there the driveway splits in different directions and leads to individual sites on the property for each operation. The applicant has indicated that they can accommodate 75 vehicles in their parking lot. Approximately half of the guests of Eagle Pass are generally transported to the site by the company shuttle while the other half arrive in their own vehicles. As such, on a normal day of operations the applicant states that the parking lot is only half full. The addition of alcohol service will not add to the client base and parking needs as it will only be offered to clients who have just returned from a day of heli-skiing.

Steep Slopes

The portion of the property that the heli-ski base is sited upon is relatively flat. The portion of the property lying north of the TCH contains steep slopes ranging from 30-50%.

SUMMARY:

The applicant has applied to amend the Electoral Area 'B' Zoning Bylaw No. 851 to include site specific regulations to permit the service of beer and wine as an après-ski service in the Eagle Pass

Heli-Skiing building on the subject property. The applicant originally applied for a Temporary Use Permit and referrals were sent to agencies at that time. Comments received are summarized below. As this is now a full bylaw amendment, referrals should also be sent to applicable first nations.

IMPLEMENTATION:

Consultation Process

Since the proposed bylaw amendments are specific to the subject property only and there are no zoning map changes being proposed, staff recommend the simple consultation process.

COMMUNICATIONS:

Neighbouring property owners first became aware of this application when a sign was posted on the subject property, in accordance with Section 7.2 of the Development Services Procedures Bylaw No. 4001 as amended. The sign was originally posted for the TUP application. The applicant has since amended the sign to state that it is for a rezoning.

Referrals:

The original TUP application was referred to the following agencies for comment:

CSRD Operations Management	No concerns re: alcohol permit. Proponent should ensure they have appropriate spill response and fire suppression capabilities due to the large fuel tank on the property that is located outside of the Revelstoke Fire Suppression District.
CSRD Finance Department	No comments.
Liquor Control and Licensing Branch	Our policies do not allow us to issue a liquor license unless the property is permanently zoned to allow for liquor service.
Ministry of Transportation and Infrastructure	The Ministry interests are unaffected by this proposal.
Advisory Planning Commission 'B'	Recommended that the application for rezoning be supported.
Interior Health Authority	From a healthy community perspective Interior Health does not have any concerns regarding the proposed temporary use at this location; except to recommend the onsite sewerage system be assessed by an Authorized Person under the BC Sewerage System Regulation. Beverage service is a non-residential use which may have an effect on the Daily Design Flow of the on-site sewerage system. As such, the impact of this use on the

	<p>system should be assessed, and any required upgrades should be completed prior to approving the Temporary Use Permit.</p> <p>Interior Health does not have any approved facilities for this location. If this is a commercial building serving staff, and now also proposing beverage service to patrons, a Drinking Water System Operating Permit under the BC Food Premises Regulation may also apply. One of the requirements for this permit will be confirmation the sewerage system is suitable for the beverage service use.</p>
--	--

These agencies were also advised that the application has changed to a permanent rezoning application and have been asked to update their comments if applicable. The TUP application was not referred to First Nations. Staff are recommending that the following first nations be sent referrals regarding the rezoning:

- Adams Lake Indian Band
- Akisqnuq First Nation
- Ktunaxa Nation Council
- Little Shuswap Indian Band
- Lower Kootenay Band
- Lower Similkameen Band
- Neskonlith Indian Band
- Okanagan Indian Band
- Okanagan Nation Alliance
- Penticton Indian Band
- Shuswap Indian Band
- Simpcw First Nation
- Splat'sin First Nations
- St. Mary's Indian Band
- Tobacco Plains Indian Band

DESIRED OUTCOMES:

That the Board give first reading to Bylaw No. 851-12 and refer the bylaw to applicable first nations for comment.

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*

2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Electoral Area B Official Community Plan Bylaw No. 850
2. Electoral Area B Zoning Bylaw No. 851
3. Electoral Area B Advisory Planning Commission Minutes dated October 18, 2017

Report Approval Details

Document Title:	2017-12-01_Board_DS_BL851-12_EaglePass.docx
Attachments:	- BL851-12 First.pdf - Agency_referral_responses_BL851-12.pdf - Maps_Plans_Photos_BL851-12.pdf
Final Approval Date:	Nov 18, 2017

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

Corey Paiement - Nov 16, 2017 - 12:16 PM

Gerald Christie - Nov 17, 2017 - 9:14 AM

Lynda Shykora - Nov 17, 2017 - 12:18 PM

Charles Hamilton - Nov 18, 2017 - 11:28 AM

COLUMBIA SHUSWAP REGIONAL DISTRICT
ELECTORAL AREA 'B' ZONING AMENDMENT
(EAGLE PASS HELI-SKIING) BYLAW NO. 851-12

A bylaw to amend the "Electoral Area 'B' Zoning Bylaw No. 851"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 851;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 851;

NOW THEREFORE the Board of the Columbia Shuswap Regional District in open meeting assembled, HEREBY ENACTS as follows:

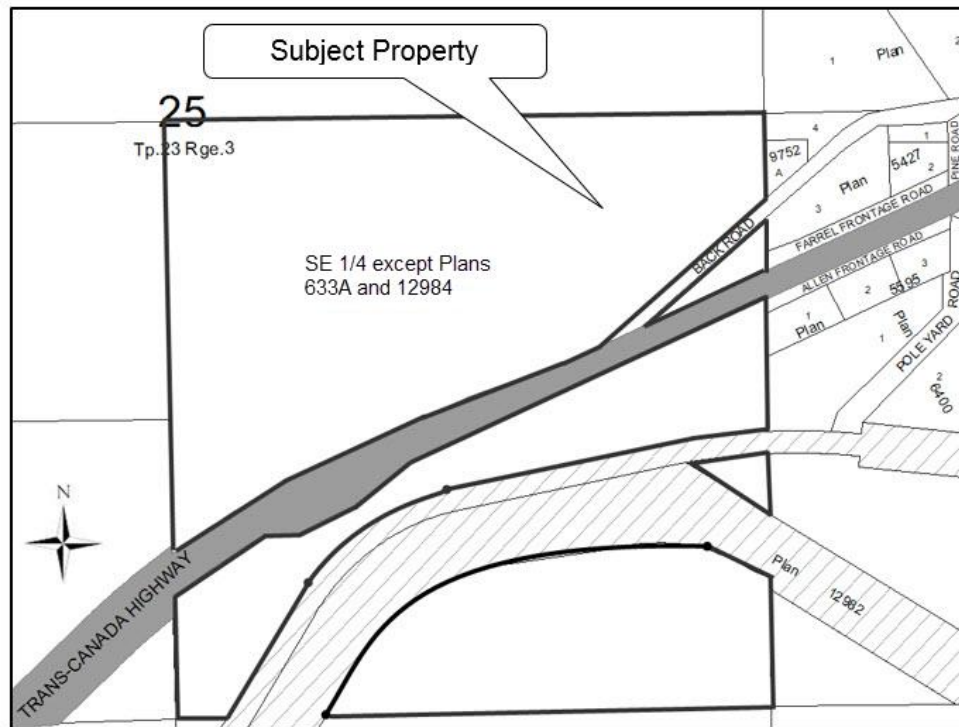
1. "Electoral Area 'B' Zoning Bylaw No. 851", as amended, is hereby further amended as follows:
 - A. TEXT AMENDMENTS
 - i) Schedule A, Zoning Bylaw Text, Section 5.4 RURAL HOLDINGS RH zone is hereby amended by inserting the following Special Regulation subsection (5) including the attached map as follows:

“Special Regulations

(5) In this subsection, lands are described by legal description and by map. In the event of any discrepancy between the legal description of the lands and the map, the map governs.

- (a) Notwithstanding subsection 5.4(2)(a), the service of beer and wine as an apres-ski service to clients of the heli-skiing operation only, and limited to the area of the main floor of the heli-ski base building only, is a permitted use on the property legally described as SE ¼, Section 25, Township 23, Range 3, West of the 6th Meridian, Kootenay District, Except CPR R/W Plans 633A and 12984, shown on Map 1 below.

Map 1



2. This bylaw may be cited as " Electoral Area 'B' Zoning Amendment (Eagle Pass Heli-Skiing) Bylaw No. 851-12"

READ a first time this _____ day of _____, 2017.

READ a second time this _____ day of _____, 2018.

PUBLIC HEARING held this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

RECEIVED THE APPROVAL of the Ministry of Transportation and Infrastructure this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

CORPORATE OFFICER

CHAIR

CERTIFIED true copy of Bylaw No. 851-12 as read a third time.

CERTIFIED true copy of Bylaw No. 851-12 as adopted.

Corporate Officer

Corporate Officer



Salmon Arm & Woodlands Division

4661 60th St SE
 Salmon Arm, BC V1E 1X2
 Tel: 250-832-1180
 Fax: 250-832-7933
www.stella-jones.com

To whom it may concern at the Columbia Shuswap Regional District

Re: Public Hearing Submission – Bylaw No. 851-12

Thank you for the opportunity to comment on Eagle Pass Heliskiing bylaw amendment application BL851-12.

Stella-Jones owns and operates a utility pole production facility at 1221 Pole Yard Road, which is immediately adjacent to the applicants proposed bylaw amendment location. This facility currently has regular operating hours from 5am – 9pm daily (6 days per week), but periodically operates 24 hours per day, 7 days a week. Stella-Jones (and its predecessor Bell Pole) have been providing stable, high paying employment at this location without a shutdown since 1968 and fully intend to continue to do this into the foreseeable future. This is a very industrial site with loaders, logging trucks, rail cars, chain saws, and the pole peeling machine all creating considerable noise and dust continuously during the operating hours.

Stella-Jones does not have any concerns specifically with the applicants proposed bylaw amendment but is quite concerned about the potential for Eagle Pass (or another future owner) to be unhappy with the Stella-Jones operation. By sharing this information in advance, Stella-Jones expects that the applicant accepts the reality that they are located adjacent to an industrial site and does not expect Stella-Jones to modify operations at our facility in the future. Stella-Jones would also like an assurance from the CSRD that this bylaw amendment would not in any way affect our operations, as any imposed required changes to our current business practices could make our operation unviable.

Thank you for acknowledging our concern.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Patrick McMechan', with a long horizontal line extending to the right.

Patrick McMechan, RPF
 Revelstoke Yard Supervisor and Forester



COLUMBIA SHUSWAP REGIONAL DISTRICT

Notes of the Public Hearing held on Wednesday June 20th, 2018 at 6:30 p.m. at the Revelstoke Recreation Centre, 600 Campbell Avenue, Revelstoke, BC regarding Electoral Area 'B' Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12

PRESENT: Chair Loni Parker – Electoral Area 'B' Director
Christine LeFloch – Development Services Assistant, CSRD
Corey Paiement – Team Leader Development Services, CSRD
Shawn West – Applicant, Eagle Pass Heliskiing
Scott Newsome – Eagle Pass Heliskiing

Chair Parker called the Public Hearing to order at 6:32 pm. Following introductions, the Chair advised that all persons who believe that their interest in property may be affected shall be given the opportunity to be heard or to present written submissions pertaining to the proposed amending Bylaw No. 851-12.

The Development Services Assistant (DSA) explained that this hearing has been called under Section 464 of the Local Government Act and that the board cannot adopt a zoning bylaw amendment unless it has held a public hearing. She noted that the public hearing report is expected to be submitted to the Board for consideration at its meeting on August 16th, 2018 and that the public hearing binder containing all relevant background information was available for review if anyone wished to look at it.

The DSA explained the public hearing had been advertised in 2 issues of the Revelstoke Times Review (June 6th and June 13th, 2018) in keeping with the requirements of the Local Government Act.

The DSA explained that the application had originated as a Temporary Use Permit application proposing to allow the service of alcoholic beverages to patrons of the heli-skiing operation, but that the applicant had changed the application to a rezoning due to rules around issuance of a liquor license by the LCLB and then later had notified the CSRD that they would not be pursuing the liquor license but wished to continue with the bylaw amendment. She further explained that the purpose of Bylaw No. 851-12 is to add a special regulation to the Rural Holding Zone which would apply to a portion of the subject property only, and would reflect current development on the site, limiting the number of heli tourism day lodges to the existing two, and would also permit associated uses including staff accommodation and guest lounge. She further explained that the bylaw amendment would also add new definitions to the zoning bylaw to specifically define, "heli-tourism day lodge", "staff accommodation", and "guest lounge".

The Chair opened the floor to discussion.

Shawn West provided further clarification around what happened regarding the liquor license application.

The DSA clarified that the applicant had formally withdrawn the request for liquor service as a permitted use on the property.

Scott Newsome questioned whether they could change the zoning again in future to allow for liquor service as they may still be interested in pursuing this use at some point.

The Team Leader noted that the same bylaw amendment approval process would be required if additional uses are proposed for the property in the future.

Shawn West stated that the property owner may want to construct another helicopter hangar on the same property but on the other side of the highway in the future.

The DSA noted that this bylaw amendment applies to the portion of the property between the highway and the CPR only and limits the number of heli operations to the existing two. If another is to be constructed in future another bylaw amendment would be required to amend the bylaw accordingly.

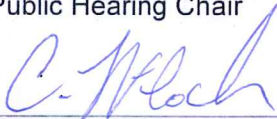
Shawn West clarified that their company chose the subject property because it would have fewer impacts on adjacent properties.

Hearing no further representations or questions about amending Bylaw No. 851-12 the Chair called three times for further submissions before declaring the public hearing closed at 6:40 p.m.

CERTIFIED as being a fair and accurate report of the public hearing.



Director Loni Parker
Public Hearing Chair



Christine LeFloch
Development Services Assistant



May 1, 2018

Christine LeFloch,
Columbia Shuswap Regional District
P.O. Box 978,
Salmon Arm, BC, V1E 4P1
clefloch@csrd.bc.ca

Dear Ms. LeFloch:

**RE: File # BL851-12, PL20170171
3451 Trans-Canada Hwy, Revelstoke
Lot A, S14, T23, R2, W6M, KDYD, Plan 5575, except parts included in Plans 5614, 10031 and 10533**

Thank you for the opportunity to provide comments on the above referenced referral. It is my understanding this application is for a Zoning Bylaw amendment to create a Special Regulation to RH-Rural Holdings zone by adding guest lounge, heli-tourism day lodge and staff accommodation as permitted uses. This application is a revised proposal to TUP850-10 and no longer includes proposed liquor license. The subject property is serviced by a well, and two onsite sewerage systems; one designed for 7 rooms and the other for a shop.

From a healthy community perspective Interior Health does not have any concerns regarding the proposed bylaw amendment. It is suggested the property owner has the onsite sewerage system servicing the day lodge (ie the one designed for 7 rooms) be assessed by an Authorized Person under the *BC Sewerage System Regulation* to ensure the system can also accommodate the additional flow from guests using washroom facilities prior to their departure. Flows greater than the design flow can cause the system to malfunction and a costly repair. Relatively inexpensive upgrades, if needed, can be done in advance.

Interior Health does not have any approved facilities at this location. As this is a commercial building accommodating staff and patrons a Drinking Water System Operating Permit is required under the *BC Drinking Water Protection Act*. It is recommended the applicant contact Brian Gregory, Environmental Health Officer at (250) 833 – 4170 or Brian.Gregory@interiorhealth.ca to discuss these requirements.

If you have any questions or concerns please feel free to contact me directly at 250-833-4114.

Sincerely,

Anita Ely, CPHI(C)
Specialist Environmental Health Officer
Healthy Communities Team
Population Health


COLUMBIA SHUSWAP REGIONAL DISTRICT

P.O. Box 978 SALMON ARM, BC V1E 4P1
 Telephone: 1-250-832-8194 Fax: 1-250-832-1083

FILE NO.

BL851-12

DATE RECEIVED:

Nov 15, 2017

OPERATIONS MANAGEMENT

Comments: Marianne Mertens

Terry Langlois
 Team Leader Utilities

no concerns

Derek Sutherland
 Team Leader
 Protective Service

No Concerns

Sean Coubrough
 Fire Services Coordinator

No concerns

Ben Van Nostrand
 Team Leader
 Environmental Health

No Concerns

Ryan Nitchie
 Team Leader
 Community Services

No Concerns

Darcy Mooney
 Manager
 Operations Management


COLUMBIA SHUSWAP REGIONAL DISTRICT

P.O. Box 978 SALMON ARM, BC V1E 4P1

Telephone: 1-250-832-8194 Fax: 1-250-832-3375

Staff Contact: Christine LeFloch

clefloch@csrd.bc.ca

TUP No.:850-10

DATE:

RESPONSE SUMMARY

- | | |
|--|---|
| <input type="checkbox"/> Approval Recommended for Reasons Outlined Below | <input type="checkbox"/> Interests Unaffected by Bylaw. |
| <input type="checkbox"/> Approval Recommended Subject to Conditions Below. | <input checked="" type="checkbox"/> Approval not Recommended Due To Reasons Outlined Below. |
| <input type="checkbox"/> No Objections | |

Hi Christine, as discussed, our policies do not allow us to issue a liquor licence unless the property is permanently zoned to allow for liquor service.

Theresa


 Signed By: Theresa Killoran

 Title manager, licensing.

 Date: Oct 16 / 17

 Agency Liquor Control + Licensing
Branch



Your File #: TUP850-10
(CV:
PL2017_0171)
eDAS File #: 2017-05958
Date: Oct/31/2017

c/o Columbia Shuswap Regional District
Marianne S Mertens
Box 978
Salmon Arm, British Columbia V1E 4P1
Canada

Attention: Marianne S Mertens

Re: Proposed Temporary Use Permit for Lot A Section 14 Township 23 Range 2 West of the 6th Meridian Kootenay District Plan 5575, Except Parts included in Plans 5614, 10031, and 10533 - 3451 Trans-Canada Highway, Revelstoke

Thank you for referring the proposed Temporary Use Permit to allow beer and wine to be served for après ski activities at the Eagle Pass and Glacier helicopter base.

The Ministry interests are unaffected by this proposal. If you have any questions please feel free to call Cliff Razzo at (250) 426-1516.

Yours truly,

Cliff Razzo
Development Approvals Technician

Local District Address
Rocky Mountain District 129 10th Avenue S Cranbrook, BC V1C 2N1 Canada Phone: (250) 426-1500 Fax: (250) 426-1523

Marianne Mertens

From: Referrals Coordinator <referrals@simpcw.com>
Sent: Friday, February 16, 2018 8:50 AM
To: Marianne Mertens
Subject: RE: Bylaw 851-12 Paul and Kelly Tigchelaar (Eagle Pass Heli-Skiing)

Good Morning,

This amendment is outside of Simpcw's territory.

Please note for future referrals that a lack of response from Simpcw cannot be assumed or misconstrued as lack of interest, concern, or impact on Simpcw's Aboriginal Rights and Title.

Thank you,

Ashley Churchill
Referrals Coordinator
Referrals@simpcw.com



SimpCW First Nation
500 Dunn Lake Road
P.O. Box 220
Barriere, BC V0E 1E0
Phone 250.672.9995 ext. 241
Cell: 778.220.9025
Toll Free 800.678.1129
Fax 250.672.9928
<http://www.simpCW.com>

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From: Marianne Mertens [mailto:mmertens@csrd.bc.ca]
Sent: Monday, February 05, 2018 3:09 PM
To: abergles@akisqnuuk.org; info@ktunaxa.org; referrals@slib.com; info@lowerkootenay.com; referrals@neskonlith.net; okibreferrals@okanagan.org; jpepper@syilx.org; referrals@pib.ca; info@shuswapband.net; Referrals Coordinator <referrals@simpcw.com>; adam.neil@splatsindc.com; jcouse@aqam.net; tphillips@tobacco plains.org
Cc: Christine LeFloch <CLeFloch@csrd.bc.ca>
Subject: Bylaw 851-12 Paul and Kelly Tigchelaar (Eagle Pass Heli-Skiing)

File: BL851-12
CV: PL20170000213

Good afternoon:

**RE: Referral for Electoral Area B Zoning Amendment Bylaw No. 851-12
Paul and Kelly Tigchelaar c/o Shawn West – Eagle Pass Heli-Skiing (Agent)**

You are requested to comment on the attached Bylaw Amendment for potential effect on your agency's interests. We would appreciate your response by **April 9, 2018** If no response is received within that time, it will be assumed that your agency's interests are unaffected.

I have attached the following referral documents:

1. the APC Report which contains all of the property information
2. the referral Form
3. the Referral Response Form, and
4. and a zip file containing mapping for those who require it

Have a great day

Marianne

Marianne Mertens | Clerical Assistant
Development Services
COLUMBIA SHUSWAP REGIONAL DISTRICT
PO Box 978, 555 Harbourfront Drive NE, Salmon Arm, BC V1E 4P1
T 250.833.5924 | F 250.832.3375
E mmertens@csrd.bc.ca | W www.csrd.bc.ca



 Please consider the environment before printing this e-mail

This e-mail is CONFIDENTIAL. If you are not the intended recipient, please notify me immediately and delete this communication, attachment or any copy. Thank you.

Columbia Shuswap Regional District
Electoral Area 'B' Advisory Planning Commission Minutes

Date: February 21, 2018

Time: 12:00 PM

Location: Revelstoke Community Centre

Members Present:

B. Gadbois	Chairperson
K. Wiley	Secretary
J. Maitre	Member
M. Cummings	Vice Chair
J. Hooge	Member
A. Parkin	Member

Members Absent: none

Staff: none

Guests: L. Parker Regional Director
D. Stuart Alternate Regional Director

Call to Order: 12:10 PM

Additions to the Agenda: none

Application: Zoning Amendment Bylaw No. 851-12 (Eagle Pass Heliskiing/Tigchelaar)

Delegation: none

Discussion: A Committee member was concerned that the property is zoned Rural Holdings and a commercial activity is taking place on a portion of the property. It was suggested that the property be zoned Highway Commercial or subdivided and zoned accordingly. Taxes, it was noted, are lower on Rural Holdings zonings.

Moved by J. Maitre, second by, M. Cummings and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

APC recommendation to the Board

0360 40
LC2530

To not approve Electoral Area B Zoning Amendment Bylaw No. 851-12 (Eagle Pass Heliskiing/Tigchelaar) until the following issues are addressed.

- zone commercial the entire property or subdivide and zone accordingly.
- ensure that the Notice of Development sign is erected and visible
- ensure the Interior Health concerns regarding the design flow of the sewage disposal system are addressed as well as obtaining the required Drinking Water Operating Permit.

#for the motion	6
#opposed	0

The APC would like to thank Staff and the Board for their initiative in encouraging the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to take a leadership role and update and modernize land use management plans.

Concerns have been raised by members of the public about Eagle Pass Heliskiing operations and the APC would like to request a meeting with staff regarding those concerns.

Motion to adjourn, K. Wiley, 13:20

0360 40
LC2530

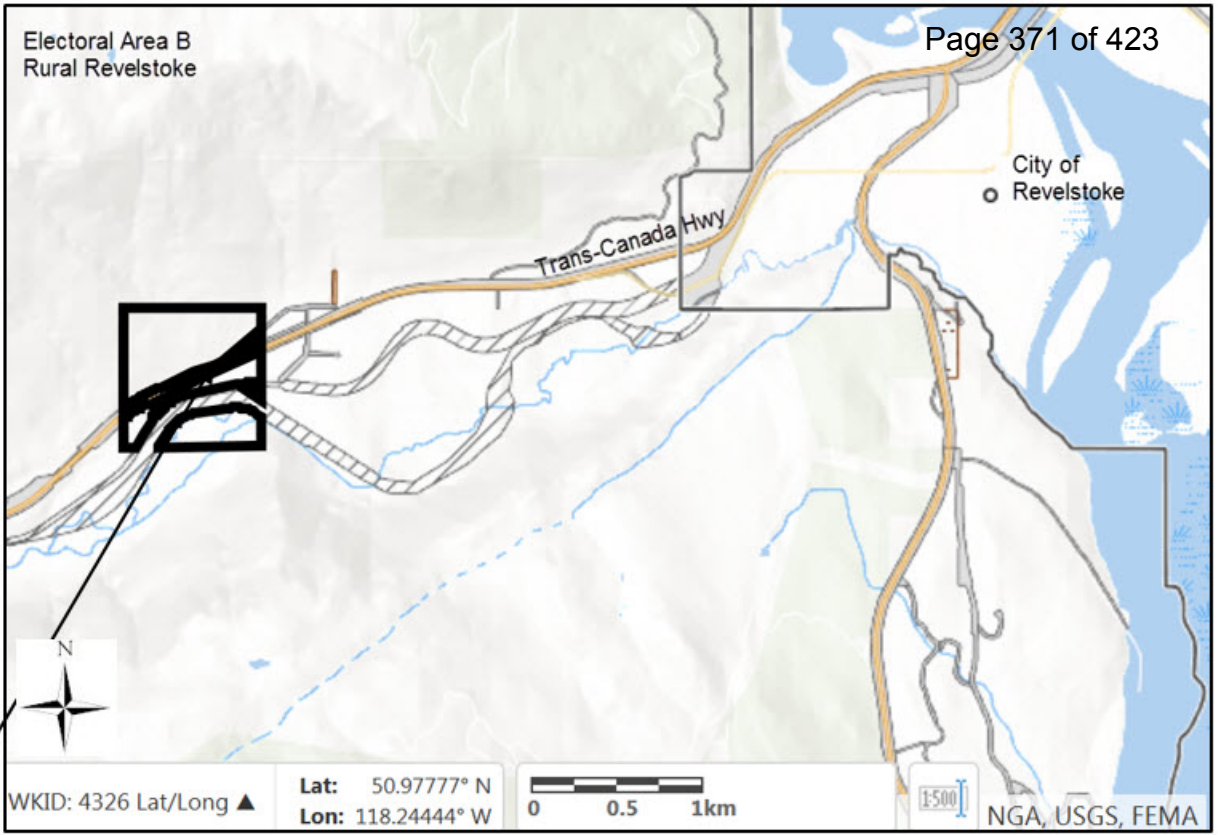
CERTIFIED CORRECT

Chair

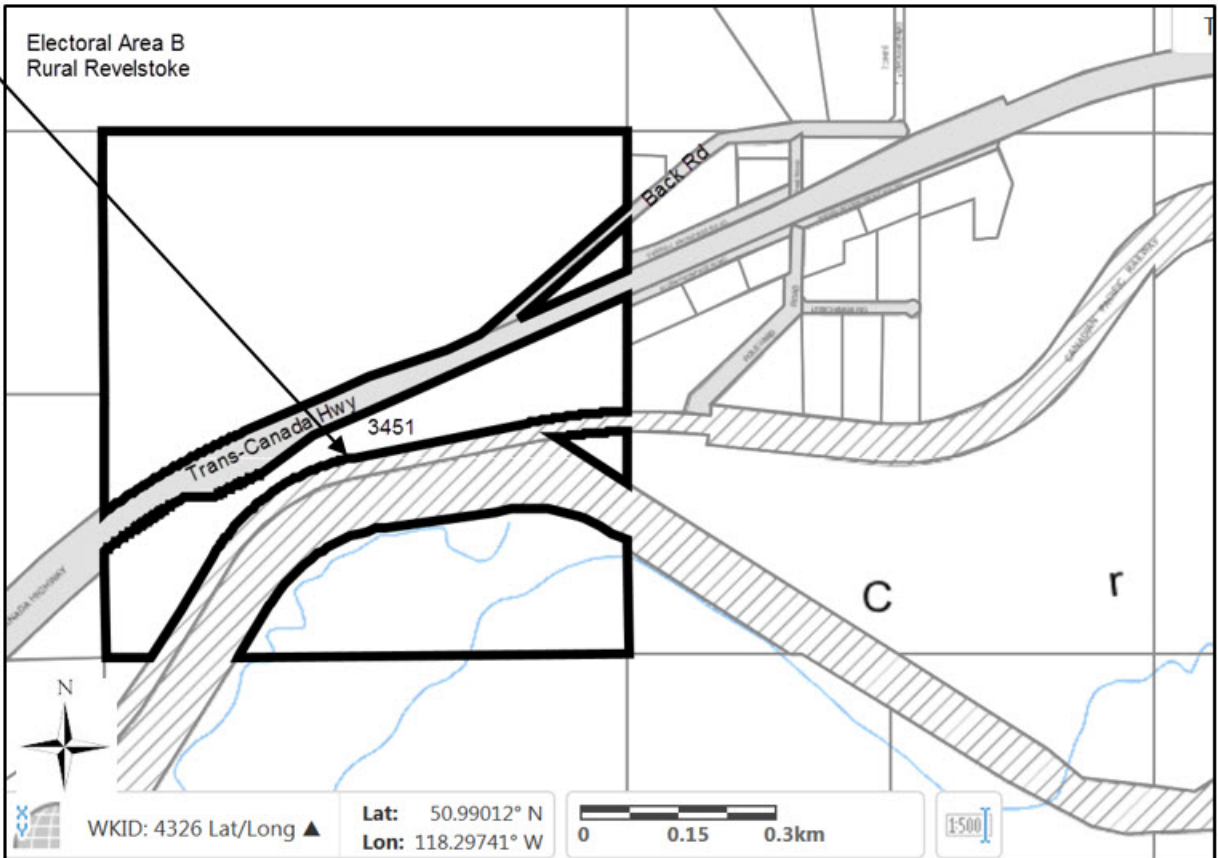
Kip Wiley

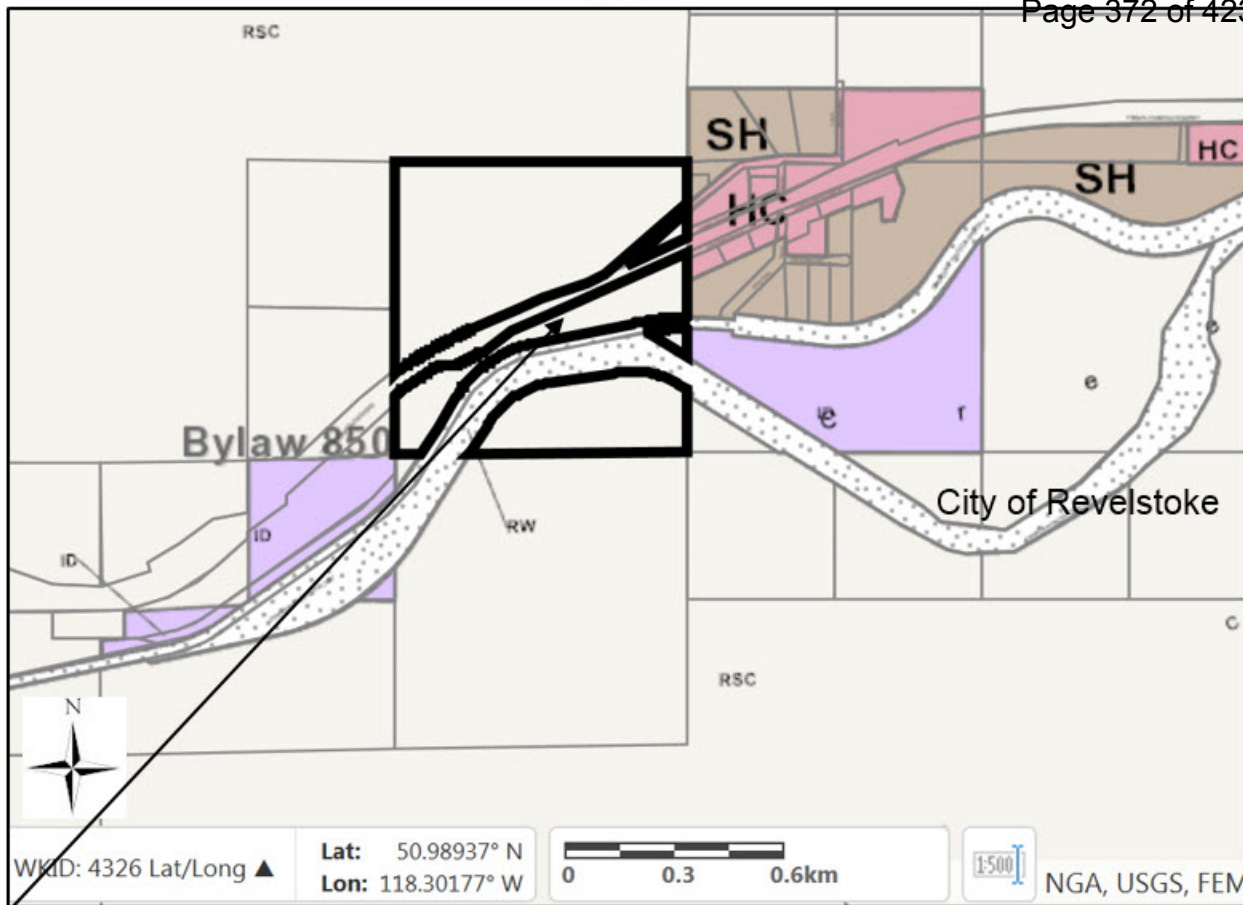
Secretary

Location Maps



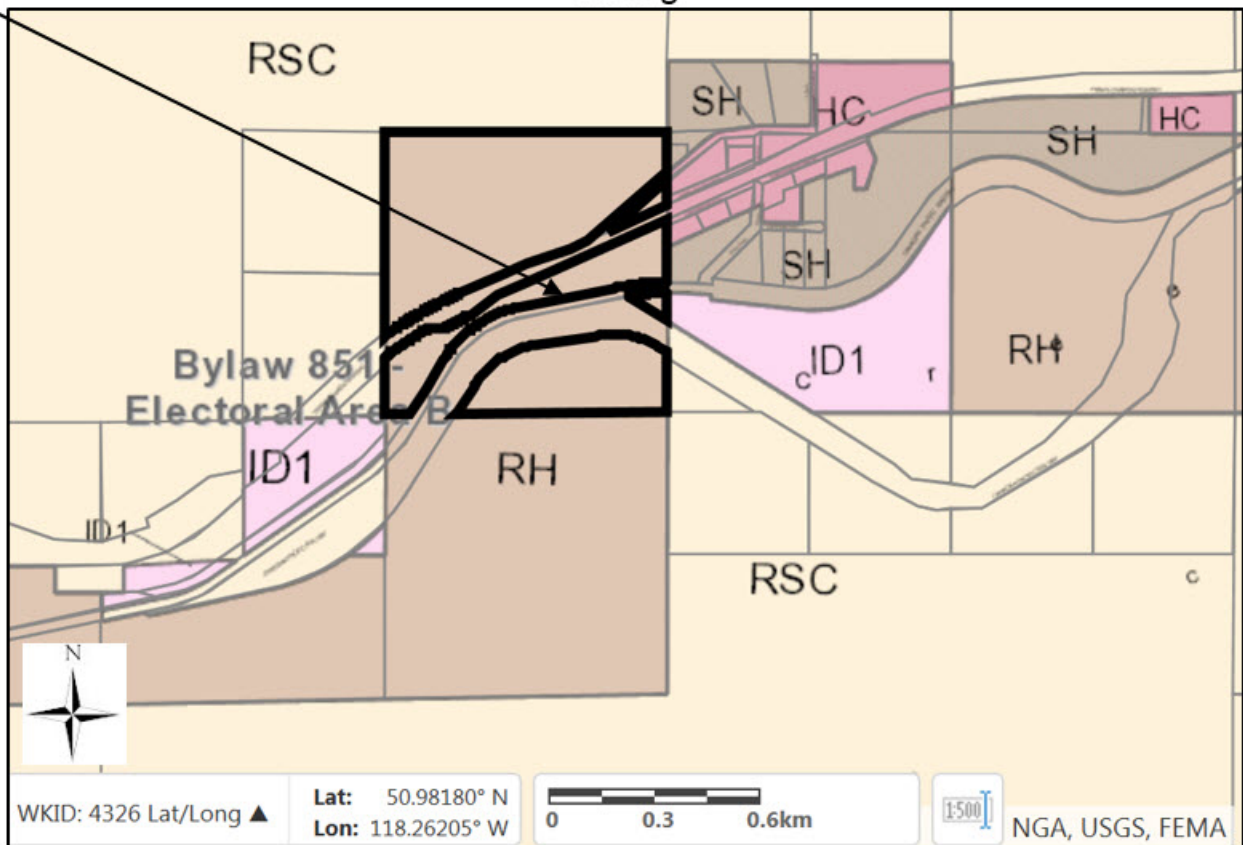
Subject Property



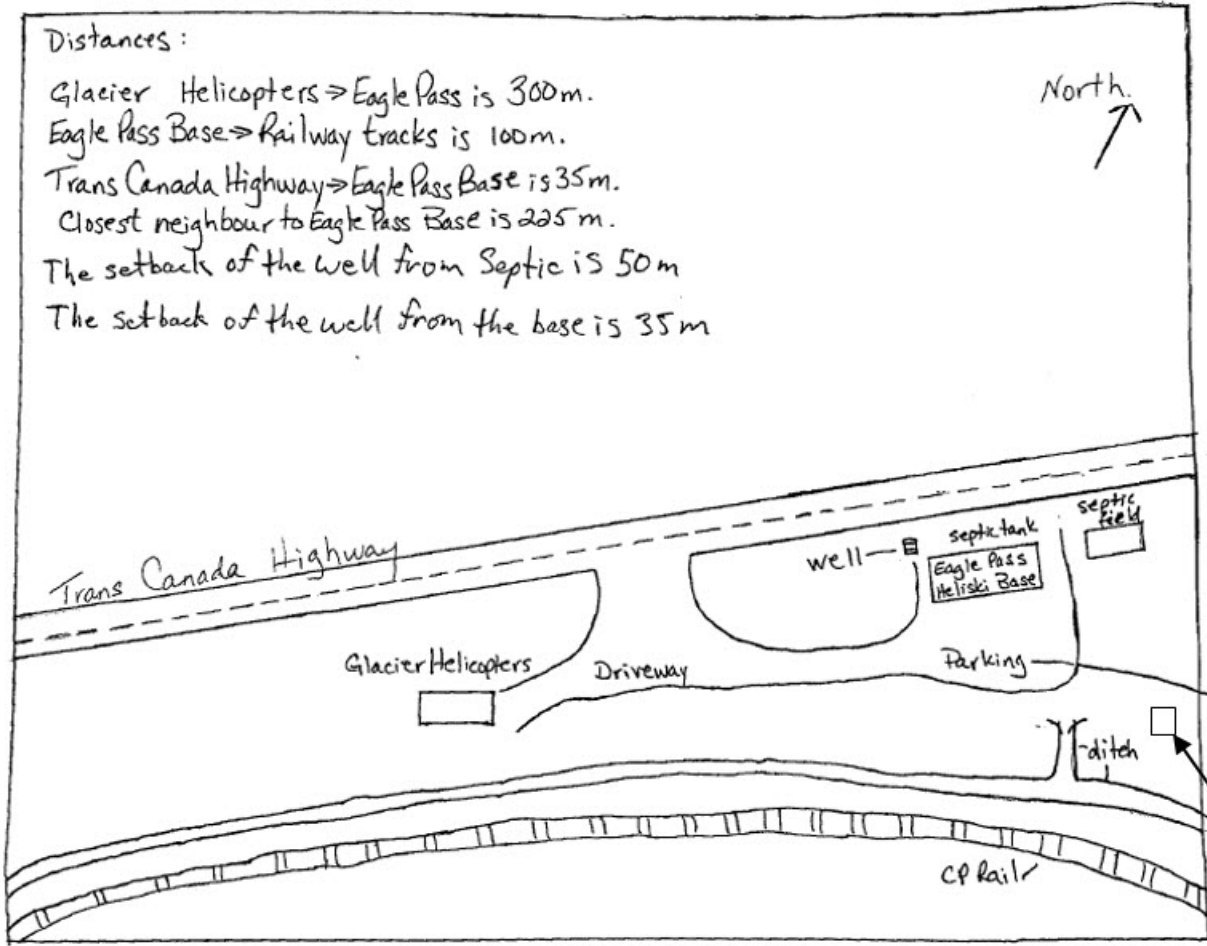


Subject Property

Zoning

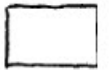


Site Plan



Property is
1.2 km
North-South

Property is 850m. wide East-West

closest house → 

Parking lot is
51m x 45m
we could park 75+ cars

fuel storage tank



Eagle Pass building and parking area facing north



Eagle Pass building facing west



View of access to property facing east



View of access to property facing west



09.19.2017

Fuel storage tank for helicopter refueling



BOARD REPORT

TO: Chair and Directors

File No: BL2067 PL20160139

SUBJECT: Electoral Area E: Rural Sicamous Land Use Amendment (Riddoch)
Bylaw No. 2067

DESCRIPTION: Report from Candice Benner, Development Services Assistant, dated June 27, 2018.
643 Swansea Point Road, Swansea Point

RECOMMENDATION: THAT: First reading given on September 17th, 2016 and Second reading as amended, given on December 2nd, 2016 to "Rural Sicamous Land Use Amendment (Riddoch) Bylaw No. 2067" be rescinded this 19th day of July, 2018;
AND FURTHER THAT delegation of a public hearing given on December 2nd, 2016 be rescinded this 19th day of July, 2018.

SHORT SUMMARY:

Bylaw No. 2067 was given First Reading on September 17th, 2016. The Board gave second reading, as amended, and delegation of a public hearing at its December 2, 2016 Board meeting. At that meeting, staff recommended to the Board that prior to scheduling a public hearing, the owners would need to submit to staff an assessment from a qualified professional for connection of the RV trailer to the existing septic system on the property. Over the last year and a half the owners strove to meet this requirement but were unable to do so and therefore, decided to remove the RV trailer from the property and decommissioned the bunkhouse. With these changes, the property is no longer in contravention regarding uses and maximum number of dwellings permitted, therefore, the owners withdrew their bylaw amendment application. Staff are recommending that the readings given to Bylaw No. 2067, and the resolution to delegate a Public Hearing, be rescinded.

There are still setback issues with some of the buildings on the property so a Development Variance Permit (DVP) application was opened (DVP 2000-74), which the Board will consider at its July 19th, 2018, Board meeting.

VOTING:	Unweighted Corporate	<input type="checkbox"/>	LGA Part 14 (Unweighted)	<input checked="" type="checkbox"/>	Weighted Corporate	<input type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
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BACKGROUND:

See attached "2016-12-02_Board_DS_BL2067_second_as_amended.pdf".

The subject property is located at 643 Swansea Point Road in Electoral Area E; the application was to recognize the existing single family dwelling, permanent RV and bunkhouse, as well as setback issues for some of the buildings.

The amendment also introduced a new definition of "Temporary" and amendment to the "Recreation Vehicle" definition in Bylaw No. 2000.

POLICY:

See attached "2016-12-02_Board_DS_BL2067_second_as_amended.pdf".

FINANCIAL:

The owners withdrew their bylaw amendment application prior to notice of a public hearing and were entitled to a refund in accordance with Development Services Application Fees Bylaw No. 4000, however, a DVP application is still required to address setback issues on the property and the refund entitlement was transferred to the new DVP application.

KEY ISSUES/CONCEPTS:

The owners provided photographic evidence in an email to staff on June 11th, 2018, that they had removed the RV from the property and decommissioned the bunkhouse by severing the water line to the building; with these actions, there is no longer land use and density issues on the property that require a bylaw amendment. As such, the application has been withdrawn and it is appropriate for the Board to rescind readings given to Bylaw No. 2067, and to rescind the resolution to delegate a Public Hearing.

The housekeeping amendments included in this amendment proposed to add a new definition of "Temporary" and amend the existing definition of "Recreation Vehicle" may be addressed in a future bylaw amendment.

IMPLEMENTATION:

The owners have withdrawn their bylaw amendment application, staff will carry out the appropriate processes in order to close the file.

COMMUNICATIONS:

Staff will notify the owners that the file is closed.

DESIRED OUTCOMES:

Endorse staff recommendation.

BOARD'S OPTIONS:

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

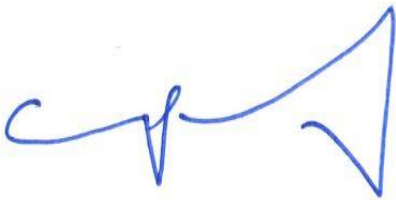
LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Rural Sicamous Land Use Bylaw No. 2000

Report Approval Details

Document Title:	2018-07-19_Board_DS_BL2067_Riddoch.docx
Attachments:	- Photos_BL2067.pdf - 2016-12-02_Board_DS_BL2067_second_as_amended.pdf - BL2067 Second_as_amended.pdf
Final Approval Date:	Jul 10, 2018

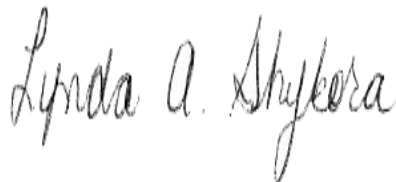
This report and all of its attachments were approved and signed as outlined below:



Corey Paiement - Jul 10, 2018 - 8:47 AM



Gerald Christie - Jul 10, 2018 - 8:56 AM



Lynda Shykora - Jul 10, 2018 - 10:48 AM



Charles Hamilton - Jul 10, 2018 - 1:08 PM

Photos



View of where the RV trailer used to be on the property



View showing water line connected to the bunkhouse severed



BOARD REPORT

TO:	Chair and Directors	File No: BL 2067
FROM:	Candice Benner Development Services Assistant	Date: November 21, 2016

SUBJECT: Rural Sicamous Land Use Amendment (Riddoch)
Bylaw No. 2067

RECOMMENDATION #1: THAT:
"Rural Sicamous Land Use Amendment (Riddoch) Bylaw No. 2067", be read a second time, as amended this 2nd day of December, 2016;

RECOMMENDATION #2: THAT:
a public hearing to hear representations on "Rural Sicamous Land Use Amendment (Riddoch) Bylaw No. 2067", be held;

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 Rhona Martin as Director of Electoral Area 'E', being that in which the land concerned is located, or Alternate Director Brian Thurgood, if Director Martin is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

APPROVED for Board Consideration: _____

Meeting Date: December 2, 2016

Charles Hamilton, CAO

SHORT SUMMARY:

The property that is the subject of this bylaw amendment application is located at 643 Swansea Point Road in the Swansea Point area of Electoral Area 'E'. The applicant has applied for a site specific amendment to the RS Single and Two Family Residential Zone of the Rural Sicamous Land Use Bylaw No. 2000. At first reading, the application was to recognize the uses and density currently existing on the site including a single family dwelling, RV trailer, bunkhouse, and accessory structures, as well as to permit replacing the RV trailer with a Park Model, installing a kitchen in the bunkhouse, and recognize the existing siting. The amendment would be specific to the subject property.

Subsequent to first reading the owner has requested a change to the proposed amendment. The new proposal is to recognize the existing single family dwelling and an existing RV, and non-compliant siting of structures and includes decommissioning the existing bunkhouse on the property.

Rural Sicamous Land Use Bylaw No. 2000

Bylaw No. 2000 currently designates the subject property Single and Two Family Residential, and contains the following information with respect to this designation:

1.4.1(f) The Single and Two Family Residential, and Mobile Home Park OCP designations provide for higher density residential development if community water and community sewer services are provided.

Bylaw No. 2000 also contains some specific policies with respect to the Swansea Point area as follows:

Swansea Point Area

1.4.3(d) Concerns with changes in OCP designation in this area include (i) maintaining sustainability of onsite water supply and sewage disposal systems and protection from the need for a community water system or a community sewer system, (ii) maintaining compatibility between the residential and commercial land uses, (iii) maintaining public access to and along the foreshore, (iv) protection from natural hazards and (v) community character considerations.

Part 2 Land Use Regulations

2.1 Definitions

ACCESSORY BUILDING is a detached building or structure that is customarily incidental to, subordinate to and exclusively devoted to a principal use or a single family dwelling, is not used for human habitation and is used for an accessory use or where permitted, for a home business;

BUILDING is a structure used or intended for supporting or sheltering a use or occupancy but does not include a recreational vehicle;

BUNKHOUSE is a rough simple building, which may be used for sleeping quarters, but does not include cooking facilities;

COTTAGE is a dwelling unit in 1 detached building used exclusively for 1 dwelling unit, with a floor area not exceeding 50 m² and that is subordinate to and located on the same parcel as a single family dwelling;

DWELLING UNIT is the use of 1 or more habitable rooms in a building that constitute a single self-contained unit with a separate entrance, used together for living and sleeping purposes for not more than 1 family, containing a kitchen with a sink and cooking facilities and a bathroom with a water closet, wash basin and a bath or shower;

PARK MODEL is a trailer or recreational unit which conforms to CSA Z241 Standard for RVs and which has a gross floor area which does not exceed 50 m² (538.21 ft²);

RECREATIONAL VEHICLE is a vehicular-type of portable structure, without permanent foundation, that can be towed, hauled or driven and that is primarily designed for use as temporary living accommodation for the purposes of recreation, camping and travel, including, but not limited to, travel trailers, truck campers, camping trailers and self-propelled motor homes;

SINGLE FAMILY DWELLING is the use of land, structures and 1 detached building used exclusively for 1 dwelling unit, except where additional uses are specifically permitted in this bylaw as a part of a single family dwelling;

Current Zone: RS –Single and Two Family Residential.

Permitted Uses

2.12 (1) The uses stated in this subsection and no others are permitted in the RS zone, except as stated in sections 2.3.1 to 2.4.7.

- (a) Bed and breakfast, permitted on a parcel 4,000 m² (0.99 ac.) or larger in area.
- (b) Cottage, permitted on a parcel 6000 m² (1.48 ac.) or larger in area.
- (c) Home business
- (d) Place of religious worship
- (e) Single family dwelling, permitted where there is no two family dwelling on the parcel.
- (f) Two Family dwelling, permitted on a parcel 6,000 m² (1.48 ac.) or larger in area and where there is no single family dwelling or cottage on the parcel.
- (g) Accessory use

Regulations

(2) On a parcel designated RS, no land shall be used; no building or structure shall be constructed, located or altered; and no plan of subdivision approved; that contravenes the regulations stated in this subsection, except as stated in sections 2.3.1 to 2.4.7.

- | | |
|--|-------------------|
| (a) Maximum number of single family dwellings per parcel | 1 |
| (b) Maximum number of two family dwellings per parcel | 1 |
| (c) Maximum number of cottages per parcel | 1 |
| (d) Minimum setback from: | |
| • front parcel boundary | 4.5 m (14.76 ft.) |
| • interior side parcel boundary | 2 m (6.56 ft.) |
| • exterior side parcel boundary | 4.5 m (14.76 ft.) |
| • rear parcel boundary | 4.5 m (14.76 ft.) |

Servicing standard for subdivisions

on site sewage disposal
on site water supply
community sewer system, or
community water system

Proposed Zoning Amendment:

The following definitions will be included in the Definitions section of Bylaw No. 2000:

Part 2 Land Use Regulations

Definitions

2.1 In this part:

RECREATIONAL VEHICLE is a vehicular-type of portable structure, without permanent foundation, that can be towed, hauled or driven and that is primarily designed for use as temporary living accommodation for the purposes of recreation, camping and travel, including, but not limited to, travel trailers, truck campers, camping trailers and self-propelled motor homes; and does not include a Park Model;

TEMPORARY means less than four (4) consecutive weeks;

RS –Single and Two Family Residential

The proposed amendment will involve adding a new site specific regulation to Section 2.12 as follows:

- (3) In this subsection, lands are described by legal description and by map and in the event of any discrepancy between the legal description of the lands and the map, the map governs.
- a) Notwithstanding the permitted uses listed in subsection 2.12 (1), the principal uses on Lot 10, Section 11, Township 21, Range 8, West of the 6th Meridian, Plan 13300, as shown hatched on Map 1, shall be limited to the following:
- i. One Single Family Dwelling
 ii. One Recreational Vehicle
 iii. Accessory use
- b) Notwithstanding the permitted setbacks listed in subsection 2.12 (d) the minimum setback is hereby varied:

Recreation Vehicle	Interior Side Parcel Boundary	1.71 m
Shed on Skids	Interior Side Parcel Boundary	0.05 m
	Rear Parcel Boundary	0.71 m
Shed on Cinder Blocks	Rear Parcel Boundary	0.76 m
Accessory Structure	Rear Parcel Boundary	4.42 m
Deck attached to Accessory Structure	Exterior Side Parcel Boundary	2.73 m
Single Family Dwelling	Exterior Side Parcel Boundary	3.47 m

If this bylaw amendment is successful, the subject parcel will in essence have one dwelling unit and a temporary RV use; both would be connected to one on-site septic system and well.

Ministry of Transportation and Infrastructure (MoTI) has indicated that the owners must submit a Provincial Public Highway Permit application for encroachments of the deck and for public access to a public road; staff recommend that prior to adoption the owner provide documentation to the CSRD confirming approval of this permit from MoTI.

Sewage Disposal

The applicant has provided a Record of Sewerage submitted by Robert Jensen, Registered Onsite Wastewater Practitioner (ROWP), dated March 28, 2008, for a proposed 3 bedroom cottage [single family dwelling] with the existing bunkhouse connected to an onsite drywell. This record also included setbacks from the subject property and surrounding property wells; the sewerage system location was outside the well setbacks.

The applicant also submitted a Sewerage System Letter of Certification accepted by Interior Health, dated August 8, 2008 indicating the design and maintenance schedule for the cottage and bunkhouse, completed by Tim Emmerzael, ROWP, met Interior Health Standards. In 2011 the cottage was replaced by a single family dwelling.

The owners have since connected an RV to the drywell; staff do not have documentation indicating Interior Health approval for this connection; staff has received correspondence from Interior Health indicating that the Environmental Health Officer had been onsite in August of 2015 and did not find any health hazards but did note that the dry well that the bunk house and RV are connected to no longer meet current standard practices.

The owner has indicated that he has been in consultation with Leko Precast Ltd., the company that designs the septic systems similar to what the owner has installed on his property. The company has noted that the existing septic system may have the potential to handle the dwelling and RV disposal. Staff is recommending, upon consultation with Interior Health, that the owners hire a qualified professional to complete a more thorough septic assessment for the RV to be connected to the existing septic system; the purpose of this assessment would be to determine if an additional connection is feasible or if the system needs to be upgraded.

If the bunkhouse were decommissioned and the RV were connected to the septic system then the drywell would be decommissioned. Staff recommend that this assessment be completed prior to the public hearing so that the information is available to the public. Staff recommend that a suitably worded Section 219 covenant be placed on title prohibiting water and sewer connection and human habitation of accessory structures on the property.

Water Supply

The applicant has indicated that the single family dwelling, RV, and bunkhouse are connected to an on-site well; staff will be requesting revised comments from Interior Health regarding water and sewer compliance for the current proposal. Staff is recommending that an assessment be completed for the existing well to determine if the system can accommodate both the dwelling and RV connection and meet Health Canada Guidelines.

Staff is in receipt of well testing results for the subject property completed by Summit Environmental dated June 13, 2014. The results at that time indicated that all variables that were tested met the Guidelines for Canadian Drinking Water Quality (Health Canada 2012) with the exception of iron. Iron is an aesthetic guideline and the levels found did not pose a potential health hazard. The testing was completed on behalf of Ministry of Transportation and Infrastructure as part of their highway upgrade plans in the Swansea area.

The owners also provided staff with water sampling results completed in July 2012 by Caro Analytical Services. The Basic Bacterial testing indicated that Total Coliforms and E.coli results met the Guidelines for Canadian Drinking Water Quality at that time.

Housekeeping Amendment

Staff is proposing to include a definition for "TEMPORARY" as this term is used throughout Bylaw No. 2000 but is currently not defined. This definition is consistent with other adopted CSRD bylaws. Staff is also proposing to amend the wording of the definition for "RECREATIONAL VEHICLE" to clearly prohibit Park Model from this definition.

IMPLEMENTATION:

Consultation Process

As per CSRD Policy No. P-18 regarding Consultation Processes-Bylaws, staff recommended the simple consultation process. Neighbouring property owners first became aware of the application to redesignate and rezone when notice of development signs was posted on the property after first reading on September 17, 2016. As of the date of this report, staff have received two written submission voicing concerns of the proposed development. It must be noted that since the notice was posted, the owners have amended their application.

This amendment will require the approval of Ministry of Transportation and Infrastructure as the subject parcel is within 800 m of a controlled access highway.

Referral Process

Staff recommend that updated referral comments be received from Interior Health prior to scheduling a public hearing.

SUMMARY:

The applicant has applied for a site specific amendment to the RS –Single and Two Family Residential zone of Bylaw No. 2000, to add a special regulation to recognize the existing single family dwelling and RV trailer and for future potential to replace the RV trailer. The special regulation would also recognize current siting of structures on the parcel.

Staff note that the accessory sheds situated within the rear parcel setbacks may be moved as they are only on skids and concrete blocks.

Staff recommend that prior to scheduling a public hearing that updated referral comments be received from Interior Health and that the owners submit to staff an assessment from a qualified professional for connection of the RV trailer to the septic system on the property; this assessment would indicate if the current system can handle the additional connection or if it needs to be upgraded. An assessment for the well is also recommended to indicate if there is sufficient flow for two connections.

Prior to adoption staff recommend a Section 219 covenant be placed on title prohibiting water and sewer connection and human habitation of accessory structures on the property. Staff also recommend prior to adoption that the owner supply documentation that they have obtained a Provincial Public Highway Permit from MoTI for encroachments and public access.

Staff is recommending that the Definitions section in Bylaw No. 2000 be amended to include a definition for "TEMPORARY" and that the definition for "RECREATIONAL VEHICLE" be amended.

Staff is recommending that the Board give the proposed bylaw second reading as amended, forward the bylaw to Interior Health, and delegate a public hearing.

LIST NAME OF REPORTS / DOCUMENTS:

1. Maps: Location, Building Location Certificate, Orthophoto, Zoning	Attached to Board Report: <input checked="" type="checkbox"/>	Available from Staff: <input type="checkbox"/>
2. Photos	Attached to Board Report: <input checked="" type="checkbox"/>	Available from Staff: <input type="checkbox"/>
3. Rural Sicamous Land Use Amendment (Ridloch) Bylaw No. 2067, as amended	Attached to Board Report: <input checked="" type="checkbox"/>	Available from Staff: <input type="checkbox"/>
4. Board Report First Reading dated September 17, 2016	Attached to Board Report: <input type="checkbox"/>	Available from Staff: <input checked="" type="checkbox"/>
5. Application	Attached to Board Report: <input type="checkbox"/>	Available from Staff: <input checked="" type="checkbox"/>

DESIRED OUTCOME:

That the Board endorse staff recommendations.

BOARD'S OPTIONS:

1. *Endorse recommendations. Bylaw No. 2067 will be given second reading, as amended and will be forwarded to Interior Health for comments and a public hearing will be delegated.*
2. *Decline second reading, as amended, Bylaw No. 2067 will be defeated.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

COMMUNICATIONS:

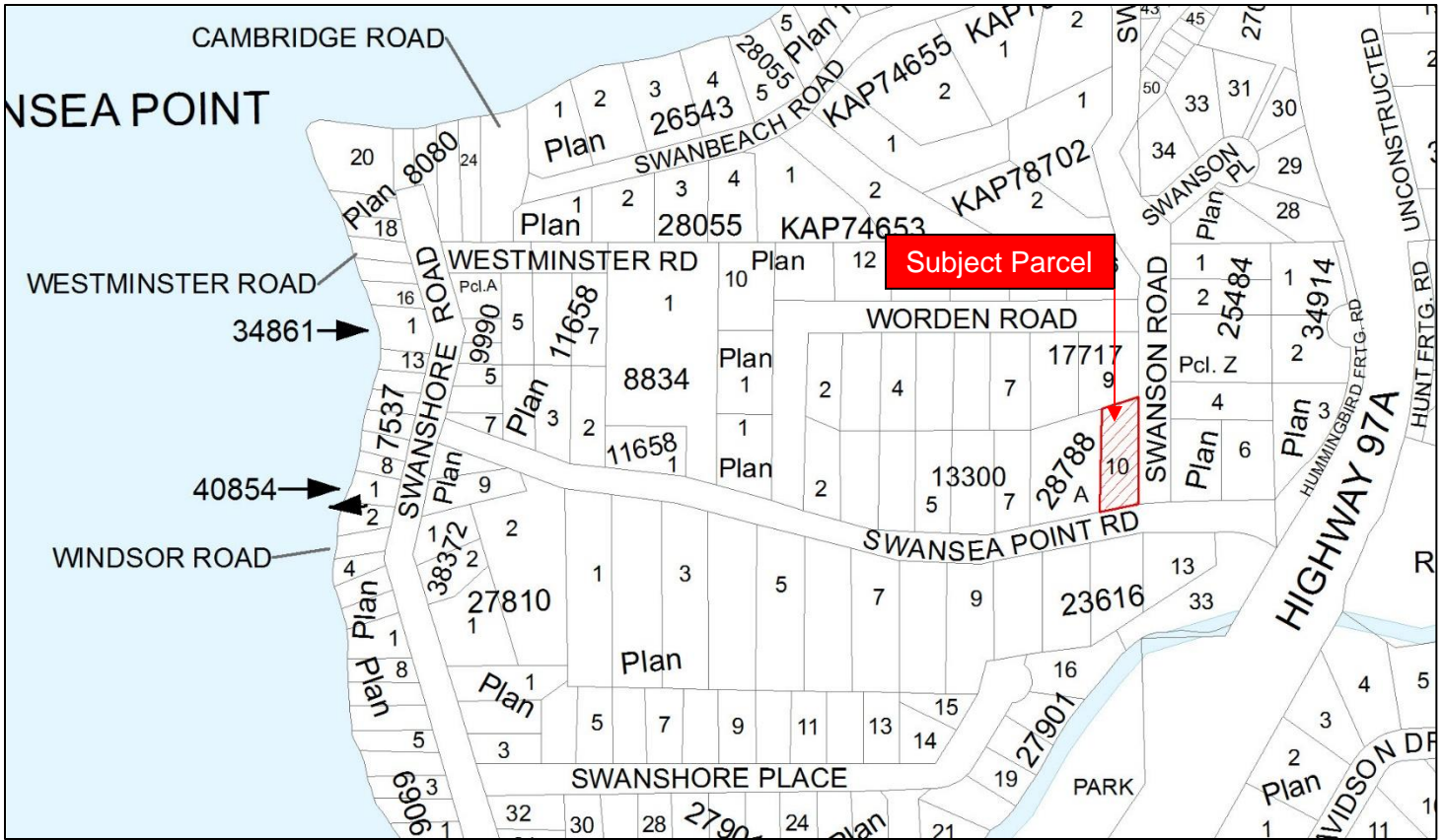
If the Board gives Bylaw No. 2067 second reading, as amended, and delegates a public hearing, staff will forward the bylaw to Interior Health for updated comments. Upon receipt of referral comments within the allotted 45 day time frame and once staff is in receipt of a septic assessment from the owners, staff will proceed with notification to adjacent property owners and advertising the public hearing as set out in the Local Government Act.

Referral Agency responses from first reading:

Interior Health	Did not support the application existing uses and proposed additional development. The existing sewerage system was designed and authorized for the one dwelling with additional accommodation in the bunkhouse. Therefore the use of an RV is not accounted for in any of the onsite sewerage system designs. This parcel would pose a potential health risk due to lot size, cumulative effects of wastewater (high density development on small lots) location of onsite sewerage dispersal and the compliance with the standard of practice for onsite sewerage. Also indicated that the drywell should not be allowed since it is a non-compliant dispersal area.
Ministry of Forests, Lands and Natural Resource - Archaeology Branch	Indicated that the area within which this property is situated has the possibility for unknown/unrecorded archaeological sites to exist.
Ministry of Transportation and Infrastructure	Preliminary Approval granted subject to the land owner submitting a Provincial Public Highway Permit application for encroachments for the deck and for public access to a public road
CSRD Operations Management	Utilities has concerns that the onsite sewer system was not designed for the proposed use and could cause premature failure of the system. The water system having 3 connections from a single well may be considered a community water system by IHA and be subject to additional requirements.
CSRD Financial Services	Interests unaffected
School District #83	No response
Adams Lake Indian Band	No response
Little Shuswap Indian Band	No response
Lower Similkameen Indian Band	No response
Neskonlith Indian Band	No response
Okanagan Indian Band	No response
Okanagan Nation Alliance	No response
Penticton Indian Band	No response
Shuswap Indian Band	No response
Splats'in First Nation	No response

REVIEWED BY:	Date Signed Off (MO/DD/YR)	Approval Signature of Reviewing Manager or Team Leader
Team Leader, Development Services		
Manager, Development Services		

Location



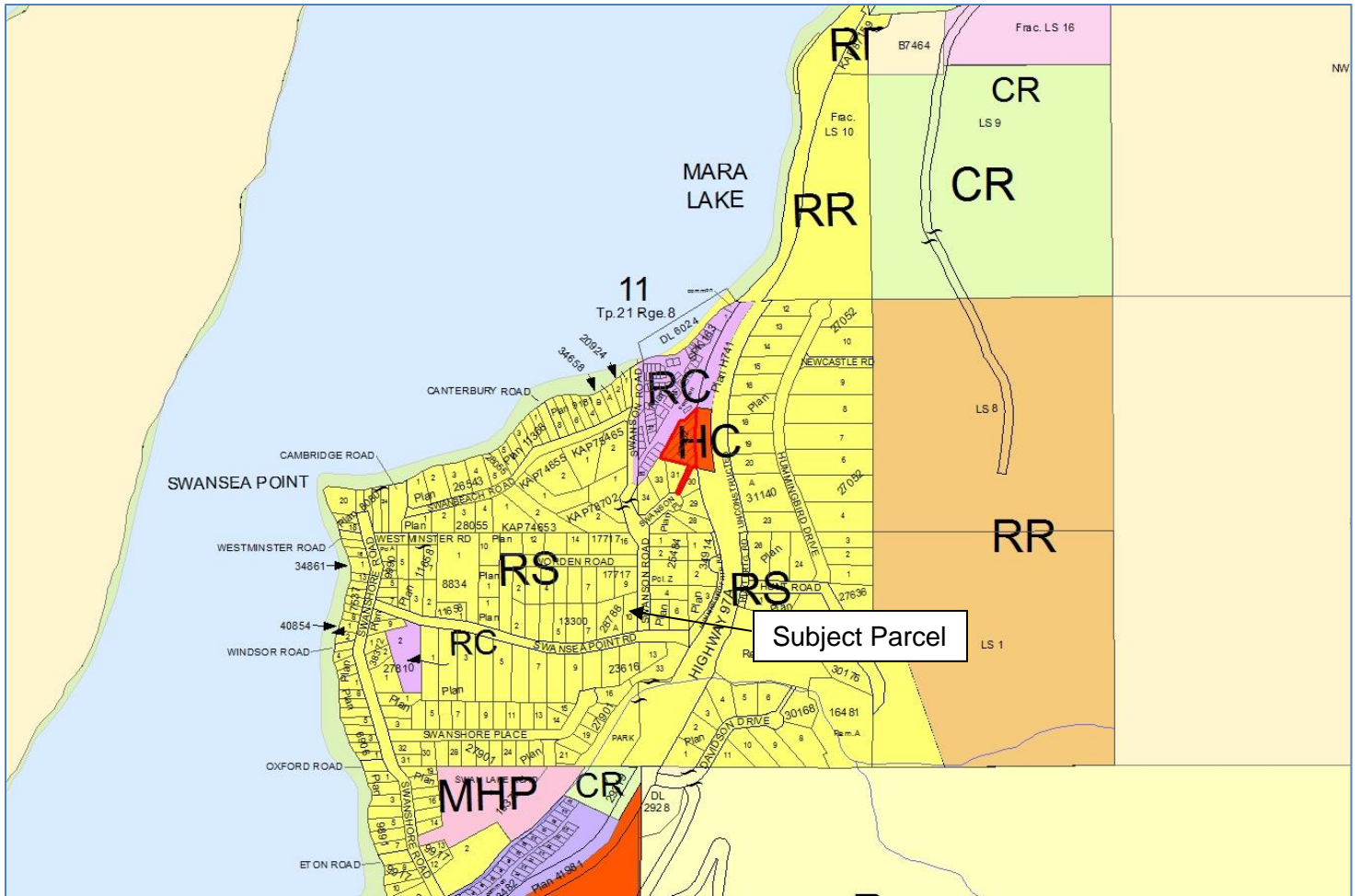
Building Location Certificate

<p>BROWNE JOHNSON LAND SURVEYORS BRITISH COLUMBIA AND CANADA LANDS Box 362, Salmon Arm, B.C. V1E 4N5 (250)832-9701</p>	
<p>BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE</p>	
<p>To: Don & Beverly Riddoch, 303- 405 32 Avenue NW, Calgary, Alberta T2M 4V2 Your File:</p>	<p>Re: Lot 10, Section 11, Township 21, Range 8, W6M, KDYD, Plan 13300 Parcel Identifier(PID): 003-173-038 Civic Address: 643 Swansea Point Road, Swansea Point</p>
<p style="text-align: right; font-size: small;">List of documents registered on title which may affect the location of improvements: none</p>	
<p style="text-align: center; font-weight: bold; font-size: 1.2em;">Lot 10 Plan 13300</p> <p style="text-align: center; font-weight: bold;">Swansea Point Road</p>	
<p>Scale 1: 300</p> <p style="font-size: x-small;">All distances are in metres. Dimensions derived from field measurements.</p>	<p style="text-align: center; font-weight: bold; font-size: 0.8em;">LEGEND</p> <ul style="list-style-type: none"> ■ Stake placed — power — water — septic
<p style="font-size: x-small;">The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.</p> <p style="font-size: x-small;">This plan was prepared for inspection purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property lines or or property corners.</p> <p style="font-size: x-small;">This building location certificate has been prepared in accordance with the Professional Reference Manual and is certified correct this 5th day of October, 2015.</p> <p style="text-align: right; font-weight: bold;">BCLS</p>	
<p style="font-size: x-small;">COPYRIGHT © BROWNE JOHNSON 2015 LAND SURVEYORS All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the prior written consent of BROWNE JOHNSON LAND SURVEYORS.</p> <p style="font-weight: bold; font-size: 0.8em;">THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED.</p> <p style="font-size: x-small;">Our File: 383-15 Fb: 383-15.raw</p>	

Orthophoto



Current Zoning



Photos



Single Family Dwelling from Swansea Point Road



Single Family Dwelling and RV (far right)



Bunkhouse/proposed cottage



Garage

COLUMBIA SHUSWAP REGIONAL DISTRICTRURAL SICAMOUS LAND USE AMENDMENT (RIDDOCH) BYLAW NO. 2067A bylaw to amend the "Rural Sicamous Land Use Bylaw No. 2000"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 2000;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 2000;

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

1. "Rural Sicamous Land Use Bylaw No. 2000" is hereby amended as follows:

A. TEXT AMENDMENT

i) Part II Land Use Regulations, Section 2.1 Definitions, is hereby amended as follows:

i. by deleting the following definition:

"RECREATIONAL VEHICLE is a vehicular-type of portable structure, without permanent foundation, that can be towed, hauled or driven and that is primarily designed for use as temporary living accommodation for the purposes of recreation, camping and travel, including, but not limited to, travel trailers, truck campers, camping trailers and self-propelled motor homes";

And replacing it with the following therefore:

"RECREATIONAL VEHICLE is a vehicular-type of portable structure, without permanent foundation, that can be towed, hauled or driven and that is primarily designed for use as temporary living accommodation for the purposes of recreation, camping and travel, including, but not limited to, travel trailers, truck campers, camping trailers and self-propelled motor homes; and does not include a Park Model";

ii. by adding the following new definition:

"TEMPORARY means less than four (4) consecutive weeks"; after the definition of "STORAGE SHED";

ii) Part II Land Use Regulations, Section 2.12 RS Single and Two Family Residential Zone, is hereby amended as follows:

i. by adding Subsection 2.12(3), in its entirety, including the attached map as follows:

“Special Regulations

(3) In this subsection, lands are described by legal description and by map and in the event of any discrepancy between the legal description of the lands and the map, the map governs.

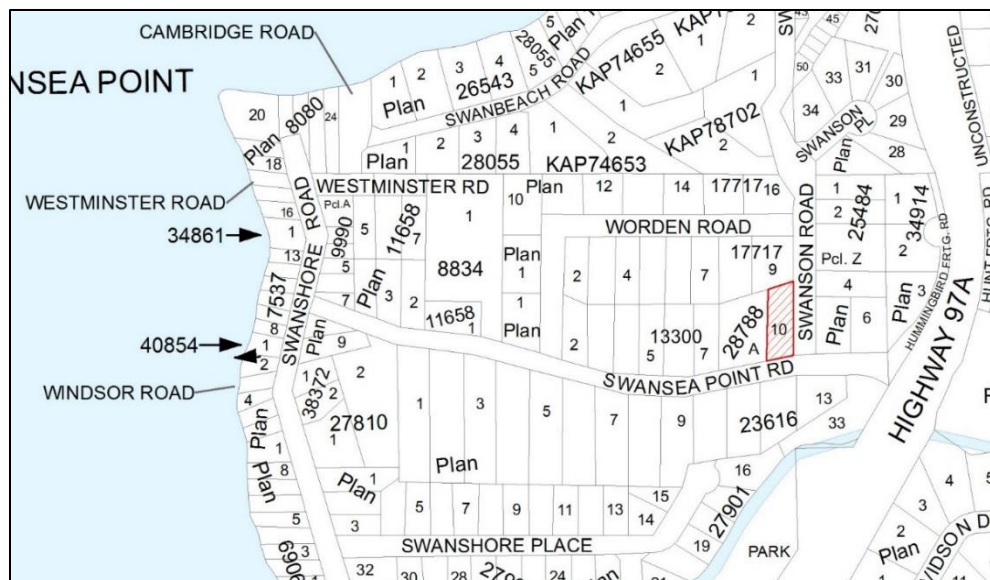
a) Notwithstanding the permitted uses listed in subsection 2.12 (1), the principal uses on Lot 10, Section 11, Township 21, Range 8, West of the 6th Meridian, Kamloops Division Yale District, Plan 13300, as shown hatched on Map 1, shall be limited to the following:

- ii. One Single Family Dwelling
- iii. One Recreational Vehicle
- iv. Accessory use

b) Notwithstanding the permitted setbacks listed in subsection 2.12 (d) the minimum setback on Lot 10, Section 11, Township 21, Range 8, West of the 6th Meridian, Plan 13300, is hereby varied:

- i. Recreational Vehicle Interior Side Parcel Boundary 1.71 m
- ii. Shed on Skids Interior Side Parcel Boundary 0.05 m
Rear Parcel Boundary 0.71 m
- iii. Shed on Cinder Rear Parcel Boundary 0.76 m
Blocks
- iv. Accessory Structure Rear Parcel Boundary 4.42 m
- v. Deck attached to
Accessory Structure Exterior Side Parcel Boundary 2.73 m
- vi. Single Family Dwelling Exterior Side Parcel Boundary 3.47 m

Map 1



2. This bylaw may be cited as "Rural Sicamous Land Use Amendment (Riddoch) Bylaw No. 2067."

READ a first time this 17 day of September, 2016.

READ a second time as amended this 2nd day of December, 2016.

PUBLIC HEARING held this _____ day of _____, 2017.

READ a third time this _____ day of _____, 2017.

RECEIVED THE APPROVAL of the Minister of Transportation and Infrastructure this _____ day of _____, 2017.

ADOPTED this _____ day of _____, 2017.

CORPORATE OFFICER

CHAIR

Certified true copy of Bylaw No. 2067
as read a third time.

Certified true copy of Bylaw No. 2067
as adopted.

Corporate Officer

Corporate Officer



BOARD REPORT

TO: Chair and Directors

File No: BL650-13 PL20180000033

SUBJECT: Electoral Area F: Anglemont Zoning Amendment (Anglemont Estates Golf Course Ltd.) Bylaw No. 650-13

DESCRIPTION: Report from Candice Benner, Development Services Assistant, dated June 28, 2018.
7838 Golf Course Road, Anglemont

RECOMMENDATION #1: THAT: "Anglemont Zoning Bylaw Amendment (Anglemont Estates Golf Course Ltd.) Bylaw No. 650-13" be given second reading, as amended, this 19th day of July 2018.

RECOMMENDATION #2: THAT: a public hearing to hear representations on "Anglemont Zoning Bylaw Amendment (Anglemont Estates Golf Course Ltd.) Bylaw No. 650-13" be held;

AND THAT: notice of the public hearing be given by the 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 Larry Morgan, as Director of Electoral Area F being that in which the land concerned is located, or Alternate Director Robert Missegheers, if Director Morgan is absent, and the Director or Alternate Director, as the case may be, give a report of the public hearing to the Board.

SHORT SUMMARY:

The owner has applied for a zoning text amendment to permit an existing upper floor dwelling unit as a permitted use in the P-4 zone in Anglemont Zoning Bylaw No. 650 for the subject property only. A new definition for Golf Course is proposed to be included in Bylaw No. 650 to help clarify what uses are permitted with golf course use.

After first reading but before referrals were sent out, the owner indicated that they would like to ensure that a tennis court use may be permitted as a use at the Anglemont Estates Golf Course property. Public Assembly Facility is already a permitted use within the P-4 Recreation zone. For clarity, staff is proposing to include "recreation" in the Public Assembly Facility definition in Bylaw No. 650.

Agency referrals were then sent out. Staff indicated on the referral forms that agencies may also consider a potential amendment to the definition of Public Assembly Facility in their review and that this amendment would be presented to the Board at second reading, as amended for consideration and review.

VOTING:	Unweighted Corporate <input type="checkbox"/>	LGA Part 14 (Unweighted) <input checked="" type="checkbox"/>	Weighted Corporate <input type="checkbox"/>	Stakeholder (Weighted) <input type="checkbox"/>
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BACKGROUND:

See "2018-05-17_Board_DS_BL650-13_Anglemont_Estates_Golf_Course.pdf".

POLICY:

See "2018-05-17_Board_DS_BL650-13_Anglemont_Estates_Golf_Course.pdf".

Anglemont Zoning Bylaw No. 650

Current Zone: Recreation P-4

.1 Permitted Uses

The uses stated in this subsection and no others are permitted in the Recreational zone, except as stated in Part 3 General Regulations.

(a) Airport

(b) Golf course

(c) Curling rink

(d) Public assembly facility

(e) Accessory use

Proposed Zoning Amendment:

The following definitions are proposed to be included in the Definitions section of Bylaw No. 650:

Part 1 Definitions

GOLF COURSE is the use of land, *buildings* and structures for playing golf and may include driving range, clubhouse, restaurant, pro shop, and similar accessory facilities necessary for golf purposes and which may include the maintenance and administration of the golf course;

PUBLIC ASSEMBLY FACILITY is the use of land, buildings, or structures where people gather periodically for public, cultural, religious, philanthropic, entertainment, or recreation purposes;

UPPER FLOOR DWELLING UNIT means a *dwelling unit* that is located above the ground floor of a principle permitted use and contains a separate entrance;

Part 5

5.10 Recreation P-4

The proposal will involve adding a new site specific permitted use to Part 5.10 as follows:

.1 Permitted Uses

(f) *upper floor dwelling unit*, permitted only on Lot B Section 15 Township 23 Range 9 W6M Kamloops Division Yale District Plan 17443 (PID: 001-583-255).

FINANCIAL:

See "2018-05-17_Board_DS_BL650-13_Anglemont_Estates_Golf_Course.pdf".

KEY ISSUES/CONCEPTS:

See "2018-05-17_Board_DS_BL650-13_Anglemont_Estates_Golf_Course.pdf".

The Board gave first reading of this amendment at its May 17, 2018 Board meeting for a site specific bylaw amendment to permit an existing upper floor dwelling unit on the subject property. Staff also proposed to include a "Golf Course" definition in Bylaw No. 650 to help clarify what is permitted in a golf course use.

After the Board meeting, the applicant approached staff asking whether a tennis court would be permitted as a secondary use at Anglemont Estates Golf Course. Staff determined that a tennis court, and other passive recreation uses, are appropriate within the Public Assembly Facility use and therefore, are proposing to amend the existing definition of Public Assembly Facility in Bylaw No. 650 to include "recreation". Public Assembly Facility is permitted in the P-4 zone and would therefore be permitted on all P-4 zoned properties within the boundaries of Bylaw No. 650, including the Anglemont Estates Golf Course properties.

SUMMARY:

The proposal is to allow an existing upper floor dwelling unit on the subject property, to add a new definition of Golf Course, and amend the existing Public Assembly Facility definition to include "recreation", in Anglemont Zoning Bylaw No. 650.

IMPLEMENTATION:

In accordance with CSRD Policy P-18 regarding Consultation Processes –Bylaws, staff recommended the simple consultation process.

Notice of development signs were posted on the property on June 12, 2018, following first reading on May 17, 2018. As of the date of this report, no written submissions from the public have been received.

COMMUNICATIONS:

See "Agency_referral_responses_BL650-13.pdf".

Bylaw No. 650-13 was sent out to the following referral agencies for comment:

Interior Health:

Interests unaffected.

CSRD –Operations Department:

- Utilities: suite will be required to pay an additional yearly user fee for water.
- All other: no concerns.

The following agencies did not respond to the request for comments:

- Ministry of Transportation and Infrastructure
- Ministry of Forests, Lands and Natural Resource Operations, Archaeology Branch
- CSRD Financial Services
- Adams Lake Indian Band
- Little Shuswap Indian Band
- Neskonalith Indian Band
- Okanagan Indian Band
- Shuswap Indian Band
- Simpcw First Nation

- Splats'in First Nation.

DESIRED OUTCOMES:

That the Board endorse staff recommendations.

BOARD'S OPTIONS:

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

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Electoral Area F Official Community Plan Bylaw No. 830
2. Anglemont Zoning Bylaw No. 650

Report Approval Details

Document Title:	2018_07_19_Board_DS_BL650-13_Anglemont_Estates_Golf_Course.docx
Attachments:	- BL650-13_Second_as_amended.pdf - 2018-05-17_Board_DS_BL650-13_Anglemont_Estates_Golf_Course.pdf - Agency_referral_responses_BL650-13.pdf - Rainville_letter_2018-02-22_BL650-13.pdf - Maps_Plans_Photos_BL650-13.pdf
Final Approval Date:	Jul 9, 2018

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

Corey Paiement - Jul 5, 2018 - 10:35 AM

Gerald Christie - Jul 5, 2018 - 11:24 AM

Lynda Shykora - Jul 9, 2018 - 10:37 AM

Charles Hamilton - Jul 9, 2018 - 4:13 PM

COLUMBIA SHUSWAP REGIONAL DISTRICT

ANGLEMONT ZONING AMENDMENT (ANGLEMONT ESTATES GOLF COURSE) BYLAW
NO. 650-13

A bylaw to amend the "Anglemont Zoning Bylaw No. 650"

WHEREAS the Board of the Columbia Shuswap Regional District adopted Bylaw No. 650;

AND WHEREAS the Board deems it appropriate to amend Bylaw No. 650;

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

1. "Anglemont Zoning Bylaw No. 650" is hereby amended as follows:

A. TEXT AMENDMENT

1. Schedule A, Zoning Bylaw Text, which forms part of the "Anglemont Zoning Bylaw No. 650" is hereby amended as follows:

i. Part 1, Definitions is amended by:

Adding the following new definitions:

"GOLF COURSE is the use of land, *buildings*, and structures for playing golf and may include driving range, clubhouse, restaurant, pro shop, and similar accessory facilities necessary for golf purposes and which may include the maintenance and administration of the golf course";

after the definition of "FLOOR AREA",

"PUBLIC ASSEMBLY FACILITY is the *use* of land, *buildings* or structures where people gather periodically to public, cultural, religious, philanthropic, entertainment, or recreation purposes";

after the definition of "PRINCIPAL USE",

"UPPER FLOOR DWELLING UNIT means a *dwelling unit* that is located above the ground floor of a principle permitted use and contains a separate entrance";

after the definition of "SIGHT TRIANGLE".

ii. Section 5.10 Recreation -P-4 Zone is amended by adding the following to the Permitted Uses:

"(f) upper floor dwelling unit, permitted only on Lot B Section 15 Township 23 Range 9 W6M Kamloops Division Yale District Plan 17443 (PID: 001-583-255)".

2. This bylaw may be cited as "Anglemont Zoning Amendment (Anglemont Estates Golf Course) Bylaw No. 650-13."

READ a first time this 17 day of May, 2018.

READ a second time, as amended this ___ day of _____, 2018.

PUBLIC HEARING held this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

Corporate Officer

Chair

Certified true copy of Bylaw No. 650-13
as read a third time.

Certified true copy of Bylaw No. 650-13
as adopted.

Corporate Officer

Corporate Office



BOARD REPORT

TO: Chair and Directors

File No: BL650-13 PL20180000033

SUBJECT: Electoral Area F: Anglemont Zoning Amendment (Anglemont Estates Golf Course Ltd.) Bylaw No. 650-13

DESCRIPTION: Report from Candice Benner, Development Services Assistant, dated April 18, 2018.
7838 Golf Course Road, Anglemont

RECOMMENDATION #1: THAT: "Anglemont Zoning Bylaw Amendment (Anglemont Estates Golf Course Ltd.) Bylaw No. 650-13" be read a first time this 17th day of May, 2018.

RECOMMENDATION #2: THAT: the Board utilize the simple consultation process for Bylaw No. 650-13, and it be referred to the following agencies and First Nations:

- Interior Health Authority;
- Ministry of Transportation and Infrastructure;
- Ministry of Forests, Lands and Natural Resource Operations, Archaeology Branch;
- CSR Operations Management;
- CSR Financial Services;
- All relevant First Nations Bands and Councils.

SHORT SUMMARY:

The subject property is part of the Anglemont Estates Golf Course operation located in Anglemont in Electoral Area F. Through recent correspondence with the owner, it was determined that the existing upper floor dwelling unit located on the subject property is not permitted with the current zoning of the property. The owner has applied for a zoning text amendment to include an upper floor dwelling unit as a permitted use in the P-4 zone in Anglemont Zoning Bylaw No. 650 for the subject property. The owner also expressed concern regarding what associated uses are permitted within a golf course operation as golf course is currently not defined in Bylaw No. 650. Staff are proposing to add a definition for golf course use to Bylaw No. 650 to provide clarity regarding what associated uses are permitted with golf course.

VOTING:	Unweighted Corporate <input type="checkbox"/>	LGA Part 14 (Unweighted) <input checked="" type="checkbox"/>	Weighted Corporate <input type="checkbox"/>	Stakeholder (<i>Weighted</i>) <input type="checkbox"/>
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BACKGROUND:

PROPERTY OWNER:
Anglemont Estates Golf Course Ltd., Inc. No. 594055

ELECTORAL AREA:
F

CIVIC ADDRESS:
7838 Golf Course Road

LEGAL DESCRIPTION:

Lot B Section 15 Township 23 Range 9 W6M Kamloops Division Yale District Plan 17443

PID:

001-583-255

SIZE OF PROPERTY:

0.431 ha

DESIGNATION:

Electoral Area F Official Community Plan Bylaw No. 830
Secondary Settlement Area -SSA

CURRENT ZONE:

Anglemont Zoning Bylaw No. 650
Recreation -P-4 zone

PROPOSED ZONE:

Recreation P-4 with a special regulation for upper floor dwelling unit

SURROUNDING LAND**USE PATTERN:**

North: P-4 zone, residential

South: RM-2 zone, vacant

East: P-4 zone, vacant

West: Golf Course Road, P-4 zone, Anglemont Estates Golf Course

CURRENT USE:

Permitted Uses: accessory to golf course including: pro shop and retail sales, coffee shop, licensed establishment, administration office

Not Permitted: dwelling

PROPOSED USE:

Permitted Uses: accessory to golf course including: pro shop and retail sales, coffee shop, licensed establishment, administration office

Special Regulation for subject property: upper floor dwelling unit

SITE COMMENTS: The subject property is part of the Anglemont Estates Golf Course operation and includes an administration office, pro shop and retail sales, restaurant and coffee shop, and other accessory uses related to the golf course. The golf course fairways are located across the road to the west.

The parcel is surrounded by a mix of residential, golf course, and vacant properties.

POLICY:

Electoral Area F Official Community Plan Bylaw No. 830
Section 11 Managing Growth: North Shuswap

11.1 General Land Use

Policy 5

Lee Creek, Celistia, Magna Bay, Anglemont, St. Ives, and Seymour Arm are designated Secondary Settlement Areas. Low density residential and neighbourhood convenience commercial uses are appropriate in these Secondary Settlement Areas. All new development must be connected to community water and sewer services, except in Seymour Arm. The following land uses are generally acceptable in the Secondary Settlement Areas:

1. Detached and Duplex Residential
2. Recreational Residential
3. Commercial
4. Public and Institutional
5. Park and Protected Area
6. Foreshore and Water
7. Agriculture
8. Commercial Public Utility

11.5 Residential

Objective 1

To ensure a range of housing choices is available in the North Shuswap to accommodate people of all ages and incomes.

Anglemont Zoning Bylaw No. 650

Current Zone: Recreation P-4

.1 Permitted Uses

The uses stated in this subsection and no others are permitted in the Recreational zone, except as stated in Part 3 General Regulations.

- (a) Airport
- (b) Golf course
- (c) Curling rink
- (d) Public assembly facility
- (e) Accessory use

Proposed Zoning Amendment:

The following definitions are proposed to be included in the Definitions section of Bylaw No. 650:

Part 1 Definitions

GOLF COURSE is the use of land, *buildings* and structures for playing golf and may include driving range, clubhouse, restaurant, pro shop, and similar accessory facilities necessary for golf purposes and which may include the maintenance and administration of the golf course;

UPPER FLOOR DWELLING UNIT means a *dwelling unit* that is located above the ground floor of a principle permitted use and contains a separate entrance;

Part 5

5.10 Recreation P-4

The proposal will involve adding a new site specific permitted use to Part 5.10 as follows:

.1 Permitted Uses

(f) *upper floor dwelling unit*, permitted only on Lot B Section 15 Township 23 Range 9 W6M Kamloops Division Yale District Plan 17443 (PID: 001-583-255).

FINANCIAL:

This bylaw amendment is not the result of bylaw enforcement; however, the Anglemont Estates Golf Course currently has a dwelling unit located on the upper floor of the building on the property that is not permitted in the P-4 zone of the zoning bylaw. If the Board does not adopt the proposed amendment, the use of the dwelling unit will be not be able to be re-established.

KEY ISSUES/CONCEPTS:

The subject property has a dwelling unit located above the pro-shop which is currently not permitted in Bylaw No. 650. The dwelling unit has 4 bedrooms, one bathroom and one kitchen and has its own exterior entrance. The owners have indicated that the dwelling unit was occupied by family from 1985-1988 and then again from 1996-1999. Since that time the dwelling unit has been occupied off and on by both family and staff during the golf season. As the dwelling unit has not been continuously occupied, the dwelling unit use is not considered to be lawfully non-conforming. The owner wishes to ensure and have certainty that the dwelling unit will be permitted and continue to be permitted in future so has applied to rezone the property to permit the existing dwelling unit. Staff are proposing a site specific upper floor dwelling unit use in the P-4 zone for the subject property only.

The property is an integral part of the Anglemont Golf Course operation, although the golf course itself is located on three separate properties to the west across the road. The subject property currently has a pro-shop including retail sales, restaurant, coffee shop, licensed establishment, and administration office uses which are all associated with the golf course and all are permitted in the P-4 zone as they all fall within associated uses of the golf course principle use. However, golf course is not a defined term in Bylaw No. 650 at this time. The owner has indicated that clarification of the permitted uses associated with golf course would be helpful in ensuring that the uses currently being operated on the subject property are permitted. Staff are proposing to define golf course in Bylaw No. 650 to provide clarity of this use.

The property is connected to the CSRD Anglemont Community Water System; the owner has indicated that there is an existing independent on-site septic system located on the subject property.

Bylaw No. 650 has three other properties currently zoned P-4, not including the Anglemont Golf Course. Two of the properties, located adjacent to the subject property, are currently vacant and the third property is the location of Lakeview Community Center.

SUMMARY:

Development Services staff are proposing this bylaw amendment to recognize the existing dwelling unit located on the upper floor of the golf course building on the subject property while also including a golf course definition to clarify the use and its associated uses in Bylaw No. 650.

Staff are recommending first reading of this amendment as it will recognize the ongoing historic use of the dwelling unit on the subject property and adding a golf course definition will help clarify this use and its associated uses currently permitted in the P-4 zone.

COMMUNICATIONS:

As per CSRD Policy No. P-18 regarding Consultation Processes-Bylaws, staff recommends the simple consultation process. This report will be sent out to referral agencies requesting input and recommendations on the proposed amendment.

The following list of referral agencies is recommended:

- Interior Health Authority;
- Ministry of Transportation and Infrastructure;
- Ministry of Forests, Lands and Natural Resource Operations, Archaeology Branch;
- CSRD Operations Management;
- CSRD Financial Services; and,
- All relevant First Nations Bands and Councils:
 - Adams Lake Indian Band
 - Little Shuswap Indian Band
 - Neskonlith Indian Band
 - Okanagan Indian Band
 - Shuswap Indian Band
 - Simpcw First Nation
 - Splots'in First Nation

DESIRED OUTCOMES:

That the Board endorse staff recommendation.

BOARD'S OPTIONS:

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

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Electoral Area F Official Community Plan Bylaw No. 830
2. Anglemont Zoning Bylaw No. 650

Report Approval Details

Document Title:	2018-05-17_Board_DS_BL650-13_Anglemont_Estates_Golf_Course.docx
Attachments:	- BL650-13_First.pdf - Rainville_letter_2018_22_02_BL650-13.pdf - Maps_Plans_Photos_BL650-13.pdf
Final Approval Date:	May 8, 2018

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

Corey Paiement - May 7, 2018 - 11:38 AM

Gerald Christie - May 7, 2018 - 11:39 AM

Lynda Shykora - May 8, 2018 - 11:10 AM

No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora

Charles Hamilton - May 8, 2018 - 11:11 AM



May 30, 2018

Marianne Mertens
Columbia Shuswap Regional District
PO Box 978
555 Harbourfront Drive NE
Salmon Arm, BC V1E 4P1
<mailto:mmertens@csrd.bc.ca>

Dear Marianne Mertens:

RE: File #: BL650-13
Our interests are unaffected

The IH Healthy Built Environment (HBE) Team has received the above captioned referral from your agency. Typically we provide comments regarding potential health impacts of a proposal. More information about our program can be found at [Healthy Built Environment](#).

An initial review has been completed and no health impacts associated with this proposal have been identified. As such, our interests are unaffected by this proposal.

However, should you have further concerns, please return the referral to hbe@interiorhealth.ca with a note explaining your new request, or you are welcome to contact me directly at 1-855-744-6328 then choose HBE option.

Sincerely,

Mike Adams, CPHI(C)
Team Leader, Healthy Communities
Interior Health Authority


COLUMBIA SHUSWAP REGIONAL DISTRICT

P.O. Box 978 SALMON ARM, BC V1E 4P1
 Telephone: 1-250-832-8194 Fax: 1-250-832-1083

FILE NO.

PL20180000033/650-13

DATE RECEIVED:

May 28, 2018

OPERATIONS MANAGEMENT

Comments: Marianne Mertens

Terry Langlois
 Team Leader Utilities

No concerns, suite will be required to pay an additional yearly user fee for water.

Derek Sutherland
 Team Leader
 Protective Service

no concerns

Sean Coubrough
 Fire Services Coordinator

No concerns.

Ben Van Nostrand
 Team Leader
 Environmental Health

No Concerns

Ryan Nitchie
 Team Leader
 Community Services

No Concerns

Darcy Mooney
 Manager
 Operations Management

no concerns

Anglemont Estates Golf Course Ltd.
Drinda Rainville – Secretary
Craig Golemlaski - President
5 Cougar Ridge Close S.W.
Calgary, AB T3H 0V4
403-663-8811
drinda.r@telus.net
drindarainville@gmail.com

February 22nd, 2018
CSRD
c/o Laura Janssen
Planning Assistant
Via E-Mail
ljanssen@csrd.bc.ca

HISTORY OF ANGLEMONT ESTATES GOLF COURSE PRO SHOP SITE

The original building on this site was the Anglemont Estates Lodge, which was lost to fire May 8th, 1976. The Lodge had 18 guest rooms, each fitted with their own bathroom. It also had an onsite manager's suite. The Lodge had a licensed restaurant for up to 120 people. There was a dance floor, pool room, recreation room, offices, storage, washrooms to support these areas as well as a septic tank and field to support same. The current Pro Shop was built on the same site in the fall of 1976. The upper level was built as living quarters (for management or staff) and is a 1700 square foot, 4 bedroom, one bath home. It has an open living/dining/kitchen area along with a front deck and covered rear access down to the Pro Shop located below. The Pro Shop has retail space, office and storage, sitting areas, and a kitchen area along with two washrooms.

Drinda's family lived in the living quarters from March, 1985 through to May, 1988. Craig's family lived in the living quarters from 1996 – 1999. Since that time, we have had family and staff stay in the living quarters during the golf season.

There was a new septic tank lid poured in 2011 as well as an inspection lid. Please see attached letter from B & D Concrete Stamping.

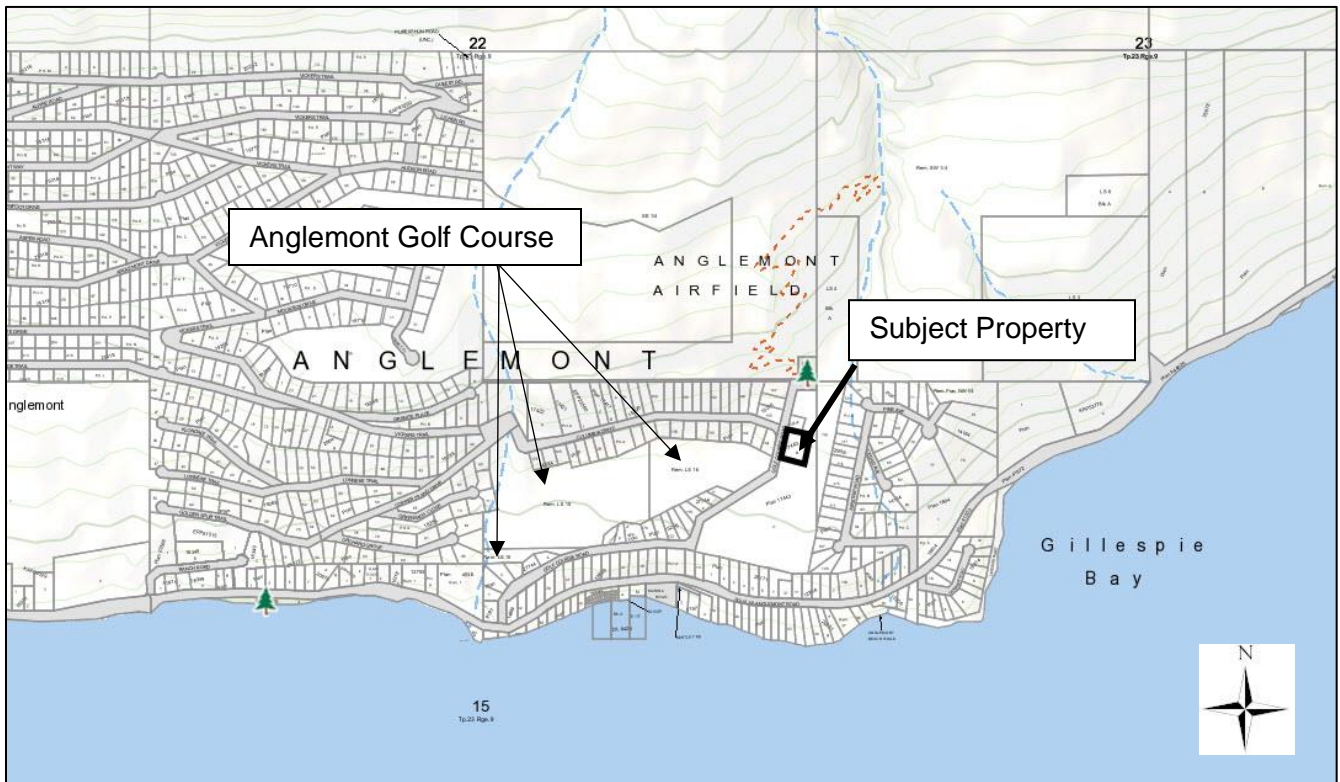
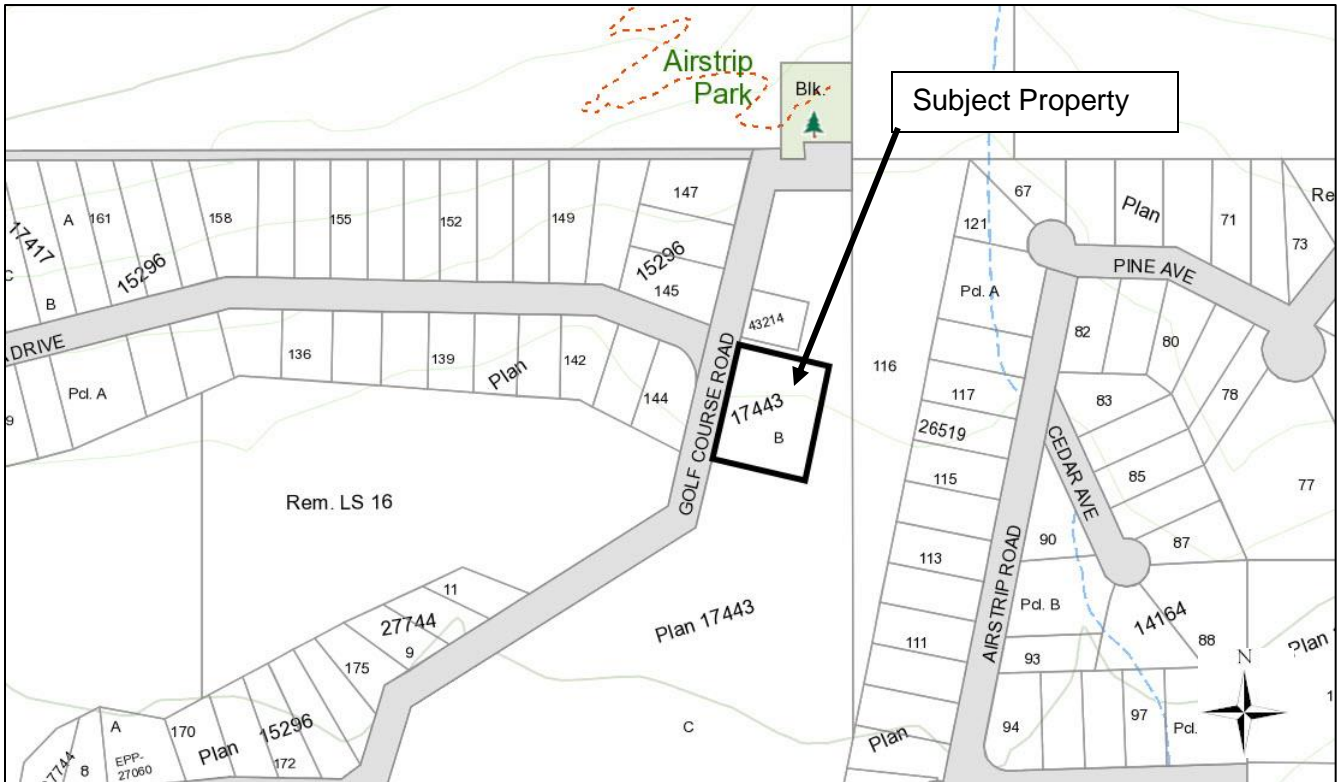
The Anglemont Fire Department is located on the next property to the north of the Pro Shop.

The actual Golf Course (on a separate title) is zoned recreation. The 1.06 acre Pro Shop site is better suited to CG-2 Zoning to allow for residential use in the upper level of the Pro Shop, as well as future business expansion, ie: restaurant/coffee shop, retail, etc.

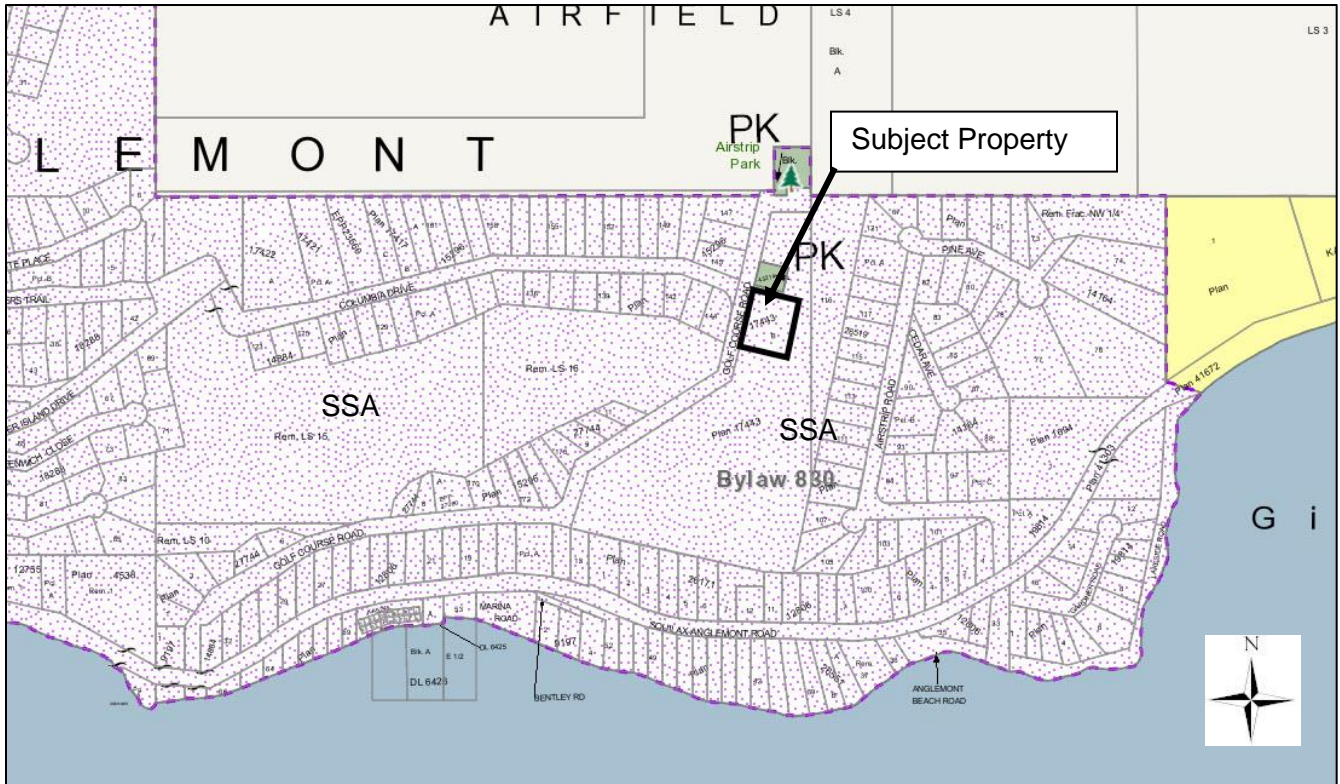
Thank you for your consideration.

Sincerely,
Drinda Rainville
Anglemont Golf Course LTD. Secretary

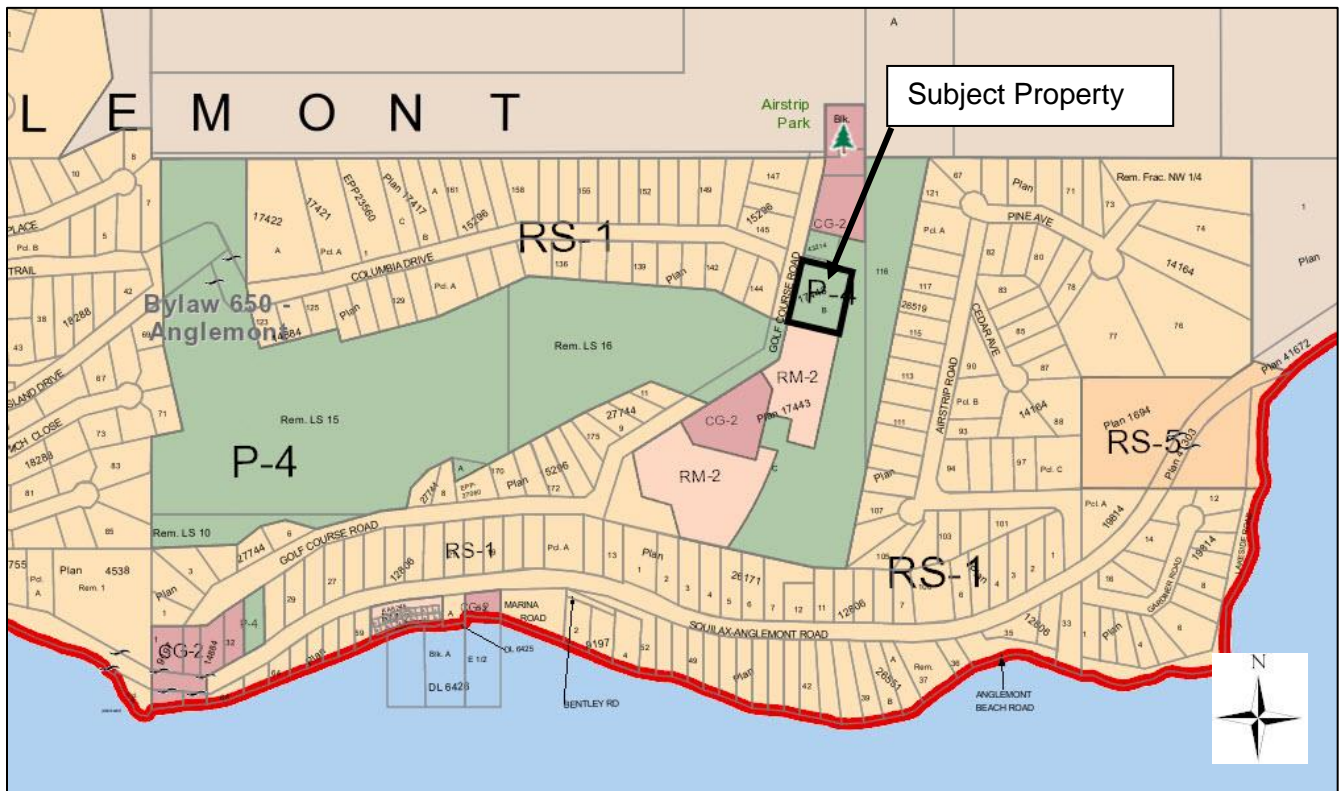
Location



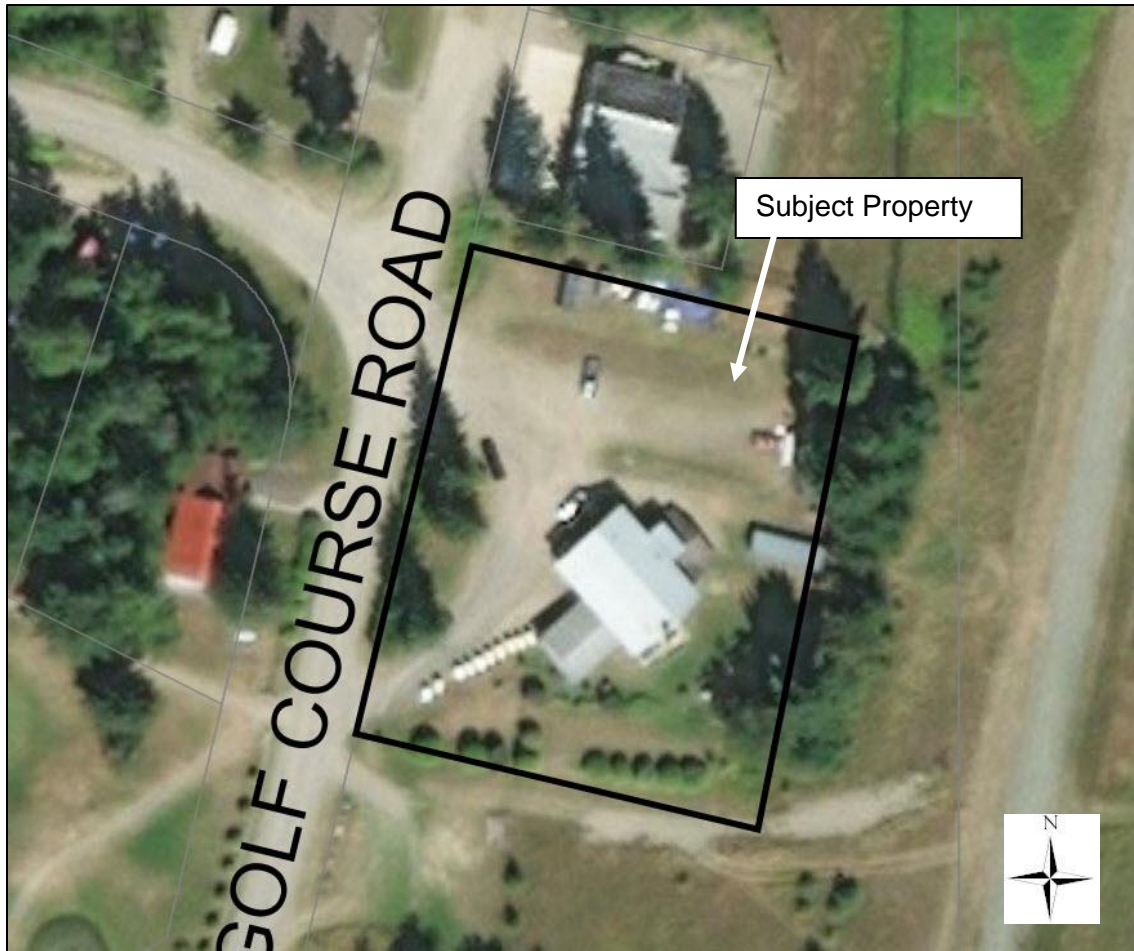
OCP



Zoning



Orthophoto



Photos



View of subject property from front



View of subject property from rear